

DEAR GOD,

THANK YOU FOR BRINGING EVERYONE TOGETHER FOR THIS SCHOOL BOARD MEETING TODAY. THANK YOU FOR OUR AWESOME PROVINCE OF ALBERTA AND OUR CITY OF LETHBRIDGE, AND FOR LETTING US GO TO A CATHOLIC SCHOOL WHERE WE CAN TALK ABOUT YOU AND PRAY EVERY DAY.

PLEASE SEND YOUR SPIRIT TO HELP OUR TRUSTEES AND BOSSES MAKE GOOD CHOICES TODAY. GIVE THEM LOTS OF WISDOM SO THEY KNOW WHAT IS BEST FOR ALL THE KIDS IN OUR SCHOOLS. HELP THEM TO KEEP OUR CLASSROOMS SAFE, FUN, AND FULL OF YOUR LOVE.

IF PEOPLE HAVE DIFFERENT IDEAS TONIGHT, PLEASE HELP THEM TO BE KIND AND LISTEN TO EACH OTHER, JUST LIKE JESUS SHOWED US.

PLEASE BLESS ALL THE STAFF, TEACHERS, PRINCIPALS, AND STUDENTS IN OUR DISTRICT. HELP US KIDS TO DO OUR BEST IN CLASS, TO BE GOOD FRIENDS ON THE PLAYGROUND, AND TO FOLLOW YOU.

WE GIVE THIS MEETING TO YOU, LORD.

ST. BASIL, PRAY FOR US.

-GRADE 6 CLASS, CHILDREN OF ST MARTHA



Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, June 24, 2026
1:15 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 (Children of St. Martha School) – Trustee Bob Spitzig

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) May 27, 2026 Regular Board Meeting
 - c) Business Arising/Unfinished Business from the Minutes
 - d) Presentation: Holy Spirit Evergreening Plan (Director of Technology Regan Holt)
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- B.1 Share the Mission Award for 2025/2026
 - B.2 Board Meeting Schedule 2026/2027
 - B.3 School Council Chairs / Board of Trustees Meeting Schedule 2026/2027
 - B.4 Alberta School Councils' Association (ASCA) Membership Renewal
 - B.5 Board Evaluation
 - B.6 Request for Proposals for the Appointment of Auditors
 - B.7 Three Year Infrastructure and Maintenance Renewal Plan
 - B.8 Appointment of Joint Committee of Lethbridge School Boards and the City of Lethbridge Members (to be tabled after Policy Review)

C. POLICY REVIEW

- C.1 Policy 7: Board Committees and Board Representation
 - i. Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report
- D.4 Associate Superintendent's Report
- D.5 Director of Support Services Update
- D.6 Director of Technology Update
- D.7 Director of Facilities Update

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 TBAC Report
- E.6 Joint City/ School Boards Report

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Third Quarter Financial Report
- G.3 Holy Spirit School Division's Opening Mass 2026/2027
- G.4 Holy Spirit Social Media Analytics Report
- G.5 Annual First Ride Event 2026
- G.6 Holy Spirit Stars
- G.7 Enrolment Data Update

H. ADJOURNMENT

		<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, MAY 27, 2026, COMMENCING AT 1:01 P.M.</p> <p>Present</p> <p>BOARD Board Chair Linda Ellefson Vice Chair Roisin Gibb Trustee Tricia Doherty Trustee Blake Dolan Trustee Kevin Kinahan Trustee Thomas Machacek Trustee Carmen Mombourquette Trustee Cheralan O'Donnell Trustee Bob Spitzig</p> <p>ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Secretary-Treasurer Amanda Lindemann Associate Superintendent Aaron Skretting Recording Secretary Rhonda Kawa</p> <p>Board Chair Linda Ellefson called the May 27, 2026, Regular Board Meeting to order at 1:01 p.m. Vice Chair Roisin Gibb 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 Blake Dolan, led the Board with a prayer written by students from St. Michael's School, Pincher Creek.</p> <p>Approval of Agenda 10946/0526 M/C That the agenda for the May 27, 2026, Board Meeting be approved, as presented. Bob Spitzig</p> <p>Previous Minutes 10947/0526 M/C That the minutes of the April 22, 2026, Regular Meeting of the Board be approved, as presented. Tricia Doherty</p> <p>Business Arising from the Minutes There was no business arising from the minutes.</p> <p>PRESENTATION Holy Spirit Catholic School Division Music Task Force Holy Spirit Catholic School Division teachers, Coreen Packham, Jessica Ens, and Erin Richards presented to the Board of Trustees an overview of the division's current music programming, professional development opportunities, and collaborative efforts between schools, as well as the goals of the music task force for the upcoming school year. For the 2026/2027 school year, the music task force is focused on the creation of a mission and vision statement for the division, the allocation of music specialists, and programming for instrumental music.</p> <p>ACTION ITEMS Three-Year Education Plan 2026-2029</p> <p>B.1 The Board reviewed a draft version of the Three-Year Education Plan for 2026-2029 which was prepared in accordance to the responsibilities under the <i>Education Act</i> and the <i>Fiscal Planning and Transparency Act</i>. This document will be placed on the division's website.</p> <p>10948/0526 M/C That the Board of Trustees approves the Three-Year Education Plan 2026-2029, authorizing the Board Chair to make any incidental corrections, as necessary; Roisin Gibb</p> <p>AND FURTHER, that the Three-Year Education Plan 2026-2029 be submitted to Alberta Education by the May 31, 2026, deadline and posted on the division's website.</p> <p>Operating Budget 2026/2027 B.2 Secretary Treasurer Amanda Lindemann presented the Operating Budget for the 2026/2027 school year, using the Funding Manual for School Authorities 2026/27 developed by Alberta Education, noting that the division-funding shortfall for 2026/2027 is predicted to be \$1,112,859. This shortfall will be mitigated using the division's Operating Reserves.</p>
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May 27/26: page 3																																
		<table border="1"> <tr> <td>LDC3599</td> <td>Learning Strategies 35</td> <td>3</td> <td>2026-2027</td> <td>2029-2030</td> </tr> <tr> <td>LDC3599</td> <td>Learning Strategies 35</td> <td>5</td> <td>2026-2027</td> <td>2029-2030</td> </tr> <tr> <td>LDC3155</td> <td>Psychology – Abnormal 35</td> <td>3</td> <td>2026-2027</td> <td>2029-2030</td> </tr> <tr> <td>LDC1092</td> <td>Film and Media Art 15</td> <td>3 , 5</td> <td>2026-2027</td> <td>2029-2030</td> </tr> <tr> <td>LDC2092</td> <td>Film and Media Art 25</td> <td>3 , 5</td> <td>2026-2027</td> <td>2029-2030</td> </tr> <tr> <td>LDC3092</td> <td>Film and Media Art 35</td> <td>3 , 5</td> <td>2026-2027</td> <td>2029-2030</td> </tr> </table>	LDC3599	Learning Strategies 35	3	2026-2027	2029-2030	LDC3599	Learning Strategies 35	5	2026-2027	2029-2030	LDC3155	Psychology – Abnormal 35	3	2026-2027	2029-2030	LDC1092	Film and Media Art 15	3 , 5	2026-2027	2029-2030	LDC2092	Film and Media Art 25	3 , 5	2026-2027	2029-2030	LDC3092	Film and Media Art 35	3 , 5	2026-2027	2029-2030
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<p>Joint Use and Planning Agreements</p>	<p>B.3</p> <p>10951/0526 Cheralan O'Donnell</p>	<p>Joint Use and Planning Agreements (JUPAs) are a required partnership between a municipality and a school board to facilitate the planning and use of school sites. The joint use of municipal facilities and school board facilities is an important tool in effectively providing educational, cultural, and recreational opportunities for residents.</p> <p>M/C That the Board of Trustees approves the Joint Use and Planning Agreements, as presented;</p> <p>AND FURTHER, that the Board Chair sign the Joint Use Agreements on the Board's behalf.</p>																														
<p><u>POLICY REVIEW</u> Policy 19: Conflict of Interest and Nepotism</p>	<p>C.1</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 19: Conflict of Interest and Nepotism</i> and presented the recommended changes to the Board of Trustees.</p>																														
<p>Policy 22: Vaccination Protocol</p>	<p>10952/0526 Tricia Doherty</p> <p>C.2</p>	<p>M/C That the Board of Trustees accepts <i>Policy 19: Conflict of Interest and Nepotism</i>, as amended.</p> <p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 22: Vaccination Protocol</i> and presented the recommended changes to the Board of Trustees.</p>																														
<p>Policy 23: Extra-Curricular Activity</p>	<p>10953/0526 Bob Spitzig</p> <p>C.3</p>	<p>M/C That the Board of Trustees accepts <i>Policy 22: Vaccination Protocol</i>, as presented.</p> <p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 23: Extra-Curricular Activity</i> and presented the recommended changes to the Board of Trustees.</p>																														
<p>Policy Review Schedule 2026/2027</p>	<p>10954/0526 Cheralan O'Donnell</p> <p>C.4</p>	<p>M/C That the Board of Trustees accepts <i>Policy 23: Extra-Curricular Activity</i>, as amended.</p> <p>The Board's Policy Development and Review Committee have completed a thorough review of the <i>Policy Review Schedule 2026/2027</i> and presented the recommended changes to the Board of Trustees.</p>																														
<p><u>ADMINISTRATIVE REPORTS</u> Superintendent's Report</p>	<p>10955/0526 Kevin Kinahan</p> <p>D.1</p>	<p>M/C That the Board of Trustees accepts the Policy Review Schedule for the 2026/2027 school year, as presented.</p> <p>The Board reviewed the Superintendent's May 27, 2026 Report.</p>																														
<p>Deputy Superintendent's Report</p>	<p>10956/0526 Cheralan O'Donnell</p> <p>D.2</p>	<p>M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, and Directors of Support Services, Technology, and Facilities Reports for May 27, 2026.</p> <p>The Board received the Deputy Superintendent's May 27, 2026 Report.</p>																														

May 27/26: page 4		
Secretary Treasurer's Report	D.3	The Board received the Secretary Treasurer's May 27, 2026 Report.
Associate Superintendent's Report	D.4	Aaron Skretting, Associate Superintendent, provided a report to the Board, apprising them of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit Education.
Director of Support Services Update	D.5	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
Director of Technology	D.6	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the Technology Department.
Director of Facilities	D.7	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance and Facilities Department.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Linda Ellefson provided a report about recent correspondence, planning and events, and activities.
	10957/0526	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, Economic Development and Joint City/School Boards Reports for May 27, 2026.
	Tricia Doherty	
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities. It was noted that the GrACE committee had not convened since the last Board meeting; as such, there was no business to report.
Economic Development Report	E.5	Trustee Tricia Doherty, Board representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
Joint City / School Boards Report	E.6	Trustees Roisin Gibb and Tricia Doherty, Board representatives to the Joint City / School Boards Committee, provided a report the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>		
Individual Trustee Activities Report	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.
	10958/0526	M/C That the Board of Trustees receives and files individual Trustee Activities Reports for May 27, 2026.
	Roisin Gibb	
School Council Advocacy	F.2	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
Holy Spirit High School Graduation Planning	F.3	The most recent information for the division's Grade 12 graduations was shared with the Board.
<u>INFORMATION ITEMS</u>		
Division Calendars 2026/2027	G.1	The most recent drafts of the division's calendars were provided for Board review.

<p>May 27/26: page 5</p> <p>Holy Spirit Catholic School Division Family Gathering</p> <p>Holy Spirit Catholic School Division Retirement Celebration</p> <p>Holy Spirit Catholic School Division's Contributions to the Terry Fox Foundation</p> <p>Holy Spirit Stars</p> <p>Enrolment Data Update</p>	<p>G.2</p> <p>G.3</p> <p>G.4</p> <p>G.5</p> <p>G.6</p>	<p>The Board was provided information regarding the upcoming Annual Division Family Gathering, to be held June 11, 2026 at Catholic Central High School East Campus starting at 5:00 p.m.</p> <p>Holy Spirit Catholic School Division's retirement celebration will be held June 9, 2026 beginning at 6:00 p.m. at the Lethbridge Sandman Signature Lodge.</p> <p>The Board received correspondence indicating that, due to the participation of twelve (12) Holy Spirit Catholic Schools in Terry Fox events \$8,892.14 has been raised for cancer research over the 2025 year. Missing from the report is St. Michael's School, Bow Island which participates each year raising thousands of dollars.</p> <p>The Board reviewed the activities and achievements of the division's students and staff over the past month.</p> <p>The Board received the division enrolment report for April, 2026.</p>
<p>ADJOURNMENT</p>	<p>10959/0526 Tricia Doherty</p> <p>10960/0526 Tricia Doherty</p> <p>10961/0526 Bob Spitzig</p>	<p>M/C That the Board of Trustees convenes into the Committee of the Whole at 3:19 p.m.</p> <p>M//C That the Board of Trustees reconvenes into the Regular Meeting at 3:28 p.m.</p> <p>M/C That the Board of Trustees adjourns the Regular Board Meeting of May 27, 2026, at 3:29 p.m.</p>
<p>_____</p> <p>Board Chair</p>		<p>_____</p> <p>Secretary-Treasurer</p>

ACTION NO: B.1

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Share the Mission Award Committee

SUBJECT: Share the Mission Award 2025/2026

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. In keeping with *Policy 17: Awards*, the Committee will make a recommendation regarding the Share the Mission Award recipient for the 2025/2026 school year for the Board's consideration.

RECOMMENDATION

Pending Board discussion.

ACTION NO: B.2

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Board Meeting Schedule for 2026/2027

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Clause 1.2.2 of *Policy 18: Board Governance and Operations*, states:

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.

2. Attached is a draft version of the Board Meeting Schedule for 2026/2027 for Trustee review and approval.

RECOMMENDATION

That the Board of Trustees approves the Board Meeting Schedule for 2026/2027, as presented.



**Holy Spirit Catholic School Division
Board of Trustees
Meeting Schedule – Board Meetings**

2026/2027 School Year

DATE

September 23, 2026

October 28, 2026

November 25, 2026

*December 16, 2026

January 27, 2027

February 24, 2027 (Catholic Central High School East Campus)

March 24, 2027 (St. Mary School, Taber)

April 28, 2027 (St. Michael's School, Pincher Creek)

May 26, 2027

June 23, 2027

**The Organizational Meeting will be held in June 2027 for the 2027/2028 school year.

Please note:

1. All meetings are scheduled for Wednesday.
2. All regular meetings will commence at 1:00 p.m.
3. Meetings will take place in the Boardroom of the St. Basil's Education Centre, unless otherwise noted.

*All meetings are set for the 4th Wednesday of the month unless otherwise indicated

ACTION NO: B.3

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: School Council Chairs/Board of Trustees
Meeting Schedule for 2026/2027

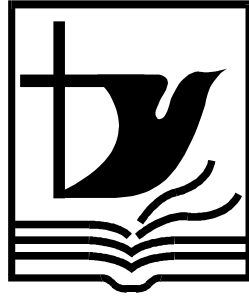
ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Board of Trustees and the division's School Council Chairs generally meet two times annually; in late November and the beginning of March in addition to a wrap up meeting in June.
2. Attached for the Board's consideration is the proposed meeting schedule for the 2026/2027 school year.

RECOMMENDATION

That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2026/2027, as presented.



**Council of School Council Chairs/Board of Trustees
Meeting Schedule**

2026/2027 School Year

Monday, November 30, 2026
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Monday, March 1, 2027
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Reports and Wrap Up Social:
Monday, June 14, 2027
6:00 p.m. – 7:00 p.m.
St. Basil Catholic Education Centre

ACTION NO: B.4

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Alberta School Councils' Association (ASCA) Membership

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Attached for Board review is the membership renewal letter from the Alberta School Councils' Association (ASCA) detailing membership and other associated fees.
2. The division's ASCA membership will be expiring at the end of June 2026.

RECOMMENDATION

That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools.



June 2026

Subject: ASCA Membership Renewal – Strengthening Parent Engagement in Your Division

Dear Superintendent Axani,

Thank you for continuing your support of the school councils in your division through sponsoring ASCA Memberships. Your investment in parent engagement and the parent voice in education helps create strong, engaged school communities—and we deeply value that commitment.

Current ASCA Membership expires June 30, 2026 and this letter serves as a reminder to renew ASCA Memberships for your School Councils to avoid disruption in services, discounts, and exclusive access to our Members Only resources and materials.

Why Renew ASCA Membership?

ASCA Member School Councils gain access to:

- Rights and privileges outlined in [ASCA Bylaw Article 4.1](#)
- Exclusive [Members Only](#) access to tools and resources to fulfill their legislated responsibilities
- Materials to enhance parent engagement and support student success
- Exciting **new resources** and discounts coming September 2026!

2026–2027 Added Member Benefits

This year, ASCA is continuing to offer:

- **FREE** registration and participation in ASCA's September Access Pass Presentation: [Every Child Matters: Becoming an Ally](#)
- **25% off** [Scheduled Learning Opportunities \(SLOs\)](#) and select Individual Learning Opportunities for ASCA Member School Councils
- **25% off** [Division-Wide Learning Opportunities](#) when your division renews (or enrolls) all school councils **by August 31, 2026**
- **\$375 savings** on two *Principal Development* sessions—available to divisions renewing ASCA Memberships for all school councils at any time in the 2026–2027 year:
 - *School Councils: What Every Principal Needs to Know*
 - *A Principal's Guide to a Functioning Fundraising Association*

Renewal Made Easy

Current ASCA Membership expires June 30, 2026.

For 2026–2027, the ASCA Board has approved:

- **Voting Members (School Councils): \$125 each**
- **Non-Voting Associate Members (Fundraising Associations): \$200 each**

✓ Please review your attached school list for accuracy, and let us know if changes are required. ***Note*** *Alberta Education has confirmed that Collegiate Schools are required by legislation to have School Councils. If you have any Collegiate Schools that are not listed, please update and return your list.*

✓ Then choose one of the following payment options:

- **Request an invoice:** Email parents@albertaschoolcouncils.ca
- **Credit Card / e-Transfer:** [Click here](#)
- **Cheque:** Mail to ASCA at #207, 11010 142 Street NW, Edmonton, AB T5N 2R1



✓ Finally, **please notify your School Councils** that they are ASCA Members, and remind them to update their School Council Contact Information (if/when it changes) by completing this [online form](https://www.albertaschoolcouncils.ca/contact/current-contact-information). (<https://www.albertaschoolcouncils.ca/contact/current-contact-information>) It is this information used to create a login profile for the Members Only section.

Reminder: [ASCE Grant Supports Learning](#)

Alberta Education's **\$500 ASCE Grant per school council** will continue for 2026–2027. While ASCA Membership Fees are not eligible, the ASCE Grant can be used for:

- Virtual or in-person [ASCA Learning Opportunities](#)
 - [ASCA Support](#) services for school councils
 - ASCA's [Access Pass](#) (**Membership NOT required**)
 - ASCA [events](#) (virtual or in-person)
-

A Quick Note on Insurance for Fundraising Associations affiliated with your Schools

- The [Alberta School Fundraising Association Insurance Program](#), in partnership with Lloyd Sadd, will continue for 2026–2027—offering comprehensive coverage for Alberta-based fundraising associations. (Application required.)

Please help us share this as your school communities plan their upcoming year.

We look forward to continuing to support your division's efforts to meet the **Assurance Framework** and **Leadership Quality Standards** by engaging parents in meaningful ways—and contributing to the success of every Alberta student.

Warm regards,

A handwritten signature in purple ink that reads "Wendy Keiver". The signature is written in a cursive, flowing style.

Wendy Keiver
Executive Director
Alberta School Councils' Association

Schools (15) Within the Holy Spirit Catholic School Division

1.	Catholic Central High School	Lethbridge
2.	Children of St. Martha School	Lethbridge
3.	École St. Mary School	Lethbridge
4.	Father Leonard Van Tighem School	Lethbridge
5.	Our Lady of The Assumption School	Lethbridge
6.	St. Catherine School	Picture Butte
7.	St. Francis Junior High School	Lethbridge
8.	St. Joseph School	Coaldale
9.	St. Mary School	Taber
10.	St. Michael's School	Bow Island
11.	St. Michael's School	Pincher Creek
12.	St. Patrick Fine Arts Elementary School	Lethbridge
13.	St. Patrick School	Taber
14.	St. Paul Elementary School	Lethbridge
15.	St. Teresa of Calcutta Elementary School	Lethbridge

Total cost to renew ASCA Memberships for your School Councils: \$1875

★2026-2027 Membership Fees are \$125.00 per SC

Centre for Adolescent Responsibility in Education (CARE)	Exempt from requiring a school council
Trinity E-Learning School	Exempt from requiring a school council

Please choose one of the following payment options:

- **Request an invoice:** Email parents@albertaschoolcouncils.ca
- **Credit Card / e-Transfer:** [Click here](#)
- **Cheque:** Mail to ASCA at #207, 11010 142 Street NW, Edmonton, AB T5N 2R1

ACTION NO: B.5

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Board Evaluation

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Board of Trustees conducted its annual self-evaluation from May to June 2026 through the services of the Alberta School Boards Association (ASBA).
2. The Board held a self-evaluation workshop on June 12, 2026, facilitated by ASBA Education Consultant Brad Volkman.
3. The Board is now required to approve the Self-Evaluation Report, as reviewed and confirmed at the June 24, 2026 meeting.

RECOMMENDATION

That the Board of Trustees approves the Board Self-Evaluation Report, as developed at the facilitated workshop of June 12, 2026;

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

ACTION NO: B.6

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Request for Proposals for the Appointment of Auditors

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Holy Spirit Catholic School Division is committed to ensuring public accountability and fiscal responsibility.
2. To maintain strong financial stewardship, it is recommended that the division initiate a Request for Proposals for Auditing Services to ensure competitive pricing and alignment with the highest professional standards.
3. Secretary Treasurer Amanda Lindemann will be available to speak to this item.

RECOMMENDATION

That the Board of Trustees approves the Request for Proposals for Auditing Services for Holy Spirit Catholic School Division;

AND FURTHER, authorizes administration to extend invitations to participate to appropriate professional accounting firms.

ACTION NO: B.7

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Three- Year Infrastructure Maintenance Renewal (IMR) Plan

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Attached for Board review is the 2026-2029 Infrastructure and Maintenance Renewal Plan.

RECOMMENDATION

That the Board of Trustees approves the Infrastructure and Maintenance Renewal Plan for 2026 to 2029, as presented.



2026 -2029 Infrastructure Maintenance and Renewal Plan & Capital Maintenance and Renewal Plan

One of Holy Spirit Catholic School Division's highest priorities for our facilities is to ensure that health, safety and essential upgrading needs are completed to benefit our present and future staff and students. Our Facilities Department adheres to a philosophy of preventative maintenance, where the goal is to reduce deferred maintenance. The division sets aside 20% of annual planned maintenance for emergent expenditures.

In 2025-2026 and prior years, facility maintenance projects were funded by the Infrastructure Maintenance and Renewal (IMR) Grant and the Capital Maintenance and Renewal (CMR) Grant.

For 2026-2027, the IMR Grant has been removed, and it has been replaced with funding that transfers directly into the Operations and Maintenance (O&M) Grant. Previously, IMR funding was considered as Operating Funds and it was calculated based on:

- 50 per cent enrolment;
- 24 per cent age of the building;
- 24 per cent eligible school space; and
- 2 per cent for non-refundable GST and other factors

Now, the funding that the Government of Alberta called IMR is calculated the same as O&M, which is based on:

- Student Allocation (AEM enrolment funding);
- School Space Allocation (ACU considerations); and
- Supplemental Rural O&M Allocation.

For simplicity, the division will refer to the funding stream as IMR for accounting and project tracking purposes. Existing IMR carryover funds from 2025-2026 remain available for 2026-2029 facility projects. Also, the IMR carryover funds will continue to be formally tracked and reported to Alberta Education and Childcare until they are expended. Then, going forward, IMR funds will be reported to Alberta Education and Childcare through an asset management software platform only and no Quarterly Reports or Annual Statement of Final Cost are required.

In brief, IMR funds are used to:

- replace building and site components which have failed and pose health and safety problems for students and staff;
- extend the useful life of school facilities and sites; and
- maintain the quality of the school environment.

CMR funds are used for:

- Capital projects that extend the useful life of existing infrastructure and reduce deferred maintenance.
- These projects typically involve replacing major building components, improving energy efficiency, or upgrading facilities to meet program requirements, with a cost threshold generally above \$5,000.

A 10-Year CMR project list is submitted every September to Alberta Infrastructure Capital Planning for approval. The division is permitted to substitute or add other projects as necessary and appropriate if emergent issues arise without requesting for a change to the list.

All maintenance projects are prioritized based on the most critical and timeliest needs. Some of these needs are identified through Alberta Infrastructure facility audits, contracted condition assessments knowledge, work order requests, and school visits with Principals.

IMR

Following is an estimate of IMR funding and expenditures for the next three years.

Fiscal Year	Carry Forward Balance	Actual Funding	Estimated Funding	Total Available Funding	Planned Expenditures	Estimated Interest	Estimated Carry Forward
2025/2026	\$3,562,483	\$697,002		\$4,259,485	\$976,892	\$100,000	\$3,382,593
2026/2027	3,382,593		525,000	3,907,593	940,189	95,000	3,062,404
2027/2028	3,087,404		525,000	3,587,404	818,366	90,000	2,859,038
2028/2029	2,759,038		525,000	3,384,038	<u>795,880</u>	85,000	2,673,158
					<u>\$3,531,327</u>		

2026 - 2029 IMR Expenditure Plan Summary

	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>IMR Total</u>
Catholic Central High East ¹	\$79,676	\$84,100	\$75,000	\$100,000	\$338,776
Catholic Central High West ¹	46,153	54,300	17,000	29,000	146,453
Children of St. Martha	37,863	44,100	46,000	41,000	168,963
Ecole St. Mary School	52,806	55,100	40,000	34,500	182,406
Father Leonard Van Tighem ²	126,243	88,650	65,251	79,000	359,144
Our Lady of the Assumption	50,252	53,600	20,700	25,000	149,552
St. Catherine Picture Butte	30,537	41,600	16,000	35,000	123,137
St. Francis Junior High	41,164	39,500	18,000	11,600	110,264
St. Joseph School	48,811	40,800	47,500	43,700	180,811
St. Michael's Bow Island	34,157	31,774	35,000	63,000	163,931
St. Michael's Pincher Creek	42,263	85,000	50,000	14,600	191,863
St. Mary's Taber	29,411	18,125	30,700	31,190	109,426
St. Patrick Fine Arts	58,568	56,100	50,000	45,500	210,168
St. Paul School	45,433	59,115	11,115	35,715	151,378
St. Patrick Taber	30,042	30,500	51,500	24,525	136,567
St. Teresa of Calcutta	71,173	32,100	50,000	14,225	167,498
Trinity Learning Centre	2,340	15,725	9,600	8,325	35,990
Contingency ^{1,2}	150,000	110,000	185,000	160,000	605,000
Grand Total	\$976,892	\$940,189	\$818,366	\$795,880	\$3,531,327

1 - Based on the 2027-2030 Capital Plan, our division is applying for capital funding to modernize CCHE. Some additional funds may be used from IMR in addition to planned projects. This planning may also affect CCHW.

2 - There will likely be more funds allocated to FLVT once concrete plans are made for the junior high modernization. The funding source could be from IMR and/or applying for capital funding.

CMR

Following is an estimate of CMR funding and expenditures for the next three years.

Fiscal Year	Carry Forward Balance	Actual Funding	Estimated Funding	Total Available Funding	Planned Expenditures	Interest	Estimated Carry Forward
2025/2026	\$472,098	\$886,128		\$1,358,226	\$1,056,788	\$30,000	\$331,438
2026/2027	331,438	966,347		1,397,785	956,800	30,000	370,985
2027/2028	370,985		960,000	1,330,985	1,010,712	30,000	350,273
2028/2029	350,273		960,000	1,310,273	<u>999,786</u>	30,000	340,487
					<u>4,024,086</u>		

2026 - 2029 CMR Expenditure Plan Summary*

	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>CMR Total</u>
Catholic Central High East	\$53,000	\$86,000	\$110,000	\$70,000	\$319,000
Catholic Central High West		30,000	175,000		205,000
Children of St. Martha	233,004	16,000	20,000	68,000	337,004
Ecole St. Mary School		139,200	100,000	20,000	259,200
Father Leonard Van Tighem		53,000	50,000	87,500	190,500
Our Lady of the Assumption	67,000	395,600	100,000	53,222	548,822
St. Catherine Picture Butte	28,000	27,000	20,000		47,000
St. Francis Junior High		5,000			5,000
St. Joseph School	374,983	5,000	90,000	190,000	659,983
St. Michael's Bow Island		5,000	5,000	5,000	15,000
St. Michael's Pincher Creek	232,580	20,000	40,000		292,580
St. Mary's Taber		5,000	20,000	102,000	127,000
St. Patrick Fine Arts	33,000	35,000	145,712	269,064	449,776
St. Paul School	19,221	20,000	20,000	20,000	60,000
St. Patrick Taber		10,000	10,000	10,000	30,000
St. Teresa of Calcutta	16,000	10,000	10,000	10,000	30,000
Trinity and C.A.R.E.		5,000	5,000	5,000	15,000
Contingency		90,000	90,000	90,000	270,000
Grand Total	\$1,056,788	\$956,800	\$1,010,712	\$999,786	\$4,024,086

The following 4 documents provide detail into projects that were completed in 2025-2026 and planned for 2026-2027 to 2028-2029. From planning to execution, the Facilities Department continually assesses and anticipates the greatest asset renewal needs. At times, both programming requirements and emergent issues arise and the lists are subject to change.

2025-26 CMR Allocation and Project List

This list shows the projects that the Government of Alberta based our CMR funding amount of \$886,128.

2025-26 CMR Funding Final Cost Report

This report shows the projects that we completed for the CMR fiscal year April 1, 2025 to March 31, 2026. This is submitted to Alberta Education and Alberta Infrastructure.

2026-27 CMR Project List

Our division submits a list of projects annually to Alberta Education and Alberta Infrastructure as the basis for subsequent CMR funding. The Ministries send an approved list back to the division confirming which of the submitted projects are supportable by the CMR Grant. Our CMR funding for 2026-27 is \$966,347.

***2026-29 CMR Expenditure Plan**

This document outlines the planned CMR projects for the next 3 school years with more detail than the above table summary. Some lines do not have a cost shown; the Facilities Department has earmarked a cost for these projects, but the projects are deferred or could be covered by Contingency if an emergent situation arises.


2025-26 CMR Allocation and Project List

* This is a list of approved CMR projects and funding allocation for the 2025-26 fiscal year.

2025-26 GoA Fiscal Year - CMR Funding Allocation
\$886,128.00

Jurisdiction	The Holy Spirit Roman Catholic Separate School Division			Budgeted Cost
Eligibility	Asset Name	Asset ID	Project Name	Budgeted Cost
Supportable	Catholic Central High School East Cam	B3667A	Cosmetology Lab Classroom Renovation CCHE	\$10,000.00
			Library Renovation CCHE	\$260,000.00
			Parking Lot Asphalt Resurfacing and Line Painting CCHE (and SFJH)	\$120,000.00
			Repair and Replace Pedestrian Paving CCHE	\$20,000.00
			Roof Replacement CCHE C.A.R.E Portables	\$155,400.00
			Rooftop Unit Component and Exhaust Fan Replacements CCHE	\$40,000.00
			Upgrade Obsolete Electrical Panels CCHE	\$60,000.00
			Upgrade Pneumatic BMS Controls to DDC CCHE	\$23,000.00
	Catholic Central High School West Cam	B5808A	E-Learning and Study Hall Classroom Renovation CCHW	\$85,000.00
			Flooring Refinish CCHW Gym Floor	\$50,000.00
			Parking Lot Expansion CCHW	\$70,000.00
			Sports Medicine Classroom Renovation CCHW	\$10,000.00
	Children of St. Martha	B3668A	BMS and Pneumatic to DDC Upgrades CSM	\$152,000.00
			Repair and Replace Pedestrian Paving CSM	\$20,000.00
			Roof Replacement CSM Area F	\$79,800.00
			Roof Replacement CSM Area G	\$88,452.00
			Rooftop Unit Component and Exhaust Fan Replacements CSM	\$20,000.00
			Upgrade Obsolete Electrical Panels CSM	\$190,000.00
			Upgrade Obsolete Fire Alarm Panels CSM	\$20,000.00
	Ecole St. Mary	B3705A	Flooring Replacements ESM 2007 Carpet	\$20,000.00
			Repair and Replace Pedestrian Paving ESM	\$100,000.00
			Roof Replacement ESM Area K	\$46,200.00
			Roof Replacement ESM Area M	\$63,000.00
			Upgrade BMS N2 Controllers to M4 ESM	\$97,000.00
			Upgrade Obsolete Electrical Panels ESM	\$30,000.00
	Father Leonard Van Tighem School	B3673A	BMS and Pneumatic to DDC Upgrades FLVT	\$191,000.00
			Flooring Refinish FLVT Gym Floor	\$50,000.00
			Rooftop Unit Component and Exhaust Fan Replacements FLVT	\$28,000.00
			Science Lab Flooring and Millwork Replacement FLVT	\$30,000.00
	Our Lady of the Assumption School	B3694A	Flooring Replacements OLA 2002 Classroom and Corridor Carpet	\$53,222.14
			HVAC Design and Installation OLA	\$140,000.00
			Kindergarten Washroom Installation OLA	\$60,000.00
			Repair and Replace Pedestrian Paving OLA	\$26,000.00
			Roof Restoration OLA Section 4	\$168,480.00
			Roof Restoration OLA Section 5	\$207,120.00
			Upgrade Obsolete Fire Alarm Panels OLA	\$20,000.00
	St. Catherine's School	B3870A	Roof Replacement SCPB Area A	\$252,000.00
			Roof Replacement SCPB Area B	\$294,000.00
	St. Catherine's School Picture Butte	B3870A	Repair and Replace Pedestrian Paving SCPB	\$20,000.00
			Rooftop Unit Component and Exhaust Fan Replacements SCPB	\$28,000.00
			Upgrade BMS N2 Controllers to M4 SCPB	\$94,000.00
			Upgrade Obsolete Fire Alarm Panels SCPB	\$20,000.00
	St. Francis Junior High School	B3704A	Barrier Free Upgrade SFJH Gym Egress Ramp	\$10,000.00
			Barrier Free Upgrade SFJH Upper Floor Washroom	\$60,000.00
			Program Functional Upgrade SFJH Second Basement Dance Studio	\$30,000.00
			Rooftop Unit Component and Exhaust Fan Replacements SFJH	\$10,000.00
	St. Joseph School	B2956A	Flooring Refinish SJS Gym Floor	\$50,000.00
			Kindergarten Washroom Installation SJS	\$60,000.00
			Repair and Replace Pedestrian Paving SJS	\$140,000.00
			Roof Replacement SJS Area A	\$504,000.00
			Roof Replacement SJS Area B	\$138,600.00
			Roof Replacement SJS Area D	\$168,000.00
			Roof Replacement SJS Area L	\$399,000.00
			Roof Replacement SJS Area Q	\$113,400.00
			Rooftop Unit Component and Exhaust Fan Replacements SJS	\$20,000.00
			Upgrade BMS N2 Controllers to M4 SJS	\$101,000.00
			Upgrade Obsolete Electrical Panels SJS	\$20,000.00
	St. Mary's School Taber	B4165A	LED Lighting Upgrades CSM Gym	\$20,000.00
			Rooftop Unit Component and Exhaust Fan Replacements SMT	\$20,000.00
			Upgrade BMS N2 Controllers to M4 SMT	\$102,000.00
			Upgrade Obsolete Electrical Panels SMT	\$20,000.00
			Upgrade Obsolete Fire Alarm Panels SMT	\$20,000.00
	St. Michael's School - Bow Island	B2477A	Roof Restoration SMBI Section 6	\$252,288.00
	St. Michael's School Bow Island	B2477A	Fan Coil Replacements SMBI	\$70,000.00
			Replace Motor Starters SMBI	\$27,000.00
	St. Michael's School Pincher Creek	B3879A	LED Lighting Upgrades SMPC Gym	\$20,000.00
			North Elevator Replacement SMPC	\$100,000.00
			Parking Lot Asphalt Resurfacing and Line Painting SMPC	\$40,000.00
			Stage Divider Replacement SMPC	\$40,000.00
	St. Patrick's Fine Arts School	B5413A	Exterior Gym Wall Stucco Repair SPFA	\$52,000.00
			Flooring Replacements SPFA 2004 Carpet	\$30,000.00
			Roof Restoration SPFA Section 1	\$38,352.00
			Roof Restoration SPFA Section 15	\$237,984.00
			Roof Restoration SPFA Section 16	\$45,360.00
			Roof Restoration SPFA Section 17	\$142,320.00
			Roof Restoration SPFA Section 5	\$81,384.00
			Roof Restoration SPFA Section 6	\$87,360.00
			Rooftop Unit Component and Exhaust Fan Replacements SPFA	\$20,000.00
			Upgrade BMS N2 Controllers to M4 SPFA	\$78,000.00
			Upgrade Obsolete Fire Alarm Panels SPFA	\$20,000.00
	St. Paul School	B3707A	Repair and Replace Pedestrian Paving SPL	\$50,000.00
			Rooftop Unit Component and Exhaust Fan Replacements SPL	\$20,000.00
			Upgrade BMS N2 Controllers to M4 SPL	\$98,000.00
			Upgrade Obsolete Electrical Panels SPL	\$20,000.00
			Upgrade Obsolete Fire Alarm Panels SPL	\$20,000.00
	St. Teresa of Calcutta School	B7922A	Parking Lot Reconfiguration STC	\$70,000.00


CMR Funding Final Cost Report

 Status: Closed AND Budget Type: C AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Apr 1, 2025 AND Date Completed To: Mar 31, 2026

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	B30 - Roofing		Complete - Roof Replacement of Sections G & H	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Sep 24, 2025	\$3,148.00	Carryover - Supply and installation of roofing for Sections G (40 Sq.m.) and H (120 sq. m)- 2 ply SBS Soprema
Catholic Central High School East Campus											\$3,148.00	
Catholic Central High West Campus	B5808A	C3020 - Floor Finishes		Complete - Interior Installation, Repairs, and Replacements	Lifecycle	3 - Due within 3 years of inspection	2026	Closed	C	Sep 09, 2025	\$77,083.00	Wear and tear of gym floor required sanding and repainting
	B5808A	D2030 - Waste and Vent Piping*		Complete - Sanitary Piping Repair	Reliability	0 - Due at time of Inspection	2025	Closed	C	Sep 18, 2025	\$52,893.00	Sag in sanitary piping going from girls washroom, travelling south across gathering space - caused sanitary back-ups
	B5808A	D5020 - Lighting and Branch Wiring		Complete - Electrical Repairs and Replacement	Lifecycle	0 - Due at time of Inspection	2025	Closed	C	Sep 24, 2025	\$2,142.00	Replacement of fluorescent lights with LEDs
Catholic Central High West Campus											\$132,118.00	


CMR Funding Final Cost Report

 Status: Closed AND Budget Type: C AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Apr 1, 2025 AND Date Completed To: Mar 31, 2026

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	B3668A	B30 - Roofing		Complete - Exterior Envelope Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Aug 19, 2025	\$162,160.00	Roof replacement - labour, materials, contract administration. Sections F, G, H.
	B3668A	D5020 - Lighting and Branch Wiring		Complete - Gym Lighting Upgrades	Lifecycle	1 - Due within 1 year of inspection	2025	Closed	C	Jun 25, 2025	\$3,773.00	Carryover - Replacement of gym fluorescent lights with LEDs
	S3668	G2030 - Pedestrian Paving		Complete - Asphalt Playground Resurfacing	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Nov 18, 2025	\$57,359.00	Replaced asphalt due to rough surface condition and cracking, unsafe for playing; modified downspouts to drain to field as opposed to over asphalt
Children Of St. Martha School											\$223,292.00	
Ecole St. Mary School	B3705A	C3020 - Floor Finishes		Complete - Flooring Replacement	Lifecycle	1 - Due within 1 year of inspection	2025	Closed	C	Aug 18, 2025	\$35,802.00	Lifecycle replacement of VCT flooring in corridors - changed to vinyl
	B3705A	D3030 - Cooling Generating Systems		Complete - HVAC Upgrade	Reliability	1 - Due within 1 year of inspection	2025	Closed	C	Sep 30, 2025	\$159,297.00	Installed cooling coil and condenser to AHU-2; classrooms not conducive to learning due to temperature
	B3705A	D5010 - Electrical Service and Distribution		Complete - Electrical Repairs and Replacement	Reliability	1 - Due within 1 year of inspection	2025	Closed	C	Sep 20, 2025	\$65,116.00	Obsolete breaker panel - replacement of main panel based on infrared condition assessment
	B3705A	D5020 - Lighting and Branch Wiring		Complete - Gym Lighting Upgrades	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Sep 06, 2025	\$1,139.00	Carryover - Replacement of gym fluorescent lights with LEDs
Ecole St. Mary School											\$261,354.00	


CMR Funding Final Cost Report

 Status: Closed AND Budget Type: C AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Apr 1, 2025 AND Date Completed To: Mar 31, 2026

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
Our Lady Of The Assumption School	B3694A	B2020 - Exterior Windows		Complete - Exterior Envelope Repairs and Replacements	Lifecycle	1 - Due within 1 year of inspection	2025	Closed	C	Sep 24, 2025	\$93,540.00	Lifecycle replacement of EAST aluminum windows
	B3694A	B2020 - Exterior Windows		Complete - Exterior Envelope Repairs and Replacements	Lifecycle	1 - Due within 1 year of inspection	2025	Closed	C	Sep 24, 2025	\$80,608.00	Lifecycle replacement of WEST aluminum windows
	B3694A	D5022 - Interior Light Fixtures		Complete - Electrical Repairs and Replacement	Lifecycle	0 - Due at time of Inspection	2025	Closed	C	Sep 24, 2025	\$645.00	Carryover gym lighting replacement - fluorescent to LED fixtures
Our Lady Of The Assumption School											\$174,793.00	
St. Catherine's School	B3870A	B30 - Roofing		Complete - Exterior Envelope Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Feb 04, 2026	\$1,905.00	Cut Test and thermal scanning of Sections A, B, E - deferring roof replacement due to results and condition assessment
St. Catherine's School											\$1,905.00	
St. Josephs School	B2956A	B30 - Roofing		Complete - Exterior Envelope Repairs and Replacements	Lifecycle	0 - Due at time of Inspection	2024	Closed	C	Aug 15, 2025	\$110,359.00	Roof restoration and replacement of sections B and L
St. Josephs School											\$110,359.00	
St. Michael's School Pincher Creek	B3879A	E1096 - Athletic, Recreational, and Therapeutic Equipment*		Complete - Gym Bleacher Replacement	Building Code Mandatory	1 - Due within 1 year of inspection	2025	Closed	C	Sep 24, 2025	\$4,280.00	Carryover - Supply and install electric gym bleachers
St. Michael's School Pincher Creek											\$4,280.00	

CMR Funding Final Cost Report

 Status: Closed AND Budget Type: C AND Portfolio Name: SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div. AND Date Completed From: Apr 1, 2025 AND Date Completed To: Mar 31, 2026

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	B20 - Exterior Enclosure		Complete - Portable Exterior Envelope Repairs And Replacement	Reliability	0 - Due at time of Inspection	2024	Closed	C	May 27, 2025	\$8,766.00	Carryover - Supply and installation of smart panel and flashing on portables
	B5413A	B2010 - Exterior Walls		Complete - Exterior Envelope Repairs and Replacements	Reliability	0 - Due at time of Inspection	2023	Closed	C	Aug 18, 2025	\$67,435.00	Exterior gym wall was made of stucco - compromised by birds, lots of holes and nests. Replaced with cement board.
St. Patrick Fine Arts Elementary School											\$76,201.00	
St. Patrick's Roman Catholic School	B4166A	A1030 - Slab on Grade*		Complete - Concrete Slab Repair	Reliability	1 - Due within 1 year of inspection	2025	Closed	C	Sep 24, 2025	\$786.00	Carryover - Repair and replace east side of Admin Office and Staffroom concrete slab
	B4166A	B2030 - Exterior Doors		Complete - Installation of Auto-Operators for Barrier Free Door Access	_Accessibility [Non-FCI]	1 - Due within 1 year of inspection	2025	Closed	C	Sep 24, 2025	\$649.00	Carryover - Supply and installation of barrier free auto-operators for north entrance doors
St. Patrick's Roman Catholic School											\$1,435.00	
SCH-S-The Holy Spirit Roman Cath. Sep. Sch. Div.											\$988,885.00	
Summary											\$988,885.00	

2026-27 CMR Project List

* This is a list of approved CMR projects for the 2026-27 fiscal year.

School Jurisdiction The Holy Spirit Roman Catholic Separate School Division

Eligibility	School Name	Building ID	Project Name	Budgeted Cost		
Supportable	Catholic Central High School East Campus	B3667A	Library Renovation CCHE	\$ 260,000		
			Repair and Replace Pedestrian Paving CCHE	\$ 40,000		
			Roof Replacement CCHE C.A.R.E Portables	\$ 155,400		
			Rooftop Unit Component and Exhaust Fan Replacements CCHE	\$ 40,000		
			Upgrade Obsolete Electrical Panels CCHE	\$ 60,000		
			Upgrade Pneumatic BMS Controls to DDC CCHE	\$ 23,000		
			Flooring Refinish CCHE Gym Floor	\$ 80,000		
	Catholic Central High School West Campus	B3705A	Cosmetology Lab Classroom Renovation CCHE	\$ 10,000		
			Sports Medicine Classroom Renovation CCHW	\$ 10,000		
			E-Learning and Study Hall Classroom Renovation CCHW	\$ 85,000		
	Children of St. Martha	B5808A	Parking Lot Expansion CCHW	\$ 110,000		
			B3668A	BMS and Pneumatic to DDC Upgrades CSM	\$ 152,000	
	Ecole St. Mary	B3705A	Upgrade Obsolete Electrical Panels CSM	\$ 190,000		
			Upgrade Obsolete Fire Alarm Panels CSM	\$ 20,000		
			Flooring Replacements ESM 2007 Carpet	\$ 20,000		
			Repair and Replace Pedestrian Paving ESM	\$ 90,000		
			Roof Replacement ESM Area K	\$ 46,200		
			Roof Replacement ESM Area M	\$ 63,000		
			Upgrade BMS N2 Controllers to M4 ESM	\$ 97,000		
	Father Leonard Van Tighem School	B2956A	Upgrade Obsolete Electrical Panels ESM	\$ 30,000		
			Enclosed Lift Modernization ESM	\$ 40,000		
			Science Lab Flooring and Millwork Replacement FLVT	\$ 30,000		
	Our Lady of the Assumption School	B3673A	BMS and Pneumatic to DDC Upgrades FLVT	\$ 191,000		
			Flooring Refinish FLVT Gym Floor	\$ 50,000		
			Rooftop Unit Component and Exhaust Fan Replacements FLVT	\$ 28,000		
			Repair and Replace Pedestrian Paving OLA	\$ 26,000		
			B3694A	Flooring Replacements OLA 2002 Classroom and Corridor Carpet	\$ 53,222	
				HVAC Design and Installation OLA	\$ 160,000	
				Roof Restoration OLA Section 4	\$ 168,480	
	St. Catherine's School	B3707A	Roof Restoration OLA Section 5	\$ 207,120		
			Upgrade Obsolete Fire Alarm Panels OLA	\$ 20,000		
			Kindergarten Washroom Installation OLA	\$ 60,000		
	St. Catherine's School Picture Butte	B3870A	Roof Replacement SCPB Area A	\$ 252,000		
			Roof Replacement SCPB Area B	\$ 294,000		
			Repair and Replace Pedestrian Paving SCPB	\$ 20,000		
	St. Francis Junior High School	B3870A	Rooftop Unit Component and Exhaust Fan Replacements SCPB	\$ 28,000		
			Upgrade BMS N2 Controllers to M4 SCPB	\$ 94,000		
			Upgrade Obsolete Fire Alarm Panels SCPB	\$ 20,000		
			St. Joseph School	B3704A	Rooftop Unit Component and Exhaust Fan Replacements SFJH	\$ 10,000
					Kindergarden Washroom Installation SJS	\$ 80,000
					B2956A	Flooring Refinish SJS Gym Floor
			St. Mary's School Taber	B2956A	Repair and Replace Pedestrian Paving SJS	\$ 80,000
	Roof Replacement SJS Area A	\$ 504,000				
	Roof Replacement SJS Area D	\$ 168,000				
	Roof Replacement SJS Area Q	\$ 113,400				
	Rooftop Unit Component and Exhaust Fan Replacements SJS	\$ 20,000				
	Upgrade BMS N2 Controllers to M4 SJS	\$ 101,000				
	Upgrade Obsolete Electrical Panels SJS	\$ 20,000				
	St. Michael's School - Bow Island	B4165A			Rooftop Unit Component and Exhaust Fan Replacements SMT	\$ 20,000
					Upgrade BMS N2 Controllers to M4 SMT	\$ 102,000
					Upgrade Obsolete Electrical Panels SMT	\$ 20,000
			Upgrade Obsolete Fire Alarm Panels SMT	\$ 20,000		
	St. Michael's School Bow Island	B2477A	Roof Restoration SMBI Section 6	\$ 252,288		
			Fan Coil Replacements SMBI	\$ 60,000		
			Replace Motor Starters SMBI	\$ 27,000		
	St. Michael's School Pincher Creek	B2477A	Parking Lot Asphalt Resurfacing and Line Painting SMPC	\$ 40,000		
			North Enclosed Lift Modernization SMPC	\$ 40,000		
			B3879A	LED Lighting Upgrades SMPC Gym	\$ 20,000	
	St. Patrick's Fine Arts School	B5413A	Stage Divider Replacement SMPC	\$ 40,000		
			Flooring Replacements SPFA 2004 Carpet	\$ 30,000		
			Roof Restoration SPFA Section 1	\$ 38,352		
			Roof Restoration SPFA Section 15	\$ 237,984		
			Roof Restoration SPFA Section 16	\$ 45,360		
			Roof Restoration SPFA Section 17	\$ 142,320		
			Roof Restoration SPFA Section 5	\$ 81,384		
			Roof Restoration SPFA Section 6	\$ 87,360		
			Rooftop Unit Component and Exhaust Fan Replacements SPFA	\$ 20,000		
			Upgrade BMS N2 Controllers to M4 SPFA	\$ 78,000		
	St. Paul School	B3707A	Upgrade Obsolete Fire Alarm Panels SPFA	\$ 20,000		
			Repair and Replace Pedestrian Paving SPL	\$ 50,000		
			Rooftop Unit Component and Exhaust Fan Replacements SPL	\$ 20,000		
			Upgrade BMS N2 Controllers to M4 SPL	\$ 98,000		
			Upgrade Obsolete Electrical Panels SPL	\$ 20,000		
	St. Teresa of Calcutta School	B7922A	Upgrade Obsolete Fire Alarm Panels SPL	\$ 20,000		
Parking Lot Reconfiguration STC			\$ 70,000			

2026-2029 CMR Expenditure Plan

\$ 956,800 \$ 1,010,712 \$ 999,786

School Name	Project Name	2026-2027	2027-2028	2028-2029
Catholic Central High School East Campus	Roof Replacement CCHE C.A.R.E Portables			
Ecole St. Mary	Roof Replacement ESM Area M	\$ 63,000		
Ecole St. Mary	Roof Replacement ESM Area K	\$ 46,200		
St. Joseph School	Roof Replacement SJS Area A			\$ 190,000
St. Catherine's School Picture Butte	Roof Replacement SCPB Area A			
St. Catherine's School Picture Butte	Roof Replacement SCPB Area B			
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 15			
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 16			\$ 45,360
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 17			\$ 142,320
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 1		\$ 38,352	
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 6		\$ 87,360	
St. Patrick's Fine Arts School	Roof Restoration SPFA Section 5			\$ 81,384
Our Lady of the Assumption School	Roof Restoration OLA Section 5	\$ 207,120		
Our Lady of the Assumption School	Roof Restoration OLA Section 4	\$ 168,480		
St. Michael's School Bow Island	Roof Restoration SMBI Section 6			
St. Teresa of Calcutta School	Parking Lot Reconfiguration STC			
Catholic Central High School West Campus	Parking Lot Expansion CCHW	\$ 20,000	\$ 90,000	
St. Michael's School Pincher Creek	Parking Lot Asphalt Resurfacing and Line Painting SMPC		\$ 40,000	
St. Paul School	Flooring Replacements SPL 2003 Carpet	\$ 15,000		
Ecole St. Mary	Flooring Replacements ESM 2007 Carpet			\$ 20,000
Our Lady of the Assumption School	Flooring Replacements OLA 2002 Classroom and Corridor Carpet			\$ 53,222
St. Joseph School	Flooring Refinish SJS Gym Floor		\$ 50,000	
Father Leonard Van Tighem School	Flooring Refinish FLVT Gym Floor		\$ 50,000	
Catholic Central High School East Campus	Flooring Refinish CCHE Gym Floor			
St. Patrick's Fine Arts School	Flooring Replacements SPFA 2004 Carpet	\$ 30,000		
St. Michael's School Bow Island	Fan Coil Replacements SMBI	\$ 5,000	\$ 5,000	\$ 5,000
Catholic Central High School East Campus	Rooftop Unit Component and Exhaust Fan Replacements CCHE	\$ 10,000		
Father Leonard Van Tighem School	Rooftop Unit Component and Exhaust Fan Replacements FLVT	\$ 7,000		
St. Francis Junior High School	Rooftop Unit Component and Exhaust Fan Replacements SFJH	\$ 5,000		
St. Patrick's Fine Arts School	Rooftop Unit Component and Exhaust Fan Replacements SPFA	\$ 5,000		
St. Paul School	Rooftop Unit Component and Exhaust Fan Replacements SPL	\$ 5,000		
St. Mary's School Taber	Rooftop Unit Component and Exhaust Fan Replacements SMT	\$ 5,000		
St. Catherine's School Picture Butte	Rooftop Unit Component and Exhaust Fan Replacements SCPB	\$ 7,000		
St. Joseph School	Rooftop Unit Component and Exhaust Fan Replacements SJS	\$ 5,000		
Our Lady of the Assumption School	HVAC Design and Installation OLA	\$ 20,000	\$ 80,000	
St. Michael's School Pincher Creek	LED Lighting Upgrades SMPC Gym	\$ 20,000		
Catholic Central High School East Campus	Upgrade Pneumatic BMS Controls to DDC CCHE	\$ 16,000		\$ 70,000
Father Leonard Van Tighem School	BMS and Pneumatic to DDC Upgrades FLVT	\$ 16,000		\$ 87,500
Children of St. Martha	BMS and Pneumatic to DDC Upgrades CSM	\$ 16,000		\$ 68,000
St. Catherine's School Picture Butte	Upgrade BMS N2 Controllers to M4 SCPB			
St. Joseph School	Upgrade BMS N2 Controllers to M4 SJS			
Ecole St. Mary	Upgrade BMS N2 Controllers to M4 ESM			
St. Mary's School Taber	Upgrade BMS N2 Controllers to M4 SMT			\$ 102,000
St. Patrick's Fine Arts School	Upgrade BMS N2 Controllers to M4 SPFA			
St. Paul School	Upgrade BMS N2 Controllers to M4 SPL			
Catholic Central High School East Campus	Upgrade Obsolete Electrical Panels CCHE			
Children of St. Martha	Upgrade Obsolete Electrical Panels CSM			
Ecole St. Mary	Upgrade Obsolete Electrical Panels ESM		\$ 30,000	
St. Joseph School	Upgrade Obsolete Electrical Panels SJS		\$ 20,000	
St. Mary's School Taber	Upgrade Obsolete Electrical Panels SMT			
St. Paul School	Upgrade Obsolete Electrical Panels SPL			
St. Michael's School Bow Island	Replace Motor Starters SMBI			
Children of St. Martha	Upgrade Obsolete Fire Alarm Panels CSM		\$ 20,000	
Our Lady of the Assumption School	Upgrade Obsolete Fire Alarm Panels OLA		\$ 20,000	
St. Catherine's School Picture Butte	Upgrade Obsolete Fire Alarm Panels SCPB		\$ 20,000	
St. Mary's School Taber	Upgrade Obsolete Fire Alarm Panels SMT		\$ 20,000	
St. Patrick's Fine Arts School	Upgrade Obsolete Fire Alarm Panels SPFA		\$ 20,000	
St. Paul School	Upgrade Obsolete Fire Alarm Panels SPL		\$ 20,000	
Catholic Central High School East Campus	Repair and Replace Pedestrian Paving CCHE	\$ 20,000	\$ 20,000	
Ecole St. Mary	Repair and Replace Pedestrian Paving ESM	\$ 30,000	\$ 30,000	
St. Catherine's School Picture Butte	Repair and Replace Pedestrian Paving SCPB	\$ 20,000		
St. Joseph School	Repair and Replace Pedestrian Paving SJS		\$ 20,000	
St. Paul School	Repair and Replace Pedestrian Paving SPL			\$ 20,000
St. Teresa of Calcutta School	Slab-On Grade Repairs	\$ 10,000	\$ 10,000	\$ 10,000
Catholic Central High School East Campus	Library Renovation CCHE		\$ 80,000	
Catholic Central High School East Campus	Cosmetology Lab Classroom Renovation CCHE		\$ 10,000	
Catholic Central High School West Campus	Sports Medicine Classroom Renovation CCHW		\$ 10,000	
Catholic Central High School West Campus	E-Learning and Study Hall Classroom Renovation CCHW	\$ 10,000	\$ 75,000	
Father Leonard Van Tighem School	Science Lab Flooring and Millwork Replacement FLVT	\$ 30,000		
St. Michael's School Pincher Creek	North Enclosed Lift Modernization SMPC			
Ecole St. Mary	Enclosed Lift Modernization ESM		\$ 40,000	
Catholic Central High School East Campus	Enclosed Lift Modernization CCHE	\$ 40,000		
St. Patrick School Taber	Contingency	\$ 10,000	\$ 10,000	\$ 10,000
Trinity CARE	Contingency	\$ 5,000	\$ 5,000	\$ 5,000
Contingency	Contingency	\$ 90,000	\$ 90,000	\$ 90,000

ACTION NO: B.8

June 24, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Appointment of Joint Committee of Lethbridge School Boards and the City of Lethbridge Members

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Board must appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees.
2. *Policy 7: Board Committees and Board Representation* has been amended to include the newly approved Joint Committee of Lethbridge School Boards and the City of Lethbridge. In clause 2.9.1 it states that two (2) trustee representatives will be appointed to this committee.

RECOMMENDATION

That the Board of Trustees proceeds to appoint Trustee _____ and Trustee _____ to the Joint Committee of Lethbridge School Boards and the City of Lethbridge.

PR NO:

C.1

June 24, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 7: Board Committees and Board Representation
i. Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference

ORIGINATOR: Board of Trustees

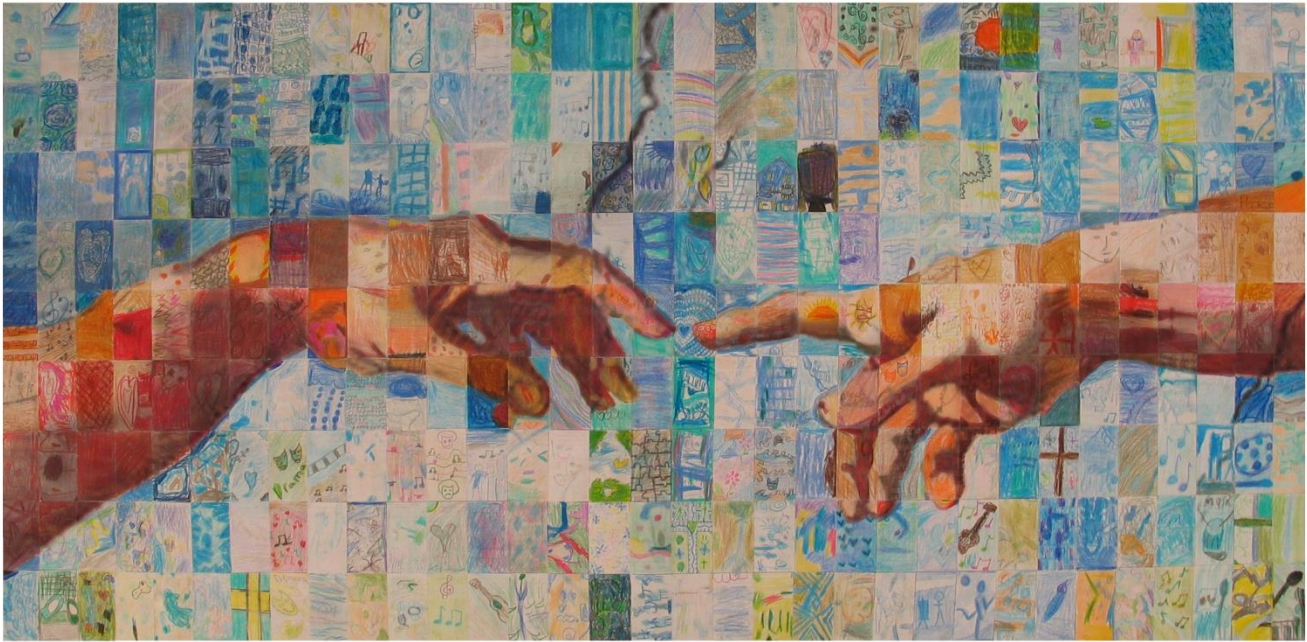
BACKGROUND

1. *Policy 7: Board Committees and Board Representation and Policy 7: Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.
2. A copy of the Board's Mission, Vision, Values, and Goals 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.

RECOMMENDATION

That the Board of Trustees accepts *Policy 7: Board Committees and Board Representation and Policy 7: Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference*, as amended.

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

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

"What are we here to do together?"

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

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

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

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

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

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

VALUES AND CORE COMMITMENTS

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

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

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

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

EXCELLENCE IN
LEARNING

- We provide opportunities for 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 7

Revised March 2026

BOARD COMMITTEES AND BOARD REPRESENTATION

The Board's fundamental obligation is to preserve and enhance the public trust in Catholic education and in the affairs of its operations. In Section 52 of *Education Act*, a school board may delegate committees of the board to do any act or exercise any power that the board is required to do or exercise. Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

The Holy Spirit Catholic School Division Board establishes committees to support effective governance and ensure the orderly and efficient conduct of its work. These committees assist in the decision-making process, contributing to the smooth operation of Board business. Committees may take the form of Standing Committees for ongoing responsibilities, Representatives on External Committees when such participation is considered beneficial to the Division, and Special (Ad Hoc) Committees for short-term or specific tasks.

All Standing Committees are chaired by a Trustee and must operate in alignment with the Division's goals, principles, and written Terms of Reference. Committees do not have legal authority unless the Board explicitly delegates power to them to act on its behalf.

Standing Committees

Standing Committees of the Board are internal subgroups, primarily composed of Board members, established to carry out specific oversight and strategic functions that support and streamline the Board's overall operations. These committees assist in upholding governance and fiduciary responsibilities and operate in accordance with the committee Terms of Reference. Trustees are responsible for reporting back to the Board with any recommendations.

1. Guidelines for the operation of Standing Committees of the Board are as follows:
 - 1.1 The Board Chair shall be an ex-officio member of every Standing Committee of the Board and may actively participate and vote.
 - 1.2 The Superintendent will attend all Standing Committees of the Board meetings and activities as the chief executive officer of the Board.
 - 1.3 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.
 - 1.4 A record of the proceedings of committee meetings shall be taken and maintained.
 - 1.5 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.
 - 1.6 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.

- 1.7 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.
2. The Standing Committees of the Board, their responsibilities, and procedures are as follows:
 - 2.1 Negotiations Committees
 - 2.1.1 Each negotiations committee (ATA and CUPE 1825) will consist of three (3) Trustees.
 - 2.1.2 The roles and responsibilities of the negotiations committees will be held as expressed and in accordance with Policy 7 - Appendix A: Negotiation Committee: Terms of Reference.
 - 2.2 Audit Committee
 - 2.2.1 The committee will consist of the Vice Chair of the Board, two (2) Trustees, and two (2) public members who are not employees.
 - 2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to with Policy 7 - Appendix B: Audit Committee: Terms of Reference.
 - 2.3 Finance Committee
 - 2.3.1 The committee shall be a committee of the Board Chair, three (3) Trustees, Superintendent, Secretary Treasurer, and other Senior Administration as deemed necessary.
 - 2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix C: Finance Committee: Terms of Reference.
 - 2.4 Share the Mission Committee
 - 2.4.1 The committee will consist of two (2) Trustees and the Vice Chair.
 - 2.4.2 The roles and responsibilities of the Share the Mission Committee will be held as expressed and in accordance with Policy 7 - Appendix D: Share the Mission Committee: Terms of Reference.
 - 2.5 Teacher Board Advisory Committee (TBAC)
 - 2.5.1 The committee will consist of three (3) Trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate.
 - 2.5.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix E: Teacher Board Advisory Committee: Terms of Reference.

- 2.6 Policy Development and Review Committee
 - 2.6.1 The committee will consist of the Board chair and three trustees, the Superintendent.
 - 2.6.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix F: Policy Development and Review Committee Terms of Reference.
- 2.7 GrACE (Grateful Advocates for Catholic Education)
 - 2.7.1 The committee will consist of two (2) Trustees, the Superintendent and/ or designate.
 - 2.7.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix G: GrACE Committee Terms of Reference.
- 2.8 Infrastructure and Capital Committee
 - 2.8.1 The committee will consist of three (3) Trustees, the Board Chair, the Superintendent and/or designate
 - 2.8.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 – Appendix H: Infrastructure and Capital Committee Terms of Reference.
- 2.9 Joint Committee of Lethbridge School Boards and the City of Lethbridge
 - 2.9.1 The committee will consist of two (2) Trustees, the Secretary Treasurer, and the Superintendent.
 - 2.9.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 – Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge.

Representatives on External Committees

Board members represent the Holy Spirit Catholic School Division by serving as representatives on committees established by external organizations. In this role, Trustees facilitate the exchange of information, engage in discussions on shared issues, and contribute to collaborative dialogue, all while upholding the confidentiality of the Division.

When an external organization requests representation, the Board Chair will bring the request to the next public Board Meeting for consideration and appointment of a representative.

1 Guidelines for the operation of Representatives to External Committees are as follows:

- 1.1 The members of each committee will be selected at the annual organizational meeting of the Board by a majority of the trustees in attendance.

- 1.2 Trustee representatives to external committees are responsible for reporting relevant information and recommendations to the Board or make such decisions duly delegated to them by the Board.
- 1.3 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and, if appropriate, the Superintendent.
- 1.4 If a Trustee cannot attend a meeting, the Trustee is responsible for asking an alternate to attend on their behalf, where applicable.
- 1.5 Trustee representatives serve on external committees as representatives of the Holy Spirit Catholic School Division. They must ensure that their duties and actions align with the mission, vision, and values of the Division and in compliance with the Trustee Code of Conduct, while also fulfilling the mandate and Terms of Reference of the external committee.

2 The External Committees approved for Trustee representation are as follows:

2.1 Alberta Catholic School Trustee Association (ACSTA)

The representative operates in alignment with ACSTA's mission and bylaws and is expected to actively participate in meetings, support collective decisions, and act in the best interests of Catholic education.

2.1.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.

2.1.2 Holy Spirit Catholic School Division holds membership and voting rights at ACSTA meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.2 Alberta School Boards Association (ASBA) Zone 6

The representative's role is to engage in discussions on educational issues, share information, develop policy positions for provincial advocacy, and provide feedback to the Alberta School Boards Association (ASBA) Board of Directors. The Zone operates under ASBA's mission and bylaws.

2.2.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.

2.2.2 Holy Spirit Catholic School Division holds membership and voting rights at Zone 6 meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.3 Teacher Employers' Bargaining Authority (TEBA)

TEBA acts as the employer's bargaining agent, bargaining on behalf of all school boards in Alberta. This provincial body is intended to consult about provincial teacher contracts

and employment negotiations. The Trustee representative serves on a committee composed of school trustees from across the province, which elects seven members to form the TEBA (Teachers' Employer Bargaining Association) Board of Directors. This committee is responsible for setting the strategic direction of TEBA, establishing the mandate for collective bargaining with the Alberta Teachers' Association (ATA), and voting to ratify negotiated agreements on central matters that impact all public, separate, and Francophone school authorities in Alberta.

2.3.1 One (1) Trustee will be selected to serve as the division's representative to this committee.

2.3.2 Holy Spirit Catholic School Division holds membership and voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.4 Economic Development Lethbridge (EDL)

Economic Development Lethbridge (EDL) is an arm's length organization, supported by the City of Lethbridge, governed by a 31-member volunteer Board of Directors and managed by a team of professionals dedicated to economic prosperity in Lethbridge. A representative from either school district, to alternate every two years between Lethbridge School Division and Holy Spirit Catholic School Division.

2.4.1 One (1) Trustee shall be appointed as the representative to this committee.

2.4.2 The participating school division holds membership on behalf of the education sector and holds voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.5 Team Lethbridge

Team Lethbridge is a group of community leaders interested in raising awareness of how the city of Lethbridge contributes to the province and how we can work with our government representatives to support long-term success for Alberta.

2.5.1 Two (2) Trustees, and Superintendent or designate will be selected every mission year

Ad Hoc Committees

Special (Ad Hoc) Committees are temporary groups formed to address a specific, task-oriented issue that the board deems important but doesn't fall under a standing committee's scope. They are designed to provide focused expertise, promote collaboration, and allow for a quick, decisive response to unique situations

Special (Ad Hoc) Committees

1. Board Chair is approached with request for Trustee representation.
2. The Board Chair will present the request at the next public Board Meeting.
3. Ad Hoc Committee, if approved, is established by a formal resolution in Public Meeting with motion that includes a specific mandate and term, and dissolve once their assigned task is completed.

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



JOINT COMMITTEE OF LETHBRIDGE SCHOOL BOARDS AND THE CITY OF LETHBRIDGE TERMS OF REFERENCE

1. Purpose

The Joint Committee of Lethbridge School Boards and the City of Lethbridge is established to strengthen collaboration, alignment, and mutual understanding between the Municipality and School Divisions. The committee will focus on shared governance priorities, joint advocacy efforts, and the cultivation of strong, effective working relationships that serve the community's best interests, especially children, youth, and families.

2. Mandate and Responsibilities

1. Governance Alignment

- Identify areas of intersecting municipal and educational policy.
- Share strategic plans and explore opportunities for alignment and coordination.
- Provide input on policies or initiatives with cross-sector impact, including but not limited to: land use planning, transportation, infrastructure, recreation, and community development.

2. Advocacy and Joint Initiatives

- Develop and promote unified positions on issues affecting students, schools, and neighborhoods.
- Coordinate advocacy with other levels of government to support funding, legislation, or services that benefit the local community.
- Explore collaborative opportunities for grants, partnerships, and community engagement.

3. Relationship Building and Communication

- Foster respectful, transparent, and consistent dialogue between elected officials and administrative leaders.
- Build mutual understanding of each organization's roles, responsibilities, and constraints.
- Strengthen public confidence through joint public communication where appropriate.



3. Membership

- The Committee shall consist of representation from School Boards and City Council, typically including:
 - 2 Trustee(s), appointed by Lethbridge School Division
 - 2 Trustee(s), appointed by Holy Spirit Roman Catholic School Division
 - 1 Trustee(s), appointed by FrancoSud School Board
 - 2 City Councillor(s), appointed by Lethbridge City Council
- Administrative staff of School Boards and the City of Lethbridge Council may attend in advisory roles as needed.
- Each body will appoint its representatives annually at their organizational meeting or as otherwise required.
- Committee members are expected to attend all scheduled meetings or designate an alternate where permitted. If a member is unable to attend, advance notice should be provided to the Committee Chair or staff liaison.
- In the event that a member is absent from **three (3) consecutive meetings** without reasonable cause, the Chair shall notify the appointing body. The appointing body may review the appointment and determine whether a replacement or other action is required.

4. Chairing and Administration

- The role of Acting Committee Chair shall alternate between the respective School Board representatives, based on which organization is hosting.
- A liaison from the host organization will undertake the responsibility to provide administrative support for the committee. Administrative support includes:
 - Preparation of the agenda
 - Call for agenda items will go out three weeks before the date of meeting, with agenda and all accompanying documents distributed to committee members no later than one week before the meeting date.
 - To be included on the agenda, all items require a paragraph description of the issue to be submitted so that each party can be prepared for the meeting. Any backup materials to any of the items (such as maps and presentations) are to be submitted with the item and to be included in the agenda package that is sent out.
 - Attendance at committee meetings
 - Take notes and provide necessary technical support.
 - Preparation and distribution of minutes after the meeting
 - Minutes shall be recorded and circulated to all members within one week of the meeting date, with copies provided to both City Council and the School Boards.



5. Meetings

- The Committee shall meet at least five times per year in October - December - February - April - June, or more frequently as jointly determined.
 - One of these annual meetings shall be a joint gathering of all governing members from all organizations. This meeting will primarily serve as a social and relationship-building opportunity, with formal business addressed only if necessary.
 - In an election year the first meeting shall be held in December.
 - The first meeting of the year shall include outlining what the governance priorities are for each organization, and review of the Terms of Reference.
 - Times of meetings shall typically be held from 9:00am - 11:00am
 - Location will annually alter between the School Board offices.
-

6. Reporting and Communication

- Committee Members will provide regular updates to their respective school boards and City Council following each meeting.
 - Joint public communications may be issued on matters of shared importance, with prior approval from both governing bodies.
 - Parties are encouraged to reach out to each other in between meetings if they have any concerns about specific issues, rather than waiting for the meeting itself.
-

7. Decision-Making and Authority

- The Committee is advisory in nature and does not have decision-making authority.
 - Recommendations or actions requiring formal approval must be referred to the respective School Boards or City Council for endorsement, as per their organizational process.
-

8. Review and Evaluation

- These Terms of Reference will be reviewed annually, or as needed, to ensure continued relevance and effectiveness.
 - Feedback from members will inform changes to committee structure or focus.
-

REPORT NO: D.1

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for June 24, 2026.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Technology, and Facilities Reports for June 24, 2026.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

June 2026

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Attended St. Francis Grade 9 Mass (June 4)
- Attended Coffee and Grace at FLVT (June 5)
- Attended St. Michael's Pincher Creek Closing Mass (June 17)
- Attended St. Mary's Taber Grad Mass (June 18)
- Office of the Superintendent, Weekly Prayer
- CCSSA Board Meeting (June 11)
- CCSSA Executive Director Competition/Interviews (June 26)
- Faith reflections in, "Superintendent Sunday"

Attending the "Coffee and Grace" morning gathering with staff at Father Leonard Van Tighem School on June 5 was a profoundly moving way to deepen my own faith, engage in communal reflection, and begin the day anchored in Christ. What made this encounter exceptionally beautiful was that it was entirely staff-driven. Witnessing a staff member step forward to host this space provided a powerful, authentic example of what it means to be a true leader in faith. This organic, grassroots initiative was deeply inspiring; it has since sparked a desire for our Senior Administration Leadership Team (SALT) to seek out deeper faith formation and explore how we, too, can model that same authentic, everyday faith leadership.

Ultimately, it is moments like these—coupled with a deliberate walk alongside our community in prayer, celebration, and governance—that allow me to truly embody Catholic School Leadership. Whether I am sharing in the sacramental life of our students at the St. Francis Grade 9 Mass, celebrating milestones at the St. Mary's Taber Graduation Mass, or gathering with the faithful for Sunday Mass at St. Basil's, my spiritual cup is continually refilled by the people I serve.

Building Effective Relationships

- Superintendent Walkthroughs/Classroom visits (all schools)
- SFJH Grade 9 Farewell (June 4)
- ALP Day with LLT/Trustees (June 4)
- Future Planning Meeting with Amos Fodchuk (ALP), Associate Superintendent, Director of Technology (June 4)
- St. Michael's Graduation Ceremony (June 5)
- Meeting with Associate Superintendent, LMHA (June 8)
- TBAC Meeting (June 8)
- LLT Farewell Celebration (June 9)
- Holy Spirit Retirement Banquet (June 9)
- St. Kateri Open House (June 10)
- COSC Year End Celebration (June 15)
- Agenda Setting meeting with Chair and Vice Chair
- Meeting with Director of Facilities and Secretary Treasurer re: Projects, Budget and Timelines

The month of June brings a beautiful, vibrant rush to our division—a season densely packed with year-end celebrations, graduations, and opportunities to honor the incredible accomplishments of our students and staff. Amidst the busy schedule of milestone events such as Graduations, Grade 9 Farewell, and our division's Retirement Banquet, it is the intentional time spent visiting our schools and talking directly with students and staff that stands out as the absolute highlight of my work. Walking through classrooms across all our schools, being present at the St. Kateri Open House, and gathering with parents and trustees at the COSC Year-End Celebration are not just calendar dates; they are vital opportunities to listen, connect, and continuously build the deep, trusting relationships that bind our division together.

Engaging in this relational work is ultimately a form of holy work. When we sit down for future planning sessions with educational partners like Amos Fodchuk, collaborate at TBAC and LMHA meetings, or honor our leaders at the LLT Farewell Celebration, we are participating in the communal ministry of Catholic education. Witnessing the joy of a graduating student, the pride of a teacher, or the shared vision of our leadership teams reminds me that Christ is present in every conversation and handshake. I firmly believe that by stepping out of my office and into these sacred spaces of community and celebration, I am privileged to see God's grace actively moving through the hands and hearts of the people I am called to serve.

The Holy Spirit Roman Catholic Separate School Division

St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

Visionary Leadership

- Weekly SALT meeting
- ELP Meeting with Deputy Superintendent, Associate Superintendent, Director of Student Services, Director of Educational Services (June 5)
- Future Planning Meeting with Amos Fodchuk (ALP), Associate Superintendent, Director of Technology (June 4)
- Meeting with Associate Superintendent, LMHA (June 8)
- SACI Meeting, Zone 6 Superintendents (June 17)
- Budget Conversations with Secretary Treasurer (ONGOING)
- FLVT Visioning/St. Kateri Meetings with Principals, Deputy Superintendent, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (ONGOING)

Our collaboration with Amos Fodchuk, Dean Shareski, and ALP has been invaluable in shaping Holy Spirit's human-centered vision for AI. By blending their educational expertise with our division's values, they helped us move past technological anxiety to view AI as a powerful catalyst for deep learning and systemic support.

The Day with Leadership on June 4 solidified this direction by framing our goals for the upcoming school year. This collaborative session established a unified strategy, providing our leadership team with a clear blueprint that aligns school-level operations with our division-wide vision.

The surrounding events directly support my role as a visionary superintendent by operationalizing this strategy across all sectors. The June 4 and 5 meetings with technology, educational services, and student services leaders translated our high-level AI vision into actionable infrastructure and curriculum planning. Furthermore, ongoing budget conversations, the June 8 LMHA alignment, and school-specific visioning sessions ensure that our strategic goals are financially sustainable, community-minded, and grounded in student success.

Modeling a Commitment to Professional Learning

- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Ongoing meetings with CCSSA Board and Executive Director
- Education Plan Work (SALT)
- Partnership and collaboration with ALP (Zone 6 AI Cohort/Division AI Cohort)
- Reimagining Calendar Professional Learning Days

This established framework and alignment of leadership, as mentioned in the above work, directly serves as the launchpad for continuous professional development across the division. By embedding our vision into infrastructure, budget, and school-level planning, we have created a sustainable ecosystem where educators receive targeted, ongoing training. Ultimately, this foundational work ensures that professional learning is not a one-time event, but a strategic, long-term commitment to building capacity and confidence in our staff.

Leading Learning

- Staffing Conversations with Director of Support Services, Deputy Superintendent, Associate Superintendent, Secretary Treasurer
- Weekly SALT meeting
- ELP Meeting with Deputy Superintendent, Associate Superintendent, Director of Student Services, Director of Educational Services (June 5)
- Future Planning Meeting with Amos Fodchuk (ALP), Associate Superintendent, Director of Technology (June 4)
- Commenced SALT bi-weekly Superintendent 1:1 meetings

Fulfilling the superintendent's core responsibility to lead learning across a division requires modeling a relentless commitment to growth, especially when addressing the evolving challenges of classroom complexity. Under my direction this year, we have taken a major proactive step by re-introducing full-day, full-time (Monday-Thursday) kindergarten and launching a comprehensive examination of our early childhood practices. By centering this critical work at the senior leadership level—collaborating through weekly SALT meetings and intensive staffing consultations with the Deputy Superintendent, Associate Superintendent, Secretary-Treasurer, Director of Educational Services and Director of Support Services—we are transforming routine administration into a strategic learning process. This intentional focus on our earliest learners allows us to address classroom complexity at its roots, optimizing resource allocation and foundational support at the very start of the student journey to set a strong, sustainable trajectory for the entire division.

Ensuring First Nations, Métis and Inuit Education for All Students

- Attended Prayer with Elder Dorothy Day Chief

National Indigenous History Month offers a powerful opportunity for Holy Spirit to continue to actively honor and deepen our foundational relationships with FNMI communities. Division-wide activities brought this commitment to life, highlighted by our

inspiring FNMI Division Gathering on June 11, which united our community in celebration and reflection. On a deeply personal note, my own leadership was profoundly grounded by the sacred experience of attending a powerful prayer led by Elder Dorothy Day Chief, reinforcing the spiritual heart of our ongoing journey toward Truth and Reconciliation.

School Authority Operations and Resources

- Met with Secretary Treasurer re: Budget Meetings (ONGOING)
- Meeting with Deputy Superintendent, Secretary Treasurer, Associate Superintendent of Learning and Director of Student Services (re: budget/staffing) (ONGOING)
- Calendar planning and discussions (SALT)
- FLVT Visioning/St. Kateri Meetings with Principals, Deputy Superintendent, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (ONGOING)

The successful passage of the 2026–2027 budget is a direct testament to the deep, collaborative partnership forged between the Secretary-Treasurer, the Finance Committee, the Senior Team, and the Superintendent. By aligning financial expertise with strategic educational goals, this leadership collective engaged in rigorous, transparent dialogue to ensure every dollar directly supports our core mission. This unified approach allowed us to navigate complex fiscal realities collectively, transforming the budget from a simple financial document into a powerful blueprint for student and operational success.

As Superintendent, this process continues to be a profound area of personal and professional learning. Navigating the delicate balance between a deeply felt responsibility to our students and staff and the reality of competing priorities is both a challenge and a privilege. Every budgetary decision carries human weight, and holding our commitment to thriving classrooms alongside fiscal sustainability requires ongoing reflection, adaptability, and a willingness to constantly learn how to best serve our school community.

Supporting Effective Governance

- Attended ASBA Spring AGM (May 31-June 2)
- Attended Board Evaluation with Brad Volkmann (June 5)
- COSC Year End Celebration (June 15)
- Agenda Setting meeting with Chair and Vice Chair

Working alongside our Board of Trustees is incredibly impactful, especially when representing our division at provincial events like the Alberta School Boards Association (ASBA) Spring AGM. In my second year as Superintendent, the landscape feels much more familiar; having established a solid foundational understanding of our shared governance model, I now feel equipped to contribute more meaningfully to these vital provincial conversations. This evolving partnership allows us to advocate more effectively for our schools, ensuring our local priorities are heard on a broader stage.

Shared governance thrives on mutual trust, clear communication, and a collective commitment to continuous improvement.

Our recent Board Evaluation process on June 12, led by Brad Volkman, perfectly captured that commitment to growth. The experience was exceptionally insightful and conducted with the utmost respect from start to finish. Brad's facilitation provided a safe, structured space for honest reflection, allowing us to celebrate our successes while clearly identifying strategic pathways for our future work together.

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REPORT NO: D.2

June 24, 2026

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 June 24, 2026.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees June, 2026

Embodying Catholic Leadership

- **Milestone Celebrations** - This month, I had the privilege of attending the beautiful graduation ceremony for the Grade 12 students at St. Michael's School in Pincher Creek. I also joined the Grade 9 Farewell Mass at St. Francis Junior High School, as well as year-end Masses celebrated with St. Paul School and our Learning Leadership Team. These gatherings were a meaningful reminder of the gift of being able to weave our faith into the celebration of important milestones and accomplishments;
- **Integrated Prayer Leadership** - Leading prayer at St. Basil Catholic Education Centre as well as before interviews and other meetings comes more naturally to me now. I like to compose prayers based on the situations and include the names of the individuals involved. This really sets the tone for the meeting and reminds us to seek God's guidance and allow him to speak through us.

Building Effective Relationships

- **Positive Union Partnerships** - During the month of June, we had a Teacher/Board Advisory Committee (TBAC) dinner meeting which provides us an opportunity to connect and build relationships with our teachers. I also attended the final CUPE 1825 meeting with the Director of Support Services, reinforcing a culture of mutual respect that was warmly acknowledged by the CUPE local President on behalf of the members;
- **Proactive Labour Relations** - Labour Management Meetings allow for the opportunity to connect with our CUPE support staff to ensure we are proactively addressing concerns as they arise;
- **Provincial Representation** - Teachers' Employer Bargaining (TEBA) Engagement Session was held this month. I appreciate the opportunity to collaborate with divisions across the province in order to have a united voice in serving our educators;
- **Celebrating our Staff** - I had the privilege of being the Master of Ceremonies for our Board's Retirement Dinner. I was also able to present the Long Service Awards to our St. Basil Catholic Education Centre recipients;
- **Connecting With our Families** - I had the opportunity to attend the *St. Kateri Open House* and the final meeting of the *Council of School Councils*. Both events provided meaningful opportunities to connect with the families who entrust us with the education and care of their children. These conversations help strengthen the partnership between home and school that is so important to student success.

Modeling Commitment to Professional Learning

- **Building my Leadership Capacity** - Professional leadership growth and reflection through monthly sessions with Ray Hoppins, former Associate Superintendent of People Services with Chinook's Edge, and now the CEO of [Hoppins People Services](#);



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- **Leading AI With Clarity, Catholic Identity, and Community Trust** - Participated in an AI Division Leadership Day focused on deepening my understanding of artificial intelligence and its implications for leadership, governance, policy, and educational practice. The session provided opportunities to apply Holy Spirit's Catholic social teaching-aligned AI principles to future planning and implementation. This professional learning strengthened my capacity to support the responsible integration of AI across the division.

Visionary Leadership

- **Fostering a Unified Senior Leadership Team** - Ongoing Senior Admin Leadership Team (SALT) weekly meetings to discuss supporting schools with the Board priorities. Our senior leadership team sets aside that time weekly to ensure that we are working collaboratively and not in silos. As a relatively new team, we are working hard to build trust and understanding of the role that we have in serving our school communities effectively;
- **Growing Leadership Capacity Across the Division** - Posted, interviewed, and added division lead teachers - Lead Teacher Curriculum and Instruction, Lead Teacher Inclusive Education, and two Early Learning Lead Teachers. We are excited about the interest expressed in these teacher lead positions, as it speaks to not only the leadership capacity being built in our schools, but also a willingness to serve beyond their own schools;
- **Growth Through Reflective Leadership**- Reviewing Teacher and Associate Principal evaluations provides valuable opportunities for me to learn and reflect. The evaluations allow insight into the exceptional work occurring across our schools while identifying strengths and opportunities for growth that contribute to continuous improvement.

Leading Learning

- **Responsive Support** - Maintain regular communication with school administrators to provide support and respond to emerging needs and challenges;
- **Building Strong Learning Teams** - Work collaboratively with school and senior administrators to ensure schools are staffed with qualified personnel who support student learning and success;
- **Coaching for Continuous Improvement** - Support school administrators in developing and implementing remediation, growth, and evaluation plans for staff who require additional guidance and professional support;
- **Leadership Learning** - Provide leadership and facilitate professional learning opportunities at our Learning Leadership Team meetings;
- **Teacher Growth and Evaluation** - Assist school administrators with teacher supervision, professional growth, and evaluation processes to support continuous improvement in teaching and learning.

Supporting First Nations, Métis and Inuit Education for All

- **Honouring Indigenous Traditions** - Our Division Principal invited Elder Dorothy Day Chief to lead us in prayer and smudging to honour National Indigenous month. Participating in smudging and prayer with an Elder provides an opportunity to deepen my understanding of Indigenous traditions, perspectives, and ways of knowing;



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Supporting School Authority Operations and Resources

- **Recruitment and Staffing** - It is a busy time in Human Resources and as an HR team, we ensure the 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 principals we continue to advertise, shortlist, interview and on-board staff for the upcoming school year;
- **Promoting Safe and Supportive Work Environments** - *Letter of Understanding No.2* from the CUPE 1825 Collective Agreement required the formation of an Occupational Health and Safety Committee, which has the employer and members of our CUPE union commit to collaborative discussions and recommendations around staff safety when working with students with complex needs. We had our first meeting this month;
- **Developing Consistent Human Resource Processes** - We worked to create a process and procedure around EA Certification Level 2. We are grateful for the relationship with our neighbours at Lethbridge School Division as they shared their process with us which helped when forming our own. We are now reviewing submissions from current employees who wish to be recognized as Level 2 EAs within the division;
- **Supporting Effective Transitions** - The opening of our new school resulted in numerous staff transfers and position changes across the division. Careful planning and coordination were required to ensure safe, smooth, and efficient transitions.

Supporting Effective Governance

- **Honoring and Celebrating Service** - Served as Master of Ceremonies for the Board Retirement Banquet, celebrating and recognizing the contributions of employees who dedicated many years of service to the division;
- **Strengthening Communication** - Collaborated with SALT and school administrators to review staffing allocations, ensuring resources were aligned with student needs and providing relevant information to the Board of Trustees;
- **Supporting Board Priorities** - It has been a priority for me to attend and participate in the monthly Board Meetings in order to support the Board with the priorities that have been established.

REPORT NO: D.3

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Secretary Treasurer's Report

BACKGROUND

1. Attached is the Secretary Treasurer's Report for June 24, 2026.



Holy Spirit Catholic School Division

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Report to the Board of Trustees June 2026

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Submitted approved 2026/2027 budget to Alberta Education and Childcare
- Participated in monthly joint use session with Lethbridge partners
- Finalized Joint Use and Planning agreements with municipal partners for execution
- Participated in AI session with Holy Spirit leadership team
- Participated in monthly LLT meeting
- Contributed to weekly SALT Meetings
- Participated in biweekly construction meetings for St. Kateri Elementary School
- Attended annual USIC Risk Management conference and AGM
- Attended ASBOA annual conference
- Prepared quarterly financial reports
- Participated in City planning meeting

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Continued work on Privacy Management Program and provided update to LLT
 - Participated in Privacy round table discussions with other public bodies
 - Participated in USIC Risk Management and Claims committee and IT committee meetings
 - Finalized JUPA agreements with rural partners
 - Participated in Joint Health and Safety meeting
 - Reviewed for approval all risk assessments, volunteer, chaperone and driver applications
 - Fielded transportation questions and requests
 - Monitored all student and staff accident reports, requested more information when required, filed with insurers where necessary
 - Attended USIC Risk Management conference and AGM
 - Attended ASBOA annual conference
-

REPORT NO: D.4

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Associate Superintendent Report

BACKGROUND

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



Holy Spirit Catholic School Division

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Associate Superintendent of Learning
Board Report - June 2026

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Bishop's Assurance** - We have been able to reschedule our Bishop's Assurance pilot at St. Catherine School in Picture Butte for Thursday, September 17, 2026. We are looking forward to this appreciative process occurring in the fall.
- **Divisional Opening Mass** - We will be hosting our Divisional Opening Mass for all staff on Friday, August 28, 2026. As usual, Mass will be held at Catholic Central High School (East Campus), beginning at 9:30 a.m. Bishop McGrattan will be presiding at the Mass, which will be followed by the presentation of the Share the Mission Award. Our host school this year will be St. Catherine School (Picture Butte).

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

- **Faith Plan Year 2** - Further refinements to resources for next year have occurred with feedback from both LLT and DREC. A video overview of *Love God* has been created for use with staff in the fall, and I will provide an in-person overview at the September 2026 Board meeting.

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

- **Know God Feedback Summary** - A survey was created and sent to staff in June to capture feedback related to this year's Faith Plan. Our response rate was quite low (~8-10%), but some summary information is attached here:
 - 57 total responses, 94.7% felt some or significant impact in the growth of their own faith, 87.7% felt some or significant impact on the Catholic identity of their site.
 - Response Quotes
 - *"One positive change I experienced this year was becoming more intentional about looking for opportunities to live out the messages of the parables in my daily interactions with students and colleagues. Seeing our school teams interpret and present the parables in creative ways reminded me that faith is not only something we learn about, but something we put into action through kindness, patience, forgiveness, and service. It was inspiring to see the different perspectives students brought to these stories and the thoughtful connections they made to their own lives."*
 - *"Really thought of how God opens and closes doors that are in our best interests."*
 - *"The monthly parables were a great entry point that allowed us to link our own school priorities to the faith plan in a meaningful way."*

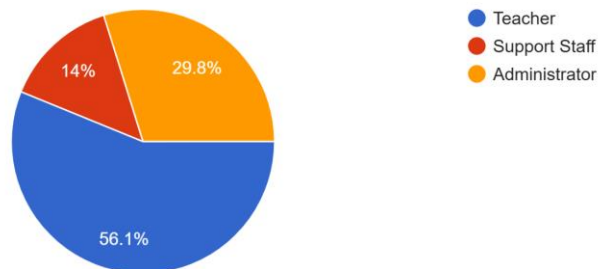


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- *“A positive change I have seen in my school is a stronger and more intentional focus on recognizing the dignity of each student and responding to their needs with greater compassion and care, particularly in how we support students experiencing social-emotional or behavioural challenges.”*
- *“I think our staff connected with the faith plan this year through the ppt's - As well we saw positive growth between parish and staff/students at our school, I think the initiatives of open wide the doors did challenge staff to consider their connection with the church.”*
- *“Our school is involved in a lot of parish renewal and that connection between Church and school was strengthen and very visible.”*
- *“I've seen a lot of our students grow in their confidence. I think our school does a really good job of embracing the uniqueness of each student, which in turn, helps the students feel empowered in their learning and in developing their personal relationship with God.”*
- *“I was really able to explore my faith again this year after being relatively distant. I think the theme "Open Wide the Doors" really encouraged me to open up my heart to Jesus”*

Position
57 responses



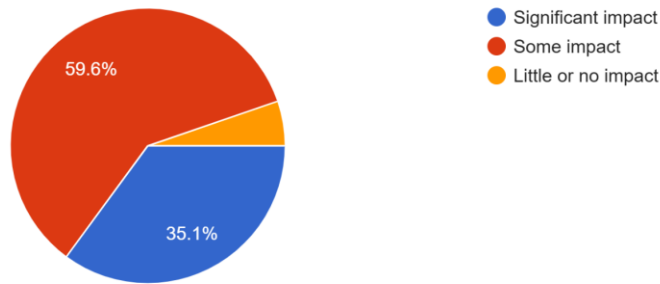


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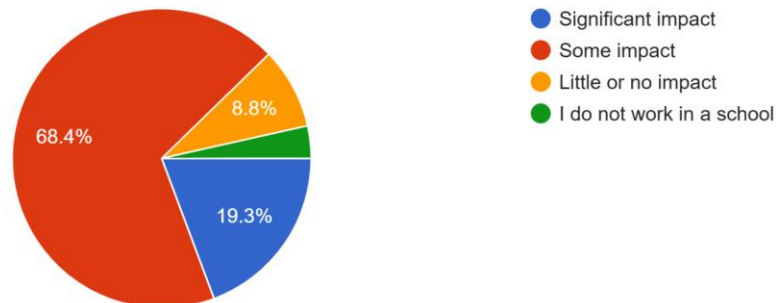
Did the faith plan theme this year, Know God, and the corresponding calls to action inspire you and help you grow in your own faith?

57 responses



How did the Catholic identity of your school/site grow in relation to the Faith Plan this year?

57 responses





Holy Spirit Catholic School Division

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Board Strategic Priority - Learning Through Quality Teaching

We prepare students for career pathways.

- **Summary of Off Campus Student Participation** - A total of 482 students participated in some facet of Off Campus Education this year. This includes a variety of dual credit offerings completed by 53 students across the terms, 7 students who completed courses in Green Certificate, 4 students in Early Childcare, and 171 who completed HCS safety programs. Work Experience and Registered Apprenticeship Program numbers are listed below:

<u>School</u>	<u>RAP (Registered Apprenticeship Program)</u>	<u>Work Experience</u>
CCH	30	158
SMT	4	31
SMPC	6	10
Trinity	0	8
Total	40	207

- We will continue our Career Education Task Force meetings in the new school year. This is a group of Grade 7-12 teachers who are invested in building a comprehensive Career Education Program that counsels students early on in the academic years in the pathways they can take toward viable careers. We have invested in the MyBlueprint Career Education program to help support this, beginning at the junior high level.

All students demonstrate growth in literacy and numeracy.

- **Full Day Kindergarten** - On Friday, June 19, we hosted an initial conversation and planning session with our teachers who will be guiding the implementation of full-day, every-day kindergarten at our pilot schools. We reviewed a variety of best practices, key success indicators, and planned for a successful fall launch.

Schools reflect collaborative teaching and learning environments.

- **2026-2027 Professional Learning Plans** - At our recent Learning Leadership Team meeting, we outlined the intended approach that we will be taking in the fall around professional learning. Seeking to provide coherence and support collective efficacy, we are endeavouring to balance the needs of the division with the individual school contexts in which our students learn. A comprehensive overview of opportunities supporting our leaders and teachers was shared, including dates for junior high curriculum implementation, literacy and numeracy leads, specialist groups, and probationary teachers.



Holy Spirit Catholic School Division

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Board Strategic Priority - Living Truth and Reconciliation

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

- **Division Gathering** - Holy Spirit hosted a year-end celebration of Indigenous Education at CCH on June 11. We were honoured to welcome many Blackfoot Elders, Board Chair Linda Ellefson, Trustee Tricia Doherty, Associate Superintendent of Learning Aaron Skretting, and approximately 70 Holy Spirit administrators, staff, students, and family members.
- **Braiding Ways of Knowing** - We are grounding our work for 2026-2027 in the faith plan theme, *Love God*, braided with the FNMI Education teaching of *kitomohpiptotokoi*: respecting what you have been put here with and living with reverence for the simple and profound gifts of life.

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

- **Feather Blessings and Graduations** - Holy Spirit Schools graduated approximately 42 graduates between CCH and St. Michael's Pincher Creek. Next year we are hopeful for 46-50 students crossing their respective stages.
- **FNMI Awards** - SMPC celebrated First Nations, Metis, Inuit students on May 27, FLVT on June 3, and CCH on June 10. These students were recognized for attendance, academic, athletic, and artistic excellence; as well as outstanding effort, fellowship, courage, and Blackfoot language learning.

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

- **Professional Development** - Next year there are 6 planned professional learning days planned around Indigenous ways of knowing how to live ethically, ecologically, and compassionately with all our relations. The first session will be September 28th, and will center on the spiritual and scientific understanding transferred through pow wow dances.
- **Division PowWow** - Fall PowWow plans are well underway, with a committee of nearly 30 representatives from parents and staff. The committee is seeking donations to support the event that will take place at Children of St. Martha School on October 8, 2026. Donations can be made online on the Holy Spirit website with a drop-down selection of "Division PowWow".

REPORT NO: D.5

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

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

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Director of Support Services
Report to the Board of Trustees
June 2026

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

Alberta Family Wellness Initiative: On June 10, 2026, Crystal Lothian, Director of Support Services, and several Holy Spirit staff members attended the Alberta Family Wellness Initiative (AFWI) Community Update in Lethbridge. The event highlighted current research and community initiatives related to mental health, wellness, and early brain development, while emphasizing the importance of collaborative partnerships in supporting children, youth, and families. Participation provided valuable opportunities to strengthen community connections and explore evidence-informed practices that support resilient, healthy, and thriving school communities.

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

Mental Health Capacity Building Team Summer Programming: The Mental Health Capacity Building (MHCB) team has finalized its July 2026 [summer programming schedule](#), offering a variety of free opportunities for children and families focused on wellness, physical activity, mindfulness, and community connection. Programming will include weekly "Move Your Mood" fitness sessions, Family Outdoor Play events at parks and school sites throughout Lethbridge, and Mindful Fridays designed to promote positive mental health and well-being. These opportunities reflect the division's ongoing commitment to supporting student wellness and strengthening family and community connections beyond the school year.

Family and Community Wellness Initiatives: This month, families participated in a Garden Box Evening at École St. Mary School, where nine families worked together to assemble and plant personalized garden boxes to take home for the summer. The event encouraged family engagement, healthy living, and community connection while providing participants with practical skills related to food sustainability.

Students also completed the Kids in the Kitchen program at Interfaith Food Bank. All Grade 6 students from École St. Mary School and Children of St. Martha School participated in hands-on cooking experiences that built confidence, nutrition knowledge, and food preparation skills. Students were proud to share the meals they created with their families.

These initiatives support FCSS outcomes by strengthening family relationships, increasing life skills, promoting healthy lifestyles, and fostering meaningful connections within the community.

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

ELP Open House: On June 12, 2026 our Early Learning Centre hosted a Community Play Open House. This event was open to the public and was advertised on the school division social media sites as well as distributed directly to all families of Early Learning and Kindergarten children.

The intention of the event was two-fold. It is part of our mandate to empower families and guide them in effective play alongside their children. Inviting them to our centre where our play materials are primarily nature based or everyday items that you can find around your home makes our demonstration of play affordable and easy to replicate at home. Additionally, this event was an opportunity to invite families to our centre to learn more about the programming that we offer at Holy Spirit Catholic School Division. Ensuring that we had Speech Language Pathologists, Teachers and Family & Program Enhancement Facilitators on site allowed for opportunities to ask questions or seek support in these areas.

Our Early Learning Centre also opened the doors to the Building Brains Together organization who brought three staff members to participate alongside our Early Learning Centre Team. Again, this involvement strengthens our community ties and collaboration with other organizations.



REPORT NO: D.6

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Regan Holt, Director of Technology

SUBJECT: Director of Technology Update

BACKGROUND

1. Regan Holt, Director of Technology, has prepared the attached report to apprise the Board of recent division activity related to the technology department.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Technology
Board Report

June 2026

Technology Services Framework for Learning

Executive Summary

Technology plays a foundational role in supporting quality teaching and collaborative learning environments across our schools. The purpose of this report is to present a *Technology Services Framework for Learning* designed to empower students and educators within our Catholic communities through equitable, reliable, and secure digital ecosystems. By moving away from viewing technology purely as infrastructure and shifting toward a "**Technology as a Service, Learning as a Service**" mindset, we ensure that our digital investments directly amplify the division core Catholic values.

Technology Guiding Values

Every system, process, and partnership we build is anchored in four core values that guide our operational decisions and long-term planning:

- **Accessibility:** Drives equitable device access, inclusive design, and effective learning environments so every student and staff member can fully participate.
 - **Sustainability:** Shapes lifecycle planning, procurement, and long-term infrastructure decisions to balance educational alignment with fiscal stewardship.
 - **Accountability:** Ensures transparent reporting, measurable progress, and responsible stewardship of division resources.
 - **Security:** Anchors every system, process, and partnership in robust protection and resilience to safeguard data, people, and infrastructure.
-



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Four Pillars of the Framework

The framework is structured across four operational pillars, establishing a balanced foundation for our division's digital strategy:

1. Strategic Alignment & Stakeholder Engagement

- **Goal:** Ensure technology advances the division's mission and reflects community needs.
- **Overview:** To build shared ownership, the Technology Department relies on a multi-year technology roadmap developed through collaborative leadership and prioritized budgeting. We actively engage with stakeholders to ensure cross-department collaboration and feedback loops that drive continuous improvement to amplify division goals.

2. Instructional Technology & Learning Support

- **Goal:** Ensure technology enhances teaching and deepens learning.
- **Overview:** We aim to cultivate confident educators and empowered learners using technology purposefully. This is achieved through ongoing professional learning, an efficient Helpdesk, and direct classroom support in coordination with local teachers, education leaders and various division support staff. Furthermore, all digital tools are vetted to promote productivity, accessibility, and privacy as strong digital citizens.

3. Infrastructure & Access

- **Goal:** Deliver a stable, scalable, and reliable foundation for learning.
- **Overview:** A predictable, high-quality digital environment is essential for daily school operations. This pillar focuses on high-performance networks, optimized Wi-Fi coverage, standardized hardware/software solutions, proactive device lifecycle management, and maximizing system uptime to provide an environment that educators and students can trust.

4. Data Governance, Privacy & Security

- **Goal:** Protect students, staff, and the division through responsible data practices.
- **Overview:** Building a trusted, resilient digital infrastructure requires compliance and policy alignment. This includes conducting thorough risk assessments, maintaining clear data agreements, enforcing strong identity and access management, and maintaining robust backup, disaster recovery, and incident response protocols.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Looking Ahead: Strategic Priorities for the Next 12 Months

To operationalize this framework, the following key priorities and initiatives have been established for the upcoming 26/27 year:

<u>Priority Area</u>	<u>Key Initiatives & Targets</u>	<u>Framework Alignment</u>
Evergreen Lifecycle & Procurement Strategy	Equitable access to devices and connectivity through the Technology Evergreen Template* providing staff and student devices and program enhancement opportunities at the school level	Accessibility & Infrastructure
Cybersecurity Posture	Strengthen division safeguards by aligning with POPA and ATIA guidelines and fortifying robust USIC Cyber Controls	Security & Data Governance
AI in Schools	Continue foundational work with AI Cohort and schools to support AI implementation strategies and frameworks to guide purposeful use in education	Instructional Technology and Learning Support
Core Systems Modernization	Continued support for system infrastructure including: <ul style="list-style-type: none"> -learning space av modernizations -operational technology upgrades -support for SKS and FLVT capital upgrades 	Infrastructure & Access



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Technology Evergreen Template

In collaboration with division leadership and various stakeholders we have improved our technology procurement and lifecycle strategies to better support quality teaching and learning in our schools. This includes an improved evergreen template that offers improved equitable access, program enhancement opportunities, and school choice at the school level while maintaining the integrity of our values.

Executive Summary

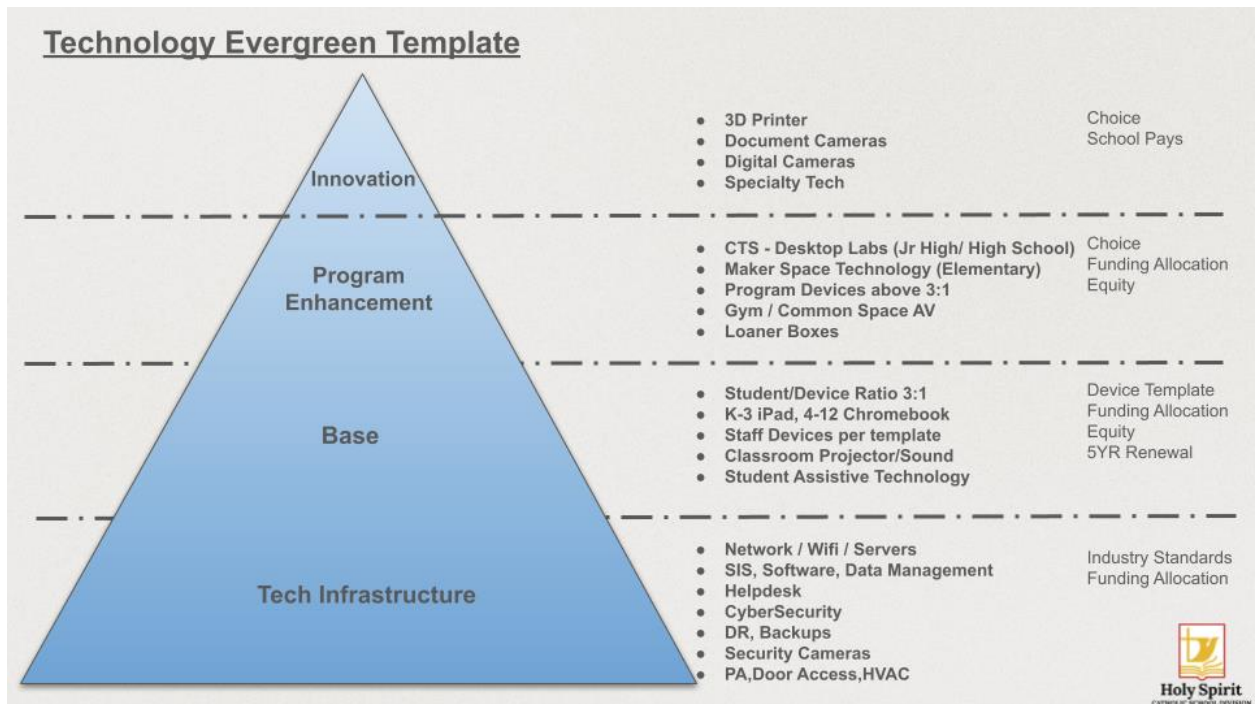
- We are improving our technology support models at the division level to better align with foundational goals and school systems.
- Technology Evergreen Template standardizes access by expanding our original Base layer with support for program enhancement opportunities at the school level.
- Base Layer Technology will be supported with 3:1 students/device targets by providing a sustained investment of approx. \$250K annually
- Base Student Technology Fleet - 5 YR Cycle, 20% equitable
- Base Layer Technology supports equitable teacher and staff workstations on a 5yr cycle
- Teacher/Staff Workstations per template - New Devices - Sept 2026
- Program Enhancement opportunities will be collaborated on annually in conjunction with school and division education leadership promoting school choice
- Innovative Technology Opportunities may also be available from grants and other funding sources



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

2026 Technology Services & Support Template



Conclusion

Technology is not just about devices—it's an enabler of opportunity. Through the continued implementation of this framework and templates, we continue to deliver a reliable, secure ecosystem that supports every learner and every educator in our school communities.

[end of technology services report]

REPORT NO: D.7

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Facilities, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities Report to the Board of Trustees June 2026

ST. KATERI ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on June 17, 2026.



Above: South Face

Below: Front Entrance Canopy





Above: View of Front Entrance from Gathering Space

Below: View of Stage from Gathering Space - It will be a Grade 5 Classroom.





Above: Learning Commons

Below: Administrative Office





Above: Photocopy Room and Staff Mailboxes

Below: Staff Room





Above: Tiled Washroom

Below: Ancillary Room and Adjacent Breakout Room - This is a Grade 3/4 Classroom.





Above: Staff Work Room

Below: Gymnasium





Above: Mechanical Room

Below: HVAC Equipment on Roof





Above: Roof View Looking Southeast

Below: View of West School Grounds (Parking Lot, Shed, Future City Playing Fields)





Above: View of Playground to the North

OHS INSPECTIONS - LOCKDOWN COMMITTEE

Six of our schools (FLVT, SJS, SCPB, SPL, SFJH, SPFA) were chosen by the Government of Alberta to be inspected by an Occupational, Health & Safety (OHS) Officer in May 2026. The urgency was prompted by the events in Tumbler Ridge.

Our Division was given 4 compliance order items: (1) conducting Staff Hazard Assessments, (2) providing Joint Health & Safety Committee Member training, (3) creating Division and School-level Emergency Response Plans (ERP), and (4) creating Division and School-level Violence and Harassment Prevention Plans (VHPP). These items are due June 13, 2026, but we will request a 30-day extension beyond this date.

Hazard Assessment training will be applied to all staff for the 2026/2027 school year through Public School Works. The ten schools that did not participate in the OHS inspection will be required to create ERP and VHPP [plans] for the 2026/2027 school year. ERP and VHPP templates based on the OHS inspection will be sent to all schools to ensure that we have the same format. This will be vetted through the Lockdown Committee in 2026/2027.

SUMMER PROJECTS

This is a list of planned projects for Summer 2026 estimated at \$1.0 million (IMR/CMR funds).

Mechanical Projects	SMPC HVAC Rooftop Unit #3 Upgrades
	CSM HVAC Mechanical Room Louvers and BMS Replacements
Electrical Projects	FLVT Classroom Light Replacement
	SPFA Gym Light Replacement & Automated Blinds
Exterior Projects	CARE Portables Exterior cladding
	SJS Parging Exterior - All Faces
	SCPB Shop Wing + Front Entry Wing Exterior Cladding
	SJS Roofing - Sections Q,D,O,M,N,P
	SPL Parging Repair - East face
	SPL Roof Drainage
	FLVT Tile Roof Inspections
Interior Projects	CCHE Painting - St. Joes Link Washrooms + Partitions
	FLVT Science room countertops replace existing
	FLVT Foods Lab - Kitchen Additions
	SJS Chapel Carpet & Gathering Space Flooring Replacement
	SJS Pre-K Wall to make 2 classrooms
	SPFA flooring replacement - Library, music room, risers
	SPL music room carpet replacement to PVC
	SPL Rm 117 Classroom Conversion
	STC soundproofing classrooms
	STC Wall and Floor Cosmetic Repairs
	SMPC Sliding Wall Repairs
Structural Projects	SPL Glulam Beam Repairs
	SPFA Glulam Beam Repairs
	STC Foundation Repairs - Sidewalk

	STC Foundation Repairs - Interior floor - cosmetic repairs
Plumbing Projects	CCHE domestic water main valve repair/replace
	CSM Boiler pumps 1-4 Return and Supply valves repair/replace
Grounds Projects	OLA Asphalt - North + West + concrete sidewalk @front
	ESM Asphalt - East
	SPL Kindergarten fence/gate
	CCHE Front Sidewalk Concrete Resurfacing
Conveyance Projects	SMPC Elevator Replacement
Millwork Projects	OLA SS countertop and plumbing installation
	CSM cabinet/storage build and install (new Kindergarten rooms)
Security Projects	All Schools - Front Entrance Camera/Door Opener/Buzzer

END OF REPORT



REPORT NO: E.1

June 24, 2026

BOARD AGENDA REPORT

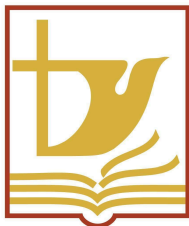
TO: Board of Trustees
FROM: Board Chair
SUBJECT: Board Chair's Report

BACKGROUND

1. The Board Chair Linda Ellefson 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, TBAC, and Joint School Boards and City of Lethbridge Committee Reports for June 24, 2026.



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

June	Regular Mass attendance at St. Catherine's serving ministries of lector, music, hospitality
June 5	Grade 12 Grad Mass, St. Michael's Pincher Creek
June 11	St. Teresa Closing Mass
June 11	Prayers for Ken Tratch at Cornerstone
June 16	Closing Mass for School Year, Father Leonard Van Tighem
June 18	St. Mary Taber Grad Mass
June 23	Ecole St. Mary Closing Mass
June 25	Our Lady of the Assumption Farewell Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

May 28	Conversation with Brad Volkman regarding Board Evaluation
May	Complete questions and survey regarding Board Evaluation
May 31	Opening session ASBA Spring Conference in Calgary
June 1,2	ASBA Spring Conference in Calgary
June 15	Council of School Councils Year End Meeting and Celebration
June 20	ASBA Noon Session on Strategic Planning for School Boards

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

June 4	AI Cohort Meeting
June 8	TBAC Meeting
June 12	Board Evaluation Process
June 15	Council of School Councils Meeting
June 16	ACSTA Catholic Ed Talk on Prayer
June 17	ASBA Zone 6
June 24	Committee of the Whole
June 24	Organizational Meeting
June 24	Public Board Meeting



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: June 24, 2026

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education

June 3	Feather Blessing for Grade 12 Students, St. Michael's Pincher Creek
June 4	Read to FLVT kindergarten morning and afternoon classes
June 4	St. Francis Grade 9 Farewell
June 9	Retirement Banquet
June 10	CCH Indigenous Awards
June 11	Division Gathering to Celebrate Blackfoot Language and Traditions
June 16	FLVT School Council
June 18	St. Mary Taber Grad Ceremonies
June 19	FLVT Outdoor Classroom Fundraiser

Active Collaboration and Advocacy (continued):

Engage in advocacy through correspondence with the public, ministers and elected officials

June 10	Sign JUPA for Pincher Creek and Lethbridge
June 16	Wrote letters of congratulations to St. Mary Taber students receiving APEX Awards
June 17	Wrote letter of condolence to Medicine Hat Public School Division upon loss of student

REPORT NO: E.2

June 24, 2026

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

Alberta Catholic School Trustees' Association

Celebrate, preserve, promote, and enhance Catholic education

REPORT for JUNE 24, 2026

- **Board of Directors Meeting, May 25-26 in Leduc**
- **The 2027 Calendar was approved by the Board of Directors**
- **An ACSTA Advocacy Guide containing all current ACSTA advocacy issues and related resources has been developed and posted to the members' section of the ACSTA website for ease of reference**
- **Catholic Ed Talk, on Prayer, June 17**
- **Next Board of Directors Meeting, September 9-11 with Retreat on September 9 at FCJ Retreat Centre in Calgary**

REPORT NO: E.3

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

Zones play a vital role in the Association's governance framework. They provide a regional structure that supports collaboration, encourages information sharing and ensures the voices of all member boards are represented at the provincial level. Each school board belongs to a Zone, and a Zone Representative (typically one trustee from each board) is appointed by their respective school board.

Grasslands School Division
Holy Spirit Catholic School Division
Horizon School Division
Lethbridge School Division
Livingstone Range School Division
Medicine Hat Catholic School Division
Medicine Hat Public School Division
Palliser School Division
Prairie Rose School Division
Westwind School Division

Zone 6 membership consists of Trustees from the following ASBA Full Member Boards:

ASBA Zone 6 Meeting

Call to order, land acknowledgment, introductions, and approval of previous minutes.

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca

ASBA Director Report: (Alison P) directors meeting tomorrow, SGM evaluation & review during roundtable

ASBA President & ASBA Vice-President Report: (Devonna K) Highlights on portal

<https://www.asba.ab.ca/content.php?nid=9882&mid=0>

ASBA CEO Report: (Dr. Viv) Review of Bills before Legislature, Professional Development Opportunities that ASBA has available, Meetings with deputy ministers, and Privacy Legislation

Alberta Education Field Director: (Catherine) Information regarding education questions in Alberta.

Friends of Education Award: Friends of Education Award Sub-Committee made a nomination

Zone Reports: Zone 6 Chair and Committees

Zone Chair Report: (Roisin G) Edwin Parr & meeting preparation have been the focus

Labour Relations Coordinator: (Cheryl M) Report

Professional Development Coordinator: (Kathy C)

Continuing Education: The Consortium South Office: [Opportunities](#); **ASBA:** [Professional Learning Opportunities](#)

Handbook Committee: No Report

South Zone Comprehensive: (Lori H) They are requesting additional information on types of PD to offer

Edwin Parr Committee: Banquet was held on May 20, 2026 in Taber.

ASBA Zone 6 Budget: approved

List of [2026 ASBA awards and deadlines](#)

Round Table:

- SGM Feedback: referred position statement, review of Overall experience
 - Bargaining/labour relations model
- Recording and live streaming of Board Meetings

Next Meeting: September 2026

REPORT NO: E.4

June 24, 2026

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.



REPORT FOR JUNE 24, 2026

Celebrating the success of GrACE and looking to the future:

- **Brings Catholic education partners together to strengthen and share Catholic identity**
- **Encourage active involvement from parents, trustees, clergy, educators, students and parishes**
- **Builds a unified voice**
- **Supports and advocates for publicly funded Catholic education**
- **Engaged across Alberta, Northwest Territories, Yukon.**
- **Supported by the Bishops, ACSTA, CCSSA**
- **Held first AGM as a Society in April, 2026**
- **Next Board of Directors Meeting September 17, 2026**
- **The board includes Bishop Gary Franken, Diocese of St. Paul/ABNWT as Chair, Bishop William McGrattan, Catholic Education Liaison, Linda Ellefson ACSTA, Jolyne DeMarco ACSTA, Cindy Escott CCSSA, Kate Mallon, Executive Director, Julien Hammond Recording Secretary CAEDM, Susanna Kaup REN representative, Grant Gay REN representative**

REPORT NO: E.5

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Bob Spitzig, and Blake Dolan,
Board Representatives

SUBJECT: Teacher / Board Advisory Committee (TBAC) Report

BACKGROUND

1. TBAC held the final meeting of the year on Monday, June 8, 2026 at 5:00 p.m.
2. Trustee Cheralan O'Donnell, Trustee Bob Spitzig, and Trustee Blake Dolan, the Board's representatives to the Teacher / Board Advisory Committee, will provide a report to the Board regarding recent business, events, and activities.

REPORT NO: E.6

June 24, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

1. Tricia Doherty and Roisin Gibb, Board representatives to Joint City/School Boards Committee, will provide a report to the Board regarding recent Joint City /School Boards Committee business, events and activities.

Joint School Boards and City of Lethbridge Committee

Lethbridge School Division 2nd floor Conference Room

June 15, 2026 @9am

Attendance:

Lethbridge School Division - Christine Light, Allison Purcell

HolySpirit School Division - Tricia Doherty, Chantel Axani (Virtual)

City of Lethbridge - Jenn Schmidt-Rempel, Ryan Parker (Virtual)

1. Land Acknowledgement - Christine Light

2. Approval of Agenda - approved

3. Distribution of Notes – April 27, 2026

-no new business coming from meeting notes

4. Capital Update – Standing Item

- St Kateri, still on track, held an open house to introduce families to the new school structure.
- LethSd received a letter in response to Mayor Higgin's letter on joint collaboration in the core, there was an interest in the joint collaboration. We don't want to drop the ball on this joint advocacy and planning.
- Galbraith has moved from a modernization to a new build, the new building will not lose the facade of the old building which was very important to the community. This project will go to RFP this fall and then hope for spring/summer of the next year to start the build. They have also received approval for a partnership with YMCA to open up a child care facility within the school. This will hopefully cascade into more early intervention for students, and hopefully facilitates families better. YMCA applied for the grant and LethSD partnered with the application and have an agreement with the YMCA for 20 years. The YMCA will not have any ownership of the building but will run programming out of the school itself.

5. Advocacy Updates – Standing Item

- LethSD sent a letter of congratulations to Minister Neudorf for his new ministry. Excited to see where we can connect with Minister Neudorf on how we can connect with education.
- ASBA SGM - LethSd put forward a position statement:
Supporting Children's Right to Access Fully Funded K-12 Public Education in Alberta
BE IT RESOLVED THAT, ASBA advocate to the Government of Alberta that all school age individuals who are ordinarily resident in Alberta be eligible to receive fully funded K-12 education in Alberta's public, separate and francophone school boards, recognizing children's right to education as described in the Convention on the Rights of the Child.
This gives direction to ASBA to advocate for full funding for all students. Was brought forward as an emergent item and passed with roughly 96% approval of the membership.

- Brought up planning for the crossings and what the long term planning will be in the area. Information on this item can be found via the following link: [The Crossings Comprehensive Plan | The City of Lethbridge](#)
- This committee would appreciate an update on the safe walks to schools - will try to book the safe walks to school team for an update in the October 5 meeting. Allison updated that the plans are done but there is still a lot of work to be done on implementation.
- Charter school building acquisition - discussion regarding prioritization of city to help maintain public, catholic and francophone schools and assure we have first priority in the city for school land and that land would not be subverted by charter schools coming in.

6. Committee Planning for 2026/2027

- Lethbridge School Division will host for this upcoming school year.
- Set preliminary dates
 - First meeting to be held in October according to terms of reference.
 - Oct 5, 2026
 - Dec 7, 2026
 - Feb 1, 2026
 - Apr 5, 2026
 - Jun 14, 2026

7. Adjournment - 9:37am

ADVOCACY NO: F.1

June 24, 2026

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 June 24, 2026.



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Sundays	Regular attendance at St. Martha's Parish - 9am
June 7	Sacristan 9am - St. Martha's Church
Ongoing	Dynamic Catholic Daily Reflection
Ongoing	Ascension App Daily Reflections
Ongoing	The Word Among Us Daily Meditations

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	Review Alberta School Boards Association Media Summary Review
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
May 30	Learn ASBA - Lunch and Learn with Todd Brand - Board Meeting Booster
June 2	Stakeholder Community Engagement PD with ASBA consultants
June 12	Board Evaluation Workshop
June 22	ASBA Lunch and Learn - Strategic Planning

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

Ongoing	Collaborative conversations with Board Chair Ellefson
May 31-June 2	ASBA Spring General Meeting Calgary
June 1	ASBA Zone 6 Agenda Setting for June Meeting
June 15	Agenda Setting with Chair, Superintendent and Executive Assistant for June Meeting
June 17	ASBA Zone 6 Meeting (Chair)
June 24	Share the Mission Award Selection Committee (Chair)
June 24	June COW and Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

May 28	CCH French Immersion Graduation Celebration
June 4	CCH School Council (parent rep)
June 4	SFJH Grade 9 Farewell - volunteer
June 9	Retirement Banquet
June 15	Council of School Councils
June 23	ESM Farewell Mass



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Ongoing	Weekly Mass @ St Martha's Parish
June 3, 2026	Mass at St Michael's Parish for Confirmation
June 9, 2026	CCH Closing Mass
June 11, 2026	STC Closing Mass
June 18, 2026	SFJH Year end Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

May 31, 2026	ASBA SGM - Public Affairs Event
June 1, 2026	ASBA SGM - Business Session
June 2, 2026	ASBA SGM - PD Keynote Tactical Influence - Shape Outcomes Without Force, Pressure, or Persuasion
June 4, 2026	AI Leadership Day
June 22, 2026	ASBA Lunch and Learn - Strategic Planning
Daily	ASBA Media Briefs
Weekly	ACSTA Monday Memo and Media scan
Monthly	GrACE Newsletter

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

June 12, 2026	Board evaluation
June 15, 2026	Joint School Boards and City of Lethbridge Committee
June 17, 2026	ASBA Zone 6 - Virtual
June 24, 2026	Share the Mission Award Committee meeting
June 24, 2026	Committee of the Whole
June 24, 2026	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

June 2, 2026	CCH In Full Bloom Spring Concert
June 4, 2026	SFJH Grade 9 Farewell
June 9, 2026	CCH Year end awards - Long Service, Fine Arts, Athlete Students of the year & farewells to all leaving CCH
June 9, 2026	Holy Spirit Retirement Banquet
June 10, 2026	CCH France Exchange Meeting
June 11, 2026	FNMI Division Gathering @ CCH
June 11, 2026	CCH Music Parents meeting



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: June 24, 2026

June 15, 2026	Council of School Council Wrap up meeting
June 18, 2026	SFJH Long Service Awards
Monthly	School Newsletter review



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

	Regular attendance at weekly Mass
June 2, 2026	Parent Council Meeting
June 17, 2026	Closing Mass at SMPC + handout Long Service Awards
June 14, 2026	Helped Knights of Columbus with BBQ after Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

May 31-June 2, 2026	ASBA Spring Conference in Calgary

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

June 4, 2026	AI Cohort Meeting
June 24, 2026	COW/Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

June 5, 2026	SMPC GRAD Mass
June 6, 2026	SMPC Grad and Banquet
June 8, 2026	TBAC Meeting at Moxies
June 9, 2026	Holy Spirit Retirement Banquet
June 25, 2026	Sword & Shield Academic Awards Ceremony at SMPC



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Kevin Kinahan

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

May 30	Eucharistic Minister at St. Ambrose
May 31	Served cake and drinks for the Youth Mass at St. Ambrose
June 10	Grand Knight at K of C meeting in Coaldale
June 21	Knights sponsored Mass at St. Ambrose with Installation of Officers

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	ASBA media summary
Weekly	ACSTA weekly memo and media summary
Weekly	Superintendent Sunday
Monthly	GrACE newsletter
June 16	Catholic Education Talk with Robert Feduccia

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

June 4	AI Cohort Work Session
June 12	Board Evaluation Meeting
June 24	C.O.W. Meeting
June 24	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

June 5	St. Joe's Long Service Awards and Athletic Awards
June 5 & 6	SMPC Graduation Mass and Ceremonies
June 9	Holy Spirit Board Retirement Banquet
June 11	St. Joe's Gr. 9 Farewell Mass and Ceremony
June 15	SMBI Year end School Council meeting and Budget approval
June 18	SMT Grad Mass and Ceremonies



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

weekly	Attend Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

June 12	Board Evaluation
June 15	Mtg with School Council Chairs

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

June 16	SMT School Council
June 24	HS Bd mtg

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

June 18	SMBI Grade 9 Farewell
June 19	SMT Grad



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

23 May	Read parent letter concerning use of PRIDE symbols
24 May	Mass at St. Martha's
5 June	Graduation Mass at St. Michael's School/Church in Pincher Creek - this wonderful celebration included a family focused candle lighting ceremony
7 June	Mass at St. Martha's - Corpus Christi Sunday
9 June	Attended year end Mass at CCHS

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

1 June	ACTA - Weekly Memo reviewed
1 June	OLA School Newsletter - lovely message from the outgoing school council chair.
1 June	St. Catherine's Newsletter - great to see so many relevant and meaningful field trips
1 June	CCHS Newsletter - tremendous number of thank you's connected to the graduation Mass and Ceremony - indicative of the old adage, "It takes a village."
1 June	St. Mike's BI - Loved the "Fake Newspaper" lead story in the newsletter. It was a great read.
1 June	St. Patrick Taber Newsletter - neat to read about the two new teachers joining the community.
4 June	Participated in the AI workshop with division staff and fellow trustees
10 June	Read all documentation for the Board Evaluation
12 June	Participated in the Board Self Evaluation process

Board & Committee Meetings:

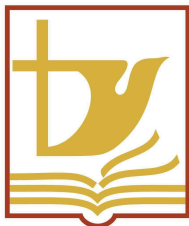
Facilitate effective governance through structured, informed, and collaborative decision-making.

24 May	Afternoon reading the Board Meeting package
25 May	Continued with reading the Board Meeting package
26 May	Was able to complete a thorough reading of the Board Meeting package
27 May	Committee of the Whole and Regular Monthly Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

23 May	Read the GrACE Newsletter - great video from CCSD on Catholic Education
4 June	School Council Meeting at CCHS
9 June	Handed out Long Service Awards to staff at CCHS
9 June	Attended Board Retirement Banquet and presented gifts to two retiring staff members



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

Sundays	Mass St. Catherine
June 3, 2026	Review of May Faith Resources
June 4, 2026	St. Catherine Farewell Mass

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
May 31, 2026	Alberta School Boards Association Spring General Meeting - Governance & Advocacy Former PM Harper
June 1, 2026	Alberta School Boards Association Spring General Meeting - General Business, Minister of Education
June 2, 2026	Alberta School Boards Association Spring General Meeting - Professional Development
June 2026	Completed Board Evaluation Documents, reviewed completed evaluation

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

May 31, June 1,2	Trustee & Superintendent engagement and team building opportunities (Spring General Meeting)
June 8, 2026	Teacher Board Advisory Committee Meeting
June 11, 2026	Teacher Employer Bargaining Authority Representative Meeting
June 17, 2026	Alberta School Boards Association Zone Meeting (Voting Delegate)
June 24, 2026	Committee of the Whole Board Meeting
June 24, 2026	Public Board Meeting

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

Sundays	Review Superintendent Sunday Messages
June 3, 2026	Review St. Catherine School Calendar and Newsletter
June 4, 2026	St. Catherine Grade 9 Farewell
June 9, 2026	Holy Spirit School Division Retirement Banquet
June 15, 2026	Council of School Councils meeting



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: June 24, 2026

Model Catholic Values:

Engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the division.

June	On going Mass All Saints
June 4	St Joes Year End Mass
June 4	SCPB Grade 9 Farewell
June 7	Corpus Christi Procession
June 11	STC Year End Mass
June 17	St Paul Year End Mass
June 17	All Saints PAC Meeting

Integrated Governance & Development:

Ensure a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes.

Board & Committee Meetings:

Facilitate effective governance through structured, informed, and collaborative decision-making.

May 27	Board Meeting
June 8	TBAC Meeting
June 12	Board Evaluation

Active Collaboration and Advocacy:

Foster meaningful engagement of parents, students, and community members in matters related to education & engage in advocacy

June 2	CCH Spring Concert
June 9	Funeral Service For Peter Strikes With A Gun
June 9	Holy Spirit Retirement Banquet
June 12	Funeral For Ken Tratch
June 15	School Council Chairs and Board Year End Meeting

ADVOCACY NO: F.2

June 24, 2026

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

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

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BACKGROUND

1. The following Administrative Procedures were added this month:

- AP 136: [Privacy Access and Security](#)
- AP 137: [Collection, Use, Disclosure, Data Matching, and Non-Personal Data](#)
- AP 138: [Right of Access and Correction of Information](#)
- AP 139: [Complaint Resolution](#)
- AP 140: [Privacy Breach Response](#)

INFORMATION NO: G.2

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Third Quarter Financial Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board review is the 2025/2026 Third Quarter Financial Report.

Holy Spirit Roman Catholic Separate School Division
Statement of Revenue and Expense
Budget vs. Actual Variance
September 1, 2025 - May 31, 2026

	2025/2026 Budget Approved May 2025	2025/2026 Adjusted Budget Funding Aug 2025	Prorated Budget For Q3	YTD Actual	YTD Budget Variance - Q3	% Budget Rec'd/Used	MGMT Benchmark %
Revenue							
Alberta Education / Infrastructure	67,264,430.00	67,703,545.00	50,777,658.75	52,414,645.00	1,636,986.25	78%	75%
Other - Government of Alberta	328,579.00	328,579.00	246,434.25	188,051.00	(58,383.25)	57%	75%
Federal Government / First Nations	1,506,601.00	1,506,601.00	1,129,950.75	1,327,902.00	197,951.25	88%	80%
Fees	2,354,561.00	2,354,561.00	941,824.40	1,051,924.00	110,099.60	45%	45%
Other Sales and Service	557,600.00	557,600.00	423,776.00	799,841.00	376,065.00	143%	75%
Investment income	380,000.00	380,000.00	285,000.00	296,148.00	11,148.00	78%	75%
Gifts and Donations	198,750.00	198,750.00	159,000.00	199,636.00	40,636.00	100%	80%
Rental of Facilities	75,000.00	75,000.00	56,250.00	46,035.00	(10,215.00)	61%	75%
Fundraising	250,000.00	250,000.00	200,000.00	390,088.00	190,088.00	156%	75%
Other Revenue	237,095.00	237,095.00	142,257.00	132,496.00	(9,761.00)	56%	60%
Total Revenue	73,152,616.00	73,591,731.00	54,362,151.15	56,846,766.00	2,484,614.85		
Expense							
Certificated Salaries & Benefits	36,591,729.00	36,800,085.00	27,600,063.75	28,432,720.00	832,656.25	77%	75%
Non-Certificated Salaries & Benefits	15,680,650.00	15,680,650.00	11,760,487.50	12,822,358.00	1,061,870.50	82%	85%
Subtotal	52,272,379.00	52,480,735.00	39,360,551.25	41,255,078.00	1,894,526.75	79%	75%
Services, Contracts & Supplies	13,340,116.00	13,340,116.00	10,005,087.00	9,440,236.00	(564,851.00)	71%	75%
Amortization	4,643,165.00	4,643,165.00	3,482,373.75	2,936,775.00	(545,598.75)	63%	75%
Bank charges	27,500.00	27,500.00	20,625.00	20,537.00	(88.00)	75%	75%
Total Expense	70,283,160.00	70,491,516.00	52,868,637.00	53,652,626.00	783,989.00	76%	75%
Surplus/(Deficit)	2,869,456.00	3,100,215.00	1,493,514.15	3,194,140.00	1,700,625.85		

Positive/(Negative) Budget Variance

1,700,625.85

The positive budget variance is mainly due to the timing of grants (ie. Teacher salary settlement, and base funding reduction for labor action) as well as the addition of new grants given after the budget had been submitted. These can be seen below. This is slightly offset by the timing of expenditures in our services contracts and supplies, and amortization that currently only estimates supported costs.

Grants received in year (please note the increase for the Mental Health in schools and our Aug Funding increase have already been factored into adjusted budget above)

	Total received	Expended	Remaining	
Teacher labor action funding reduction (2,643,575 adjustment req'd but now has fully been claimed back)	2,643,575.00	(2,643,575.00)	-	
LISS Grant	49,250.00	(34,429.00)	14,821.00	
ASCE Grant	7,500.00	(7,500.00)	-	
FCSS Grant	18,000.00	(13,500.00)	4,500.00	
Classroom Complexity	1,500,000.00	(162,000.00)	1,338,000.00	Note this will be deferred if unspent at year end
Federal Nutrition Funding	358,767.00	(138,562.00)	220,205.00	
Foreign Tuition	446,825.00	(335,118.00)	111,707.00	Full 12 months only expended 9, so the remainder has no corresponding expense yet.
Teacher Salary Settlement received for retro and grid adjustments	2,077,185.00	(1,812,010.00)	265,175.00	balance remaining for grid increase settlement
	<u>7,101,102.00</u>	<u>(5,146,694.00)</u>	<u>1,954,408.00</u>	Additional funds over and above submitted budget

	INSTRUCTION - ECS	INSTRUCTION GRADE 1 - 12	PLANT OPERATIONS AND MAINTENANCE	TRANSPORTATION	BOARD & SYSTEM ADMINISTRATION	Total	Budget Percentage Rec'd/Used	Management Benchmark	
ALBERTA EDUCATION	2,644,479.00	37,934,432.00	4,521,300.00	2,223,595.00	1,854,791.00	49,178,597.00	78%	75%	spent, ie. Curriculum and Literacy Numercy Funding, Federal Nutrition etc. The reduction in our base funding for the labor action was also completed this quarter which helps to even out some of the increases to funds we received, meeting our management benchmark.
ALBERTA INFRASTRUCTURE			3,236,048.00			3,236,048.00	78%	75%	This is equal to our supported amortization and our CMR funding, currently we have allocated 9 months of supported amortization from deferred capital allocations, and spent approx 300k in CMR.
OTHER - GOVERNMENT OF ALBERTA	-	188,051.00	-	-	-	188,051.00	57%	75%	Funds included here are for our Mental Health Capacity building program, we invoice expenditures as they occur. Our expenditures match our revenue. While we would expect to have spent approximately 3 quarters, this is based on actual costs. We are down slightly as programming for 1 month due to labor action was not as extensive as it would have been. We also run programs over the summer which will utilize what is available in the grant.
FEDERAL GOVERNMENT AND FIRST NATIO	-	1,327,902.00	-	-	-	1,327,902.00	88%	80%	The funds accounted for currently pertain to the school fees collected for federally funded students. These have been billed and the remaining portion deferred and added each month. We were also fortunate to be able to utilize remaining Jordan's Principle Funding, as such we have been recording the revenue here as we spend it. Additional hours for grad coaches at SFJH, CCHS, and SMPC were added in this last quarter.
FEES	-	1,050,386.00	-	1,538.00	-	1,051,924.00	45%	45%	Fees are difficult to benchmark. Our budget encompasses all fees that schools think they may charge throughout the year. Fees for things like international trips, graduation and sports that occur later in the year haven't been collected as of yet or did not occur. Schools attach fees as they come up, ie. option fees for new quarters are attached at the quarter start, international trip fees happen in the spring etc.
OTHER SALES AND SERVICES	117,611.00	682,230.00	-	-	-	799,841.00	143%	75%	This is significantly more, our International tuition has been recored here for the full year, yet, expenditures are only for the first 9 months, I could adjust the benchmark, however we also include SGF other sales and services, which are things like hot lunch, school swag, locker rentals, gate fees for extra curricular etc. these should be almost 90% -100% just due to timing of collection of fees.
INVESTMENT INCOME	-	-	-	-	296,148.00	296,148.00	78%	75%	While the interest that we have received on our operating acct, is lower than budgeted due to lower prime rates, this budget includes all interest expected including capital interest, however we move the interest for capital into deferred capital allocations when received.. We did utilize some of these deferred funds to pay for the 10 year capital plan so these have been moved into revenue as they have been spent. This balance is what we would have expected.
GIFTS AND DONATION	-	199,636.00	-	-	-	199,636.00	100%	75%	Gifts and donations are an estimate based on prior years revenue. These vary from year to year. These mainly come from schools and their operations are wrapping up, I anticipate this will not change much over the last quarter.
RENTAL OF FACILITIES	-	-	46,035.00	-	-	46,035.00	61%	75%	This is rent for usage of our facilities, we have Boys and Girls Club that rents space in our facilities as well as SAPDC and Taber Childcare. We did include City of Lethbrdige joint use fees in the prior budget but have started to turn these over to the schools. As such our upcoming budget has been adjusted to reflect this. This value is correct.
FUNDRAISING	-	390,088.00	-	-	-	390,088.00	156%	75%	This fluctuates from year to year depending on the initiatives that are going on at schools. We had a couple schools with larger outdoor play area beautifications that did fundraising. We also have schools that do larger fundraising at the beginning of the school year to cover off activities and field trips during the year. We estimate based on prior year. Funds raised are targeted and spent for the purpose collected.
OTHER REVENUE	-	124,696.00	-	-	7,800.00	132,496.00	56%	60%	This line item is where funds for our Family First Facilitators are received. Their year end is different from ours and thus we invoice in September, Dec, March, and June. As we don't have staff over the summer this encompasses the program for September, and then the full second quarter, however revenue for our third quarter apnd part of the 4th has yet to be received. (June is next billing)This is expected which is why I adjusted the management benchmark.
Total revenue	2,762,090.00	41,897,421.00	7,803,383.00	2,225,133.00	2,158,739.00	56,846,766.00			

CERTIFICATED SALARIES & WAGES	974,808.00	21,765,694.00	-	-	286,647.00	23,027,149.00	77%	75%	Wages and benefits are right on track, while we did have a reduction for the labor action, we received funding for retro, which helped to balance this out. The government has also provided funds to cover the salary settlement.
CERTIFICATED BENEFITS	160,863.00	5,197,546.00	-	-	47,162.00	5,405,571.00			
NON-CERTIFICATED SALARY & WAGES	582,126.00	6,687,280.00	1,537,714.00	67,173.00	757,433.00	9,631,726.00	82%	85%	This aligns with our expectations. Many of our school based staff work 10 months of the year. Which means the budget for their salaries would be an expected 90% spent, however there are many non union support staff, that work the full 12 months, smoothing this out a bit. We also received approval to hire more EA's to cover hotspots so at year end we expect to be slightly overbudget here. However that could be mitigated due to difficulty hiring, leaves etc.
NON-CERTIFICATED BENEFITS	255,162.00	2,243,791.00	449,983.00	18,508.00	223,188.00	3,190,632.00			
	<u>1,972,959.00</u>	<u>35,894,311.00</u>	<u>1,987,697.00</u>	<u>85,681.00</u>	<u>1,314,430.00</u>	<u>41,255,078.00</u>			
SERVICES, CONTRACTS AND SUPPLIES	37,314.00	4,057,863.00	2,291,728.00	2,477,177.00	576,154.00	9,440,236.00	71%	75%	I adjusted this target back to the quarterly expectation. While schools spend a majority of their budgets during Sept-June they are not the only purchasers. Maintenance is our largest spend of the budget here. While we were able to get some additional projects done during strike action. Most of our maintenance projects happen over the summer. Schools also tend to have ebbs and flows in spending.
AMORTIZATION EXPENSE- unsupport	-	-	-	-	-	-			
Amortization expense- supported	-	-	2,936,775.00	-	-	2,936,775.00	63%	75%	The budget includes both supported and unsupported amortization. However we only calculate and expense unsupported amortization at year end.
OTHER INTEREST AND FINANCE CHARGES	-	18,883.00	-	-	1,654.00	20,537.00	75%	75%	These fluctuate with the collection of fees, fundraising and other sales and service. This is tied to charges levied by the banks and credit card companies.
Total Expenses	<u>2,010,273.00</u>	<u>39,971,057.00</u>	<u>7,216,200.00</u>	<u>2,562,858.00</u>	<u>1,892,238.00</u>	<u>53,652,626.00</u>			
	<u>751,817.00</u>	<u>1,926,364.00</u>	<u>587,183.00</u>	<u>(337,725.00)</u>	<u>266,501.00</u>	<u>3,194,140.00</u>			

Please note that a deficit in transportation is expected as we receive our funding over 12 months but our expenditures come over 10 months.

As noted on the previous page, we received additional funding via a variety of grants.

Coupled with the timing of some expected revenues, and expenditure of our services, contracts and supplies, we see a large surplus at the moment. If we remove the grants which will get spent or deferred at the end of the year, we have a current surplus of approx 1.2 million. If we spend our allotted services contracts and supplies and amortization, I would expect us to be in a surplus of about 150k. Since we budgeted for approx 184 k deficit, this should allow us to put some funds back in our reserves.

INFORMATION NO: G.3

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Holy Spirit School Division's Opening Mass 2026/2027

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division's Opening Mass will be held Friday, August 28, 2026 starting at 9:00 a.m. with Opening Remarks, followed by Mass at Catholic Central High School East Campus, celebrated by His Excellency Bishop William McGrattan.
2. Attached for Board information is the poster for the Division Opening Mass.



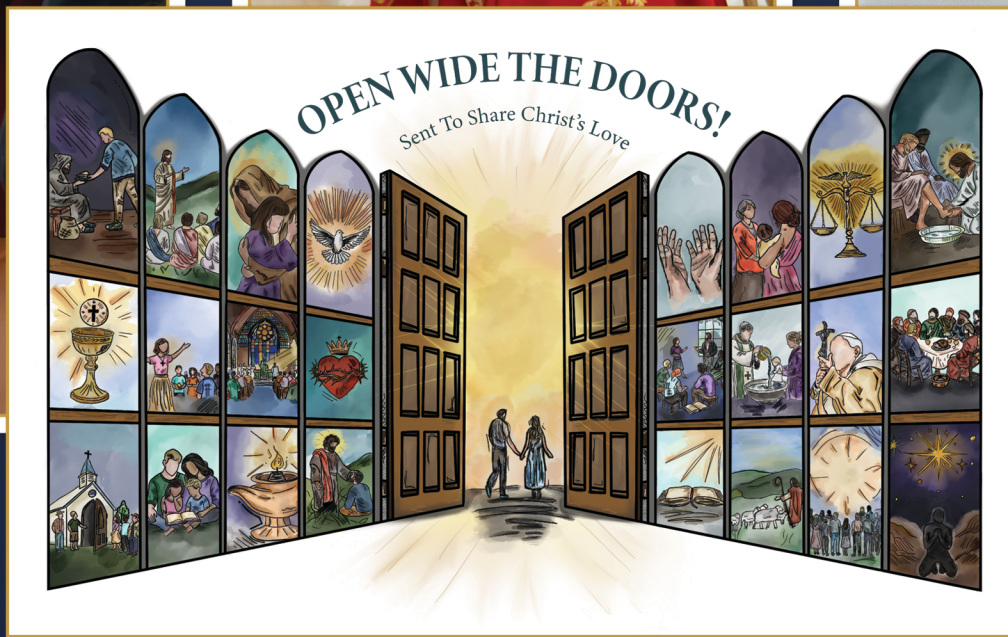
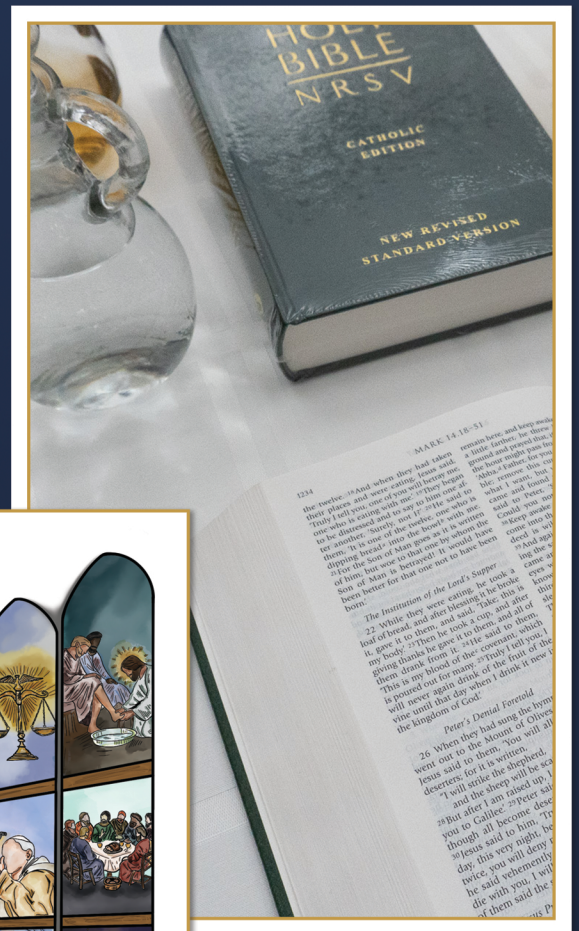
Holy Spirit Catholic
CATHOLIC SCHOOL DIVISION

OPENING MASS

2026-2027



Open Wide the Doors!



Friday, August 28, 2026

Officiated by Bishop William McGrattan

9:00am Greetings

Catholic Central High - 405-18 Street S. (East Campus)

"Share the Mission" Award Following Mass

INFORMATION NO: G.4

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Lyndley Fehr, Communications Coordinator

SUBJECT: Holy Spirit Social Media Analytics Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is a Holy Spirit Social Media Analytics Report from January 1, 2026 to May 31, 2026. The data and metrics provides details on the division's recent social media activities and performance through YouTube, Facebook and Instagram as well as analytics for division websites.



Social Media Analytics

JANUARY 2026 - MAY 31, 2026

“It is a capital mistake to theorize before one has data. Insensibly one begins to twist facts to suit theories, instead of theories to suit facts.”

- SIR ARTHUR CONAN DOYLE, SHERLOCK HOLMES.

Instagram



Here's what happened in
January

29K

Reels and post views

69%

Views from non-followers

951

Followers

+11 from December



You crushed it in February!
Here's what that looked like.

39K

Reels and post views
+34% from January

54%

Views from non-followers
+5% from January

962

Followers

+11 from January



You had a solid month! Here's
a look at March.

34K

Reels and post views

62%

Views from non-followers

969

Followers

+6 from February



You had a solid month! Here's
a look at April.

29K

Reels and post views

50%

Views from non-followers

978

Followers

+9 from March



You crushed it in May! Here's
what that looked like.

57K

Reels and post views
+97% from April

58%

Views from non-followers
+130% from April

1K

Followers

+56 from April

Most Successful Posts



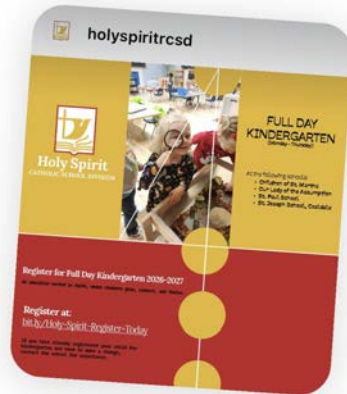
This post got some attention

You got over 1.9K views from this post. That's more than any other piece of content you shared last month.



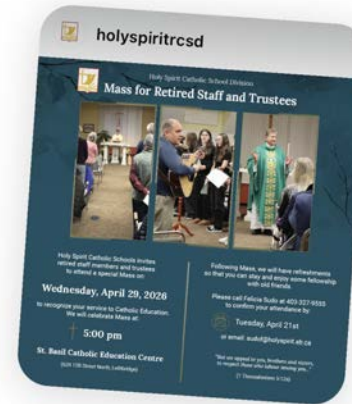
This post got some attention

You got over 3.7K views and gained 5 followers from this post. That's more than any other piece of content you shared last month.



This post got some attention

You got over 4.3K views and gained 1 follower from this post. That's more than any other piece of content you shared last month.



This post got some attention

You got over 2.2K views from this post. That's more than any other piece of content you shared last month.



This post got some attention

You got over 8.1K views and gained 6 followers from this post. That's more than any other piece of content you shared last month.

Most Popular Post Times



Here's when your followers have
been most active recently

Best times to reach them

Tuesdays, 6-9 pm

Wednesdays, 6-9 pm

Thursdays, 6-9 pm

Facebook

Analytics	Description
Views	The number of times our content was played or displayed.
Interactions	The number of likes or reactions, saves, comments, shares and replies on our content, including ads.
Visits	The number of times our Page or profile was visited.
Follows	The number of times accounts followed us in the selected time period.







Month	Viewers	Interactions	Visits	Follows
January	22.8k	156	1.4k	13
February	104.6k	1.9k	3.5k	42
March	66.4k	863	2.4k	18
April	95.1k	1.2k	3.5k	36
May	179.4k	2.6k	4.7k	54

Most popular Facebook posts (January-March)







Title	Posts	Reach	Engagement
January			
Registration opens February 9 Looki... Photo • Holy Spirit Catholic School Divi...	54	2,904	Boost
Something important is coming The Sc... Multi media • Holy Spirit Catholic Scho...	82	2,307	Boost
As part of the Bell Let's Talk campaign star... Multi media • Holy Spirit Catholic Scho...	23	1,763	Boost
February			
Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	137	9,337	9,554
Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	161	9,075	9,646
Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	139	8,053	8,024
Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	181	7,090	7,001
A Vision Taking Shape in West Let... Photo • Crossposted • Hol...	192	2,863	2,854
Looking for a place where your little one ca... Multi media • Holy Spirit Catholic Scho...	193	2,104	2,095
March			
The Holy Spirit Catholic School Division is ... Photo • Holy Spirit Catholic School Divi...	1307	8,131	Boost
Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	132	5,941	Boost
Big steps start with a warm welcome... Photo • Crossposted • Hol...	1392	3,340	Boost
Grateful for the gift of today. A he... Photo • Crossposted • Hol...	1307	1,414	Boost
Leadership Announcement The Holy Sp... Photo • holyspiritrcsd	1356	1,355	Boost

Most popular Facebook posts (April-May)

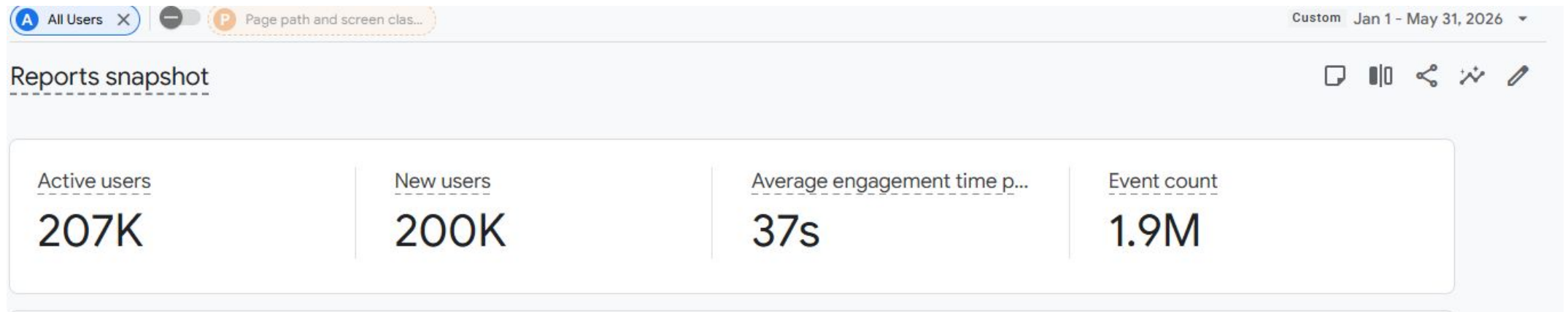
April

 Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	Boost	...	361	14,524
 Leadership Announcement The Holy Sp... Photo • Holy Spirit Catholic School Divi...	Boost	...	579	8,479
 Honoring a Legacy of Faith & Learnin... Photo • Crossposted • Hol...	Boost	▼	16	4,514
 We are so excited to welcome back o... Photo • Crossposted • Hol...	Boost	▼	70	1,833
 What an inspiring day at Our Lady of ... Multi media • Crossposted • Hol...	Boost	▼	9	1,448
 Holy Saturday Today is a quiet and p... Photo • holyspiritrcsd	Boost	...	7	1,189

May

 Announcement: St. Michael's Pincher C... Photo • Holy Spirit Catholic School Divi...	Boost	...	11,712	11,929
 Announcement: École St. Mary The ... Photo • Holy Spirit Catholic School Divi...	Boost	...	10,893	10,323
 Holy Spirit Catholic School Division is pr... Photo • Holy Spirit Catholic School Divi...	Boost	...	9,184	9,440
 Announcement: Catholic Central High S... Photo • Holy Spirit Catholic School Divi...	Boost	...	8,907	9,040
 The Holy Spirit Catholic School Division ... Photo • Holy Spirit Catholic School Divi...	Boost	...	7,753	7,581
 The clouds parted and the sun shone ... Multi media • Crossposted • Hol...	Boost	▼	4,734	4,648

Website Analytics (January-May)



Most Viewed Pages

<input checked="" type="checkbox"/>	Total	708,160 100% of total	206,703 100% of total	3.43 Avg 0%	37s Avg 0%	1,879,052 100% of total	0.00	\$0.0
<input checked="" type="checkbox"/>	1 Home - St. Francis Junior High School	90,472 (12.78%)	54,788 (26.51%)	1.65	10s	265,919 (14.15%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	2 Home - Catholic Central High School	61,923 (8.74%)	26,930 (13.03%)	2.30	20s	177,886 (9.47%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	3 Home - Father Leonard Van Tighem School	53,007 (7.49%)	18,752 (9.07%)	2.83	30s	143,654 (7.65%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	4 Home - Holy Spirit Catholic School Division	52,174 (7.37%)	15,333 (7.42%)	3.40	42s	138,870 (7.39%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	5 Home - St. Michael's School (Pincher Creek)	20,331 (2.87%)	5,877 (2.84%)	3.46	30s	53,873 (2.87%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	6 - Holy Spirit Catholic School Division	20,036 (2.83%)	17,631 (8.53%)	1.14	3s	61,070 (3.25%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	7 Home - St. Teresa of Calcutta School	19,533 (2.76%)	5,287 (2.56%)	3.69	25s	49,677 (2.64%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	8 Home - St. Joseph School	19,133 (2.7%)	8,821 (4.27%)	2.17	21s	53,824 (2.86%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	9 Staff Portal - Holy Spirit Catholic School Division	18,179 (2.57%)	2,816 (1.36%)	6.46	43s	38,909 (2.07%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	10 Home - St. Mary School	16,305 (2.3%)	8,962 (4.34%)	1.82	15s	47,530 (2.53%)	0.00 (-)	\$0.00 (-)

Most Viewed Pages (cont.)

<input checked="" type="checkbox"/>	Total	708,160 100% of total	206,703 100% of total	3.43 Avg 0%	37s Avg 0%	1,879,052 100% of total	0.00	\$0.00
<input checked="" type="checkbox"/>	11 Home - École St. Mary	16,257 (2.3%)	4,641 (2.25%)	3.50	31s	42,813 (2.28%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	12 Home - St. Patrick Fine Arts School	13,214 (1.87%)	6,961 (3.37%)	1.90	21s	39,559 (2.11%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	13 Home - Our Lady of the Assumption School	13,138 (1.86%)	3,031 (1.47%)	4.33	39s	33,113 (1.76%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	14 Home - St. Catherine School	11,826 (1.67%)	2,526 (1.22%)	4.68	49s	31,470 (1.67%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	15 Career Opportunities - Holy Spirit Catholic School Division	11,290 (1.59%)	2,912 (1.41%)	3.88	1m 06s	34,720 (1.85%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	16 Home - St. Paul School	11,241 (1.59%)	2,469 (1.19%)	4.55	58s	30,614 (1.63%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	17 Bell Times	9,588 (1.35%)	4,164 (2.01%)	2.30	33s	21,323 (1.13%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	18 Home - St. Patrick School	8,341 (1.18%)	2,767 (1.34%)	3.01	24s	22,309 (1.19%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	19 Home - The Children of St. Martha School	7,428 (1.05%)	1,766 (0.85%)	4.21	58s	20,085 (1.07%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	20 Register Today at Holy Spirit Catholic School Division	6,823 (0.96%)	3,065 (1.48%)	2.23	46s	15,001 (0.8%)	0.00 (-)	\$0.00 (-)

Most Viewed Pages (cont.)

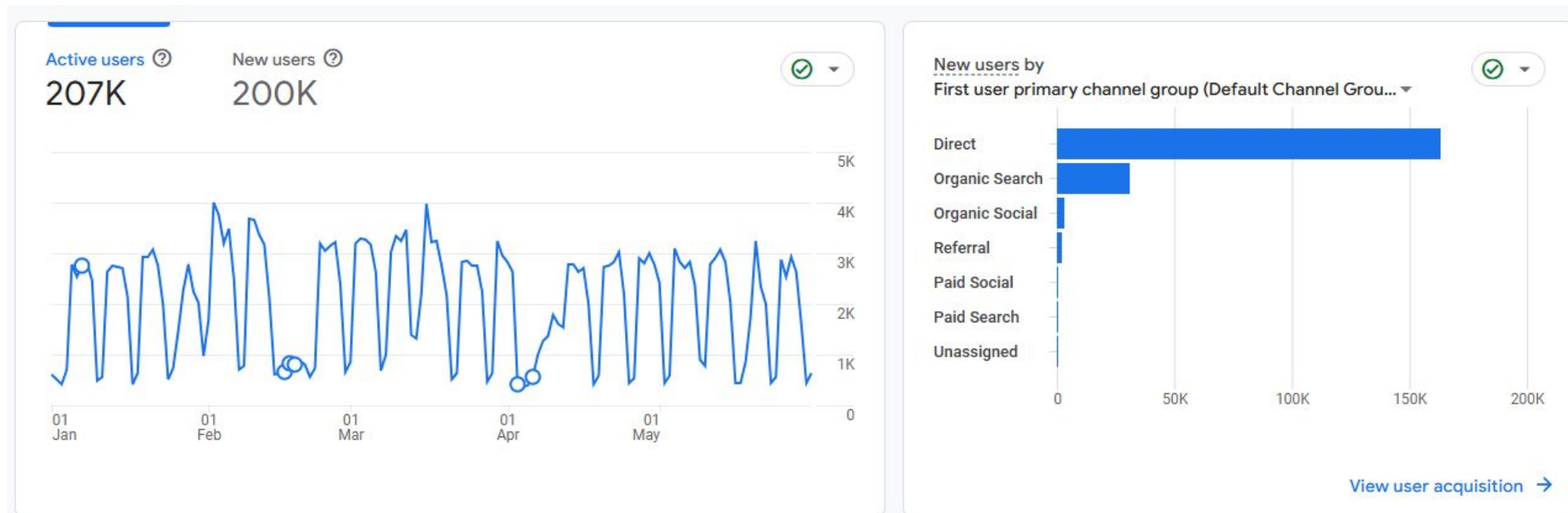
<input checked="" type="checkbox"/>	Total	708,160 100% of total	206,703 100% of total	3.43 Avg 0%	37s Avg 0%	1,879,052 100% of total	0.00	\$0.00
<input checked="" type="checkbox"/>	21 Athletics	5,898 (0.83%)	2,232 (1.08%)	2.64	11s	11,779 (0.63%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	22 Staff Portal - Catholic Central High School	5,649 (0.8%)	484 (0.23%)	11.67	1m 37s	14,124 (0.75%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	23 Newsletters	5,384 (0.76%)	2,525 (1.22%)	2.13	15s	12,782 (0.68%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	24 Staff Portal - Father Leonard Van Tighem School	4,572 (0.65%)	333 (0.16%)	13.73	2m 04s	10,412 (0.55%)	0.00 (-)	\$0.00 (-)
<input checked="" type="checkbox"/>	25 Home - St. Michael's School (Bow Island)	4,413 (0.62%)	1,005 (0.49%)	4.39	52s	12,142 (0.65%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	26 Calendar - Catholic Central High School	4,280 (0.6%)	1,796 (0.87%)	2.38	36s	8,934 (0.48%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	27 Calendars	4,260 (0.6%)	1,972 (0.95%)	2.16	15s	10,545 (0.56%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	28 Calendar - St. Francis Junior High School	3,861 (0.55%)	1,600 (0.77%)	2.41	50s	8,475 (0.45%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	29 Boundary Maps	3,647 (0.51%)	2,050 (0.99%)	1.78	13s	9,335 (0.5%)	0.00 (-)	\$0.00 (-)
<input type="checkbox"/>	30 Contact Schools	3,321 (0.47%)	1,856 (0.9%)	1.79	37s	7,145 (0.38%)	0.00 (-)	\$0.00 (-)

Where do most people find us?

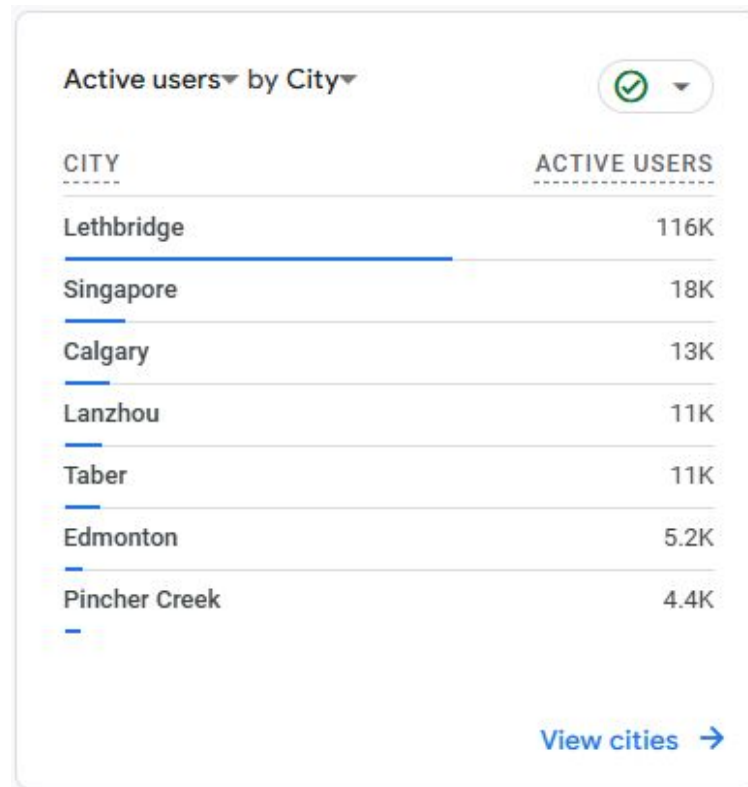
Direct: People entering our website directly which includes students and staff when they open their browser. Also, job applicants when they type our website directly.

Organic Search: Google and Search Engines brought viewers to our page.

Referral: Facebook/Instagram Ad leads.

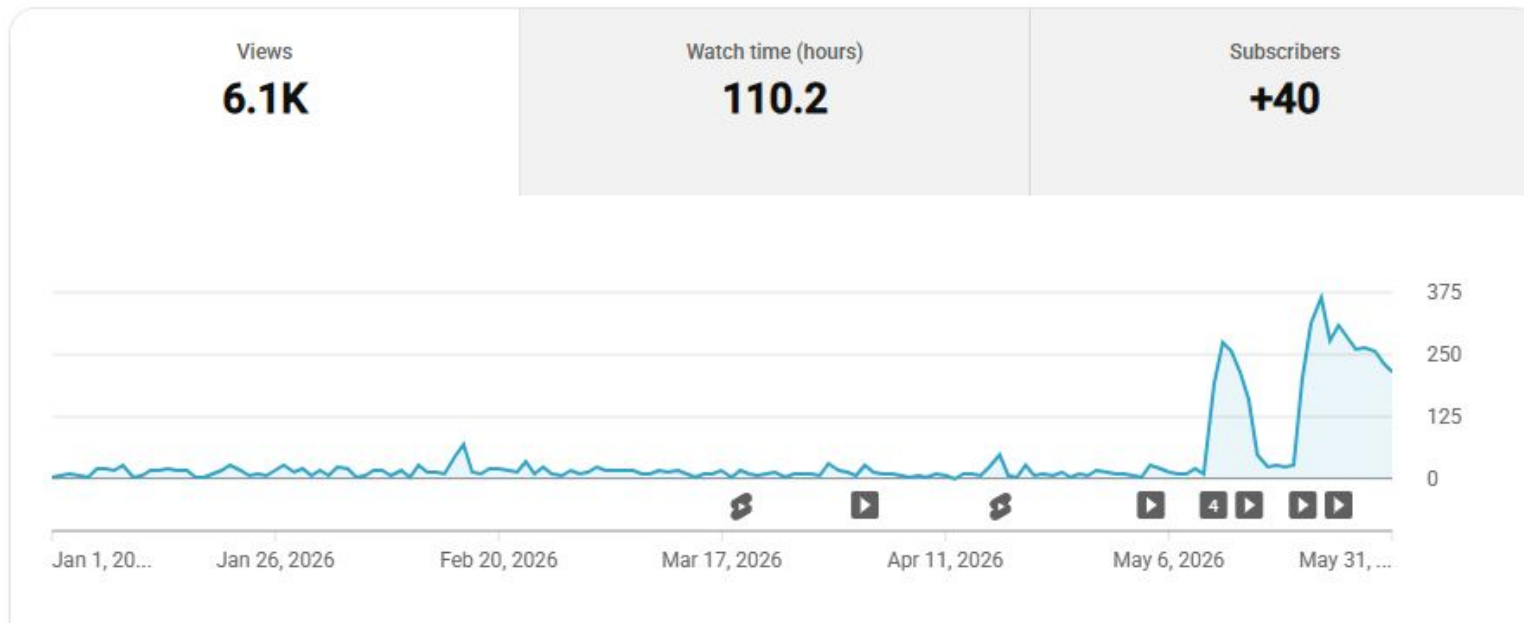


Location of website visitors








Youtube

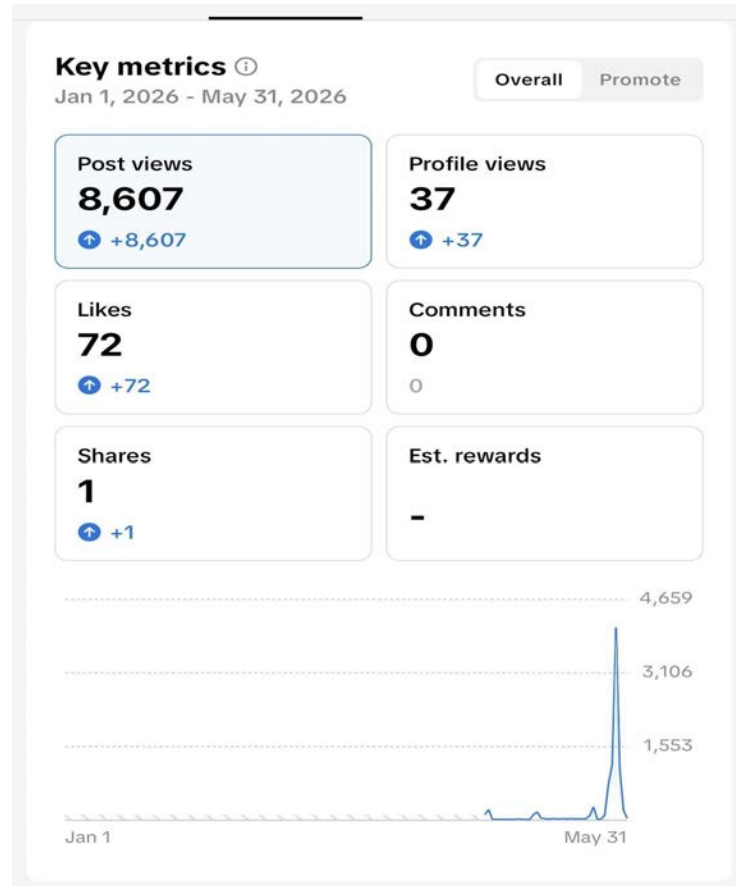
In the selected period, your channel got 6,071 views



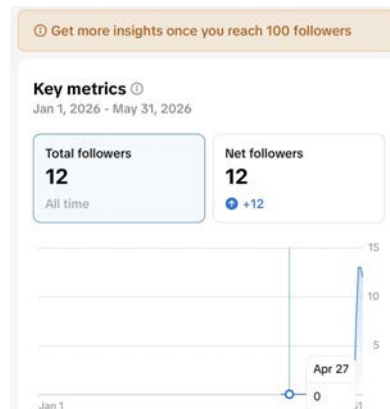
Most Viewed Content

	Content	Average view duration	Views
1	 Spots Filling Fast! Ages 3-4 Sign up for 2026/2027 May 21, 2026	1:10 (55.8%)	2,775
2	 OCanada - Blackfoot Feb 19, 2021	0:45 (74.0%)	493
3	 Catholic Education Week - Monday May 11, 2026	1:51 (60.5%)	335
4	 Aann kaanistal'taam iksimstato'pi kookoowaayi spoohsi. (My will be done on earth)	1:05 (75.1%)	279
5	 Catholic Education Week - Wednesday May 13, 2026	2:07 (57.1%)	244






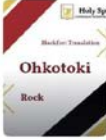

NEW – Tik Tok



On April 23, 2026,
we created a Tik Tok
account.



Our most “liked” content

-  Congratulations to Jordan Flexhaug on being named Holy Spirit Catholi...
23 likes in the last 365 days
3w ago
-  Experience day in our Learning Program
Big feelings. Tiny backpacks. Endless discoveries. 🌈🌟 Our Earl...
10 likes in the last 365 days
1mo ago
-  Saints Who Inspire Us
St. Kateri
St. Kateri
St. Kateri Tekakwitha was the first Indigenous North American saint...
10 likes in the last 365 days
Posted on Apr 23
-  Big feelings. Tiny backpacks. Endless discoveries. 🌈🌟 Our Earl...
7 likes in the last 365 days
3w ago
-  Huge congratulations to the St. Patrick Fine Arts Elementary Grade...
3 likes in the last 365 days
2w ago
-  Ready to learn a little Blackfoot? Listen as FNMI Facilitator Ken F...
3 likes in the last 365 days
3w ago
-  On May 5, 2026, Catholic Central High School celebrated our Grade...
3 likes in the last 365 days
Posted on May 6

Vision Forward



Goals (Suggestions)

Instagram the goal was to reach 1000 followers by summer. We had 1037 by May 23rd and have 1059 June 15th.

- Long Term Goal: Reach 1800.

Facebook Goals:

- Create a viral post or reel – Gain 20k views.

Tiktok:

- Expand follower base.

Youtube:

- Increase subscribers.

Website:

- Make sure all pages are labelled properly and user friendly. Reduce “bounce” rate.

INFORMATION NO: G.5

June 26, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Annual First Ride Event 2026

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. This event provides students an opportunity to experience riding a bus and learning safety rules and protocols prior to their first day of school.
2. The event will be held Saturday, August 22, 2026 from 11:00 a.m. to 2:00 p.m. at Children of St. Martha School.
3. Attached for Board information is the poster for the sixth annual First Ride event.



WHEN:

Saturday,
August 22, 2026,
any time between
11 am. to 2 p.m.

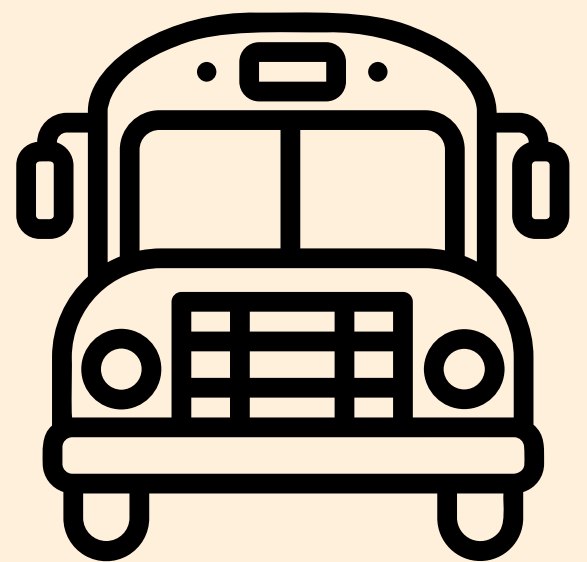
WHERE:

Children
of St. Martha
Elementary School:
206 McMaster
Boulevard West

WHY:

To give first-time
bus riders
an opportunity
to learn about
school bus safety

The Sixth Annual My First Ride event is hosted by Lethbridge School Division, Holy Spirit Catholic School Division and Southland Transportation. Hotdogs, hamburgers, chips, coffee and frozen treats will be available. The event will include fun activities for the kids and a bus ride too!



Tim Hortons

INFORMATION NO: G.6

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, 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

June 2026

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

NAME	SCHOOL	ACHIEVEMENT
Alexis Weatherhead Nicholas Remijn	St. Michael's School, Bow Island	Received the sacrament of First Communion.
Barrett Godlonton	St. Catherine School, Picture Butte	Won Overall Grand Champion at the 4-H Show and Sale as well as placed in Showmanship.
Lucy Godlonton	St. Catherine School, Picture Butte	Won Reserve Champion in the Junior Class at the 4-H Show and Sale as well as placed in Showmanship.
Shailyn Kromm	St. Mary's School, Taber	Was awarded the 2026 APEX award for contributions made in the community.
McKayla Paul	St. Mary's School, Taber	Was awarded the 2026 APEX award for contributions made in the community.
Bryan Neiel Bula Bonyanga Callum Ward Dave Irambona Mugisha Eyosiyose Nohe Noah Bruce Harvey Morris Marvin Mpere Sope Awogbami Max Chrupka-Mitchell Riley Williams William Bozzi Fadii Kolnobrytskyi	École St. Mary St. Teresa of Calcutta School Father Leonard Van Tighem School St. Patrick Fine Arts Elementary School Children of St. Martha School	Won silver at the Stirling Basketball tournament.

NAME	SCHOOL	ACHIEVEMENT
Marcus Maragh Alex Ngo	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on the Great Pacific Garbage Patch.
Xavier Fitzpatrick	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Air Pollution.
Corine Dudas Macy Bruder Emily Sera Brianna Sera	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Gender Equality and Inequality.
Kaden Stolte Memphis Dykslag	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on the Cancer, Childhood Obesity, and the Alberta Children's Hospital.
Artem Poberezniuk	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on the Great Barrier Reef.
Reese Relacion Zia Maglalang Princess De Vera	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Mental Health and Access to Healthcare.
Laine D.H. Bereza	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Artificial Intelligence and its Impact on the Workforce.
Cohen Lafond	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Volcanic Eruptions and their Impact on Communities.
Leighton Bereza	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on How Flooding Impacts People, Communities and the Environment.
Carling Yellow Wings Satayana Three Persons	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on How Discrimination Affects People's Daily Lives, Identity, and Mental Health.
Yak Deng Xian Karlos Ramos Hieman Jihad	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Endangered Siberian Tigers.

NAME	SCHOOL	ACHIEVEMENT
Liam Doeve	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Mountain Restoration and Coal Mining.
Sarah Hayes Finley MacWilliam	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Light Pollution.
Emily Sudo	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Reducing Clothing Waste and Overconsumption.
Kizzie Francisco Ahira Tumangday Joaquin Arevalo Mlat Okbai	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Poverty Within Our Community.
Xander Corliss	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Fossil Fuels and the Mercury Emitted into the Environment.
Vivien Oligario Miguel Roque	Our Lady of the Assumption School	Completed an IB Primary Years Programme Exhibition Project on Inequality in Education in the Philippines.
Zach Cereza Jennifer Ortega Alfaro Nathan Agan Matt Bagadiiong Lana Yarham	St. Paul Elementary School	Received the sacrament of Confirmation.
Kip Alcala Botrus Adam Jackson Adam Stephen Adam Betty Donato Marley Encarnacion Gillian Friquin Kalani Keenan Jaceneall Magbitang Shino Piamonte Ethan Sardenola Feliticia Vergara	St. Paul Elementary School	Received the sacrament of First Communion.

NAME	SCHOOL	ACHIEVEMENT
Phobe Casar Mark Dungo Walter Fitzpatrick Alex Hyde Audrey Stolte-Owen Samantha Sudo Zack Alday Zailey Alday Aria Kunu	Our Lady of the Assumption School	Received the sacrament of First Communion.
Xavier Fitzpatrick Reese Relacion Miguel Roque Kaden Stolte-Guinan Emily Sudo	Our Lady of the Assumption School	Received the sacrament of Confirmation.
Joshua Sevret Jordin Batac Liam Bates Hannah Bui Roland De Castro Xavi Descartin Aiona Dimapilis David Donina Emma Joaquin Lexie Joaquin Grace John Kyrie Macabinquel Alekszandria Aban Shreya Rai Solenn Santiago Francis Shelly Finn Sinibaio Kendall Smith Zachary Weitz	St. Teresa of Calcutta School	Received the sacrament of First Communion.
Clench Abeleda Brice Alvarez Bernardo Domench Gervienne Dimapilis Zereda John Dianne Masculino Choe Peralta	St. Teresa of Calcutta School	Received the sacrament of Confirmation.

INFORMATION NO: G.7

June 24, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the division's most current enrolment data.

	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	Kindergarten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 26, 2025	% Difference in FTE	Difference in FTEs	Total FTEs Sept 27, 2024	% Difference Sept 27, 2024
CARE				0				0	2	6	2	10				0	10			0	10	10	10	100.0%	0	7	42.9%
CCHS ENG				0				0				0	283	326	340	949	949			0	949	949	948	100.1%	1	921	3.0%
CCHS FI				0				0				0	14	28	16	58	58			0	58	58	58	100.0%	0	65	-10.8%
ESM ENG	15	21	26	62	34	24	30	88				0				0	150	15	19	34	184	167	165.5	100.9%	1.5	170.5	-2.1%
ESM FI	48	49	26	123	25	33	31	89				0				0	212		31	31	243	227.5	229.5	99.1%	-2	221.5	2.7%
FLVT	54	41	53	148	55	56	55	166	116	100	110	326				0	640	20	31	51	691	665.5	661	100.7%	4.5	639.5	4.1%
ASSUMPTION	28	27	29	84	23	31	32	86				0				0	170	9	13	22	192	181	182	99.5%	-1	173	4.6%
ST FRANCIS ENG				0				0	212	186	226	624				0	624			0	624	624	619	100.8%	5	532	17.3%
ST FRANCIS FI				0				0	29	33	29	91				0	91			0	91	91	92	98.9%	-1	82	11.0%
ST MARTHA	37	31	40	108	42	31	15	88				0				0	196	12	20	32	228	212	208	101.9%	4	205.5	3.2%
ST PATRICK FA	46	43	41	130	40	47	43	130				0				0	260		37	37	297	278.5	277	100.5%	1.5	272.5	2.2%
ST PAUL	47	50	41	138	43	56	52	151				0				0	289	13	39	52	341	315	296	106.4%	19	288.5	9.2%
ST TERESA	70	53	59	182	56	64	49	169				0				0	351	20	45	65	416	383.5	380	100.9%	3.5	380.5	0.8%
TRINITY				0				0				0	5	12	38	55	55			0	55	55	52	105.8%	3	50	10.0%
Sub Total City	345	315	315	975	318	342	307	967	359	325	367	1051	302	366	394	1062	4055	89	235	324	4379	4217	4178	100.9%	39	4008.5	5.2%
ST CATHERINE	14	7	24	45	13	23	21	57	16	13	16	45				0	147	8	18	26	173	160	165.5	96.7%	-5.5	181.5	-11.8%
ST JOSEPH	34	28	29	91	41	30	30	101	29	19	20	68				0	260	20	21	41	301	280.5	281	99.8%	-0.5	320.5	-12.5%
ST MARY(T)				0			21	21	26	22	32	80	26	26	28	80	181			0	181	181	171	105.8%	10	174	4.0%
ST MICHAEL PC ENG	16	20	20	56	18	12	24	54	14	15	17	46	29	19	33	81	237	12	28	40	277	257	264.5	97.2%	-7.5	270.5	-5.0%
ST MICHAEL PC FI	6	8	6	20	7	5	6	18				0				0	38			0	38	38	38	100.0%	0	37	2.7%
ST MICHAEL BI	3	3	3	9	7	7	1	15	5	5	5	15				0	39		4	4	43	41	39	105.1%	2	45	-8.9%
ST PATRICK T	29	28	34	91	35	27		62				0				0	153	14	32	46	199	176	171.5	102.6%	4.5	182.5	-3.6%
Sub Total Rural	102	94	116	312	121	104	103	328	90	74	90	254	55	45	61	161	1055	54	103	157	1212	1133.5	1131.5	100.2%	2	1211	-6.4%
TOTALS	447	409	431	1287	439	446	410	1295	449	399	457	1305	357	411	455	1223	5110	143	338	481	5591	5350.5	5309.5	100.8%	41	5219.5	2.5%

PreK FEE PAYING	
ESM ENG	7
FLVT	24
ASSUMPTION	9
ST MARTHA	8
ST PAUL	1
ST TERESA	9
Sub Total City	58
ST CATHERINE	11
ST JOSEPH	13
ST MICHAEL PC	21
ST MICHAEL BI	6
ST PATRICK T	15
Sub Total Rural	66
Total Pre K	124

INTERNATIONAL NON-FUNDED TUITION PAYING										
SCHOOL	Gr			SUB Total	Gr			SUB Total	Total	
	Gr 7	Gr 8	Gr 9		Gr 10	Gr 11	Gr 12			
CCHS				0	5	5	3	13	13	
FLVT		1		1				0	1	
ST FRANCIS				0				0	0	
Sub Total City	0	1	0	1	5	5	3	13	14	
ST JOSEPH				0				0	0	
ST CATHERINE				0				0	0	
ST MARY (T)				0				0	0	
ST MICHAEL PC				0		1		1	1	
ST MICHAEL BI				0				0	0	
Sub Total Rural	0	0	0	0	0	1	0	1	1	
Total	0	1	0	1	5	6	3	14	15	

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
143	338	5110	5591	124	15	1	140	5731

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