

		<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, NOVEMBER 26, 2025, COMMENCING AT 3:05 P.M.</p>	
	<b>Present</b>	<p><b>BOARD</b>  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><b>ADMINISTRATION</b>  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 November 26, 2025 Regular Board Meeting to order at 3:05 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 Kevin Kinahan read the opening prayer provided by a student of St. Joseph School, Coaldale. Trustee Kinahan also provided an additional prayer for the recently departed souls of two former Holy Spirit Catholic School Division Trustees, Bosco Baptista and Judy Lane who served the division for many years.</p>	
Approval of Agenda	10861/1125 Cheralan O'Donnell	M/C	That the agenda for the November 26, 2025 Board Meeting be approved, as presented.
Previous Minutes	10862/1125 Bob Spitzig	M/C	That the minutes of the October 29, 2025 Organization Meeting of the Board be approved, as presented.
	10863/1125 Tricia Doherty	M/C	That the minutes of the October 29, 2025 Regular Meeting of the Board be approved, as presented.
Business Arising from the Minutes			There was no business arising from the minutes.
<b><u>ACTION ITEMS</u></b>			
Operating and Capital Reserves Transfers for the 2024/2025 Fiscal Year	B.1		The following transfer was required before the 2024/2025 Audited Financial Statements could be approved.
	10864/1125 Cheralan O'Donnell	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$956,089 from Unrestricted Surplus to Operating Reserves and \$905,284 to Capital Reserves.
Audited Financial Statement for the 2024/2025 Fiscal Year	B.2		The Board's auditors, Tawny Vincon and Dan Bosters, from KPMG, provided the audit opinion to the Board indicating that the financial statements present fairly and the Independent Practitioner's Reasonable Assurance Report also in their opinion meets required criteria, in all material respects, the financial position of the Holy Spirit Roman Catholic Separate School Division as at August 31, 2025, and the results of its operations, cash flows, change in net debt, and re-measurement gains and losses for the year ended August 31, 2025, in accordance with Canadian public sector accounting standards.

November 26/25: page 2		<p>Secretary Treasurer Amanda Lindemann, with Finance Manager Abiodun Bakenne, presented the 2024/2025 Audited Financial Statements to the Board of Trustees.</p>
	<p><b>10865/1125</b> <b>Roisin Gibb</b></p>	<p><b>M/C</b>      <b>That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended in August 31, 2025,</b></p> <p><b>AND FURTHER, authorizes that these Audited Financial Statements be submitted to Alberta Education, according to the Government of Alberta's reporting format, and posted on the division's website.</b></p>
<p><b>International Student Tuition and Fees 2026/2027</b></p>	<p><b>B.3</b></p>	<p>The Board reviewed the draft International Student Fee Schedule for the 2026/2027 school year. A comparison chart was also presented to the Board of Trustees outlining the International Student Tuition and Fees throughout the province. It is recommended that our International Student Fees increase for the upcoming year.</p>
	<p><b>10866/1125</b> <b>Tricia Doherty</b></p>	<p><b>M/C</b>      <b>That the Board of Trustees approves the 2026/2027 International Student Fee Schedule, as presented.</b></p>
<p><b><u>POLICY REVIEW</u></b></p>		
<p><b>Policy 5: Role of the Board Chair</b></p>	<p><b>C.1</b></p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 5: Role of the Board Chair</i>, and presented the recommended changes to the Board of Trustees.</p>
	<p><b>10867/1125</b> <b>Cheralan O'Donnell</b></p>	<p><b>M/C</b>      <b>That the Board of Trustees approves <i>Policy 5: Role of the Board Chair</i>, as presented.</b></p>
<p><b>Policy 6: Role of the Vice Chair</b></p>	<p><b>C.2</b></p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 6: Role of the Vice Chair</i>, and presented the recommended changes to the Board of Trustees.</p>
	<p><b>10868/1125</b> <b>Tricia Doherty</b></p>	<p><b>M/C</b>      <b>That the Board of Trustees approves <i>Policy 6: Role of the Vice Chair</i>, as presented.</b></p>
<p><b><u>ADMINISTRATIVE REPORTS</u></b></p>		
<p><b>Superintendent's Report</b></p>	<p><b>D.1</b></p>	<p>The Board reviewed the Superintendent's November 26, 2025 Report.</p>
	<p><b>10869/1125</b> <b>Bob Spitzig</b></p>	<p><b>M/C</b>      <b>That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Technology, and Facilities for November 26, 2025.</b></p>
<p><b>Deputy Superintendent's Report</b></p>	<p><b>D.2</b></p>	<p>The Board reviewed the Deputy Superintendent's November 26, 2025 Report.</p>
<p><b>Secretary Treasurer's Report</b></p>	<p><b>D.3</b></p>	<p>The Board reviewed the Secretary Treasurer's November 26, 2025 Report.</p>
<p><b>Associate Superintendent's Report</b></p>	<p><b>D.4</b></p>	<p>The Board reviewed the Associate Superintendent's November 26, 2025 Report.</p>
<p><b>Director of Support Services Update</b></p>	<p><b>D.5</b></p>	<p>Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p>
<p><b>Director of Technology</b></p>	<p><b>D.6</b></p>	<p>Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the Technology Department.</p>
<p><b>Director of Facilities</b></p>	<p><b>D.7</b></p>	<p>Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance Department.</p>

**BOARD REPORTS**

<b>Board Chair's Report</b>	<b>E.1</b>	The Board Chair provided a report about recent correspondence, planning and events, and activities.
<b>ACSTA Report</b>	<b>E.2</b>	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
<b>ASBA Report</b>	<b>E.3</b>	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
<b>GrACE Report</b>	<b>E.4</b>	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.
<b>Economic Development Report</b>	<b>E.5</b>	Trustee Tricia Doherty, Board representative to the Economic Development committee, provided a report to the Board regarding recent business, events, and activities.
<b><u>ADVOCACY</u></b>		
<b>Individual Trustee Advocacy</b>	<b>F.1</b>	Each Trustee provided a brief report detailing the activities they have been engaged in to advocate for the Board and school division over the past month.
<b>School Council Advocacy</b>	<b>F.2</b>	<p>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. Trustee Tricia Doherty reported a concern raised by the St. Francis School Council regarding the current student absence reporting system. Specifically, while the PowerSchool system is designed to send an email or message by 9:00 AM, some parents are receiving calls late in the evening. It was noted that this inconsistency requires investigation. Superintendent Axani will look into the matter and report back to the Board. Trustee Thomas Machacek requested promotional materials with which to promote the Catholic school system to share with school councils.</p> <p>A brief recess was called at 4:43 p.m. The Board reconvened at 5:14 p.m.</p>
<b><u>INFORMATION ITEMS</u></b>		
<b>ATA Invitation to Advent Liturgy</b>	<b>G.1</b>	The ATA Local #5 has invited the Board to attend an Advent Liturgy and Dinner on Tuesday, December 2, 2025. Mass is at 4:30 p.m. at St. Ambrose Church, Coaldale. Following Mass, a turkey dinner will be provided.
<b>Prime Minister's Teaching Excellence Awards</b>	<b>G.2</b>	The Board reviewed the nomination information for the Prime Minister's Awards for Teaching Excellence recognizing exceptional teachers in all disciplines, STEM and Early Childhood Education.
<b>Holy Spirit Catholic School Division Christmas Events and Advent Mass and Liturgy Schedule</b>	<b>G.3</b>	The Board received information detailing the Advent Liturgies and Masses, as well as the Christmas events happening in schools throughout the division.
<b>Bishop McGrattan: A Day with Leadership</b>	<b>G.4</b>	On December 9, 2025, Holy Spirit Catholic School Division will hold its second annual "A Day with Leadership" with Bishop McGrattan as special guest. The day's events will commence with Mass, officiated by Bishop McGrattan. This will be followed by presentations from school principals, who will be showcasing their respective schools. The agenda will conclude with tours of selected school sites.

## Holy Spirit Stars

## G.5

The Board reviewed the activities and achievements of the division's students and staff over the past month.

## Enrolment Data Update

## G.6

The Board received the division enrolment report for October 2025.

## ADJOURNMENT

**10872/1125**  
**Roisin Gibb**

**M/C That the Board of Trustees convenes into the Committee of the Whole at 5:41 p.m.**

**10873/1125**  
**Roisin Gibb**

**M/C That the Board of Trustees reconvenes into the Regular Meeting at 6:46 p.m.**

**10874/1125**  
**Bob Spitzig**

**M/C That the Board of Trustees adjourns the Regular Board Meeting of November 26, 2025, at 6:46 p.m.**

Board Chair

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Secretary-Treasurer