HEAVENLY FATHER,



We are thankful for all of the principals, teachers, support staff, and students who make our schools so special. We pray that we can work together and learn from our mistakes, that we live through God's love and remember why we do what we do, and for our teachers who help us learn to love and love to learn. Please be with us while we make great choices and always remember that we can do hard things.
St. Patrick, pray for us.
Holy Spirit, guide us.

Written by: Grade 2/3 Class St. Patrick School

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, October 28, 2026
1:00 p.m.

AGENDA

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

A. CALL TO ORDER

A.1 Board Chair

A.2 Prayer *(St. Patrick School, Taber)* Trustee Thomas Machacek

B. ACTION ITEMS

a) Approval of Agenda

b) Approval of Previous Minutes

i) September 23, 2026 Regular Board Meeting

c) Business Arising/Unfinished Business from the Minutes

B.1 Voluntary Teacher Retirement Opportunity

B.2 Voluntary Support Staff Retirement Opportunity

B.3 Purchase of Maintenance Equipment for St. Kateri Elementary School

B.4 St. Kateri Elementary School Modular Request

C. POLICY REVIEW

C.1 Tabled to November 25, 2026 Board of Trustees Meeting

…/2

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 Educational Services Report
D.6 Director of Support Services Report
D.7 Director of Technology Report
D.8 Director of Facilities Report

E. BOARD REPORTS

E.1 Board Chair's Report
E.2 ACSTA Report
E.3 ASBA Report
E.4 GrACE Report
E.5 Joint School Boards/City of Lethbridge Committee Report
E.6 Audit Committee Report

F. ADVOCACY

F.1 Individual Advocacy Reports
F.2 School Council Advocacy

G. INFORMATION ITEMS

G.1 Administrative Procedures Update
G.2 ASBA Fall General Meeting
G.3 ACSTA Fall General Meeting
G.4 Dual Credit Enhancement Grant
G.5 Holy Spirit Retiree Mass
G.6 IMR and CMR Expenditure Report
G.7 Holy Spirit Stars
G.8 Enrolment Data Update

H. ADJOURNMENT

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

Present

BOARD

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

ADMINISTRATION

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

CALL TO ORDER
OPENING PRAYER

Chair Linda Ellefson called the September 23, 2026 Regular Board Meeting to order at 1:01 p.m. Trustee Kevin Kinahan acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Vice Chair Roisin Gibb led the Board in the opening prayer which was provided by The Children of St. Martha School.

Approval of Agenda

11018/0926
Cheralan O'Donnell

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

Previous Minutes

11019/0926
Bob Spitzig

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

11020/0926
Kevin Kinahan

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

Business Arising from the Minutes

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

PRESENTATIONS

Year 1: Love God

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

ACTION ITEMS

Utility Right of Way for St. Kateri Elementary School

B.1

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

11021/0926
Roisin Gibb

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

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

Board Strategic Priorities Engagement

B.2

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

11022/0926
Cheralan O'Donnell

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

Superintendent Evaluation

B.3

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

11023/0926
Tricia Doherty

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

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

Council of School Council Chairs / Board of Trustees Meeting

B.4

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

11024/0926
Blake Dolan

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

POLICY REVIEW

Policy 7: Board Committees and Board Representation

C.1

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

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

11025/0926
Kevin Kinahan

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

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

Policy 18: Board Governance and Operations

C.2

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

11026/0926
Roisin Gibb

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

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

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

ACTION NO: B.1

October 28, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Voluntary Teacher Retirement Opportunities

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Each year, the Board must decide whether the division will offer a voluntary retirement program for teachers who are planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular salary.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its teachers:

Any eligible teacher who, by December 14, 2026, submits his/her notice of retirement, effective January 31, 2027, will be offered a temporary teaching contract beginning February 1, 2027 until June 30, 2027.

VOLUNTARY RETIREMENT PROGRAM 2027

All staff interested in this *program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.*

Teaching Staff

The voluntary retirement program for teachers who are planning on retiring at the end of this school yearis as follows: The program allows teachers to retire on January 31, 2027 and then be offered a temporary contract, from February 1, 2027 to the end of June, 2027. Pension would commence February 1, 2027. Beginning in February, 2027 and continuing until the end of June, 2027, retired continuing teachers would receive their regular salary, plus their pension.

Information about the program:

- Teachers must be at least 55 years of age or older on January 31, 2027 and hold a continuing teaching contract;
- Teachers must submit their notice of retirement by December 14, 2026, with an effective date of January 31, 2027 to Ms. Chantel Axani, Superintendent of Schools, copying hr@holyspirit.ab.ca;
- Application for pension benefits is the responsibility of the individual teacher, and must be made to the Alberta Teachers' Retirement Fund by January 31, 2027 for pensions to commence on February 1, 2027. For additional information please go to the following link:
  ATRF Forms & Resources;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: Guiding You Through Life Events. To ensurethat your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 4, 2027. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those teachers eligible for this program for the period February 1, 2027 to June 30, 2027.

ACTION NO: B.2

October 28, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Voluntary Support Staff Retirement Opportunities

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Each year the Board must decide whether the division will offer a voluntary retirement program to support staff planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular wages.

RECOMMENDATION

That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its CUPE 1825, CUPE 1825 Maintenance and Custodial, and non-union employees:

> *Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 14, 2026, submits his/her notice of retirement, effective January 31, 2027, will be offered a temporary contract of employment from February 1, 2027 until the June 2027 end date for the eligible member's position.*

VOLUNTARY RETIREMENT PROGRAM 2027

All staff interested in this *program should contact Carol Linden at the St. Basil Catholic Education Centre with any questions.*

Support Staff:

The voluntary retirement program for support staff who are planning on retiring at the end of this schoolyear is as follows: The program allows support staff to retire on January 31, 2027 and then be offered a temporary contract, from February 1, 2027 to the end of June, 2027. Pension would commence February 1, 2027. Beginning in February, 2027 and continuing until the end of June, 2027, retired continuing support staff would receive their earned regular wages, plus their pension.

Information about the program:

- Support staff must be at least 55 years of age or older on January 31, 2027 and hold a continuing contract;
- Support staff must submit their notice of retirement by December 14, 2026, with an effective dateof January 31, 2027 to Ms. Chantel Axani, Superintendent of Schools, copying hr@holyspirit.ab.ca;
- Application for pension benefits is the responsibility of the individual employee and must be madeto the Local Authorities Pension Plan by January 31, 2027 for pensions to commence on February1, 2027. For access to forms and additional information please go to the following link:

  Your Retired Life;
- Information and application forms for ASEBP early retirement benefits can be found at the following link: Guiding You Through Life Events. To ensurethat your application form is received by ASEBP in time to qualify for early retiree benefits, your completed application forms must be returned to payroll by January 4, 2027. If you have any questions on the application process, please contact our payroll department.
- A temporary contract will be offered to those support staff who are eligible for this program for the period February 1, 2027 to the end of the school year for your position, or June 30, 2027,whichever comes first.

ACTION NO: B.3

October 28, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Purchase of Maintenance Equipment for St. Kateri Elementary School

ORIGINATOR: Amanda Lindemann, Secretary Treasurer

BACKGROUND

1. As per attached Administrative Procedure 505: Capital Purchasing, any individual item with a value of more than $30,000.00 shall be approved by the Board.

2. With the new St. Kateri Elementary School slated to open January 4, 2027, a utility tractor for snow removal needs to be purchased in order that grounds, walkways, and parking areas are fully operational and safe.

3. Secretary-Treasurer Amanda Lindemann will speak to this item.

RECOMMENDATIONS

That the Board of Trustees approve the procurement of a commercial compact utility tractor and associated winter attachments to support winter maintenance for the new St. Kateri Elementary School.

Administrative Procedure 505

Last Revised September 2020

CAPITAL PURCHASING

Background

The Holy Spirit Catholic School Division has a responsibility to ensure its purchasing procedures adhere to Government regulations and that all public funds are expended in the most efficient and effective manner.

Value and Core Commitment Link

"Stewardship"

- "We ensure that our resources and efforts best serve the educational needs of all our students."
- "We are accountable to our supporters and will operate in a fiscally responsible manner."
- "We support and provide processes which promote fair and objective decision-making."
- "We ensure that decisions are both fact and Policy-based."

Procedures

1. The Secretary-Treasurer is responsible for developing procedures and guidelines to ensure that:
   - 1.1 There is competitive buying for all goods and services where appropriate.
   - 1.2 Federal and provincial legislation and regulations are adhered to.
   - 1.3 The best possible price is obtained.
   - 1.4 No employee of the Board shall be in a position to personally profit from capital purchase transactions.

2. A tangible capital asset is defined as an expenditure in excess of $5,000 where the item purchased has an estimated useful life of more than one year.

3. Any individual item with a value of more than $30,000.00 shall be approved by the Board prior to any contracts, requests for proposals, tenders or bids being made.

4. The Board may waive purchasing procedures of public tender, individual tender or request for proposal when it is deemed to be in the best interest of the division so long as it does not violate provincial trade regulations.

5. Formal tendering, or requests for proposal, may be waived for contracts that have a value of $30,000 or less. However, three competitive bids or quotes must be secured.

6. Schools or departments may perform the purchasing function that normally would be conducted through the Business Services Department.–All purchase transactions must be made by way of purchase order.

7. Capital purchases must not be made using division purchase card without prior approval from the Secretary Treasurer.

8. Instructional funding must not be used for the purchase of maintenance equipment.

9. Individual school budgets must not be used for the purchase of computer equipment and student electronic devices.

Formal Tendering

1. Purchasing will be in compliance with the Trade, Investment, and Labour Mobility Agreement (TILMA) and the New West Partnership Trade Agreement (NWPTA).

   1.1 The purchase of goods and/or services where the cost is expected to exceed $75,000; and

   1.2 Construction projects where the cost is estimated to exceed $200,000

2. All tenders and replies to requests for proposals must be submitted in a sealed envelope and addressed to the Secretary-Treasurer, or designate. Tenders and replies to requests for proposals will be opened at the time specified and open to the general public.

3. Tenders and replies to requests for proposals may be withdrawn prior to the scheduled opening. Those tenders and replies to requests for proposals received after the specified date of opening will not be considered.

4. All tender calls and requests for proposals will be subject to any or all of the following conditions:

   4.1 The Board reserves the right to accept or reject any or all tenders, bids, and replies to requests for proposals that appear to be in the best interests of the division.

   4.2 The Board reserves the right to accept or reject any proposal and, further, reserves the right to negotiate with the selected firm to clarify and enhance the contract tender or proposal.

   4.3 The Board reserves the right to seek proposal clarification with the proposers to assist in making evaluations.

Reference: **Public Sector Accounting Standards**

ACTION NO: B.4

October 28, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: St. Kateri Elementary School Modular Request

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. In March of 2023, Alberta Education approved the construction of a new division elementary school in Lethbridge.

2. The new school, St. Kateri Elementary School, will be opening its doors to students Grades K-5 on January 4, 2027.

3. Projected enrolment data indicates that St. Kateri Elementary School will be near capacity upon opening. To address space limitations and alleviate enrolment pressures in 2027-2028 when the school welcomes Grades K-6, Holy Spirit Catholic School Division recommends submitting an application to Alberta Infrastructure for modular classrooms for the school site.

RECOMMENDATION

That the Board of Trustees approves the application requesting modulars for St. Kateri Elementary School.

REPORT NO: D.1

October 28, 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 October 28, 2026.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Educational and Support Services, Technology, and Facilities Reports for October 28, 2026.

Superintendent

Report to the Board of Trustees

October 2026

Embodying Catholic Leadership

- Attend Saturday/Sunday Mass at Assumption Parish
- Attended CCSSA Plenary Meeting (Edmonton) (October 13-14)
- Attended Marked By God Conference (Edmonton) (October 15-16)
- Read Catholic Education Sunday Message for Catholic Education Week, Assumption Parish, (October 18)
- Led staff prayer, Office of the Superintendent (September 28-October 2)
- Serve as CCSSA Past President 2026-2027 (ONGOING)
- Faith reflections in, “Superintendent Sunday” (ONGOING)



It was a profound honor to attend the 2026 Marked By God Conference alongside this wonderful group of Holy Spirit Catholic leaders. Standing here almost two years to the day since I first joined Holy Spirit Catholic Schools, I am overwhelmed by a deep sense of gratitude.

Through moments of quiet reflection, rich prayer, shared meals, and authentic connection, this conference served as a powerful reminder of how abundantly blessed I am. God has undeniably guided my path to this extraordinary division and community, affirming in my heart that I am precisely where I am meant to be. I am deeply humbled and forever grateful for the gift of serving our students, staff, and families as your Superintendent.

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- "Superintendent Sunday" - NEW to all Holy Spirit Catholic staff
- Superintendent/Principal 1:1s (SPT, SPS, STC, FLVT, SKS, SMPC, SMBI, SMT, CCH East)
- Superintendent/SALT 1:1s (ONGOING)
- Joint School Board's Meeting, Lethbridge 51 (October 5)
- ATA President Dinner with Deputy Superintendent (September 29)
- LLT Meeting (October 6)
- Attended SJS Ribbon Cutting Ceremony (October 6)
- CCH Construction Mtg with Principal Polec, Associate Superintendent Skretting (October 8)
- Attended Marked By God Conference (October 15-16)
- Attended SFJH Academic Awards Night (October 19)
- Attended Catholic Leadership Cohort (October 21)

Connecting directly with our school communities during my superintendent 1:1 visits has been one of the most fulfilling aspects of my ministry this year. Sitting down with our school leaders to engage in thoughtful conversations about their growth plans—and exploring how I can best champion and support their vision—remains deeply energizing. Walking through our hallways, stepping into classrooms, and sharing joyful, authentic moments with our students and staff grounds everything we do as a division, reinforcing that our schools are truly vibrant places of faith, learning, and belonging.

It was also a profound honor to attend the ribbon-cutting ceremony for the new basketball court and outdoor space at St. Joseph's School, seeing firsthand the incredible impact of community partnership and student-centered vision. Equally inspiring was celebrating academic success alongside the bright, dedicated students at St. Francis Junior High. These moments highlight my deep, continuous desire to be genuinely present, visible, and connected within every single one of our schools across Holy Spirit Catholic.

Visionary Leadership

- Weekly SALT meeting (ONGOING)
- Salt 1:1 with Superintendent (weekly)
- Communications Planning meeting (ONGOING)

- Meeting with Joe Clark, (SALT, Joe Clark)
- LLT Meeting (ONGOING)
- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Staffing/Enrollment Meetings with Deputy Superintendent, Associate Superintendent, Secretary Treasurer, Director of Student Services, Director of Educational Services (September/October)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning, Kindergarten (ONGOING)
- Superintendent/Principal Growth Plan meetings (ONGOING)
- Informal Mentorship Conversations with Dr. Bryan Szumlas

Engaging in intentional staffing and enrollment conversations with our senior team is essential to ensuring our resources directly support student learning, well-being, and growth across every community we serve. These strategic dialogues keep us firmly grounded in the Holy Spirit Board Priorities, ensuring that every operational decision aligns with our commitment to faith formation, academic excellence, and student success. As senior leaders, managing these resources carries a vital fiduciary responsibility—a sacred trust to act as prudent stewards of the division's assets. We hold this awesome responsibility with deep reverence, approaching every budget and staffing choice with prayer, integrity, and an unyielding dedication to the families and staff who depend on us.

Modeling a Commitment to Professional Learning

- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Monthly meetings with CCSSA Board
- Attended CASSIX Zone 6 Meeting

Attending CASSIX provides an invaluable opportunity to collaborate, share wisdom, and build strong professional connections with my fellow Zone 6 superintendents. These reciprocal relationships allow us to both draw strength from shared experiences and contribute our own insights, enriching leadership across our region. Together, this mutual support and collective reflection ultimately strengthen our ability to lead our respective divisions with vision, purpose, and unified dedication.

Leading Learning

- Principal Collaboration Cohort (October 6)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning, Kindergarten (ONGOING)
- Reviewing, editing and creating new Administration Procedures: An Act to Remove Politics and Ideologies from Classrooms (formerly Bill 25)

Our Principal Collaborative Partnership officially launched on October 6, beginning with a streamlined, virtual Local Leadership Team (LLT) meeting designed intentionally to give time back to our leaders. Embedding dedicated time directly into our schedules for principals to engage in these critical collaborative conversations is essential for fostering shared wisdom, alignment, and professional growth across our division. Hearing firsthand during my superintendent 1:1 visits how warmly this initiative has been received—and how meaningful these dedicated collaborative spaces are—reaffirms our commitment to honoring and supporting our principals in their vital leadership roles.

Ensuring First Nations, Métis and Inuit Education for All Students

- Attended St. Paul School Naming Ceremony (September 29)
- Attended St. Teresa of Calcutta Naming Ceremony (September 29)
- Attended Piitawaani Pow wow (Division Pow Wow) at CSM (October 8)
- Gifted the name, *Pisatssaisskiyakii* — Beautiful Flower Woman from Elder Dorothy Daychief (October 8)





There are not enough words to express how truly honored and humbled I am by receiving the gift of my Blackfoot name, *Pisatssaisskiyakii*, and to do have this experience alongside Deputy Superintendent Boras and Chair Ellefson will be something cherished forever.

School Authority Operations and Resources

- Meeting with Deputy Superintendent, Associate Superintendent, Secretary Treasurer (re: budget/staffing, JR/SR High Classroom Complexities) (ONGOING)
- Enrolment analysis and staffing conversations (ONGOING)
- Kindergarten Team Meeting (September 25)
- St Kateri Transition meeting, Alberta Infrastructure, with Secretary Treasurer and Director of Facilities (October 13)
- St. Kateri Moving/Transition Meeting with Principal and SALT (October 19)
- Lockdown Debrief Meetings with SALT/Core Principals (October 7,8)

Engaging in a comprehensive debrief following our recent lockdowns—bringing together both our school administration teams and senior leadership—is a critical step in fulfilling our responsibility to keep our students and staff safe. By carefully reviewing our real-time responses and current practices, identifying operational gaps, and ensure our emergency response framework remains. These candid, constructive reflections reinforce our shared commitment to continuous improvement, helping us refine our protocols, strengthen division-wide communication, and ensure that every school remains a secure, well-prepared sanctuary for learning.

Supporting Effective Governance

- Board Agenda setting meeting with Chair, Vice Chair and Executive Secretary (Monthly)

- Holy Spirit meeting with Dr. Bryan Szumlas, with Chair Ellefson, Vice Chair Gibb (October 14)
- Holy Spirit Board Meeting with Dr. Bryan Szumlas (September 28, October 8, October 14, October 19)
- MLA Long CCH East Tour (October 5)
- Attending Fall Board Chairs/Superintendent Ministerial Engagement (October 26)

Engaging Dr. Bryan Szumlas through the Alberta School Boards Association (ASBA) to guide the upcoming review of Board Policy 1 and the creation of our new Board Priorities will be a truly enriching process for our division. Drawing on the wisdom, experience, and practical insights of a well-respected fellow superintendent will bring an invaluable outside perspective to our strategic work, challenging us to refine our vision with clarity and fresh purpose. Equally vital will be our intentional effort to broaden the conversation—reaching beyond our immediate board and staff to actively engage our School Councils, parents, and parish and local communities. Grounding our future direction in the collective voice and wisdom of all our stakeholders will ensure that our new priorities remain deeply authentic, widely supported, and steadfastly focused on the flourishing of every student in Holy Spirit Catholic Schools.

REPORT NO: D.2

October 28, 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 October 28, 2026.

Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent
Report to the Board of Trustees
October 2026

Embodying Catholic Leadership

Professional Learning - A highlight for me this month was attending the *Marked by God* Conference in Edmonton with over 350 Catholic school and division leaders. We celebrated Mass together, prayed together, and reflected on the following sessions that focused on being a Joyful Witness:

- Approaching AI with a Joyful Heart - Lead by Bishop McGrattan;
- Finding Joyful Witness Amid Classroom Complexity - Father Kris Schmidt;
- Reconciling Hearts- testimonials from divisions highlighting their lived experiences of reconciliation, partnership, and growth;
- A Joyful Witness - testimonials from divisions on how they are living out their mission with hope, courage and joy, especially during tragedy and loss.

We were fortunate to have 20 of our Holy Spirit team together to build community and relationships.

Council of Catholic School Superintendents (CCSSA) - I attended the CCSSA meetings where we had the opportunity to collaborate on the celebrations and challenges of Catholic education. We also engaged in PD, and this month the focus was *Christian Anthropology: Seeing every person as someone, not something.*

Prayer Leader - I continue to lead prayer at St. Basil Catholic Education Centre before interviews and other meetings.

Parish Ministry - I serve as a lector during Sunday Mass at St. Martha's Parish.

New Teacher Faith Formation - I had the opportunity to witness my faith at the *New Teacher Faith Formation* in September. My session focused on my relationship with the rosary, seeing Christ in the face of everyone as we foster effective relationships and building habits that help infuse prayer into our everyday lives.

Building Effective Relationships

Faith-Centered Leadership and Networking - Attending the CCSSA meetings allows me to engage with provincial colleagues to create a supportive network of Catholic executive leaders. These collaborative discussions foster shared wisdom, provincial alignment, and unified advocacy for Catholic Education.

Formation for New Teachers - Supporting new teachers through development of the TQS, faith formation, and classroom visits establishes a foundation of trust and mentorship, ensuring they feel supported in their professional and faith journey.

Catholic Leadership Program - Mentoring aspiring leaders in a collaborative environment nurtures growth, strengthens cross-division networks, and establishes trust as participants step into their own leadership potential. We have 16 participants enrolled in the program this year!

Labour Management Meetings - Leading regularly scheduled, solution-focused union and staff leadership meetings builds open channels of communication, mutual respect, and a proactive, collaborative approach to resolving operational concerns.

Relational Leadership - I strive to be responsive and actively seek to understand concerns brought forth to me from any of our staff. Approaching staff concerns through a relational lens helps to ensure individuals feel heard, valued, and supported through challenges.

Modeling Commitment to Professional Learning

Learning Through Professional Dialogue - Along with the professional learning I participated in at the CCSSA meetings and *Marked by God*, I also have regular monthly online meetings with the Human Resources leaders across Zone 6. Together we share learning and best practices. I am also continuing my work with Ray Hoppins, Chief Executive Officer of Hoppins People Services as well as helping to facilitate a book study for our new teachers on *Navigating the First Years.*

Visionary Leadership

Complexity Planning - Due to the teacher shortage and a myriad of other factors, our leadership team had to look to do things differently in how we support our most complex learners. Through newly secured government complexity team funding, aimed more at the junior/senior high, we took a collaborative approach to look beyond traditional staffing models and envisioned other ways that we could support the students and their needs. We were able to expand our multidisciplinary team, with our aim being to build sustainable system capacity. The hope is that this proactive approach will lead to greater student success and provide meaningful, long-term support for our school staff as well.

Leading Learning

Building Leadership Capacity - I am excited to be working collaboratively with other school and division leaders to facilitate a course we at Holy Spirit offer on a biennial basis - The Catholic Leadership Program. This program supports participants in reconnecting with their vocational call to Catholic education and examining their leadership practice through the *5 Marks of an Excellent Catholic Leader* and the *Leadership Quality Standards (LQS)*. Through collaborative

learning, practical problem-solving, and opportunities to learn from divisional leaders and colleagues, participants will connect leadership theory to the realities of their daily practice.

Direct Engagement with Teachers - From now until the December break, I have scheduled classroom observations with probationary teachers. This allows me to observe them in action and provide feedback informed by the *Marks of an Excellent Catholic Teacher* and the *Teacher Quality Standard* (TQS). Following each observation, we reflect on practice, celebrate strengths, and identify opportunities for continued growth. These conversations provide an opportunity for mentorship, professional support, and relationship-building as teachers begin their careers with Holy Spirit Catholic Schools.

Supporting First Nations, Métis and Inuit Education for All

Receiving my Blackfoot name, Iitaamik'skanispiiya'kii (Early Dancing Woman) at our Division Pow Wow was a profound honour and spiritual experience that will stay with me forever. I am deeply grateful to the host school, Children of St. Martha, and the Pow Wow organizers who created such a meaningful opportunity for learning, connection, and cultural understanding. This experience deepened my sense of responsibility to continue learning, listening, and working towards reconciliation with First Nations, Métis, and Inuit people.

I am proud of our division's commitment to the Board priority of *Living Our Truth and Reconciliation* and recognize the importance of carrying this commitment into our daily work. I hope to honour this experience by sharing my learning within my circle of influence and continuing to foster relationships, understanding, and meaningful action in support of reconciliation.

Supporting School Authority Operations and Resources

A big part of my senior leadership role is ensuring we have the right people and supports in place so our schools and division can thrive. Working alongside our HR team, senior administration, and school administrators, I strive to approach our work with integrity, transparency, and care, always keeping the needs of our students and school communities at the forefront.

Some examples of this work include:

- **Keeping recruitment opportunities visible:** Ensuring our weekly *Here in Spirit* newsletter is up to date with clear, detailed job postings so potential candidates are aware of opportunities to join our division;
- **Working together to meet staffing needs:** Collaborating with principals and department leads to fill vacancies as efficiently as possible and ensure our schools have the staff required to support students;
- **Finding the right people for Holy Spirit:** Continuously recruiting, interviewing, and building connections with prospective employees who have the skills, qualities, and values that align with our mission;

- **Responding to personnel matters with care:** Taking the time to understand and assess concerns, working through situations thoughtfully, and following up as needed to support employees and school leaders while keeping the best interests of our school communities in mind.

Supporting Effective Governance

I believe effective governance is supported by clear procedures, open communication, and a shared understanding of our responsibilities. Working alongside our Senior Administrative Team, the Board, and school leaders, I strive to support practices that promote consistency, transparency, and accountability across Holy Spirit Catholic Schools.

Some examples of this work include:

- **Reviewing administrative procedures:** Working collaboratively with our Senior Administrative Team to review and update Administrative Procedures to support consistent practices and clear expectations across the division;
- **Supporting Board governance:** Attending Board meetings and sharing information related to my areas of responsibility to support informed discussion and decision-making;
- **Supporting staff supervision and evaluation:** Ensuring plans are in place for the ongoing supervision and evaluation of staff in alignment with their respective professional responsibilities and applicable standards.

REPORT NO: D.3

October 28, 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 October 28, 2026.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees
October 2026

Update From The Secretary Treasurer's Office (Amanda)

- Participated in monthly TEBA Engagement sessions
- Met with the Audit Committee and auditors to kick off the annual division audit
- Attended insurance professional development sessions
- Led Business Services and TTMFSH team meetings
- Attended Joint School Boards and City of Lethbridge committee meeting
- Toured CCH West with Minister Long
- Participated in LLT monthly meeting
- Participated in weekly SALT meetings
- Attended Joint Use School Meeting with Lethbridge School Division and City
- Continued work on year-end financial reporting and preparation of financial statements
- Attended the division Joint Health and Safety Committee meeting
- Attend Our Lady of the Assumption Anniversary celebration
- Attended the Division Pow Wow at Children of St. Martha School
- Met with partners to discuss Interim Acceptance of St. Kateri Elementary School
- Attended modular classroom information session
- Attended update meeting on Jurassic Power project
- Attended West Lethbridge Condo Corp AGM (CCHW, Chinook, Library)

Transportation, Insurance and Risk Management Update (Cassandra)

- Participated in USIC Risk Management and Claims committee to discuss emerging matters and trends
- Participated in insurance professional development sessions including monthly Lunch and Law session
- Attended division Joint Health and Safety committee meeting
- Consulted with division staff on Privacy Impact Assessment requirements and Privacy Management Program, responded to inquiries
- Continued work on transportation updates, requests and preparation for grant submission
- Reviewed for approval all risk assessments, volunteer, chaperone, and driver applications
- Monitored all student and staff accident reports, requested more information when required, filed with insurers and WCB where necessary

REPORT NO: D.4

October 28, 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 Religious Education and First Nations, Métis and Inuit Education.

Holy Spirit Catholic School Division

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Associate Superintendent of Learning
Board Report - October 2026

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Bishop's Assurance** - We have completed the draft report from our Bishop's assurance visit to St. Catherine School in Picture Butte and will be sharing that with the school community and the Bishop this fall, in advance of our Day with Leadership in December.
- **Retired Staff Mass** - We are thankful to have been able to arrange our annual retired staff Mass for Tuesday, November 3, 5:00 at St. Basil Catholic Education Centre. Fr. Kevin Tumback will preside, with Coreen Packham bringing members of her St. Paul choir to serve in music ministry. Coffee and light refreshments will be served after the Mass, along with time for fellowship. Information has been shared with parishes, our ATA local, and our substitute/retired staff contacts.

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

- **Catholic Education Week** - Between October 18 and 23, we joined with other Catholic school divisions in the province of Alberta in celebrating Catholic Education Week. Many thanks to Lyndley Fehr and the school representatives of DREC in their help with the compilation of daily videos, which beautifully highlighted virtue in our schools. All of the materials can be accessed here.

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

- **November 12 Professional Learning Sessions -** On November 12, we will be offering coordinated professional learning opportunities for staff. Included in these sessions will be two faith specific sessions:
    - Brother Guy Consolmagno (formerly Director of the Vatican Observatory) will be presenting on the intersection of faith and science in his life in a session entitled "Why Do We Believe in Science?"
    - Katie Patrizio (speaker at last year's Spiritual Development Day) will be presenting on Mary in the Old Testament, exploring the surprising ways the Old Testament anticipates Mary's place in God's plan.
- **Marked By God -** We were blessed to have a number of our senior and school-based administrators attend the Marked By God conference in mid-October. This year's conference focused on the theme of A Joyful Witness, and included sessions on Artificial Intelligence, Complexity, and Reconciliation. The presentations were thoughtfully created and well-received by those who attended.

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 Pow Wow -** The inaugural Piitawaani Traditional Pow wow, held October 8 at Children of St. Martha School offered all Grade 4 and 7 students in the division a day of cultural learning through storytelling, traditional games, dancing, and drumming. Unique among division events, Piitawaani brought students from all of our schools together in a shared experience of learning, culture, and community, creating connections that extend beyond individual school communities. Made possible through the generous support of community sponsors, the celebration continued into the evening, welcoming families and the broader community to participate in Blackfoot culture and traditions**.** To gather on school grounds in celebration of these traditions that were once suppressed by the education system is a meaningful expression of Truth and Reconciliation in action.

- A particularly meaningful moment of the pow wow was the gifting of Blackfoot names to three of our leaders: Chair Ellefson (Iitam'nihkakii - Happy Singer), Superintendent Axani (Pisatssaisskiyakii - Flower Woman), and Deputy Superintendent Boras (Iitaamik'skanispiiya'kii - Early Dancing Woman), an honour that carries both responsibility and relationship. Piitawaani was a powerful expression of Truth and Reconciliation in action: creating space for Indigenous knowledge, culture, and ceremony to be honoured and celebrated across our Catholic school division, while strengthening the relationships that make reconciliation meaningful and enduring.

- **School Namings** - Elder Andrew Black Plume gifted the north side schools' names on Sept. 29. St. Paul School received the name Naatowapinna Iitaissksinima'tstohkio'p (Holy Man School) and St. Teresa of Calcutta School received the name Naato'waakii Iitaissksinima'tstohio'p (Holy Woman School).

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

- **Elders in Residence** – Thanks to funding from the Wellness Grant, we will be able to support Elder presence in our schools. The FNMI Team will be able to schedule 100 Elder visits amongst our schools for the next 3 years. This will mean that schools with higher Indigenous populations will see an Elder once or twice a month. The goal is to foster belonging, strengthen cultural connections, and support student well-being through meaningful, ongoing relationships.

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

- **Professional Development -** On September 28th, 14 participants learned about the spiritual and scientific understandings transferred through pow wow dances. Tref Deerfoot, Todd Cross Child & Jermaine Creighton and their children led us through the dances and stories about the origin of the dances. During our November 12-13 PD Days, staff will have the opportunity to learn about the significance of star stories or participate in the blanket exercise.

- **Treaty 7 Commemoration** - In anticipation of the 150th anniversary of the signing of Treaty 7 in 2027, the City of Lethbridge is bringing together community partners to raise awareness, promote education, and ensure this significant anniversary receives meaningful recognition. Holy Spirit Catholic School Division is participating in this collaborative work, contributing an educational perspective and exploring opportunities to engage students, staff, and families in learning about the history, enduring significance, and ongoing responsibilities of Treaty 7.

REPORT NO: D.5

October 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle Nevil, Director of Educational Services

SUBJECT: Director of Educational Services Update

BACKGROUND

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

Holy Spirit Catholic School Division

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Director of Educational Services
Board Report - October 2026

Board Strategic Priority -Learning Through Quality Teaching

We prepare students for career pathways

- **Dual Credit Opportunity** - Our high school students will have the opportunity to enroll in a Dual Credit Course, Blackfoot 1000, with the University of Lethbridge. It will be offered in the winter semester (February-April).
- **New Dual Credit Enhancement Grant from Alberta Education**. We were approved by Alberta Education for a dual credit grant for CCH. We are going to partner with Lethbridge Polytechnic over the next three years to offer a winter semester (Quarter 3) course GDD1150 (Game Design and Development). We will have a Holy Spirit cohort of 28 students. Our goal is to install a lab at Father Leonard Van Tighem that will support the outcomes of this course but still have the option to access the lab at the Polytechnic. This will also support students at Father Leonard Van Tighem when not in use for dual credit.
- **Career Education and Financial Literacy** - Our junior high teachers and administrators will be provided time to work with Jackie Taylor from the Consortium on November 3. Jackie will work with our professional teams to help us understand the new curriculum and consider ways to implement it.

All students demonstrate growth in numeracy and literacy.

- **Provincial Screeners Fall Administration -**The fall window of administration for grades 1-5 has closed and our teachers are sharing individual Result Reports with the parents. These reports are delivered alongside a collaborative meeting with the parent. Reports for our Grade 4 and 5 students are not yet available since this was the first term they were delivered and the government is establishing provincial norms and cut scores. Grade 4 and 5 screeners, which are group administered, were delivered for the first time this fall.

Schools reflect collaborative teaching and learning environments.

- **Division Wide PD Day -** On November 12 our Senior Administration Learning Team with the help of the South Consortium Office has coordinated a robust menu of professional learning opportunities for our entire staff of Holy Spirit Catholic Schools. We have ensured that every learning opportunity aligns with our division's priorities and our Division's Professional Learning Plan. All staff will be able to choose a session in the morning then a different session in the afternoon. All learning opportunities will take place in Lethbridge between 5 locations: CEC, CCH, FLVT, SF, and ESM. Here is a sample of some of the sessions being offered:
    - Outcome Based Assessment with Richelle Marynowski for all JR High Teachers (Mandatory to attend)
    - OT Universal Behaviour and Regulation Supports with Kathryn Leahy (OT)
    - Creating Assessment-Capable Learners: Designing Quality Evidence in Grades 10–12 with Adelee Penner
    - AI in Practice: Gemini, NotebookLM, and the Classroom with Justin Harper
    - Library Cohort time to collaborate and learn with Joanne Lavkulich

REPORT NO: D.6

October 28, 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
October 2026

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Early Learning Programming: Our Early Learning Programs continue to provide support during the pivotal early years. As of October 20, 2026 we have 127 funded children in Early Learning (PUF, Mild Moderate, and EAL), and 74 children funded as Kindergarten-Severe. This is a total of 201 children receiving targeted and specialized services in Early Learning and Kindergarten so far this year. Ongoing assessments will take place until December 1, 2026, at which time more children will be added to this list.

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

Professional Development

- **Marked by God:** Crystal Lothian, *Director of Support Services*, attended the Marked by God Conference in Edmonton from October 15 & 16, 2026. This event provided valuable insights and opportunities for collaboration on faith-based educational practices, enhancing our ability to serve students and staff across the division.
- **Supporting Individuals Through Valued Attachments (SIVA):** Registered division staff participated in a nine-hour, three-part SIVA training series facilitated by divisional trainers, with the final session held on October 2, 2026. Grounded in neuroscience and a relationship-based approach, this professional learning strengthened staff capacity to support student regulation, behaviour, and engagement while emphasizing the importance of connection, compassion, and staff well-being in fostering safe, caring, and inclusive learning environments.
- **VTRA/ARTO -** On October 19 & 20, 2026, division staff participated in a two-day Violence Threat Risk Assessment (VTRA) and Assessment of Risk to Others (ARTO) training opportunity hosted by Lethbridge School Division. This collaborative professional learning opportunity strengthened staff knowledge, enhanced divisional capacity, and supported a consistent approach to assessing and responding to potential safety concerns within our schools.
- **Big Baffling Behaviours** - On October 19 & 20, 2026, members of Holy Spirit Catholic School Division's Support Services Team participated in professional learning presented by Key Connections Consulting Inc., featuring Robyn Gobbel. Grounded in relational neuroscience, the training explored the connections between brain development, emotional regulation, and behaviour, while providing practical, relationship-based strategies to support students experiencing trauma, dysregulation, and sensory challenges. This learning strengthened staff capacity to respond with compassion, connection, and effective strategies that foster safe, caring, and inclusive learning environments.

Individual Program Plan (IPP) Day: Holy Spirit Catholic School Division's annual Individualized Program Plan (IPP) Day provided dedicated time for school learning teams to collaborate, reflect, and develop meaningful, student-centred plans that support belonging, growth, independence, and success. Facilitated by Cara Ross, *Inclusive Education Lead Teacher*, alongside the Support Services Team and our wraparound community partners, the day brought together educators, Inclusive Education Leads, administrators, and specialized professionals to share expertise, strengthen collaborative practices, and identify responsive strategies and supports for students with diverse learning needs.

Early Learning Centre Programming: The Holy Spirit Catholic School Division's Early Learning Centre provides an innovative, hands-on environment designed to enhance early childhood development through play. Programming emphasizes nature-based learning and loose-parts play, utilizing accessible, recycled, and repurposed materials to inspire creative problem-solving. Throughout the school year, the Early Learning Centre delivers targeted programming for both Early Learning Programs and Kindergarten classrooms, and is currently on track to host 34 school visits.

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

Committee Representation: Sheri Thomas, *Early Learning Supervisor*, is a member of the Parents as Teachers Board, participating in Lethbridge Plays Committee and Building Brains Together Committees, as well as the Early Learning Advisory Council in Southern Alberta.

REPORT NO: D.7

October 28, 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

October 2026

- **Technology - Executive Summary**
    - The tech team has been supporting schools in the final implementation phase of our staff computer evergreen. We have been able to visit all schools this month following up with local 1:1 support. We have been supporting our division through local cultural and PD events, data reporting, and St Kateri school completion. A few technicians had the opportunity to collaborate with other IT staff in Alberta. Regular operational and cybersecurity maintenance is ongoing.

- **Technology Support Services Update**
    - Daily school visits are helping teachers and students with local tech support.
    - Teacher and Staff Computer Evergreen - will be complete October 31
    - Alberta Education is updating their digital assessment platforms via Vretta. We continue to use this platform in our schools.
    - St. Kateri - Coordination of operational technology with the new westside school is ongoing.
    - St. Kateri - Alberta Supernet is online and connected. Our new school has internet access!
    - Our technicians collaborated with other school division IT contacts via ATLE conference.
    - SC - security camera upgrades have been completed.
    - Cybersecurity - collaborating with partners to discuss cyber risks of generative AI use in schools

REPORT NO: D.8

October 28, 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

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Director of Facilities
Board Report
October 2026

ST. KATERI ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on October 21, 2026.



Above: East Face - Front of School

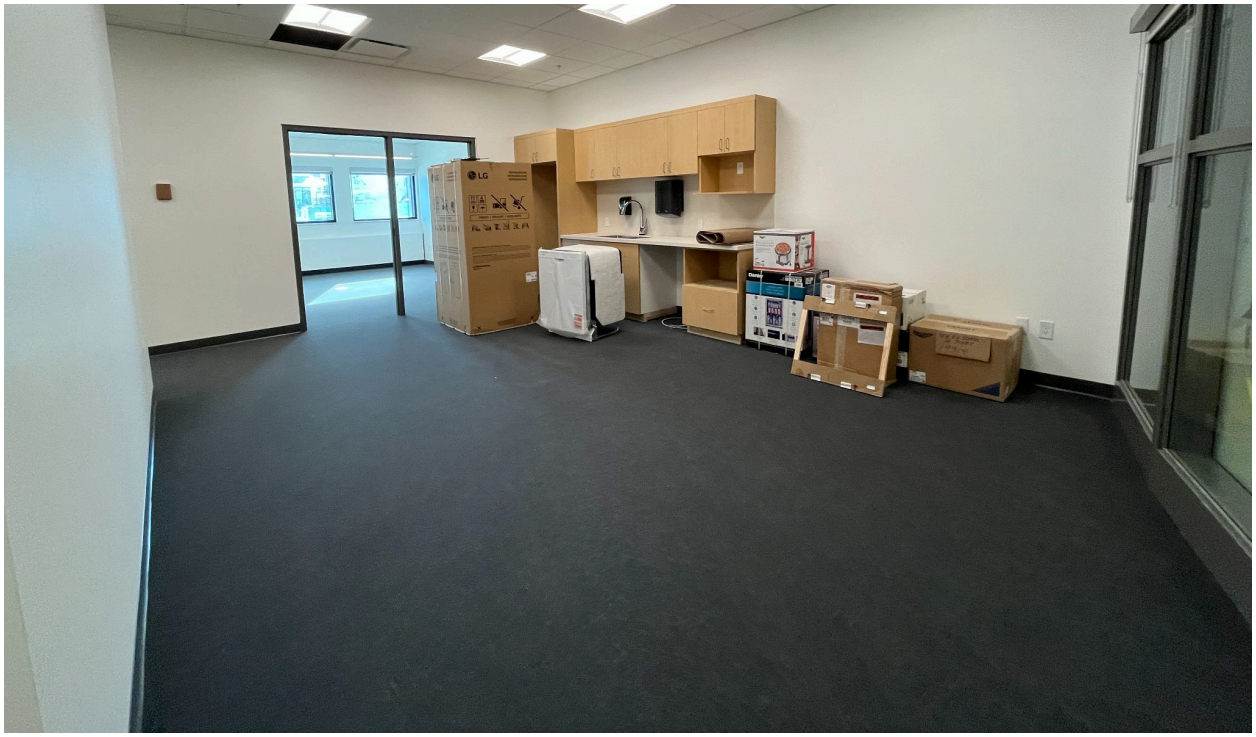
Below: Front Schoolgrounds





Above: Front Entrance and Student Drop-Off Parking Area

Below: Staff Room





Above and Below: Gathering Space



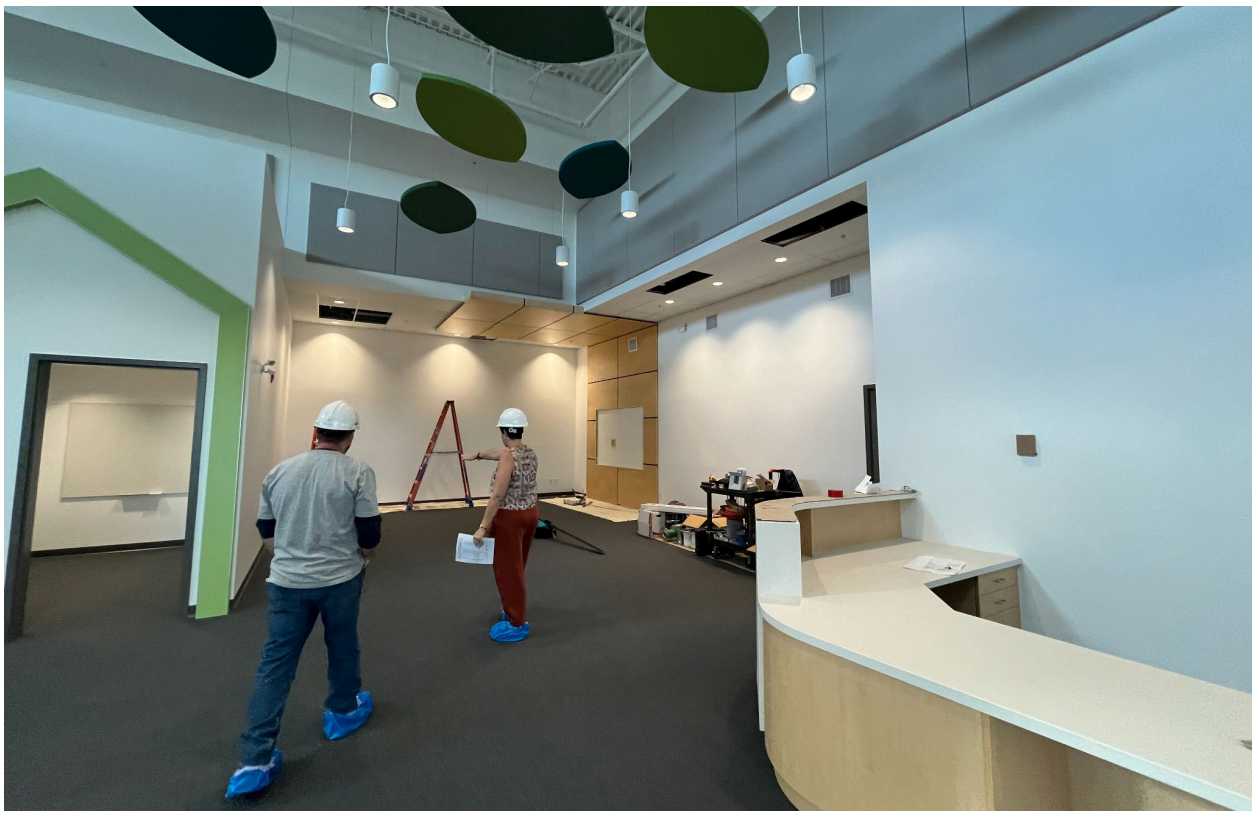


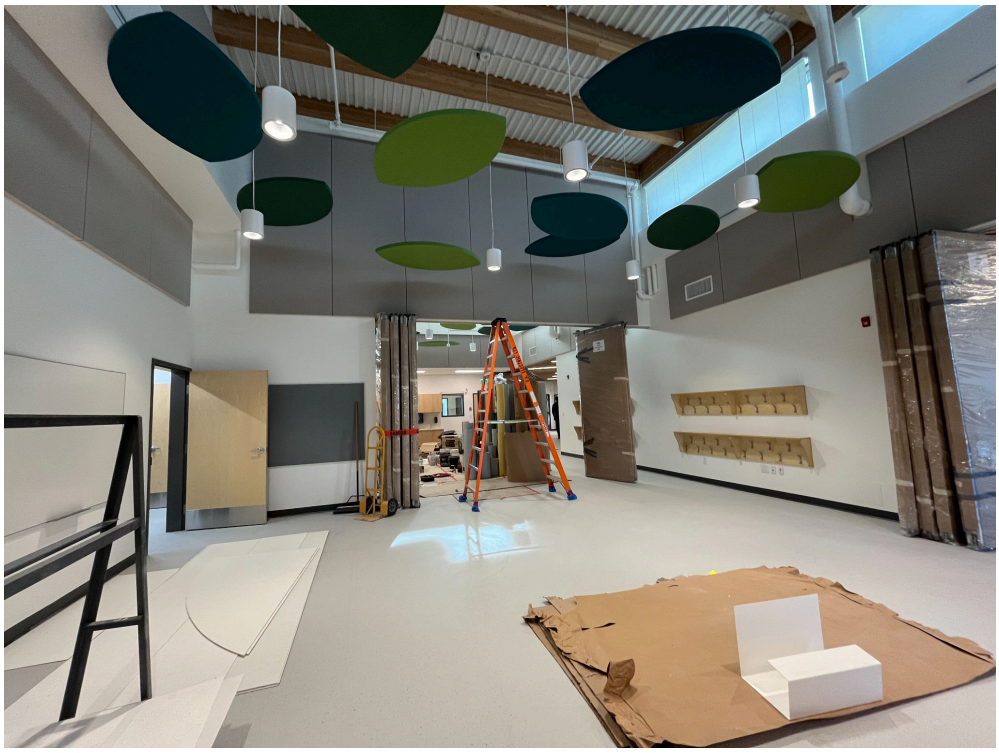
Above and Below: Stage





Above and Below: Learning Commons





Above: Ancillary Classrooms

Below: Classroom Millwork





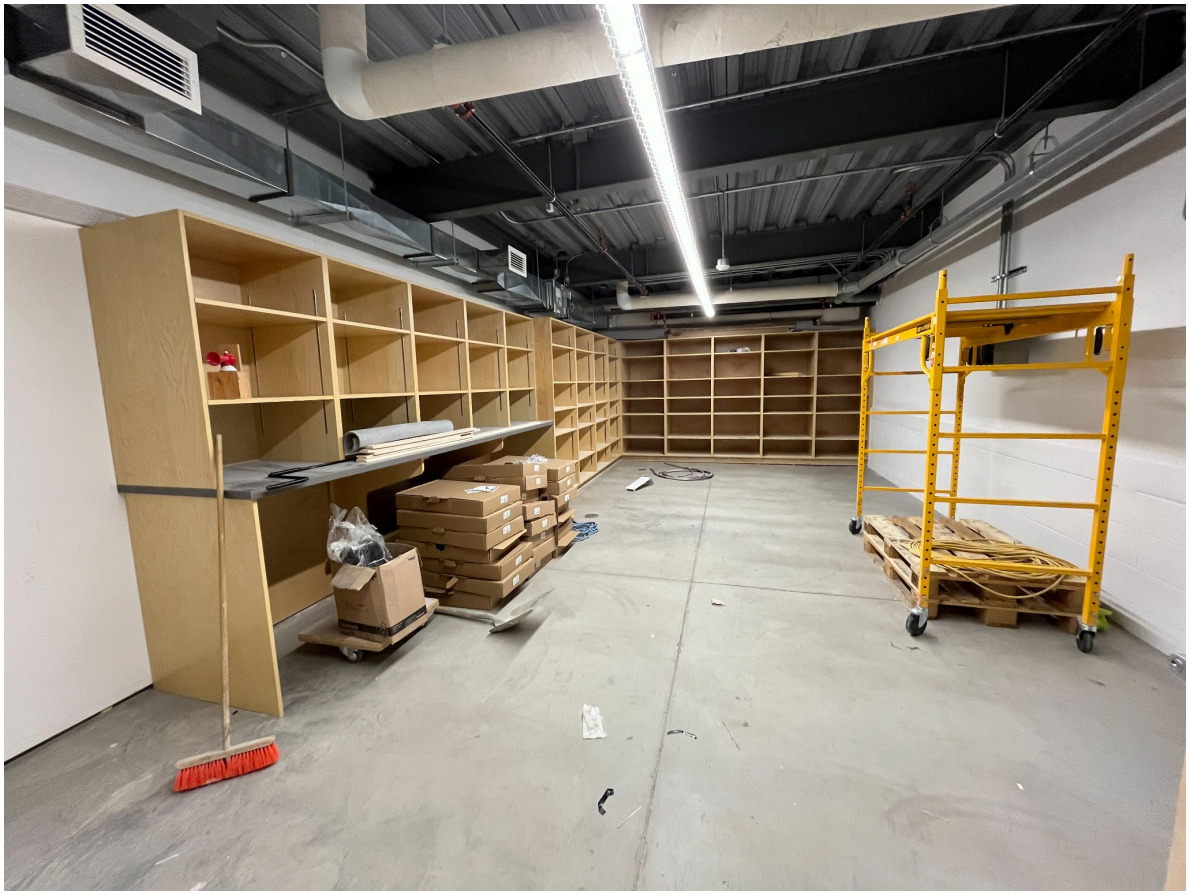
Above and Below: Admin Office





Above: Gym

Below: Gym Storage



SCHOOL CRITICAL EMERGENCY STANDARDS - MINISTERIAL ORDER 029/2026

As of September 25, 2026, school authorities are mandated to have a School Authority Critical Emergency Framework by January 4, 2026, and all schools are required to have a School Critical Emergency Plan by April 5, 2026.

This is similar work that 6 of our schools provided to OHS in May 2026. All schools will update their emergency plans based on the new Division template by April 5, 2026.

2026-2027 MAJOR PROJECTS

This is a list of major projects in progress or in planning for School Year 2026-2027.

Mechanical	–
Electrical	–
Exterior	SJS Roofing - Sections Q,D,O,M,N,P - in progress
Interior	FLVT Science room countertops replace existing - in planning
Structural	SPL Glulam Beam Repairs - in planning
	SPFA Glulam Beam Repairs - in planning
Plumbing	–
Grounds	–
Conveyance	ESM Elevator Replacement - in planning
	CCHE Elevator Replacement - in planning
Millwork	–
Security	All Schools - Front Entrance Camera/Door Opener/Buzzer - complete

END OF REPORT

REPORT NO: E.1

October 28, 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, Joint Committee of Lethbridge School Boards and the City of Lethbridge, and the Audit Committee reports for October 28, 2026.

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Sept 24, 2026	St. Teresa Opening Mass at St. Basil's
Sept 29, 2026	St. Paul School Naming (Holy Man)
Sept 29, 2026	St. Teresa School Naming (Holy Woman)
Sept 30, 2026	National Truth and Reconciliation Day
Oct 6, 2026	Ribbon Cutting Ceremony at St. Joe's New Playground
Oct 8, 2026	Division Pow Wow and Blackfoot naming of Superintendent, Deputy Superintendent and Board Chair
Oct 15, 2026	School Visit to FLVT
Oct 17, 2026	Catholic Education Sunday, read at St. Basil's
Oct 18, 2026	Catholic Education Sunday at St. Catherine's
Oct 19, 2026	St. Francis Academic Awards
Oct 20, 2026	FLVT School Council
Oct 26, 2026	FLVT Junior High Awards
October	Regular Mass Attendance and ministries of Lector, Music and Hospitality at St. Catherine's

Integrated Governance and Development:

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

Date:	Brief Description:
Oct 5, 2026	Tour of CCH West and Chinook High School with Minister Long, Vice-Chair Gibb, Superintendent Axani, Secretary-Treasurer Lindemann, and Lethbridge School Division Representatives
Oct 8, 2026	Zoom meeting with Dr. Bryan Szumlas regarding planning for next set of Board Strategic Priorities
Oct 14, 2026	Zoom meeting with Dr. Bryan Szumlas, Vice Chair, Superintendent, and Executive Assistant
Oct 19, 2026	Special Board Meeting with the Board, Superintendent and Dr. Bryan Szumlas
Oct 21, 2026	Presenting at Catholic Leadership Cohort on Relationships

Board and Committee Meetings:

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

Date:	Brief Description:
Sept 28, 2026	Audit Committee Meeting
Oct 5, 2026	ASBA Virtual with Todd Brandt on Parliamentary Procedures
Oct 8, 2026	ACSTA Special Board Meeting
Oct 19, 2026	Board Agenda Setting
Oct 21, 2026	ASBA Zone 6 Meeting
Oct 26, 2026	Council of School Council Meeting with Dr. Bryan Szumlas, School Council Chairs, Principals, Superintendent, and the Board
Oct 26, 2026	Board Chairs/Superintendents Engagement Session with ASBA

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: October 28, 2026

Date:	Brief Description:
Oct 28, 2026	Committee of the Whole
Oct 28, 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

Date:	Brief Description:
Oct 13, 2026	Teacher Induction Ceremony and Dinner with ATA; gave greetings on behalf of the Board
October	Read Newsletters and Bulletins from CCH, SKS, FLVT, St. Patrick Taber, St. Michael's BI, St. Catherine, St. Paul, St. Michael's Pincher Creek, and CSM
	Read ACSTA Weekly Memos
	Read Superintendent Sundays
	Read ASBA daily Memos
	Read GrACE reports

Active Collaboration and Advocacy (continued):

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

Date:	Brief Description:
October	The following letters have been received and responded to: • Letter of Engagement to ASBA for services of Dr. Bryan Szumlas • Letter to and from the City of Lethbridge supporting Regional Waters and Wastewater Expansion Project • Dr. Abboud, ASBA, Alberta Classroom Insights Portal • Dr. Abboud, ASBA, Implementation Supports for School Critical Emergency Standards • Catholic Bishops of Alberta, Pastoral Letter on the Alberta Referendum
Oct 13, 2026	VOTED in Early Election Poll

REPORT NO: E.2

October 28, 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

October 28, 2026 Report

- The Board of Directors have approved the 2026 Award Recipients.

- October 21, 2026 Catholic Ed Talk with Michael Hauptman on "Hiring Chief Superintendents"

- The Pre-AGM Resolutions Package has been sent to read before the Convention

- AGM in Edmonton at the Westin, November 13,14,15 with the Theme: United in Mission, Witnessing Peace in a Divided World: 60 Years of Faithful Trusteeship. Keynote speakers are: Most Rev. J. Michael Miller, Archbishop Emeritus of Vancouver and Very Rev. Steffano Penna, Pastor-Rector of St. Paul's Co-Cathedral in Saskatoon

- Catholic Education Sunday: October 17, 18. Bishops' Letter in the Sunday Bulletin.

REPORT NO: E.3

October 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

ASBA Zone 6 General Meeting
October 21, 2026
Report

ASBA 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.

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

- 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

ASBA Zone 6 Meeting

October 21, 2026, at 10:30 AM at Lethbridge School Division Board Office.
Key agenda items include call to order, land acknowledgment, introductions, and approval of previous minutes and reports from zone and provincial executives and committees.

REPORT NO: E.4

October 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

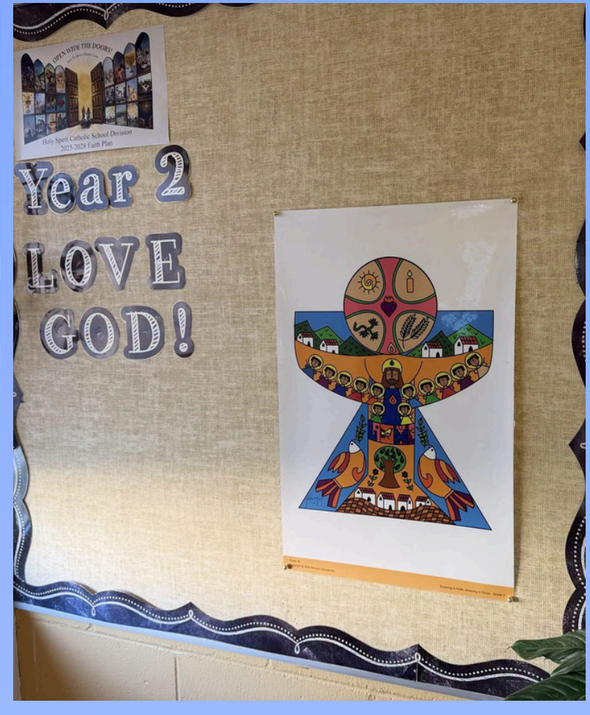
FROM: Tricia Doherty and Linda Ellefson, Board representatives

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.

















This year's theme: Filled with Joy and Peace, Alive in the Spirit, from Romans 15:13:

"May the God of hope fill you with all joy and peace in believing, so that you may abound in hope by the power of the Holy Spirit."

Did you know? There are over 180,000 students attending Catholic schools across Alberta.

Celebrated Catholic Education Week

October 17, 2026 - October 23, 2026

- Message read at Masses on Saturday/Sunday
- Videos on website and social media throughout the week
- Encouraged wearing of blue for Catholic Ed on Thursday
- Submitted Bishops Assurance Pilot write up for GrACE Champions in October Newsletter.

For Catholic Education:

- *That our communities boldly witness to the hope the Holy Spirit pours into every heart*
- *For students: That they may grow in courage, truth, and love through deep encounter with Jesus Christ*
- *For Catholic schools: That they remain joyfully Christ-centered, sacramentally rich, and morally clear*
- *For our Blessed Mother's intercession: That she who conceived by the Holy Spirit may lead every student to her Son*

inspire . invigorate . embolden

GrACE

GRATEFUL ADVOCATES for CATHOLIC EDUCATION

GrACE Champions

October 2026 - Holy Spirit Catholic School Division

Bishop's Assurance Pilot

In September 2026, Holy Spirit Catholic School Division conducted its initial Bishop Assurance pilot at St. Catherine School in Picture Butte. With representatives from the Diocese of Calgary, the Board of Trustees, Senior Administration, and Medicine Hat Catholic Board of Education, team participants toured the school and interviewed parents, students, and staff. This K–9 school authentically reflects the Five Marks of Catholic School Identity and this month's theme, "**Love your neighbour, loudly**":

- **Christian Anthropology:** Welcomes every student, staff member, and family with warmth and respect, grounding culture in inherent dignity.
- **Catholic Worldview:** Expresses faith loudly and visibly through a Catholicity-imbued environment, student-led morning prayers, and monthly Mass.
- **Faith Permeation:** Integrates Catholic Social Teachings and Gospel values across all academic subjects.
- **Gospel Witness:** Living witnesses—including multilingual staff and vibrant events like the Our Lady of Guadalupe play—boldly impact both school and civic communities in partnership with the parish.
- **Spirituality of Communion:** Demonstrates love in action through acts of social justice, and builds the common good through cross-graded Family Fridays and a cellphone free environment.

Survey data reflects near-unanimous satisfaction, highlighting St. Catherine's commitment to nurturing mind, body, and spirit as students '*rise to meet Christ's challenge*'.







REPORT NO: E.5

October 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Bob Spitzig, Board Representatives

SUBJECT: Joint Committee of Lethbridge School Boards and the City of Lethbridge Report

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BACKGROUND

1. Tricia Doherty and Bob Spitzig, Board representatives to Joint Committee of Lethbridge School Boards and the City of Lethbridge, will provide a report to the Board regarding recent Joint Committee business, events and activities.

Joint School Boards and City of Lethbridge Committee Notes

Lethbridge School Division Education Centre Board Room

October 5, 2026 | 9:30-11:00AM

Membership:

Lethbridge School Division	Christine Light, Trustee Allison Purcell, Trustee Mike Nightingale, Superintendent Kyle Beauchamp, Associate Superintendent Kristin Solowoniuk, Executive Assistant (Recorder)
Holy Spirit School Division	Tricia Doherty, Trustee Bob Spitzig, Trustee Chantel Axani, Superintendent Amanda Lindemann, Secretary-Treasurer
Franco Sud School Board	Gregory van Duyse, Président du Conseil - Not in attendance
City of Lethbridge	Jenn Schmidt-Rempel, Councillor Ryan Parker, Councillor

Notes:

Lethbridge School Division Trustee Christine Light began the meeting at 9:32am, read a territorial acknowledgment and made introductions.

Item 2: Approval of Agenda and Notes

- Trustee Christine Light added Item 3, Terms of Reference review to the agenda
- Notes of June 15, 2026, were reviewed, no amendments were requested.

Item 3: Terms of Reference Review

- The Terms of Reference were reviewed; no amendments were requested.

Item 4: Capital Update

From: All

Standing Item

Notes:

- City of Lethbridge Councillor Ryan Parker requested to add agenda item 9, University of Lethbridge stadium community usage.

Item 5: Advocacy Update

From: All

Standing Item

Notes:

- Lethbridge School Division Board is currently working on clarifying their 26/27 advocacy priorities which will be shared in a future board package.
- Lethbridge School Division Board submitted a letter of support for wastewater development as requested by the City.

Item 6: Update on LCI/ Ministerial Meeting

From: Lethbridge School Division

Background:

On August 31st, representatives from Holy Spirit School Division, Lethbridge School Division, City of Lethbridge and the Government of Alberta met for a tour of St. Francis Junior High School to discuss the potential synergies and need for funding for both St. Francis Junior High School and Lethbridge Collegiate High School. Representatives from the GOA included the Minister of Infrastructure, Martin Long and the MLA for Lethbridge-East, Nathan Neudorf.

Notes:

- Lethbridge School Division has submitted a joint request with Holy Spirit School Division to Alberta Education for pre-planning funds and is awaiting a response. Preliminary conversations with the City for joint support have recently begun.

- Ministerial gathering October 5th with Minister Long at Chinook High School and CCH West to further explore what a proposed collaboration may look like.

Item 7: Galbraith Update

From: Lethbridge School Division

Background:

Design for Galbraith is expected to be completed December 2026, with the project going to tender through Alberta Infrastructure in January 2027. The School Division is holding a "come and go" style information event to showcase the Galbraith design on October 21st from 7pm to 8:30pm in the school gym of Galbraith.

Notes:

- Lethbridge School Division will have a community open house on Oct 21st to exhibit the redesign and answer community questions. Associate Superintendent Kyle Beauchamp extended an invitation for all committee members to attend the event.
- Superintendent Mike Nightingale shared that we have heard concerns from the community regarding preservation of historical architecture which may reach the members of city council.

Item 8: Safe Routes to School

From: City of Lethbridge

Background:

Previously Joint City/School Boards had a presentation on school zones and discussed the upcoming Safe Routes to School planning. The committee requested at June 2026 meeting for a 'presentation' or an update on Safe Routes to School.

Notes:

- Jenn Schmidt-Rempel provided the requested update.
- A written copy of the update has been appended to the notes.

Item 9: City planning surrounding the development near school sites

From: Holy Spirit School Division

Background:

We would appreciate a report from the city on the planning surrounding all the new development beside the west side high schools. It raises some questions: with additional commercial and residential development we can anticipate an increase in traffic flow, how might this impact an already congested traffic area? What measures will be taken for the safety of students? Will it have an impact on bussing?

Notes:

- Holy Spirit expressed concerns regarding the increase in traffic and congestion in the West Side Crossings area and the impact it will have on schools and students.
- Trustee Tricia Doherty, inquired about the possibility of developing an additional entry to CCH West for safety given the additional traffic.
- Councillor Ryan Parker requested Holy Spirit provide a formal written request with the list of concerns to Joel Sanchez, Ryan Parker and Jenn Schmidt-Rempel for official consideration and response.

Item 10: UofL Stadium Community Usage

- Councillor Ryan Parker shared concerns from the community about access to the UofL Stadium and the possibility for expanded use for community members.
- School Boards indicated they have heard similar concerns.
- Councillor Ryan Parker will be crafting a letter to the University expressing these concerns and will share with the committee for optional support.

Next Meeting: December 7, 2026 at 9:00am

Christine Light Adjourned the meeting at 9:58am.

CITY OF Lethbridge

GATEWAY TO OPPORTUNITY

October 1, 2026

Attn: Cllr. Jenn Schmidt-Rempel and Ryan Parker
From: Joel Sanchez, Director Infrastructure Services

RE: Joint School Boards – Safe Routes to School

Recently, we received confirmation that the Federation of Canadian Municipalities has approved Safe and Active School Routes funding through the Green Municipal Fund. Authorization to spend the grant in addition to the existing budget has been requested for an upcoming CIC agenda. While its status is pending, project initiation and required baseline data collection are proceeding.

The funding was awarded based on the School Travel Plans for Nicholas Sheran and Senator Buchanan elementary schools, including transportation infrastructure improvements, quick-build measures such as temporary curb extensions, and student travel safety programming being developed by the Education and Outreach team.

Meetings are scheduled with both schools to confirm the planned improvements and coordinate in-class and family travel surveys. The results will provide the baseline for the grant's required before-and-after comparison.

A Request for Proposals is also being prepared to retain a consultant for design, tendering, and construction supervision.

Please contact me should you have any questions.

Thank you.

Joel Sanchez

Joel Sanchez, P.Eng
Director of Infrastructure Services

Cc: Lloyd Brierley

REPORT NO: E.6

October 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Roisin Gibb, Audit Committee Chair

SUBJECT: Audit Committee Report

BACKGROUND

1. Vice Chair Roisin Gibb provided the Board of Trustees with an update and the minutes from the past meeting of the Audit Committee.

Holy Spirit
CATHOLIC SCHOOL DIVISION

Audit Committee Meeting

September 28, 2026
4:00 pm
St. Basil Catholic Education Centre

Meeting Minutes

1. Opening Prayer *Board Chair Linda Ellefson*
    a. Meeting was called to order at 4:01 pm and Trustee Cheralan O'Donnell led in prayer
2. Introductions
    a. Introductions were made
3. Topics for Discussion:
    a. The function of the Audit committee is to help auditors remain independent of management and assist in fulfilling oversight responsibilities
    b. Risk based approach
        i. Reserves
        ii. Capital Contributions
        iii. Assets
    c. Deliverables and Expected Dates Include:
        i. Audit Entry meeting – preliminary work, audit plan, field work (last week of October)
        ii. Testing of School Generated Funds
        iii. Year-end Field work
        iv. Meeting with Audit Committee
        v. Provide audit opinion on Financial Statements at Board Meeting (End of November)
    d. Scope of Audit Work:
        i. Recognition of government transfers, capital assets, school generated funds

e. Materiality: Auditors set a materiality threshold before the audit to decide which misstatements must be connected
    1. Above 3% error – approximately $2 million
    2. Risk area is 1/5 – approximately $400,000

    Materiality is the magnitude of an omission or misstatement in a company's financial statements that could influence the ability of users who rely on those financial statements
f. Internal Controls of Division:
    i. Quarterly Reports
    ii. Finance Committee
    iii. Technology / Cybersecurity
    iv. Segregation of duties
    v. Reconciling of accounts

4. Committee moved to in camera at 4:20 to allow Auditors to speak with Board and public members privately

5. Meeting adjourned at 4:21 pm

6. Next Meeting Date: November 23, 2026 at 4:00 pm

ADVOCACY NO: F.1

October 28, 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 Activities Reports for October 28, 2026.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Sundays	Regular attendance at St. Martha's Parish - 9am
Oct 18	Sacristan 9am - St. Martha's Church
Oct 18	Delivery of Catholic Education Sunday Message 9am St. Martha's Church
Ongoing	Dynamic Catholic Daily Reflection
Ongoing	Ascension App Daily Reflections
Ongoing	The Word Among Us Daily Meditations

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	Review Alberta School Boards Association Media Summary Review
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
Oct 5	ASBA Speaker's Corner - ASBA Consultant and Parliamentarian Todd Brand

Board and Committee Meetings:

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

Date:	Brief Description:
Ongoing	Collaborative conversations with Board Chair Ellefson
Sep 28	Audit Committee (Chair)
Sept 29	ASBA Zone Chairs/Vice Chairs Meeting
Sept 29	ASBA Zone 6 Executive Agenda Setting and Foundations Planning
Sept 29	Zone 6 ASBA Agenda Setting and meeting with ASBA Finance
Oct 7	ASBA Zone 6 Agenda Setting and Meeting Minutes Review
Oct 8	Meeting Virtual with Dr. Szumlas
Oct 14	Meeting Virtual with Dr. Szumlas
Oct 19	Special Meeting with Dr. Szumlas - Vision, Mission, and Strategic Planning
Oct 19	October Board Agenda Setting Meeting
Oct 21	ASBA Zone 6 AGM and Meeting - Chair Zone 6

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Oct 5	Meeting with Minister of Infrastructure Martin Long
Oct 7	CSM School Council

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: October 28, 2026

Date:	Brief Description:
Oct 8	CSM Pow Wow and Naming Ceremony
Oct 19	SFJH Academic Awards
Oct 26	Council of School Council Meeting with Board of Trustees
Oct 28	COW and Public Board Meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Ongoing	Weekly Mass at St Martha Parish
Oct 5, 2026	SFJH Opening Mass
Oct 18, 2026	Catholic Education Sunday - read message from division at 11am mass.

Integrated Governance and Development:

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

Date:	Brief Description:
Oct 19, 2026	Working session with Dr Bryan Szumlas on Vision and Mission
Daily	ASBA News Brief
Weekly	ACSTA Monday Memo and Media Scan
Monthly	GrACE Newsletter
Monthly	School Newsletters

Board and Committee Meetings:

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

Date:	Brief Description:
Oct 5, 2026	Joint School Boards and City of Lethbridge Committee meeting
Oct 21, 2026	ASBA Zone 6 AGM
Oct 21, 2026	ASBA Zone 6 general meeting
Oct 23, 2026	GrACE Committee Meeting
Oct 23, 2026	Council of School Council Meeting
Oct 28, 2026	Committee of the Whole
Oct 28, 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

Date:	Brief Description:
Sept 30, 2026	CCH-French Exchange - Student Pick up at CCHE
Oct 1, 2026	CCH Parent Teacher Interviews
Oct 2, 2026	CCH-French Exchange - Potluck and Welcome - brought greetings from the board
Oct 3, 2026	CCH-French Exchange - Group Hurricanes Game
Oct 8, 2026	Division Pow Wow/Naming Ceremony
Oct 12, 2026	CCH-French Exchange Student Drop Off at CCHE

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: October 28, 2026

Date:	Brief Description:
Oct 13, 2026	ATA New Teacher Induction Ceremony
Oct 14, 2026	CCH MPA Meeting - Battle of the Bands Planning
Oct 19, 2026	SFJH Academic Awards
Oct 21, 2026	CCH MPA Meeting - Battle of the Bands Planning

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
	Regular Attendance at St. Michael's for Mass
Oct 17, 2026	Deliver Catholic Education Message at Mass

Integrated Governance and Development:

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

Date:	Brief Description:
Oct 19, 2026	Special Board Meeting with Dr. Bryn Szumlas - Strategic Planning
Oct 21, 2026	ASBA Zone 6 Meeting

Board and Committee Meetings:

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

Date:	Brief Description:
Oct 26, 2026	School Council of Councils Meeting
Oct 28, 2026	COW / Monthly Board Meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Oct 24, 2026	Help facilitate Pancake Breakfast after Sunday Mass put on by Knights of Columbus

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Kevin Kinahan

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Oct. 1	Coaldale Council Knights of Columbus meeting - Grand Knight
Oct. 3	Helped organize Wine & Cheese for St. Ambrose Volunteers
Oct. 10	Lector at 5pm Mass at St. Ambrose
Oct. 17	Lector at 5pm Mass and gave Catholic Education talk
Oct. 18	Eucharstic Minister at 9am Mass at St. Ambrose

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	ASBA media summary
Weekly	ACSTA weekly memo and media summary
Weekly	Superintendent Sunday

Board and Committee Meetings:

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

Date:	Brief Description:
Oct. 19	Special Board Meeting with Dr. Szumlas
Oct. 28	C.O.W. meeting
Oct. 28	Public Board meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Oct. 2	Cooked burgers (K of C) for St. Joe's Terry Fox Run
Oct. 6	Attended Opening Ceremony for St. Joe's new playground area
Oct. 13	Attended ATA Induction for new teachers
Oct. 22	Sent report for St. Joe's School Council meeting as I could not attend
Oct. 26	Council of School Council meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek
BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
	Attend Mass

Integrated Governance and Development:

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

Date:	Brief Description:
Oct 1	SPT School Council
Oct 19	SMBI School Council
Oct 21	SMT School Council
Oct 26	Council of Councils meeting

Board and Committee Meetings:

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

Date:	Brief Description:
Oct 19	Strategic planning for Board
Oct 28	Holy Spirit Bd mtg

Active Collaboration and Advocacy:

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

Date:	Brief Description:

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette
BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
3 Oct	Read the Pastoral Letter on the Referendum, from the Bishops of Alberta
11 Oct	Mass at St. Martha's
18 Oct	Mass at St. Martha's

Integrated Governance and Development:

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

Date:	Brief Description:
5 Oct	ASBA Speaker Corner - Parliamentary Rules with Todd Brand

Board and Committee Meetings:

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

Date:	Brief Description:
23 Sept	Committee of the Whole
23 Sept	Regular School Board Meeting
19 Oct	Special Meeting of the Board Dr. Szumlas

Active Collaboration and Advocacy:

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

Date:	Brief Description:
1 Oct	CCHS School Council Meeting
1 Oct	St. Mike's BI Newsletter (Neat insertion of a video as the Principal's Message); St. Patrick Taber Newsletter; St. Kateri Newsletter; Faith Plan Update; FLVT Weekly update; CCHS Newsletter; St. Catherine Newsletter
8 Oct	Division Pow Wow at St. Martha's School - Excellent event!! Thanks to all who helped put on such a great gathering.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell
BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Sundays	Mass St. Catherine
October 19, 2026	Review of October Faith Resources

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
	Learn ASBA: Employment & Labour Laws
	Learn ASBA: ASBA General Meetings: How to Navigate a Successful Business Day

Board and Committee Meetings:

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

Date:	Brief Description:
October 15, 2026	Teacher Employer Bargaining Authority Session Summary
October 19, 2026	Special Meeting of the Board
October 21, 2026	Alberta School Boards Association Zone 6 General Meeting
October 28, 2026	Committee of the Whole Board Meeting
October 28, 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

Date:	Brief Description:
October 21, 2026	Catholic Education Video Contribution
October 26, 2026	Council of Councils Meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: October 28, 2026

Model Catholic Values:

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

Date:	Brief Description:
Oct.	On going Mass at All Saints
Oct. 16-18	Lethbridge Pastoral Zone Marriage Preparation Program
Oct. 17	Catholic Education talk at All Saints

Integrated Governance and Development:

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

Date:	Brief Description:
Oct. 19	Special Board Meeting

Board and Committee Meetings:

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

Date:	Brief Description:
Sept. 23	Board Meeting
Oct. 5	Joint School Boards and City

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Sept. 24	STC opening Mass
Sept. 29	STC School Blackfoot Naming
Sept. 29	St Paul School Blackfoot Naming
Oct. 6	St . Teresa School Council
Oct. 8	Division Pow Wow
Oct. 13	St. Paul School Council

ADVOCACY NO: F.2

October 28, 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

October 28, 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

BACKGROUND

1. The following Administrative Procedures were revised or added this month:

    - AP 207: Controversial Issues and Materials
    - AP 208: Locally Developed Courses
    - AP 209: Selection of Learning and Library Materials
    - AP 212: Inclusive Education
    - AP 104: Harassment

INFORMATION NO: G.2

October 28, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: ASBA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ASBA Annual General Meeting, which is scheduled for November 15-17, 2026 in Edmonton, Alberta.

2026 Fall General Meeting

All trustees and their administration are invited to attend all portions of the 2026 Fall General Meeting (FGM) from November 15-17 at the Westin Edmonton Hotel.

Registration for the 2026 FGM is now open.

- **Sunday, November 15, Awards Evening**
- **Monday, November 16, Business Day** including**:**
  - Minister of Education and Childcare remarks
- **Tuesday, November 17, Public Affairs Plenary: "The Path to 2027 - What School Boards Need to Know Now"**
  - MLA Breakfast
  - Premier of Alberta remarks
  - Public Affairs Panel with a pollster, a strategist, a journalist and more

INFORMATION NO: G.3

October 28, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees
n

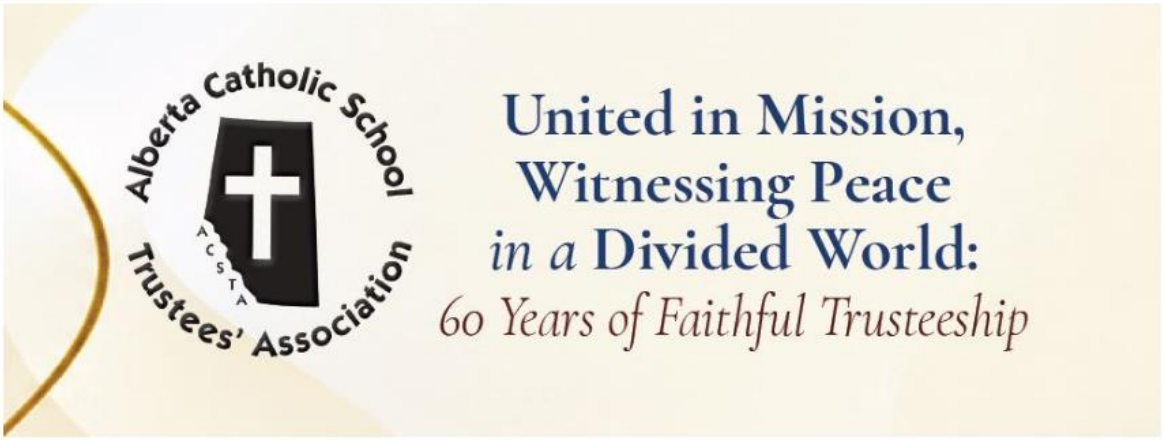
FROM: Board of Trustees

SUBJECT: ACSTA Annual General Meeting

ORIGINATOR: Board of Trustees

BACKGROUND

1. Attached for Board review is information about the ACSTA Annual General Meeting, which is scheduled for November 13 - 15, 2026 which will be held in Edmonton, Alberta.



This year's theme, "United in Mission, Witnessing Peace in a Divided World: 60 Years of Faithful Trusteeship," reflects our shared commitment to the mission of Catholic education and celebrates ACSTA's 60th anniversary.

Keynote Speakers



Most Rev. J. Michael Miller, CSB

Archbishop Emeritus of Vancouver

Archbishop J. Michael Miller, CSB, served as Archbishop of Vancouver from 2009 to 2025. Before that, he was coadjutor archbishop of Vancouver and Secretary of the Congregation for Catholic Education. In that Vatican role, he authored "The Holy See's Teaching on Catholic Schools" (2006), the foundational text that outlined the five marks of a Catholic school. That framework remains a benchmark for Catholic school identity worldwide. Miller was born and raised in Ottawa. He entered the Basilian novitiate after his first year at St. Michael's College in Toronto and was ordained a priest in 1975. He earned a licentiate and doctorate in dogmatic theology, then taught at the University of St. Thomas in Houston, later becoming its president in 1997. Few churchmen bring his combination of academic depth and Vatican level policy experience to Catholic education. His five marks of a Catholic school continue to shape how Catholic schools define and measure their identity today.



Very Rev. Stefano Penna

Pastor-Rector of St. Paul's Co-Cathedral in Saskatoon

Father Stefano Penna currently serves as Pastor-Rector of St. Paul's Co-Cathedral in Saskatoon, and as Bishop's Delegate for the Greater Saskatoon Catholic Schools (GSCS) Board, Director of Education, and Executive Council. Ordained a priest in 1986, he has spent decades at the intersection of Catholic education, formation, and ministry in Western Canada. He taught at Newman Theological College in Edmonton before moving into administration there as Dean of Theology and then Vice-President of College Advancement and Development. His work on Catholic education's engagement with contemporary culture has taken him across North America as a lecturer, workshop facilitator, consultant, retreat master, mission preacher, and animator of Catholic educational communities, alongside a long involvement with the Alberta Catholic School Trustees' Association. He holds graduate degrees from the Toronto School of Theology, the Gregorian University in Rome, and Yale University. Outside his ministry, he treasures his ten nephews and nieces, three grand-nephews, gardening, and pasta, and counts his greatest joy as serving the Eucharistic Lord as priest.

INFORMATION NO: G.4

October 28, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Dual Credit Grant

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is correspondence from the Executive Director of Alberta Education's Curriculum, Innovation, and Implementation Sector.

2. Through Alberta Education's, Dual Credit Enhancement Grant, Holy Spirit Catholic School Division has been awarded $100,000 to support Animation programming.

Career Education Branch
44 Capital Boulevard
10044 – 108 Street
Edmonton, Alberta T5J 5E6

September 22, 2026

Aaron Skretting
Associate Superintendent of Learning
The Holy Spirit Roman Catholic Separate School Division - 4481
skrettinga@holyspirit.ab.ca

Subject: 2026/27 Dual Credit Enhancement Grant Application

Dear Aaron,

Thank you for submitting a Dual Credit Enhancement Grant ("the Grant") application for the 2026/27 school year. We are pleased to confirm that The Holy Spirit Roman Catholic Separate School Division (the "School Authority") has been awarded $100,000 (the "Funding") to support Animation (the "Approved Opportunity"), as outlined in the School Authority's application (the "Application") for use in the next two school years.

The School Authority must obtain Education and Childcare's prior written consent before making any material change to the post-secondary partner, pathway, or program structure of the Approved Opportunity. Expenses incurred in respect of an unapproved material change are not eligible for reimbursement under this Grant. The Appendix provides further guidance on eligible expenses.

School Finance will issue the Funding in October 2026. The School Authority shall be responsible for the management of the Funding and for submitting an annual grant report (the "Report") by July 31. The first Report in respect of this Grant must be submitted no later than July 31, 2027, using the Dual Credit Enhancement Funding Grant Reporting Template (the "Report Template"), available on the Alberta Dual Credit website. All expenses claimed in the Report must be eligible expenses as set out in the enclosed appendix, Dual Credit Enhancement Grant – Guidance on Eligible Expenses ("the Appendix"), which forms part of this letter.

The Report must include, at a minimum: (a) a description of the benefits realized by students; (b) the number of students impacted; and (c) a detailed record of expenses incurred, prepared in accordance with the Appendix.

If the Funding is not fully expended during the reporting period, the School Authority will submit a written request, as part of the Report, to carry forward the unexpended balance to the following school year. The Report must include a rationale for the carry-forward and a summary of expenditures incurred to date. A final Report will be due at the end of the next school year.

Please contact Education and Childcare at ECC.DualCreditGrantApplication@gov.ab.ca if you have any questions about this grant.

Thank you again for your application. We wish you and your students continued success.

Sincerely,



Ryan McFarland
Executive Director
Curriculum, Innovation and Implementation Sector
Education and Childcare

Attachment: Dual Credit Enhancement Grant – Guidance on Eligible Expenses
cc: Nathan Stelnicki, Director, Career Education Branch

Dual Credit Enhancement Grant

2026/27 Guidance on Eligible Expenses

Purpose

This appendix accompanies your Dual Credit Enhancement Grant funding decision letter and provides guidance on eligible expenses. It is intended to support the completion of the expenses section of the Dual Credit Enhancement Funding Grant Reporting Template, due on or before July 31 following the school year in which funds are used.

Expense Eligibility Requirements

The following conditions apply to your grant funding and any expenses claimed against it:

- Dual credit focus: Expenses must support the Approved Opportunity as a dual credit program.
  - Expenses related to changes that have not been approved in writing may not be claimed.
  - The Approved Opportunity must be affiliated with an eligible publicly funded post-secondary institution or First Nations College, lead to a post-secondary certificate, diploma, or degree, and use an authorized dual credit course code.
- Equipment or facility focus: Funding must support the purchase of new equipment or facility upgrades that bring programming to industry standard and does not cover staffing or tuition.
  - Expenses must relate directly to the enhancement described in your application for the Approved Opportunity.
  - Expenses related to an unapproved material change are not eligible for reimbursement.
  - Other expense types will be reviewed on a case-by-case basis.
- Incurred after approval: Costs incurred prior to the grant approval date are not the responsibility of the Government of Alberta and cannot be claimed against this funding.
- Grant funding must be tracked and reported separately and not combined with other grants.

Ineligible Expenses

The following types of expenses are not eligible for enhancement grant funding:

- Staffing costs (e.g., salaries, coordinator time)
- Tuition or course fees
- Consumables (e.g., textbooks, program materials)
- Costs associated with equipment associated with non-apprenticeship Career and Technology Studies (CTS) or Locally Developed Courses (LDC) programming.

The Enhancement Grant is intended to support new equipment purchases and facility upgrades that bring dual credit programming to industry standard. The table below reflects categories commonly claimed and is illustrative rather than exhaustive. If you are unsure whether a planned expense qualifies, contact the Dual Credit Team before incurring the cost.

Category	Examples of Eligible Expenses
Equipment and Tools	• Trade, culinary, cosmetology, automotive, robotics, coding, or other industry-standard equipment and tools needed for the Approved Opportunity.
Facility and Installation Upgrades	• Electrical, plumbing, ventilation upgrades, lab or classroom conversions, and installation costs required to use approved equipment safely and effectively.
Safety Equipment	• Personal protective equipment and safety gear directly related to the approved equipment or facility upgrade.

Contact Us

If you have questions about expense eligibility, or would like guidance before finalizing your budget, please contact the Dual Credit team at ECC.DualCreditGrantApplication@gov.ab.ca .

Classification: Protected A

INFORMATION NO: G.5

October 28, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Holy Spirit Retiree Mass

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division's Retiree Mass hosted by the Board of Trustees is scheduled for Tuesday, November 3, 2026 at St. Basil Catholic Education Centre starting at 5:00 p.m.

2. Further information can be found in the attached poster.

Holy Spirit Catholic School Division

Mass for Retired Staff and Trustees







Holy Spirit Catholic Schools invites retired staff members and trustees to attend a special Mass on:

Tuesday, November 3, 2026

to recognize your service to Catholic Education. We will celebrate Mass at:

5:00 pm

St. Basil Catholic Education Centre

(620 12B Street North, Lethbridge)

Following Mass, we will have refreshments so that you can stay and enjoy some fellowship with old friends.

Please call Felicia Sudo at 403-327-9555 to confirm your attendance by:

RSVP

Monday, October 26th

or email: sudof@holyspirit.ab.ca

"But we appeal to you, brothers and sisters, to respect those who labour among you..."

(1 Thessalonians 5:12a)

INFORMATION NO: G.6

October 28, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Infrastructure Maintenance and Renewal (IMR) and Capital Maintenance and Renewal (CMR) Expenditure Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Prepared for Board information is the IMR and CMR Annual Expenditure Report, for the 2025/2026 school year.

Capital Maintenance and Renewal (CMR)
Annual Expenditure Summary
for the Year Ending August 31, 2026
(Unaudited)

	IMR	CMR	Total
Deferred Revenue, August 31, 2025	$ 3,562,482.89	$ 1,025,558.45	$ 4,588,041.34
2025/2026	697,002.00	926,237.50	1,623,239.50
Available funding	4,259,484.89	1,951,795.95	6,211,280.84
2025/2026 Expenditures			
Planned and Emergent Projects	$ 931,386.89	$ 1,131,877.82	$ 2,063,264.71
Interest earned during the year	94,398.01	38,020.73	132,418.74
Deferred Revenue, August 31, 2026	**$ 3,422,496.01**	**$ 857,938.86**	**$ 4,280,434.87**
Capitalized Expenditures			
Network Infrastructure Upgrades	$ 359,763.66		$ 359,763.66
Landscaping and hardscape repairs	66,377.97		66,377.97
Interior repairs and replacements	76,413.55		76,413.55
Exterior Envelope replacements (OLA, SCS)		98,175.06	98,175.06
Roof Repairs and Replacements (SJS, CSM)		464,863.71	464,863.71
Ashphalt Repairs (CSM, OLA)		125,628.40	125,628.40
Concrete sidewalk repairs (CCH East)		28,392.12	28,392.12
Flooring Replacement (SPS, SPFA)		54,635.41	54,635.41
Electrical Lighting Upgrades (FLVT, SPFA)		27,524.66	27,524.66
Louvre Replacement (CSM)		96,652.89	96,652.89
Elevator Lifecycle Replacement (SMPC)		46,602.16	46,602.16
Concrete Slab Study (STC)		33,488.05	33,488.05
Cooling system replacement (SMPV and ESM)		155,915.36	155,915.36
	$ 502,555.18	$ 1,131,877.82	$ 1,634,433.00
% of total expenditures capitalized	54%	100%	79%

Row Labels	Sum of Amount
Catholic Central High School	**61,652.27**
Annual Elevator And Lift Inspectio	1,399.33
Annual Inspection & Testing Of Fir	4,275.84
Boiler System Component Repairs An	330.71
Classroom Improvements Including P	599.44
Data And Power For Communications,	17,135.85
Electrical Repairs And Replacement	1,680.46
Hvac Component Repairs And Replace	11,424.14
Interior Installation, Repairs And	11,194.36
Plumbing Component Repair And Repl	13,612.14
Catholic Central West	**76,204.20**
Annual Inspection & Testing Of Fir	3,838.63
Boiler System Component Repairs An	2,730.03
Electrical Repairs And Replacement	3,184.39
Gym Equipment Repairs And Parts Re	395.32
Hvac Component Repairs And Replace	17,873.16
Plumbing Component Repair And Repl	48,182.67
Children of St. Martha	**19,106.91**
Annual Inspection & Testing Of Fir	2,672.97
Boiler System Component Repairs An	9,185.82
Electrical Repairs And Replacement	924.56
Exterior Envelope Repairs And Repl	2,182.62
Hvac Component Repairs And Replace	3,798.33
Interior Installation, Repairs And	190.51
Plumbing Component Repair And Repl	152.10
Ecole St. Mary	**35,165.93**
Annual Elevator And Lift Inspectio	1,366.77
Annual Inspection & Testing Of Fir	3,320.78
Boiler System Component Repairs An	820.83
Electrical Repairs And Replacement	812.80
Gym Equipment Repairs And Parts Re	7,442.20
Hvac Component Repairs And Replace	3,771.24
Interior Installation, Repairs And	1,054.61
Landscaping And Hardscaping Repair	16,126.97
Plumbing Component Repair And Repl	449.73
Father Leonard Van Tighem	**97,855.51**
Annual Elevator And Lift Inspectio	408.73
Annual Inspection & Testing Of Fir	2,633.14
Boiler System Component Repairs An	20,044.07
Electrical Repairs And Replacement	29,217.11
Exterior Envelope Repairs And Repl	5,334.00
Hvac Component Repairs And Replace	5,969.10
Interior Installation, Repairs And	9,631.68
Landscaping And Hardscaping Repair	24,541.48

Plumbing Component Repair And Repl	76.20
Our Lady of Assumption	**28,595.16**
Annual Elevator And Lift Inspectio	1,163.40
Annual Inspection & Testing Of Fir	1,165.86
Boiler System Component Repairs An	9,201.34
Electrical Repairs And Replacement	812.80
Hvac Component Repairs And Replace	14,027.24
Plumbing Component Repair And Repl	2,224.52
St. Catherine School	**30,620.83**
Annual Inspection & Testing Of Fir	2,289.63
Annual Playground Safety Audit And	592.68
Boiler System Component Repairs	1,387.75
Electrical Repairs And Replacement	1,078.40
Hvac Component Repairs And Replace	3,758.64
Landscaping And Hardscaping Repair	19,349.72
Plumbing Component Repair And Repl	2,164.01
St. Francis Junior High	**30,697.23**
Annual Elevator And Lift Inspectio	5,072.84
Annual Inspection & Testing Of Fir	3,409.70
Boiler System Component Repairs An	1,997.26
Electrical Repairs And Replacement	1,312.35
Hvac Component Repairs And Replace	11,057.35
Interior Installation, Repairs And	6,797.04
Plumbing Component Repair And Repl	1,050.69
St. Joseph School	**26,812.23**
Annual Inspection & Testing Of Fir	2,195.24
Annual Playground Safety Audit And	592.66
Boiler System Component Repairs An	330.71
Electrical Repairs And Replacement	964.16
Exterior Envelope Repairs And Repl	6,299.20
Hvac Component Repairs And Replace	4,345.77
Interior Installation, Repairs And	10,203.94
Plumbing Component Repair And Repl	1,604.20
Program Functional Upgrades	276.35
St. Mary Taber	**10,773.59**
Annual Inspection & Testing Of Fir	2,914.58
Annual Playground Safety Audit And	592.66
Boiler System Component Repairs An	330.71
Electrical Repairs And Replacement	1,078.41
Hvac Component Repairs And Replace	4,724.04
Plumbing Component Repair And Repl	1,133.19
St. Michael Pincher Creek	**27,999.58**
Annual Elevator And Lift Inspectio	4,092.83
Annual Inspection & Testing Of Fir	4,623.74
Annual Playground Safety Audit And	592.66
Boiler System Component Repairs An	330.71
Electrical Repairs And Replacement	1,010.92

Hvac Component Repairs And Replace	4,009.34
Interior Installation, Repairs And	10,922.00
Landscaping And Hardscaping Repair	1,152.45
Plumbing Component Repair And Repl	1,264.93
St. Michael's Bow Island	**14,513.40**
Annual Inspection & Testing Of Fir	2,090.32
Annual Playground Safety Audit And	592.66
Electrical Repairs And Replacement	812.80
Hvac Component Repairs And Replace	10,046.50
Plumbing Component Repair And Repl	971.12
St. Patrick Fine Arts	**46,796.42**
Annual Inspection & Testing Of Fir	1,548.56
Boiler System Component Repairs An	3,622.04
Electrical Repairs And Replacement	14,377.45
Hvac Component Repairs And Replace	7,793.92
Interior Installation, Repairs And	16,257.86
Structural Glulam Assessment	3,196.59
St. Patrick Taber	**10,789.60**
Annual Inspection & Testing Of Fir	2,291.26
Annual Playground Safety Audit And	592.66
Boiler System Component Repairs An	-
Electrical Repairs And Replacement	812.80
Hvac Component Repairs And Replace	4,457.55
Landscaping And Hardscaping Repair	1,664.21
Plumbing Component Repair And Repl	971.12
St. Paul School	**24,437.34**
Annual Inspection & Testing Of Fir	2,869.36
Boiler System Component Repairs An	1,874.74
Electrical Repairs And Replacement	812.80
Hvac Component Repairs And Replace	3,775.75
Interior Installation, Repairs And	2,513.67
Landscaping And Hardscaping Repair	3,543.14
Plumbing Component Repair And Repl	5,383.93
Structural Glulam Assessment	3,663.95
St. Teresa of Calcutta	**26,483.52**
Annual Inspection & Testing Of Fir	1,835.58
Boiler System Component Repairs An	330.71
Electrical Repairs And Replacement	812.80
Exterior Envelope Repairs And Repl	191.01
Hvac Component Repairs And Replace	3,949.24
Interior Installation, Repairs And	18,842.24
Plumbing Component Repair And Repl	521.94
Technology	**359,763.66**
Network Server Upgrades	359,763.66
Trinity	**3,119.51**
Hvac Component Repairs And Replace	3,119.51
Grand Total	**931,386.89**

Row Labels	Sum of Amount
Catholic Central East	**28,392.12**
Cche Front Concrete Sidewalk Repla	28,392.12
Children of St. Martha	**227,385.27**
Ahu-1 And Ahu-2 Louver Replacement	96,652.89
Asphalt Replacement And Downspout	57,358.28
Lifecycle Roof Replacement - Secti	73,374.10
Ecole St. Mary	**2,926.08**
South Wing Ahu-2 Cooling Installat	2,926.08
Father Leonard Van Tighem	**17,272.00**
Flvt Light Replacement - 6 Classro	17,272.00
Our Lady of Assumption	**148,878.54**
Asphalt Replacment - North And Wes	68,270.12
Exterior Envelope Repairs And Repl	80,608.42
St. Michael's Pincher Creek	**199,591.44**
Elevator Lifecycle Replacement	46,602.16
Rtu-3 Air Conditioning Upgrade	152,989.28
St. Catherine School	**19,471.64**
Lifecycle Roof Replacements - Sect	1,905.00
Shop Wing & Front Entry Exterior	17,566.64
St. Joseph	**389,584.61**
Exterior Parging Repair	-
Lifecycle Roof Replacement - B & L	31,226.86
Lifecycle Roof Replacement-Q,D,O,M	91,711.08
Lifecycle Roof Replacements - Sect	266,646.67
St. Patrick Fine Arts	**45,359.98**
Gym Lighting Replacement	10,252.66
Lifecycle Flooring Replacement	35,107.32
St. Paul	**19,528.09**
Spl Music Room Flooring Replacemen	19,528.09
St. Teresa of Calcutta	**33,488.05**
Slab On-Grade Integrity Study	33,488.05
Grand Total	**1,131,877.82**

INFORMATION NO: G.7

October 28, 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

October 2026

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

NAME	SCHOOL	ACHIEVEMENT
Anna Richter	Catholic Central High School	Won gold at Zones and won silver at Provincials for Junior Girls in Cross Country.
Karen Schmidt	Principal at St. Michael's School, Pincher Creek	Received the St. Mary's University "Serving Rural or Remote Areas" scholarship which supports students in the Master of Education with a Specialization in Catholic Leadership graduate degree program who wish to serve in rural or remote locations.
Cason Machacek	Associate Principal at Father Leonard Van Tighem School	Received his Master of Education from the University of Lethbridge.
Nicole Wilson	Teacher at Children of St. Martha School	Received her Master of Religious Education from Newman Theological College.

INFORMATION NO: G.8

October 28, 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	Kinder-garten	Total ECS	Total Enrolled	Total Funded FTEs	Total FTEs Sept 29, 2026	% Difference in FTE	Difference in FTEs	Total FTEs Sept 26, 2025	% Difference Sept 26, 2025
CARE				0				0	1	4	6	11				0	11			0	11	11	11	100.0%	0	10	10.0%
CCHS ENG				0				0				0	352	294	330	976	976			0	976	976	973	100.3%	3	948	3.0%
CCHS FI				0				0				0	27	15	27	69	69			0	69	69	69	100.0%	0	58	19.0%
ESM ENG	23	15	23	61	31	34	26	91				0				0	152	7	8	15	167	159.5	159.5	100.0%	0	165.5	-3.6%
ESM FI	43	48	50	141	24	26	35	85				0				0	226		32	32	258	242	242	100.0%	0	229.5	5.4%
FLVT				0			67	67	110	118	99	327				0	394			0	394	394	394	100.0%	0	376	4.8%
ASSUMPTION	26	32	31	89	32	27	39	98				0				0	187	10	17	27	214	200.5	198.5	101.0%	2	182	10.2%
ST FRANCIS ENG				0				0	189	227	215	631				0	631			0	631	631	633	99.7%	-2	619	1.9%
ST FRANCIS FI				0				0	32	24	25	81				0	81			0	81	81	81	100.0%	0	92	-12.0%
ST KATERI	29	33	28	90	46	43		89				0				0	179	13	22	35	214	196.5	196.5	100.0%	0	285	-31.1%
ST PATRICK FA	47	63	53	163	47	56	44	147				0				0	310		34	34	344	327	327	100.0%	0	277	18.1%
ST PAUL	48	45	50	143	39	38	53	130				0				0	273	15	38	53	326	299.5	299	100.2%	0.5	296	1.2%
ST TERESA	41	57	53	151	55	52	64	171				0				0	322	20	40	60	382	352	352	100.0%	0	380	-7.4%
ST MARTHA	30	45	28	103	40	42	18	100				0				0	203	11	41	52	255	229	229	100.0%	0	208	10.1%
TRINITY				0				0				0	1	5	29	35	35			0	35	35	35	100.0%	0	52	-32.7%
Sub Total City	287	338	316	941	314	318	346	978	332	373	345	1050	380	314	386	1080	4049	76	232	308	4357	4203	4199.5	100.1%	3.5	4178	0.6%
ST CATHERINE	18	14	7	39	23	13	24	60	20	16	11	47				0	146	8	15	23	169	157.5	157.5	100.0%	0	165.5	-4.8%
ST JOSEPH	24	34	32	90	28	42	33	103	20	21	15	56				0	249	7	29	36	285	267	267	100.0%	0	281	-5.0%
ST MARY(T)				0			19	19	19	24	25	68	31	25	25	81	168			0	168	168	168	100.0%	0	171	-1.8%
ST MICHAEL PC ENG	17	16	21	54	13	18	12	43	28	16	15	59	19	26	17	62	218	18	30	48	266	242	242.5	99.8%	-0.5	264.5	-8.5%
ST MICHAEL PC FI	8	6	7	21	5	8	4	17				0				0	38			0	38	38	38	100.0%	0	38	0.0%
ST MICHAEL BI	4	3	3	10	3	7	8	18	0	5	3	8				0	36		5	5	41	38.5	38.5	100.0%	0	39	-1.3%
ST PATRICK T	36	27	27	90	35	33		68				0				0	158	21	24	45	203	180.5	180.5	100.0%	0	171.5	5.2%
Sub Total Rural	107	100	97	304	107	121	100	328	87	82	69	238	50	51	42	143	1013	54	103	157	1170	1091.5	1092	100.0%	-0.5	1130.5	-3.4%
TOTALS	394	438	413	1245	421	439	446	1306	419	455	414	1288	430	365	428	1223	5062	130	335	465	5527	5294.5	5291.5	100.1%	3	5308.5	-0.26%

	Fee Paying Pre K	Fee Paying K-12	Exchange Students
CARE			
CCHS		1	
ESM	8		
FLVT			
ASSUMPTION	3		
ST FRANCIS			
ST KATERI	14		
ST PATRICK FA			
ST PAUL	3		
ST TERESA	7		
ST MARTHA	5		
TRINITY			
Sub Total City	40	1	0
ST CATHERINE	12		
ST JOSEPH	16	1	
ST MARY(T)			
ST MICHAEL PC	6		
ST MICHAEL BI	14		
ST PATRICK T	13		
Sub Total Rural	61	1	0
TOTALS	101	2	0

FUNDED				NON FUNDED				ENROLLED
PreK	K	1 - 12	TOTAL	PreK FP	K-12 FP	Exchange	TOTAL	TOTAL
130	335	5062	5527	101	2	0	103	5630