IN THE NAME OF THE FATHER, THE SON, AND THE HOLY SPIRIT. AMEN

Dear Lord, thank you for gathering us here today.

Grant us your wisdom and patience to listen to one another.

Guide our words as we speak today on behalf of all schools in the Holy Spirit School Division.

.

Thank you for the Holy Spirit Catholic Schools community that we are blessed to be a part of.

We ask this through Christ our Lord.
Amen.



Written By St. Joseph School Students:
Charlotte Viau, Cadence Robinson, and
Maria Berasategui Cabezas

Holy Spirit Catholic School Division

Board Meeting
St. Basil Catholic Education Centre
Wednesday, November 25, 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. Joseph School, Coaldale) – Trustee Kevin Kinahan

B. ACTION ITEMS

a) Approval of Agenda

b) Approval of Previous Minutes

i) October 28, 2026 Regular Board Meeting

c) Business Arising/ Unfinished Business from the Minutes

B.1 Operating and Capital Reserves Transfers for the 2025/2026 Fiscal Year

B.2 Audited Financial Statement for the 2025/2026 Fiscal Year

B.3 International Student Tuition and Fees 2027/2028

B.4 Annual Education Assurance Measures Report

B.5 Provincial Flag Display Regulations

B.6 St. Carolos Acutis Fund

C. POLICY REVIEW

C.1 Policy 2: Role of the Board

C.2 Policy 3: Role of the Trustee

C.3 Policy 5: Role of the Board Chair

C.4 Policy 6: Role of the Vice Chair

…/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 Update
D.6 Director of Support Services Update
D.7 Director of Technology Update
D.8 Director of Facilities Update

E. BOARD REPORTS

E.1 Board Chair's Report
E.2 ACSTA Report
E.3 ASBA Report
E.4 GrACE Report
E.5 Team Lethbridge Report

F. ADVOCACY

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

G. INFORMATION ITEMS

G.1 Administrative Procedures Update
G.2 ATA Invitation to Advent Liturgy and Dinner
G.3 Prime Minister's Awards for Teaching Excellence
G.4 Holy Spirit Catholic School Division Christmas Events Schedule
G.5 Bishop McGrattan: Day with Leadership
G.6 Holy Spirit Stars
G.7 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, OCTOBER 28, 2026, COMMENCING AT 1:04 PM.

Present

BOARD

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

ADMINISTRATION

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

Regrets Trustee Carmen Mombourquette

CALL TO ORDER
OPENING PRAYER

Board Chair Linda Ellefson called the October 28, 2026, Regular Board Meeting to order at 1:04 p.m. Trustee Blake Dolan acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Thomas Machacek led the Board in reciting together the opening prayer provided by students at St. Patrick School, Taber.

Approval of Agenda

11034/1026
Bob Spitzig

M/C **That the agenda for the October 28, 2026 Board Meeting be approved, as presented.**

Previous Minutes

11035/1026
Roisin Gibb

M/C **That the minutes of the September 23, 2026 Regular Meeting of the Board be approved, as presented.**

Business Arising from the Minutes

There was no business arising from the minutes.

ACTION ITEMS

Voluntary Teacher Retirement Opportunity

B.1

The Board of Trustees determined that the division would offer a voluntary retirement program for teachers planning on retiring at the end of the school year. This allows the 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.

11036/1026
Tricia Doherty

M/C **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 Support Staff Retirement Opportunity

B.2

The Board of Trustees determined that the division would offer a voluntary retirement program for 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.

11037/1026
Roisin Gibb

M/C **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 for February 1, 2027 until the June 2027 end date for the eligible member's position.

Purchase of Maintenance Equipment for St. Kateri Elementary School

B.3 With St. Kateri Elementary School slated to open January 4, 2027, a utility tractor for snow removal and grounds maintenance is required in order that grounds, walkways, and parking areas are fully operational and safe.

11038/1026
Tricia Doherty

M/C **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.**

St. Kateri Elementary School Modular Request

B.4 Projected enrolment data indicates that St. Kateri Elementary School will be near capacity upon opening. To address space limitations and alleviate enrolment pressures in the 2027-2028 school year when the school expands to grades K-6, it is recommended that the division applies for modular classrooms for the school site.

11039/1026
Cheralan O'Donnell

M/C **That the Board of Trustees approves the application requesting modulars for St. Kateri Elementary School.**

POLICY REVIEW

C.1 The Board tables the review of policy as per Policy 7: Appendix F – Policy Development and Review Committee: Terms of Reference Review Schedule to the November 25, 2026 Regular Board of Trustees Meeting.

ADMINISTRATIVE REPORTS

Superintendent's Report

D.1 The Board reviewed the Superintendent's October 28, 2026 Report.

11040/1026
Cheralan O'Donnell

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

Deputy Superintendent's Report

D.2 The Board received the Deputy Superintendent's October 28, 2026 Report.

Secretary Treasurer's Report

D.3 The Board received the Secretary Treasurer's October 28, 2026 Report.

Associate Superintendent's Report

D.4 Aaron Skretting, Associate Superintendent of Learning, 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

D.5 Michelle Nevil, Director of Educational Services, provided a report to the Board, apprising them of recent division activity related to the Educational Services Department.

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 the Support Services Department.

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 the Maintenance Department.

BOARD REPORTS		
Board Chair's Report	**E.1**	The Board Chair provided a report detailing recent correspondence, planning and events, and activities.
	11041/1026 **Tricia Doherty**	**M/C** **That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, Joint School Boards and City of Lethbridge, and Audit Committee Reports for October 28, 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 Report	**E.4**	Board Chair Linda Ellefson and Trustee Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent business, events, and activities.
Joint School Boards/ City of Lethbridge Report	**E.5**	Trustees Tricia Doherty and Bob Spitzig, Board representatives to the Joint School Boards and the City of Lethbridge Committee, provided a report to the Board regarding recent business, events, and activities.
Audit Committee Report	**E.6**	Vice Chair Roisin Gibb, Committee Chair of the Audit Committee, provided a report to the Board regarding recent business, events, and activities.
ADVOCACY		
Individual Trustee Advocacy	**F.1**	Each Trustee provided an update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	11042/1026 **Bob Spitzig**	**M/C** **That the Board of Trustees receives and files individual Trustee Advocacy Reports for October 28, 2026.**
School Council Advocacy	**F.2**	School 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. Administration provided an update regarding student information sharing protocols with police services in light of a recent local incident. Clarification was provided on compliance requirements under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA), highlighting the specific legal conditions and circumstances under which student records may be released to law enforcement.
INFORMATION ITEMS		
Administrative Procedures Update	**G.1**	The Board of Trustees received the following updated / revised Administrative Procedures as information: • 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 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.
ASBA Annual General Meeting	**G.2**	The Alberta School Boards Association Annual General Meeting is being held November 15-17, 2026 in Edmonton, Alberta.
ACSTA Annual General Meeting	**G.3**	The Alberta Catholic School Trustees Association Annual General Meeting is being held November 13-15, 2026 in Edmonton, Alberta.

Dual Credit Enhancement Grant	**G.4**	The Board received correspondence from the Executive Director of Alberta Education's Curriculum, Innovation, and Implementation Sector announcing that Holy Spirit Catholic School Division has been awarded $100,000 through the Dual Credit Enhancement Grant. These funds will support the expansion of dual credit opportunities for division students.
Holy Spirit Retiree Mass	**G.5**	Holy Spirit Catholic School Division's annual Retiree Mass, hosted by the Board of Trustees, is scheduled for Tuesday, November 3, 2026 at St. Basil Catholic Education Centre beginning at 5:00 p.m.
IMR and CMR Expenditure Report	**G.6**	Provided for Board information is the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2026.
Holy Spirit Stars	**G.7**	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	**G.8**	The Board received the division enrolment report for September 30, 2026.
ADJOURNMENT	**11043 /1026 Bob Spitzig**	**M/C That the Board of Trustees convenes into the Committee of the Whole at 2:06 p.m.**
		A brief recess was called at 2:18 p.m. The Board reconvened at 2:22 p.m.
	11044 /1026 Bob Spitzig	**M/C That the Board of Trustees reconvenes into the Regular Meeting at 2:22 p.m.**
	11045 /1026 Blake Dolan	**M/C That the Board of Trustees adjourns the Regular Board Meeting of October 28, 2026, at 2:23 p.m.**

_____ _____

Board Chair **Secretary-Treasurer**

ACTION NO: B.1

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Roisin Gibb, Chair of the Audit Committee

SUBJECT: Transfers to Capital Reserves for the 2025/2026 Fiscal Year

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Vice Chair Roisin Gibb, Chair of the Audit Committee, will provide the rationale for the transfer.

2. Secretary Treasurer Amanda Lindemann will also be available to speak to this item.

RECOMMENDATIONS

That the Board of Trustees of the Holy Spirit Catholic School Division transfers $1,151,508 from Unrestricted Surplus to Operating Reserves and $898,284 to Capital Reserves.

ACTION NO: B.2

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Roisin Gibb, Chair of the Audit Committee

SUBJECT: Audited Financial Statements for the 2025/2026 Fiscal Year

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Audited Financial Statements for the fiscal year from September 1, 2025 to August 31, 2026 are now complete.

2. Secretary Treasurer Amanda Lindemann will present the Audited Financial Statements.

3. Calvin Scott and Drew Owsley, of Avail CPA, will also be available to provide the Audit opinion.

RECOMMENDATION

That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended August 31, 2026;

AND FURTHER, authorizes that these Audited Financial Statements be submitted to Alberta Education, according to the Government of Alberta's reporting format, and posted on the division's website.

School Jurisdiction Code: 4481

AUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED AUGUST 31, 2026

[Education Act, Sections 139, 140, 244]

4481 The Holy Spirit Roman Catholic Separate School Division

Legal Name of School Jurisdiction

620 12 Street B North Lethbridge AB T1H 2L7

Mailing Address

(403) 327-9555; Lindemanna@holyspirit.ab.ca

Contact Numbers and Email Address

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of 4481 The Holy Spirit Roman Catholic Separate School Division presented to Alberta Education and Childcare have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education and Childcare.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

Board of Trustees Responsibility
The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

External Auditors
The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

Declaration of Management and Board Chair
To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations, remeasurement gains and losses, changes in net financial assets (debt), and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

BOARD CHAIR

Linda Ellefson
Name

Signature

SUPERINTENDENT

Ms. Chantel Axani
Name

Signature

SECRETARY-TREASURER OR TREASURER

Amanda Lindemann
Name

Signature

November 25, 2026
Board-approved Release Date

c.c. **Alberta Education and Childcare, Financial Reporting & Accountability Branch**
10th Floor, 44 Capital Boulevard, 10044 108th Street NW, Edmonton AB T5J 5E6
EMAIL: ECC.FRA@gov.ab.ca
PHONE: Kevin Luu: (780) 422-0314; Jing Li: (780) 644-4929

School Jurisdiction Code: **4481**

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Avail CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To: The Board of Trustees of
Holy Spirit Roman Catholic Separate School Division

Opinion
We have audited the financial statements of Holy Spirit Roman Catholic Separate School Division, which comprise the statement of financial position as at August 31, 2026 and the statements of operations, change in net debt, remeasurement gains and losses, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements and related schedules present fairly, in all material respects, the financial position of the Division as at August 31, 2026, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion
We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Division in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter
The financial statements of the Division for the year ended August 31, 2025 were audited by another auditor who expressed an unmodified opinion on those financial statements on November 26, 2025.

Responsibilities of Management and those Charged with Governance for the Financial Statements
Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Division's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends to liquidate the Division or to cease operations, or has no realistic alternative by to do so.

Those charged with governance are responsible for overseeing the Division's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the division's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt of the division's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the division to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Avail LLP

Lethbridge, Alberta

November 25, 2026

Chartered Professional Accountants

School Jurisdiction Code: 4481

STATEMENT OF FINANCIAL POSITION
As at August 31, 2026 (in dollars)

		2026	2025
FINANCIAL ASSETS			
Cash and cash equivalents	(Schedule 5)	$ 19,097,556	$ 15,409,930
Accounts receivable (net after allowances)	(Note 4)	$ 256,706	$ 581,945
Portfolio investments			
Operating		$ -	$ -
Endowments	(Schedules 1 & 5; Note 5)	$ 215,655	$ 210,243
Inventories for resale		$ -	$ -
Other financial assets		$ -	$ -
Total financial assets		$ 19,569,917	$ 16,202,118
LIABILITIES			
Bank indebtedness	(Note 6)	$ -	$ -
Accounts payable and accrued liabilities	(Note 7)	$ 2,285,363	$ 1,930,238
Unspent deferred contributions	(Schedule 2)	$ 8,600,120	$ 7,201,397
Employee future benefits liabilities	(Note 8)	$ 961,091	$ 961,091
Asset retirement obligations and environmental liabilities	(Note 9)	$ 4,383,841	$ 4,320,542
Other liabilities		$ -	$ -
Debt			
Unsupported: Debentures		$ -	$ -
Mortgages and capital loans		$ -	$ -
Capital leases		$ -	$ -
Total liabilities		$ 16,230,415	$ 14,413,268
Net financial assets		$ 3,339,502	$ 1,788,850
NON-FINANCIAL ASSETS			
Tangible capital assets	(Schedule 6)	$ 85,490,452	$ 72,895,421
Inventory of supplies		$ -	$ -
Prepaid expenses	(Note 10)	$ 791,574	$ 824,418
Purchased Intangibles and Other		$ -	$ -
Total non-financial assets		$ 86,282,026	$ 73,719,839
Net assets (Net liabilities) before spent deferred capital contributions		$ 89,621,528	$ 75,508,689
Spent deferred capital contributions	(Schedule 2)	$ 79,053,147	$ 66,091,816
Net assets (Net liabilities)		$ 10,568,381	$ 9,416,873
Net assets (Net liabilities)	(Note 11)		
Accumulated surplus (deficit)	(Schedule 1)	$ 10,568,381	$ 9,416,873
Accumulated remeasurement gains (losses)		$ -	$ -
		$ 10,568,381	$ 9,416,873
Contractual rights			
Contingent assets			
Contractual obligations	(Note 12)		
Contingent liabilities	(Note 13)		

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

STATEMENT OF OPERATIONS
For the Year Ended August 31, 2026 (in dollars)

		Budget 2026	Actual 2026	Actual 2025
REVENUES				
Government of Alberta		$ 60,693,009	$ 60,275,533	$ 57,385,973
Federal Government and other government grants		$ 1,506,601	$ 1,693,998	$ 3,440,166
Property taxes		$ 6,900,000	$ 7,790,679	$ 7,266,626
Fees	(Schedule 9)	$ 2,354,561	$ 1,046,494	$ 1,000,960
Sales of services and products		$ 557,600	$ 773,823	$ 879,971
Investment income		$ 380,000	$ 241,458	$ 156,215
Donations and other contributions		$ 448,750	$ 654,949	$ 824,615
Other revenue	(Note 16)	$ 312,095	$ 246,128	$ 224,804
Total revenues		$ 73,152,616	$ 72,723,062	$ 71,179,330
EXPENSES				
Instruction - ECS		$ 3,838,683	$ 3,274,492	$ 2,880,499
Instruction - Grades 1 to 12		$ 53,886,679	$ 52,738,822	$ 52,290,787
Operations and maintenance	(Schedule 4)	$ 11,061,988	$ 10,009,668	$ 9,843,429
Transportation		$ 2,912,976	$ 2,962,455	$ 2,805,354
System administration		$ 2,473,386	$ 2,586,117	$ 2,571,123
External services		$ -	$ -	$ -
Total expenses		$ 74,173,712	$ 71,571,554	$ 70,391,192
Annual operating surplus (deficit)		$ (1,021,096)	$ 1,151,508	$ 788,138
Endowment contributions and reinvested income		$ -	$ -	$ -
Annual surplus (deficit)		$ (1,021,096)	$ 1,151,508	$ 788,138
Accumulated surplus (deficit) at beginning of year		$ 9,416,873	$ 9,416,873	$ 8,628,735
Accumulated surplus (deficit) at end of year		$ 8,395,777	$ 10,568,381	$ 9,416,873

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

STATEMENT OF CASH FLOWS
For the Year Ended August 31, 2026 (in dollars)

	2026	2025
CASH FLOWS FROM:		
A. OPERATING TRANSACTIONS		
Annual surplus (deficit)	$ 1,151,508	$ 788,138
Add (Deduct) items not affecting cash:		
Amortization of tangible capital assets	$ 4,695,892	$ 4,538,492
Net (gain)/loss on disposal of tangible capital assets	$ (7,800)	$ -
Transfer of tangible capital assets (from)/to other entities	$ -	$ -
(Gain)/Loss on sale of portfolio investments	$ -	$ -
Spent deferred capital recognized as revenue	$ (3,797,608)	$ (3,633,207)
Deferred capital revenue write-down / adjustment	$ -	$ -
Increase/(Decrease) in employee future benefit liabilities	$ -	$ 167,781
Donations in kind	$ -	$ -
Other (Describe)	$ -	$ -
	$ 2,041,992	$ 1,861,204
(Increase)/Decrease in accounts receivable	$ 325,239	$ 611,984
(Increase)/Decrease in inventories for resale	$ -	$ -
(Increase)/Decrease in other financial assets	$ -	$ -
(Increase)/Decrease in inventory of supplies	$ -	$ -
(Increase)/Decrease in prepaid expenses	$ 32,844	$ 10,283
(Increase)/Decrease in other non-financial assets	$ -	$ -
Increase/(Decrease) in accounts payable, accrued and other liabilities	$ 355,125	$ (810,813)
Increase/(Decrease) in unspent deferred contributions	$ 1,398,723	$ (2,094,713)
Increase/(Decrease) in asset retirement obligations and environmental liabilities	$ 63,299	$ 80,192
Asset retirement obligation provision		$ -
Other (describe)		$ -
Total cash flows from operating transactions	$ 4,217,222	$ (341,863)
B. CAPITAL TRANSACTIONS		
Acqusition of tangible capital assets	$ (17,290,923)	$ (4,055,747)
Net proceeds from disposal of unsupported capital assets	$ 7,800	$ -
Other (describe)	$ -	$ -
Total cash flows from capital transactions	$ (17,283,123)	$ (4,055,747)
C. INVESTING TRANSACTIONS		
Purchases of portfolio investments	$ (5,412)	$ (7,320)
Proceeds on sale of portfolio investments	$ -	$ -
Other (describe)	$ -	$ -
Other (describe)	$ -	$ -
Total cash flows from investing transactions	$ (5,412)	$ (7,320)
D. FINANCING TRANSACTIONS		
Debt issuances	$ -	$ -
Debt repayments	$ -	$ -
Increase (decrease) in spent deferred capital contributions	$ 16,758,939	$ 3,331,724
Capital lease issuances	$ -	$ -
Capital lease payments	$ -	$ -
Other (describe)	$ -	$ -
Other (describe)	$ -	$ -
Total cash flows from financing transactions	$ 16,758,939	$ 3,331,724
Increase (decrease) in cash and cash equivalents	$ 3,687,626	$ (1,073,206)
Cash and cash equivalents, at beginning of year	$ 15,409,930	$ 16,483,136
Cash and cash equivalents, at end of year	$ 19,097,556	$ 15,409,930

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the Year Ended August 31, 2026 (in dollars)

	Budget 2026	2026	2025
Annual surplus (deficit)	$ -	$ 1,151,508	$ 788,138
Effect of changes in tangible capital assets			
Acquisition of tangible capital assets	$ -	$ (17,290,923)	$ (4,055,747)
Amortization of tangible capital assets	$ -	$ 4,695,892	$ 4,538,492
Net (gain)/loss on disposal of tangible capital assets	$ -	$ (7,800)	$ -
Net proceeds from disposal of unsupported capital assets	$ -	$ 7,800	$ -
Write-down carrying value of tangible capital assets	$ -	$ -	$ -
Transfer of tangible capital assets (from)/to other entities	$ -	$ -	$ -
Other changes	$ -	$ -	$ -
Total effect of changes in tangible capital assets	$ -	$ (12,595,031)	$ 482,745
Acquisition of inventory of supplies	$ -	$ -	$ -
Consumption of inventory of supplies	$ -	$ -	$ -
(Increase)/Decrease in prepaid expenses	$ -	$ 32,844	$ 10,283
(Increase)/Decrease in other non-financial assets	$ -	$ -	$ -
Net remeasurement gains and (losses)	$ -	$ -	$ -
Change in spent deferred capital contributions (Schedule 2)		$ 12,961,331	$ (301,483)
Other changes	$ -		$ -
Increase (decrease) in net financial assets	$ -	$ 1,550,652	$ 979,683
Net financial assets at beginning of year	$ -	$ 1,788,850	$ 809,167
Net financial assets at end of year	$ -	$ 3,339,502	$ 1,788,850

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the Year Ended August 31, 2026 (in dollars)

	2026	2025
Annual surplus (deficit)	$ 1,151,508	$ 788,138
Effect of changes in tangible capital assets		
Acquisition of tangible capital assets	$ (17,290,923)	$ (4,055,747)
Amortization of tangible capital assets	$ 4,695,892	$ 4,538,492
Net (gain)/loss on disposal of tangible capital assets	$ (7,800)	$ -
Net proceeds from disposal of unsupported capital assets	$ 7,800	$ -
Write-down carrying value of tangible capital assets	$ -	$ -
Transfer of tangible capital assets (from)/to other entities	$ -	$ -
Other changes	$ -	$ -
Total effect of changes in tangible capital assets	$ (12,595,031)	$ 482,745
Acquisition of inventory of supplies	$ -	$ -
Consumption of inventory of supplies	$ -	$ -
(Increase)/Decrease in prepaid expenses	$ 32,844	$ 10,283
(Increase)/Decrease in other non-financial assets	$ -	$ -
Net remeasurement gains and (losses)	$ -	$ -
Change in spent deferred capital contributions (Schedule 2)	$ 12,961,331	$ (301,483)
Other changes	$ -	$ -
Increase (decrease) in net financial assets	$ 1,550,652	$ 979,683
Net financial assets at beginning of year	$ 1,788,850	$ 809,167
Net financial assets at end of year	$ 3,339,502	$ 1,788,850

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

For the Year Ended August 31, 2026 (in dollars)

	2026	2025
Unrealized gains (losses) attributable to:		
Portfolio investments	$ -	$ -
0	$ -	$ -
Other	$ -	$ -
Amounts reclassified to the statement of operations:		
Portfolio investments	$ -	$ -
0	$ -	$ -
Other	$ -	$ -
Other Adjustment (Describe)	$ -	$ -
Net remeasurement gains (losses) for the year	$ -	$ -
Accumulated remeasurement gains (losses) at beginning of year	$ -	$ -
Accumulated remeasurement gains (losses) at end of year	$ -	$ -

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: 4481

SCHEDULE 1

SCHEDULE OF NET ASSETS
For the Year Ended August 31, 2026 (in dollars)

	NET ASSETS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED SURPLUS (DEFICIT)	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED TOTAL OPERATING RESERVES	INTERNALLY RESTRICTED TOTAL CAPITAL RESERVES
Balance at August 31, 2025	$ 9,416,873	$ -	$ 9,416,873	$ 2,483,060	$ 142,900	$ (0)	$ 3,827,774	$ 2,963,139
Prior period adjustments:								
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Adjusted Balance, August 31, 2025	$ 9,416,873	$ -	$ 9,416,873	$ 2,483,060	$ 142,900	$ (0)	$ 3,827,774	$ 2,963,139
Operating surplus (deficit)	$ 1,151,508		$ 1,151,508			$ 1,151,508		
Board funded tangible capital asset additions				$ 468,686			$ (179,053)	$ (289,633)
Board funded ARO tangible capital asset additions				$ -		$ -	$ -	$ -
Disposal of unsupported or board funded portion of supported tangible capital assets	$ -		$ -	$ -		$ -		$ -
Disposal of unsupported ARO tangible capital assets	$ -		$ -	$ -		$ -		$ -
Write-down of unsupported or board funded portion of supported tangible capital assets	$ -		$ -	$ -		$ -		$ -
Net remeasurement gains (losses) for the year	$ -	$ -						
Endowment expenses & disbursements	$ -		$ -		$ -	$ -		
Endowment contributions	$ -		$ -		$ -	$ -		
Reinvested endowment income	$ -		$ -		$ -	$ -		
Direct credits to accumulated surplus (Describe)	$ -		$ -	$ -	$ -	$ -	$ -	$ -
Amortization of tangible capital assets	$ -			$ (4,603,754)		$ 4,603,754		
Amortization of ARO tangible capital assets	$ -			$ (92,138)		$ 92,138		
Board funded ARO liabilities - recognition	$ -			$ -		$ -		
Board funded ARO liabilities - remediation	$ -			$ -		$ -		
Capital revenue recognized	$ -			$ 3,797,608		$ (3,797,608)		
Debt principal repayments (unsupported)	$ -			$ -		$ -		
Additional capital debt or capital leases	$ -			$ -		$ -		
Net transfers to operating reserves	$ -					$ (1,151,508)	$ 1,151,508	
Net transfers from operating reserves	$ -					$ -	$ -	
Net transfers to capital reserves	$ -					$ (898,284)		$ 898,284
Net transfers from capital reserves	$ -					$ -		$ -
Rounding	$ -		$ -		$ -	$ -	$ -	$ -
Other Changes	$ -		$ -	$ -	$ -	$ -	$ -	$ -
Balance at August 31, 2026	$ 10,568,381	$ -	$ 10,568,381	$ 2,053,462	$ 142,900	$ (0)	$ 4,800,229	$ 3,571,790

School Jurisdiction Code: 4481

SCHEDULE 1

SCHEDULE OF NET ASSETS
For the Year Ended August 31, 2026 (in dollars)

	INTERNALLY RESTRICTED RESERVES BY PROGRAM									
	School & Instruction Related		Operations & Maintenance		System Administration		Transportation		External Services	
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2025	$ 2,166,268	$ 1,103,630	$ 1,505,693	$ 1,429,575	$ 155,813	$ 429,934	$ -	$ -	$ -	$ -
Prior period adjustments:										
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Adjusted Balance, August 31, 2025	$ 2,166,268	$ 1,103,630	$ 1,505,693	$ 1,429,575	$ 155,813	$ 429,934	$ -	$ -	$ -	$ -
Operating surplus (deficit)										
Board funded tangible capital asset additions	$ (175,489)	$ (269,633)	$ (3,564)	$ (20,000)	$ -	$ -	$ -	$ -	$ -	$ -
Board funded ARO tangible capital asset additions	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Disposal of unsupported or board funded portion of supported tangible capital assets		$ -		$ -		$ -		$ -		$ -
Disposal of unsupported ARO tangible capital assets		$ -		$ -		$ -		$ -		$ -
Write-down of unsupported or board funded portion of supported tangible capital assets		$ -		$ -		$ -		$ -		$ -
Net remeasurement gains (losses) for the year										
Endowment expenses & disbursements										
Endowment contributions										
Reinvested endowment income										
Direct credits to accumulated surplus (Describe)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Amortization of tangible capital assets										
Amortization of ARO tangible capital assets										
Board funded ARO liabilities - recognition										
Board funded ARO liabilities - remediation										
Capital revenue recognized										
Debt principal repayments (unsupported)										
Additional capital debt or capital leases										
Net transfers to operating reserves	$ 428,041		$ 454,288		$ 269,179		$ -		$ -	
Net transfers from operating reserves	$ -		$ -		$ -		$ -		$ -	
Net transfers to capital reserves		$ 402,217		$ 394,785		$ 101,282		$ -		$ -
Net transfers from capital reserves		$ -		$ -		$ -		$ -		$ -
Rounding	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Changes	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Balance at August 31, 2026	$ 2,418,820	$ 1,236,214	$ 1,956,417	$ 1,804,360	$ 424,992	$ 531,216	$ -	$ -	$ -	$ -

School Jurisdiction Code: 4481

SCHEDULE 2

SCHEDULE OF DEFERRED CONTRIBUTIONS
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)
For the Year Ended August 31, 2026 (in dollars)

		Alberta Education and Childcare					
		IMR	CMR	Class Size and Complexity	Transportation	Others	Total Education and Childcare
Deferred Operating Contributions (DOC)							
Balance at August 31, 2025		$ 3,562,482	$ (1)	$ -	$ -	$ 715,026	**$ 4,277,507**
Prior period adjustments - please explain:	Noticed on the prior year w/p that this	$ -	$ -	$ -	$ -	$ -	**$ -**
Adjusted ending balance August 31, 2025		**$ 3,562,482**	**$ (1)**	**$ -**	**$ -**	**$ 715,026**	**$ 4,277,507**
Received during the year (excluding investment income)		$ 697,002		$ 1,500,000	$ 2,975,483	$ 1,559,176	**$ 6,731,661**
Transfer (to) grant/donation revenue (excluding investment income)		$ (428,831)	$ -	$ (308,985)	$ (2,962,455)	$ (851,603)	**$ (4,551,874)**
Investment earnings - Received during the year		$ 94,398	$ -	$ -	$ -	$ -	**$ 94,398**
Investment earnings - Transferred to investment income		$ -	$ -	$ -	$ -	$ -	**$ -**
Transferred (to) from UDCC		$ (502,555)	$ -	$ -	$ -	$ (245,627)	**$ (748,182)**
Transferred directly (to) SDCC		$ -	$ -	$ -	$ -	$ -	**$ -**
Transferred (to) from others - please explain:		$ -	$ -	$ -	$ -	$ -	**$ -**
DOC closing balance at August 31, 2026		**$ 3,422,496**	**$ (1)**	**$ 1,191,015**	**$ 13,028**	**$ 1,176,972**	**$ 5,803,510**
Unspent Deferred Capital Contributions (UDCC)							
Balance at August 31, 2025		$ -	$ 1,036,674	$ -	$ -	$ -	**$ 1,036,674**
Prior period adjustments - please explain:		$ -	$ -	$ -	$ -	$ -	**$ -**
Adjusted ending balance August 31, 2025		**$ -**	**$ 1,036,674**	**$ -**	**$ -**	**$ -**	**$ 1,036,674**
Received during the year (excluding investment income)		$ -	$ 926,238	$ -	$ -	$ -	**$ 926,238**
UDCC Receivable		$ -	$ -	$ -	$ -	$ -	**$ -**
Transfer (to) grant/donation revenue (excluding investment income)		$ -	$ -	$ -	$ -	$ -	**$ -**
Investment earnings - Received during the year		$ -	$ 38,021	$ -	$ -	$ -	**$ 38,021**
Investment earnings - Transferred to investment income		$ -	$ -	$ -	$ -	$ -	**$ -**
Proceeds on disposition of supported capital/ Insurance proceeds (and related interest)		$ -	$ -	$ -	$ -	$ -	**$ -**
Transferred from (to) DOC		$ 502,555	$ -	$ -	$ -	$ 245,627	**$ 748,182**
Transferred from (to) SDCC		$ (502,555)	$ (1,131,878)	$ -	$ -	$ (245,627)	**$ (1,880,060)**
Transferred (to) from others - please explain:		$ -	$ -	$ -	$ -	$ -	**$ -**
UDCC closing balance at August 31, 2026		**$ -**	**$ 869,055**	**$ -**	**$ -**	**$ -**	**$ 869,055**
Total Unspent Deferred Contributions at August 31, 2026		**$ 3,422,496**	**$ 869,054**	**$ 1,191,015**	**$ 13,028**	**$ 1,176,972**	**$ 6,672,565**
Spent Deferred Capital Contributions (SDCC)							
Balance at August 31, 2025		$ 1,287,849	$ 3,630,088	$ -	$ -	$ 41,661,544	**$ 46,579,481**
Prior period adjustments - please explain:		$ -	$ -			$ -	**$ -**
Adjusted ending balance August 31, 2025		**$ 1,287,849**	**$ 3,630,088**	**$ -**	**$ -**	**$ 41,661,544**	**$ 46,579,481**
Donated tangible capital assets						$ -	**$ -**
Alberta Infrastructure managed projects							**$ -**
Transferred from DOC		$ -	$ -	$ -	$ -	$ -	**$ -**
Transferred from UDCC		$ 502,555	$ 1,131,878	$ -	$ -	$ 245,627	**$ 1,880,060**
Amounts recognized as revenue (Amortization of SDCC)		$ (374,149)	$ (288,649)	$ -	$ -	$ (1,848,384)	**$ (2,511,182)**
Disposal of supported capital assets		$ -	$ -	$ -	$ -	$ -	**$ -**
Transferred (to) from others - please explain:		$ -	$ -	$ -	$ -	$ -	**$ -**
SDCC closing balance at August 31, 2026		**$ 1,416,255**	**$ 4,473,317**	**$ -**	**$ -**	**$ 40,058,787**	**$ 45,948,359**

School Jurisdiction Code: 4481

SCHEDULE 2

SCHEDULE OF DEFERRED CONTRIBUTIONS
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)
For the Year Ended August 31, 2026 (in dollars)

	Other GoA Ministries					Other Sources				
	Alberta Infrastructure	Children's Services	Health	Other GOA Ministries	Total Other GoA Ministries	Gov't of Canada	Donations and grants from others	Other	Total other sources	Total
Deferred Operating Contributions (DOC)										
Balance at August 31, 2025	$ -	$ -	$ -	$ 1,960	**$ 1,960**	$ -	$ 378,243	$ 490,618	**$ 868,861**	**$ 5,148,328**
Prior period adjustments - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ 81,027	$ (81,027)	**$ -**	**$ -**
Adjusted ending balance August 31, 2025	**$ -**	**$ -**	**$ -**	**$ 1,960**	**$ 1,960**	**$ -**	**$ 459,270**	**$ 409,591**	**$ 868,861**	**$ 5,148,328**
Received during the year (excluding investment income)	$ -	$ -	$ -	$ -	**$ -**	$ 206,946	$ 173,250	$ 1,208,204	**$ 1,588,400**	**$ 8,320,061**
Transfer (to) grant/donation revenue (excluding investment income)	$ -	$ -	$ -	$ (1,960)	**$ (1,960)**	$ (198,604)	$ (59,344)	$ (1,253,449)	**$ (1,511,397)**	**$ (6,065,231)**
Investment earnings - Received during the year	$ -	$ -	$ -	$ -	**$ -**	$ -	$ 4,941	$ -	**$ 4,941**	**$ 99,339**
Investment earnings - Transferred to investment income	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Transferred (to) from UDCC	$ -	$ -	$ -	$ -	**$ -**	$ (8,342)	$ (105,825)	$ -	**$ (114,167)**	**$ (862,349)**
Transferred directly (to) SDCC	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Transferred (to) from others - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
DOC closing balance at August 31, 2026	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 472,292**	**$ 364,346**	**$ 836,638**	**$ 6,640,148**
Unspent Deferred Capital Contributions (UDCC)										
Balance at August 31, 2025	$ (13,814)	$ -	$ -	$ -	**$ (13,814)**	$ -	$ 4,695	$ 1,025,514	**$ 1,030,209**	**$ 2,053,069**
Prior period adjustments - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Adjusted ending balance August 31, 2025	**$ (13,814)**	**$ -**	**$ -**	**$ -**	**$ (13,814)**	**$ -**	**$ 4,695**	**$ 1,025,514**	**$ 1,030,209**	**$ 2,053,069**
Received during the year (excluding investment income)	$ 14,639,985	$ -	$ -	$ -	**$ 14,639,985**	$ -	$ -	$ -	**$ -**	**$ 15,566,223**
UDCC Receivable	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Transfer (to) grant/donation revenue (excluding investment income)	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Investment earnings - Received during the year	$ 54,763	$ -	$ -	$ -	**$ 54,763**	$ -	$ -	$ 195,286	**$ 195,286**	**$ 288,070**
Investment earnings - Transferred to investment income		$ -	$ -	$ -	**$ -**	$ -	$ -	$ (50,800)	**$ (50,800)**	**$ (50,800)**
Proceeds on disposition of supported capital/ Insurance proceeds (and related interest)	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Transferred from (to) DOC	$ -	$ -	$ -	$ -	$ -	$ 8,342	$ 105,825	$ -	**$ 114,167**	**$ 862,349**
Transferred from (to) SDCC	$ (14,764,712)	$ -	$ -	$ -	**$ (14,764,712)**	$ (8,342)	$ (105,825)	$ -	**$ (114,167)**	**$ (16,758,939)**
Transferred (to) from others - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
UDCC closing balance at August 31, 2026	**$ (83,778)**	**$ -**	**$ -**	**$ -**	**$ (83,778)**	**$ -**	**$ 4,695**	**$ 1,170,000**	**$ 1,174,695**	**$ 1,959,972**
Total Unspent Deferred Contributions at August 3	**$ (83,778)**	**$ -**	**$ -**	**$ -**	**$ (83,778)**	**$ -**	**$ 476,987**	**$ 1,534,346**	**$ 2,011,333**	**$ 8,600,120**
Spent Deferred Capital Contributions (SDCC)										
Balance at August 31, 2025	$ 19,002,967	$ -	$ -	$ -	**$ 19,002,967**	$ -	$ 509,368	$ -	**$ 509,368**	**$ 66,091,816**
Prior period adjustments - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Adjusted ending balance August 31, 2025	**$ 19,002,967**	**$ -**	**$ -**	**$ -**	**$ 19,002,967**	**$ -**	**$ 509,368**	**$ -**	**$ 509,368**	**$ 66,091,816**
Donated tangible capital assets	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Alberta Infrastructure managed projects	$ -				**$ -**				**$ -**	**$ -**
Transferred from DOC	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	**$ -**
Transferred from UDCC	$ 14,764,712	$ -	$ -	$ -	$ 14,764,712	$ 8,342	$ 105,825	$ -	**$ 114,167**	**$ 16,758,939**
Amounts recognized as revenue (Amortization of SDCC)	$ (1,173,004)	$ -	$ -	$ -	**$ (1,173,004)**	$ (1,668)	$ (111,754)	$ -	**$ (113,422)**	**$ (3,797,608)**
Disposal of supported capital assets	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
Transferred (to) from others - please explain:	$ -	$ -	$ -	$ -	**$ -**	$ -	$ -	$ -	**$ -**	**$ -**
SDCC closing balance at August 31, 2026	**$ 32,594,675**	**$ -**	**$ -**	**$ -**	**$ 32,594,675**	**$ 6,674**	**$ 503,439**	**$ -**	**$ 510,113**	**$ 79,053,147**

SCHEDULE 3

School Jurisdiction Code: 4481

SCHEDULE OF PROGRAM OPERATIONS
For the Year Ended August 31, 2026 (in dollars)

		2026						2025
	REVENUES	**Instruction ECS**	**Instruction Grades 1 - 12**	**Operations and Maintenance**	**Transportation**	**System Administration**	**External Services**	**TOTAL**	**TOTAL**
(1)	Alberta Education and Childcare	$ 3,530,007	$ 41,108,533	$ 6,084,435	$ 2,960,917	$ 2,512,556	$ -	$ 56,196,448	$ 53,504,031
(2)	Alberta Infrastructure	$ -	$ -	$ 3,797,608	$ -	$ -	$ -	$ 3,797,608	$ 3,633,207
(3)	Other - Government of Alberta	$ -	$ 281,477	$ -	$ -	$ -	$ -	$ 281,477	$ 248,735
(4)	Federal Government and First Nations	$ -	$ 1,693,998	$ -	$ -	$ -	$ -	$ 1,693,998	$ 3,440,166
(5)	Other Alberta school authorities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(6)	Out of province authorities	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(7)	Alberta municipalities-special tax levies	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(8)	Property taxes	$ -	$ 7,790,679	$ -	$ -	$ -	$ -	$ 7,790,679	$ 7,266,626
(9)	Fees	$ -	$ 1,044,956		$ 1,538		$ -	$ 1,046,494	$ 1,000,960
(10)	Sales of services and products	$ 127,400	$ 646,423	$ -	$ -		$ -	$ 773,823	$ 879,971
(11)	Investment income	$ -		$ -	$ -	$ 241,458	$ -	$ 241,458	$ 156,215
(12)	Gifts and donations	$ -	$ 249,684	$ -	$ -	$ -	$ -	$ 249,684	$ 314,236
(13)	Rental of facilities	$ -	$ -	$ 60,322	$ -	$ -	$ -	$ 60,322	$ 56,889
(14)	Fundraising	$ -	$ 405,265	$ -	$ -	$ -	$ -	$ 405,265	$ 510,379
(15)	Gains on disposal of tangible capital assets	$ -	$ -	$ 7,800	$ -	$ -	$ -	$ 7,800	$ -
(16)	Other	$ -	$ 178,006	$ -	$ -	$ -	$ -	$ 178,006	$ 167,915
(17)	**TOTAL REVENUES**	$ 3,657,407	$ 53,399,021	$ 9,950,165	$ 2,962,455	$ 2,754,014	$ -	$ 72,723,062	$ 71,179,330
	EXPENSES								
(18)	Certificated salaries	$ 1,571,058	$ 29,320,017			$ 375,060	$ -	$ 31,266,135	$ 30,025,214
(19)	Certificated benefits	$ 256,386	$ 7,066,398			$ 98,432	$ -	$ 7,421,216	$ 7,080,589
(20)	Non-certificated salaries and wages	$ 981,446	$ 8,243,077	$ 2,209,132	$ 90,242	$ 1,010,747	$ -	$ 12,534,644	$ 12,520,358
(21)	Non-certificated benefits	$ 396,778	$ 2,934,286	$ 634,472	$ 24,746	$ 297,135	$ -	$ 4,287,417	$ 4,404,692
(22)	SUB - TOTAL	$ 3,205,668	$ 47,563,778	$ 2,843,604	$ 114,988	$ 1,781,374	$ -	$ 55,509,412	$ 54,030,853
(23)	Services, contracts and supplies	$ 67,319	$ 4,752,605	$ 2,973,671	$ 2,847,467	$ 701,312	$ -	$ 11,342,374	$ 11,795,876
(24)	Amortization of supported tangible capital assets	$ -		$ 3,797,608	$ -		$ -	$ 3,797,608	$ 3,633,207
(25)	Amortization of unsupported tangible capital assets	$ 1,505	$ 400,712	$ 302,647	$ -	$ 101,282	$ -	$ 806,146	$ 820,568
(26)	Amortization of supported ARO tangible capital assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(27)	Amortization of unsupported ARO tangible capital assets	$ -	$ -	$ 92,138	$ -	$ -	$ -	$ 92,138	$ 84,717
(28)	Amortization of purchased intangibles	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(29)	Accretion expenses	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(30)	Unsupported interest on capital debt	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(31)	Other interest and finance charges	$ -	$ 21,727	$ -	$ -	$ 2,149	$ -	$ 23,876	$ 25,971
(32)	Losses on disposal of tangible capital assets	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(33)	Other expense	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
(34)	**TOTAL EXPENSES**	$ 3,274,492	$ 52,738,822	$ 10,009,668	$ 2,962,455	$ 2,586,117	$ -	$ 71,571,554	$ 70,391,192
(35)	**OPERATING SURPLUS (DEFICIT)**	$ 382,915	$ 660,199	$ (59,503)	$ -	$ 167,897	$ -	$ 1,151,508	$ 788,138

SCHEDULE 4

School Jurisdiction Code: 4481

SCHEDULE OF OPERATIONS AND MAINTENANCE
For the Year Ended August 31, 2026 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR/CMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2026 TOTAL Operations and Maintenance	2025 TOTAL Operations and Maintenance
Non-certificated salaries and wages	$ 1,627,430	$ 378,359	$ -	$ -	$ 203,343			$ 2,209,132	$ 2,006,841
Non-certificated benefits	$ 439,583	$ 133,155	$ -	$ -	$ 61,734			$ 634,472	$ 589,204
SUB-TOTAL REMUNERATION	$ 2,067,013	$ 511,514	$ -	$ -	$ 265,077			$ 2,843,604	$ 2,596,045
Supplies and services	$ 282,715	$ 155,928	$ 19,050	$ 428,832	$ 81,994			$ 968,519	$ 1,318,301
Electricity			$ 1,006,499					$ 1,006,499	$ 927,227
Natural gas/heating fuel			$ 228,326					$ 228,326	$ 415,056
Sewer and water			$ 129,288					$ 129,288	$ 123,489
Telecommunications			$ 42,454					$ 42,454	$ 42,070
Insurance					$ 354,931			$ 354,931	$ 362,739
ASAP maintenance & renewal payments							$ -	$ -	$ -
Amortization of tangible capital assets									
Supported							$ 3,797,608	$ 3,797,608	$ 3,633,207
Unsupported						$ 394,785		$ 394,785	$ 361,431
TOTAL AMORTIZATION						$ 394,785	$ 3,797,608	$ 4,192,393	$ 3,994,638
Accretion expense						$ -	$ -	$ -	$ -
Interest on capital debt - Unsupported						$ -		$ -	$ -
Lease payments for facilities				$ -				$ -	$ -
Other expense snow removal and garbage	$ 243,654	$ -		$ -	$ -	$ -	$ -	$ 243,654	$ 63,864
Losses on disposal of capital assets						$ -		$ -	$ -
TOTAL EXPENSES	$ 2,593,382	$ 667,442	$ 1,425,617	$ 428,832	$ 702,002	$ 394,785	$ 3,797,608	$ 10,009,668	$ 9,843,429

SQUARE METRES		
School buildings	65,719.0	65,719.0
Non school buildings	3,395.0	3,395.0

Notes:

Custodial: All expenses related to activities undertaken to keep the school environment and maintenance shops clean and safe.

Maintenance: All expenses associated with the repair, replacement, enhancement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components. Maintenance expenses exclude operational costs related to expensed Infrastructure Maintenance Renewal (IMR), CMR & Modular Unit relocations, as they are reported on separately.

Utilities & Telecommunications: All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.

Expensed IMR, CMR & Modular Unit Relocation & Lease Payments: All operational expenses associated with non-capitalized IMR and CMR projects, modular unit (portable) relocation, and payments on leased facilities.

Facility Planning & Operations Administration: All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees & contractors, school facility planning & project 'administration', administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.

Unsupported Amortization & Other Expenses: All expenses related to unsupported capital assets amortization and interest on unsupported capital debt.

Supported Capital & Debt Services: All expenses related to supported capital assets amortization and interest on supported capital debt.

SCHEDULE 5

School Jurisdiction Code: 4481

SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS
For the Year Ended August 31, 2026 (in dollars)

Cash & Cash Equivalents

	2026		2025
	Average Effective (Market) Yield	Cost	Amortized Cost	Amortized Cost
Cash	2.67%	$ -	$ 19,097,556	$ 15,409,930
Cash equivalents				
Government of Canada, direct and guaranteed	0.00%	-	-	-
Provincial, direct and guaranteed	0.00%	-	-	-
Corporate	0.00%	-	-	-
Other, including GIC's	0.00%	-	-	-
Total cash and cash equivalents	2.67%	$ -	$ 19,097,556	$ 15,409,930

See Note xxx for additional detail.

Portfolio Investments

	2026		Investments Measured at Fair Value					2025			
	Average Effective (Market) Yield	Investments Measured at Cost/Amortized Cost	Cost	Fair Value (Level 1)	Fair Value (Level 2)	Fair Value (Level 3)	Subtotal of Fair Value	Total	Investments Measured at Cost/Amortized Cost	Fair Value	Total	Explain the reason for difference if PY Actuals are different from prior year submitted numbers
Interest-bearing securities												
Deposits and short-term securities	2.67%	$ 215,655	$ -	$ -	$ -	$ -	$ -	$ 215,655	$ 210,243	$ -	$ 210,243	
Bonds and mortgages	0.00%	-	-	-	-	-	-	-	-	-	-	
	2.67%	215,655	-	-	-	-	-	215,655	210,243	-	210,243	
Equities												
Canadian equities	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Global developed equities	0.00%	-	-	-	-	-	-	-	-	-	-	
Emerging markets equities	0.00%	-	-	-	-	-	-	-	-	-	-	
Private equities	0.00%	-	-	-	-	-	-	-	-	-	-	
Hedge funds	0.00%	-	-	-	-	-	-	-	-	-	-	
	0.00%	-	-	-	-	-	-	-	-	-	-	
Inflation sensitive												
Real estate	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Infrastructure	0.00%	-	-	-	-	-	-	-	-	-	-	
Renewable resources	0.00%	-	-	-	-	-	-	-	-	-	-	
Other investments	0.00%	-	-	-	-	-	-	-	-	-	-	
	0.00%	-	-	-	-	-	-	-	-	-	-	
Strategic, tactical, and currency investments	0.00%	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
Total portfolio investments	2.67%	215,655	-	-	-	-	-	215,655	210,243	-	210,243	

See Note 5 for additional detail.

Portfolio investments

	2026			
	Level 1	Level 2	Level 3	Total
Pooled investment funds	$ -	$ -	$ -	$ -

Portfolio Investments Measured at Fair Value

	2026				2025
	Level 1	Level 2	Level 3	Total	Total
Portfolio investments in equity instruments that are quoted in an active market.	$ -	$ -	$ -	$ -	$ -
Porfolio investments designated to their fair value category.	-	-	-	-	-
	$ -	$ -	$ -	$ -	$ -

Marketable Securities

2026		2025	
Carrying Value	Quoted Market Value	Carrying Value	Quoted Market Value
$ -	$ -	$ -	$ -
-	-	-	-

SCHEDULE 5

School Jurisdiction Code: 4481

SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS
For the Year Ended August 31, 2026 (in dollars)

$ -	$ -	$ -	$ -

Reconciliation of Portfolio Investments

Classified as Level 3	**2026**	**2025**
Opening balance	$ -	$ -
Purchases	-	-
Sales (excluding realized gains/losses)	-	-
Realized Gains (Losses)	-	-
Unrealized Gains/(Losses)	-	-
Transfer-in - please explain:	-	-
Transfer-out - please explain:	-	-
Ending balance	$ -	$ -

	2026	**2025**
Operating		
Cost	$ -	$ -
Unrealized gains and losses	-	-
	-	-
Endowments		
Balance at beginning of year	$ 142,900	$ 142,900
Endowment contributions	-	-
Reinvested income	-	-
Transfers to endowment funds[(a)]	-	-
Unrealized gains or losses[(b)]	72,755	67,343
Balance at end of year	$ 215,655	$ 210,243
Total portfolio investments	$ 215,655	$ 210,243

NOTES

(a) Transfers (from) endowment funds

Transfers from endowment funds are expected to be rare, as endowment principal is generally required to be maintained.

Where a transfer from endowment funds has occurred, school jurisdictions must specify the authority that permitted the transfer in the box provided.

(b) Unrealized gains or losses

1. Provide breakdown of unrealized gains or losses - recognized in the Statement of Remeasurement Gains and Losses vs deferred contributions.

2. Provide support and rationale in the box below for unrealized gains or losses being externally restricted and reported as deferred contributions in row 91.

Unrealized Gains or Losses	**2026**	**2025**
Recognized in the Statement of Remeasurement Gains and Losses	$ -	$ -
Recognized as deferred contributions	72,755	67,343

The following represents the maturity structure for portfolio investments based on principal amount:

	2026	**2025**
Under 1 year	100.0%	100.0%
1 to 5 years	0.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	100.0%	100.0%

*Indicate proportion of investment holdings according to maturity - Total must equal 100%
- If no explicit maturity date, please indicate expected or estimated divestment date.

Transfers between Level 1 and Level 2

	2026			
	Fair Value (Level 1)	**Fair Value (Level 2)**		**Reason for transfers**
			Level 1:	
Transfer in	$ -	$ -	Level 2:	
			Level 1:	
Transfer (out)	$ -	$ -	Level 2:	

SCHEDULE 6

School Jurisdiction Code: 4481

SCHEDULE OF TANGIBLE CAPITAL ASSETS
For the Year Ended August 31, 2026 (in dollars)

Tangible Capital Assets	2026							2025
	Land	Work In Progress*	Buildings**	Equipment	Vehicles	Computer Hardware & Software	Total	Total
Estimated useful life			20-50 years	5 years	10 years	3-5 Years		
Historical cost								
Beginning of year	$ 218,706	$ 2,662,214	$ 136,918,194	$ 6,606,459	$ 881,989	$ 5,183,889	$ 152,471,451	148,415,704
Prior period adjustments	-	-	-	-	-	-	-	-
Additions	-	14,764,711	1,514,063	510,303	10,655	491,189	17,290,921	4,055,747
Transfers in (out)	-	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	-	(50,903)	-	(50,903)	-
Historical cost, August 31, 2026	$ 218,706	$ 17,426,925	$ 138,432,257	$ 7,116,762	$ 841,741	$ 5,675,078	$ 169,711,469	$ 152,471,451
Accumulated amortization								
Beginning of year	$ -	$ -	$ 68,937,823	$ 6,128,309	$ 561,523	$ 3,948,375	$ 79,576,030	75,037,538
Prior period adjustments	-	-	-	-	-	-	-	-
Amortization	-	-	3,820,405	273,631	48,646	553,208	4,695,890	4,538,492
Other additions	-	-	-	-	-	-	-	-
Transfers in (out)	-	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	-	(50,903)	-	(50,903)	-
Accumulated amortization, August 31, 2026	$ -	$ -	$ 72,758,228	$ 6,401,940	$ 559,266	$ 4,501,583	$ 84,221,017	$ 79,576,030
Net Book Value at August 31, 2026	$ 218,706	$ 17,426,925	$ 65,674,029	$ 714,822	$ 282,475	$ 1,173,495	$ 85,490,452	
Net Book Value at August 31, 2025	$ 218,706	$ 2,662,214	$ 67,980,371	$ 478,150	$ 320,466	$ 1,235,514		$ 72,895,421

	2026	2025
Total cost of assets under capital lease	$ -	$ -
Total amortization of assets under capital lease	$ -	$ -

*Work in Progress includes $17,279,078 in building assets and 84,521 in F and E for our New St. Kateri school scheduled to open January 2027. It also includes value scoping costs of $60,206 for St. Francis Replacement, and a small amount for a boiler study.
The school division will report this school with its tangible capital assets when the school is complete and controlled by the Division.

**Buildings include Site Improvements with a total cost of $2,320,459 and accumulated amortization of $603,487.

SCHEDULE 7

School Jurisdiction Code: 4481

SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES
For the Year Ended August 31, 2026 (in dollars)

Board Members:		FTE	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other Paid	Other Accrued Unpaid Benefits	Expenses
L. Ellefson Chair		1.00	$22,888	$2,945	$167			$0	$5,680
R. Gibb Vice Chair		1.00	$18,770	$8,477	$1,861			$0	$3,639
C. Mombourquette Trustee		1.00	$18,664	$8,363	$0			$0	$2,953
T. Doherty Trustee		1.00	$19,994	$8,402	$868			$0	$3,568
T. Machacek Trustee		1.00	$16,400	$8,272	$0			$0	$1,197
B.Dolan Trustee		1.00	$17,270	$7,415	$2,264			$0	$6,235
C. O' Donnell Trustee		1.00	$20,486	$8,477	$83			$0	$5,768
B.Spitzig Trustee		1.00	$16,400	$7,378	$167			$0	$346
K. Kinahan Trustee		0.80	$15,117	$7,263	$0			$0	$3,746
F. Cote Trustee(Term Completed)		0.20	$2,733	$1,358	$83			$0	$0
		-	$0	$0	$0			$0	$0
		-	$0	$0	$0			$0	$0
		-	$0	$0	$0			$0	$0
Subtotal		9.00	$168,722	$68,350	$5,493			$0	$33,132
Name, Superintendent 1	C. Axani	1.00	$196,759	$50,313	$4,000	$0	$0	$0	$22,424
Name, Superintendent 2	Input Superintendent 2 name here	-	$0	$0	$0	$0	$0	$0	$0
Name, Superintendent 3	Input Superintendent 3 name here	-	$0	$0	$0	$0	$0	$0	$0
Name, Treasurer 1	A. Lindemann	1.00	$180,770	$47,676	$3,500	$0	$0	$0	$6,046
Name, Treasurer 2	Input Treasurer 2 name here	-	$0	$0	$0	$0	$0	$0	$0
Name, Treasurer 3	Input Treasurer 3 name here	-	$0	$0	$0	$0	$0	$0	$0
Name, Other	Input Other name and title here	-	$0	$0	$0	$0	$0	$0	$0
Certificated			$31,038,299	$7,370,904	$27,077	$0	$0	$0	
School based		287.46							
Non-School based		6.00							
Non-certificated			$12,126,950	$4,171,391	$49,210	$0	$0	$0	
Instructional		209.64							
Operations & Maintenance		35.50							
Transportation		1.00							
Other		9.80							
TOTALS		**560.40**	**$43,711,500**	**$11,708,634**	**$89,280**	**$0**	**$0**	**$0**	**$61,602**

SCHEDULE 8

School Jurisdiction Code: 4481

SCHEDULE OF ASSET RETIREMENT OBLIGATIONS
For the Year Ended August 31, 2026 (in dollars)

Continuity of ARO (Liability) Balance

	2026						2025					
(in dollars)	Land	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total	*(in dollars)*	Land	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total
Opening Balance, Aug 31, 2025	$ -	$ 4,320,542	$ -	$ -	$ -	$ 4,320,542	Opening Balance, Aug 31, 2024	$ -	$ 4,240,350	$ -	$ -	$ -	$ 4,240,350
Liability incurred from Sept. 1, 2025 to Aug. 31, 2026	-	-	-	-	-	-	Liability incurred from Sept. 1, 2024 to Aug. 31, 2025	-	-	-	-	-	-
Liability settled/extinguished from Sept. 1, 2025 to Aug. 31, 2026 - Alberta Infrastructure	-	-	-	-	-	-	Liability settled/extinguished from Sept. 1, 2024 to Aug. 31, 2025 - Alberta Infrastructure	-	-	-	-	-	-
Liability settled/extinguished from Sept 1., 2025 to Aug. 31, 2026 - Other	-	-	-	-	-	-	Liability settled/extinguished from Sept. 1, 2024 to Aug. 31, 2025 - Other	-	-	-	-	-	-
Accretion expense (only if Present Value technique is used)	-	-	-	-	-	-	Accretion expense (only if Present Value technique is used)	-	-	-	-	-	-
Add/(Less): Revision in estimate Sept. 1, 2025 to Aug. 31, 2026	-	63,299	-	-	-	63,299	Add/(Less): Revision in estimate Sept. 1, 2024 to Aug. 31, 2025	-	80,192	-	-	-	80,192
Reduction of liability resulting from disposals of assets Sept. 1, 2025 to Aug. 31, 2026	-	-	-	-	-	-	Reduction of liability resulting from disposals of assets Sept. 1, 2024 to Aug. 31, 2025	-	-	-	-	-	-
Balance, Aug. 31, 2026	$ -	$ 4,383,841	$ -	$ -	$ -	$ 4,383,841	**Balance, Aug. 31, 2025**	$ -	$ 4,320,542	$ -	$ -	$ -	$ 4,320,542

Continuity of TCA (Capitalized ARO) Balance

	2026						2025					
(in dollars)	Land	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total	*(in dollars)*	Land	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total
ARO Tangible Capital Assets - Cost							**ARO Tangible Capital Assets - Cost**						
Opening balance, August 31, 2025	$ -	$ 4,320,542	$ -	$ -	$ -	$ 4,320,542	Opening balance, August 31, 2024	$ -	$ 4,240,350	$ -	$ -	$ -	$ 4,240,350
Additions resulting from liability incurred	-	-	-	-	-	-	Additions resulting from liability incurred	-	-	-	-	-	-
Revision in estimate	-	63,299	-	-	-	63,299	Revision in estimate	-	80,192	-	-	-	80,192
Reduction resulting from disposal of assets	-	-	-	-	-	-	Reduction resulting from disposal of assets	-	-	-	-	-	-
Cost, August 31, 2026	$ -	$ 4,383,841	$ -	$ -	$ -	$ 4,383,841	Cost, August 31, 2025	$ -	$ 4,320,542	$ -	$ -	$ -	$ 4,320,542
ARO TCA - Accumulated Amortization							**ARO TCA - Accumulated Amortization**						
Opening balance, August 31, 2025	$ -	$ 3,001,768	$ -	$ -	$ -	$ 3,001,768	Opening balance, August 31, 2024	$ -	$ 2,917,051	$ -	$ -	$ -	$ 2,917,051
Amortization expense	-	92,138	-	-	-	92,138	Amortization expense	-	84,717	-	-	-	84,717
Revision in estimate	-	-	-	-	-	-	Revision in estimate	-	-	-	-	-	-
Less: disposals	-	-	-	-	-	-	Less: disposals	-	-	-	-	-	-
Accumulated amortization, August 31, 2026	$ -	$ 3,093,906	$ -	$ -	$ -	$ 3,093,906	Accumulated amortization, August 31, 2025	$ -	$ 3,001,768	$ -	$ -	$ -	$ 3,001,768
Net Book Value at August 31, 2026	$ -	$ 1,289,935	$ -	$ -	$ -	$ 1,289,935	**Net Book Value at August 31, 2025**	$ -	$ 1,318,774	$ -	$ -	$ -	$ 1,318,774

As per email received, adjusted price per square meter to $205. Our prior amount had been revised to 202.40 based on previous invoices, adjusted by inflation.
This new amount was reasonable. Adjusted as required.

School Jurisdiction Code: 4481

SCHEDULE 9

UNAUDITED SCHEDULE OF FEES
For the Year Ended August 31, 2026 (in dollars)

	Please provide a description, if needed.	Actual Fees Collected 2024/2025	Budgeted Fee Revenue 2025/2026	(A) Actual Fees Collected 2025/2026	(B) Unspent September 1, 2025*	(C) Funds Raised to Defray Fees 2025/2026	(D) Expenditures 2025/2026	(A) + (B) + (C) - (D) Unspent Balance at August 31, 2026*
Transportation Fees		$5,264	$5,000	$1,538	$3,022	$0	$0	**$4,560**
Basic Instruction Fees								
Basic instruction supplies		$0	$0	$0	$0	$0	$0	**$0**
Fees to Enhance Basic Instruction								
Technology user fees		$18,230	$33,660	$21,668	$19,028	$0	$31,826	**$8,870**
Alternative program fees		$0	$42,925	$0	$0	$0	$0	**$0**
Fees for optional courses		$224,489	$385,254	$222,726	$28,007	$0	$214,653	**$36,080**
Activity fees		$213,236	$506,539	$255,401	$80,603	$107,539	$364,746	**$78,797**
Early childhood services		$16,527	$0	$15,665	$0	$1,488	$17,553	**$0**
Other fees to enhance education		$0	$14,461	$0	$5,214	$0	$0	**$5,214**
Non-Curricular fees								
Extracurricular fees		$395,837	$500,046	$384,437	$241,790	$82,663	$443,617	**$265,273**
Non-curricular travel		$0	$500,500	$0	$1,404	$0	$0	**$1,404**
Lunch supervision and noon hour activity fees		$0	$0	$0	$0	$0	$0	**$0**
Non-curricular goods and services		$127,377	$241,626	$145,059	$81,070	$0	$172,889	**$53,240**
Other fees		$0	$124,550	$0	$0	$0	$0	**$0**
TOTAL FEES		**$1,000,960**	**$2,354,561**	**$1,046,494**	**$460,138**	**$191,690**	**$1,245,284**	**$453,438**

***Unspent balances cannot be less than $0**

Please disclose amounts paid by parents of students that are recorded as "Sales of services and products", "Fundraising", or "Other revenue" (rather than fee revenue):	Please provide a description, if needed.	**Actual 2026**	**Actual 2025**
Cafeteria sales, hot lunch, milk programs		$41,553	$29,562
Special events, graduation, tickets		$0	$0
International and out of province student revenue		$0	$512,988
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)		$17,037	$29,352
Adult education revenue		$0	$0
Preschool		$0	$0
Child care & before and after school care		$0	$0
Lost item replacement fee		$0	$0
		$0	$0
		$0	$0
		$0	$0
TOTAL		$58,590	$571,902

School Jurisdiction Code: 4481

SCHEDULE 10

UNAUDITED SCHEDULE OF SYSTEM ADMINISTRATION
For the Year Ended August 31, 2026 (in dollars)

	Allocated to System Administration 2026			
EXPENSES	**Salaries & Benefits**	**Supplies & Services**	**Other**	**TOTAL**
Office of the superintendent	$ 241,104	$ 25,534	$ 18,882	$ 285,520
Educational administration (excluding superintendent)	249,280	-	-	249,280
Business administration	409,970	194,521	21,367	625,858
Board governance (Board of Trustees)	242,565	132,745	33,132	408,442
Information technology	-	-	-	-
Human resources	450,875	87,534	14,969	553,378
Central purchasing, communications, marketing	-	-	-	-
Payroll	187,580	-	-	187,580
Administration - insurance			113,510	113,510
Administration - amortization			101,282	101,282
Administration - other (admin building, interest)			61,267	61,267
Other (describe)	-	-	-	-
Other (describe)	-	-	-	-
Other (describe)	-	-	-	-
TOTAL EXPENSES	$ 1,781,374	$ 440,334	$ 364,409	$ 2,586,117
Less: Amortization of unsupported tangible capital assets				($101,282)
TOTAL FUNDED SYSTEM ADMINISTRATION EXPENSES				2,484,835

REVENUES	**2026**
System Administration grant from Alberta Education and Childcare	2,473,600
System Administration other funding/revenue from Alberta Education and Childcare (ATRF, secondment revenue,	38,956
System Administration funding from others	241,458
TOTAL SYSTEM ADMINISTRATION REVENUES	2,754,014
Transfers (to)/from System Administration reserves	-
Transfers (to) other programs	-
SUBTOTAL	2,754,014
System Administration expense (over) under spent	$269,179

1. Authority and purpose

Holy Spirit Roman Catholic Separate School Division (the Division) delivers education programs under the authority of the *Education Act*, 2012, Chapter E-0.3.

The Division receives funding for instruction and support under Ministerial Grants Regulation (AR 215/2022). The regulation allows for the setting of conditions and use of grant monies. The Division is limited on certain funding allocations and administration expenses.

The Division is a Registered Charity under the Canadian Income Tax Act.

2. Summary of significant accounting policies

These financial statements have been prepared in accordance with the Canadian Public Sector Accounting Standards (PSAS). The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

a) Valuation of financial assets and liabilities
The Division's financial assets and liabilities are generally measured as follows:

Financial Statement Component	Measurement
Cash and cash equivalents	Cost
Accounts receivable	Lower of cost or net recoverable value
Portfolio investments	Amortized cost
Accounts payable and other accrued liabilities	Cost
Asset retirement obligations	Cost

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured using cost or amortized cost. Transaction costs are expensed for financial instruments measured at fair value.

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations.

Financial assets are the Division's financial claims on external organizations and individuals, as well as cash at year-end.

b) Cash and cash equivalents
Cash and cash equivalents include cash and investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These short-term investments have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

c) Accounts receivable
Accounts receivable are shown net of allowance for doubtful accounts.

d) Deferred contributions
Deferred contributions include contributions received for operations which have stipulations that meet the definition of a liability per Public Sector Accounting Standard (PSAS) *PS 3200*. These contributions are recognized by the Division once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred contributions are recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

2. Summary of significant accounting policies (continued):

Deferred contributions also include contributions for capital expenditures, unspent and spent:

- Unspent Deferred Capital Contributions (UDCC)
  Unspent Deferred Capital Contributions represent externally restricted supported capital funds provided for a specific capital purpose received or receivable by the Division, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per PS 3200 when spent.

- Spent Deferred Capital Contributions (SDCC)
  Spent Deferred Capital Contributions represent externally restricted supported capital funds that have been expended but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require the Division to use the asset in a prescribed manner over the life of the associated asset.

e) Employee future benefits

The Division participates in the Local Authorities Pension Plan. This is a multi-employer defined benefit plan that provides pensions for the Division's participating employees, based on years of service and earnings. Defined contribution plan accounting is applied to a multi-employer defined benefit plan for which the Division has insufficient information to apply defined benefit plan accounting. Pension costs included in these financial statements include the amount of employer contributions required for its employees during the year, based on rates which are expected to provide for benefits payable under the pension plan. The Division's portion of this pension plan's deficit or surplus is not recorded by the Division.

The Division participates in the Alberta Teachers' Retirement Fund. This is a multi-employer defined benefit plan that provides pensions for the Division's participating employees, based on years of service and earnings. Defined contribution plan accounting is applied for this multi-employer defined benefit plan. Pension costs included in these financial statements include the amount of employer contributions required for its employees during the year, based on rates which are expected to provide for benefits payable under the pension plan. The Division's portion of this pension plan's deficit or surplus is not recorded by the Division.

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year.

The cost of providing non-vesting, accumulating employee future benefits for compensated absences under the Division's collective bargaining agreements is determined based on estimates of the remaining service life of employees, expected compensated absences to be taken and market interest rate.

f) Asset retirement obligations

Asset retirement obligations are legal obligations associated with the retirement of a tangible capital asset (TCA). Asset retirement activities include all activities relating to asset retirement obligation. These may include, but are not limited to:

- decommissioning or dismantling a TCA that was acquired, constructed or developed;
- remediation of contamination of a TCA created by its normal use;
- post-retirement activities such as monitoring; and
- constructing other TCAs to perform post-retirement activities.

2. Summary of significant accounting policies (continued):

A liability for an asset retirement obligation is recognized when, as at the financial reporting date:

a) there is a legal obligation to incur retirement costs in relation to a TCA;
b) the past transaction or event giving rise to the liability has occurred;
c) it is expected that future economic benefits will be given up; and
d) a reasonable estimate of the amount can be made.

When a liability for asset retirement obligation is recognized, asset retirement costs related to recognized TCAs in productive use are capitalized by increasing the carrying amount of the related asset and are amortized over the estimated useful life of the underlying TCA. Asset retirement costs related to unrecognized TCAs and those not in productive use are expensed. The asset retirement obligation is measured at the current estimated cost to settle or otherwise extinguish the liability.

g) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset. Donated tangible capital assets are recorded at their fair market value at the date of donation.

In circumstances where fair value cannot be reasonably determined, they are then recognized at nominal value. Transfers of tangible capital assets from related parties are recorded at original cost less accumulated amortization.

Work-in-progress is recorded as an acquisition to the applicable asset class at substantial completion and is not amortized until after the project is complete and the asset is in service.

Assets under capital lease are recorded at the present value of the minimum lease payments excluding executory costs such as insurance and maintenance costs. The discount rate used to determine the present value of the lease payments is the lower of the Division's rate of incremental borrowing or the interest rate implicit in the lease.

Tangible capital assets are amortized over their estimated useful lives on a straight-line basis, as follows:

Computer hardware and software	3 to 5 years
Equipment	5 years
Vehicles	10 years
Buildings	20 to 50 years

h) Operating and capital reserves

Certain amounts, as approved by the Board of Trustees, are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Net Assets.

i) Revenue recognition

Revenues are recorded on an accrual basis. Instruction and support allocations are recognized in the year to which they relate. Fees for service related to courses and programs are recognized as revenue when such courses and programs are delivered.

Volunteers contribute a considerable number of hours per year to schools to ensure that certain programs are delivered, such as kindergarten, lunch services and school generated funds. Contributed services are not recognized in the financial statements.

2. Summary of significant accounting policies (continued):

Eligibility criteria are criteria that the Division has to meet in order to receive certain contributions. Stipulations describe what the Division must perform in order to recognize the contributions as revenue. Contributions without eligibility criteria or stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity. Contributions with eligibility criteria but without stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity and all eligibility criteria have been met.

Contributions with stipulations are recognized as revenue in the period the stipulations are met, except when and to the extent that the contributions give rise to an obligation that meets the definition of a liability in accordance with *Section PS 3200*. Such liabilities are recorded as deferred revenue. The following items fall under this category:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year the stipulated related expenses are incurred;
- Unexpended Deferred Capital Revenue; or
- Expended Deferred Capital Revenue for which stipulations have not been met.

j) Investment income

Investment income includes dividend and interest income and realized gains or losses on the sale of portfolio investments. Unrealized gains and losses on portfolio investments that are not from restricted transfers, donations or contributions are recognized in the Statement of Remeasurement Gains and Losses until the related investments are sold. Once realized, these gains or losses are recognized in the Statement of Operations.

k) Program reporting

The Division's operations have been segmented as follows:

- **ECS Instruction:** The provision of ECS education instructional services that fall under the basic public education mandate.
- **Grades 1 - 12 Instruction:** The provision of instructional services for Grades 1-12 that fall under the basic public education mandate.
- **Operations and Maintenance:** The operation and maintenance of all school buildings and maintenance shop facilities.
- **Transportation:** The provision of regular and special education bus services (to and from school), whether contracted or board operated, including transportation facilities expenses.
- **System Administration:** The provision of board governance and system-based / central office administration.
- **External Services:** All projects, activities, and services offered outside the public education mandate for ECS children and students in grades 1-12. Services offered beyond the mandate for public education are to be self-supporting, and Alberta Education and Childcare funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source, and object on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated teaching assistants as well as a proportionate share of supplies & services, school administration & instruction support, and System Instructional Support.

2. Summary of significant accounting policies (continued):

l) Scholarship and endowment funds
Contributions to scholarship endowment funds must be held in perpetuity in accordance with the agreement with the donor. Provisions of the agreement require that the principal balance is maintained. The income may be disbursed for the purposes of the scholarship. Undisbursed funds earned on endowment principal are recognized as deferred revenue or as revenue in the year to the extent that stipulations have been met.

Unrealized gains and losses associated with the endowment are recorded in the Statement of Remeasurement Gains and Losses.

m) Measurement uncertainty
These financial statements have been prepared in accordance with Canadian public sector accounting standards (PSAS). The measurement of certain assets and liabilities is contingent upon future events; therefore, the preparation of these financial statements requires the use of estimates, which may vary from actual results. Management uses judgment to determine such estimates.

Employee future benefit liabilities, amortization of tangible capital assets, estimated useful life of tangible capital assets, and asset retirement obligations are the most significant items based on estimates. Management also uses estimates to determine the carrying value of accounts receivable and the recognition of revenue from restricted sources. In management's opinion, the resulting estimates are within reasonable limits of materiality and are in accordance with the significant accounting policies summarized below. These significant accounting policies are presented to assist the reader in evaluating these financial statements and, together with the following notes, should be considered an integral part of the financial statements.

In addition, the Division's implementation of PS 3280 Asset Retirement Obligations has resulted in the requirement for management to make estimates regarding the useful lives of the affected tangible capital assets and the expected retirement costs, as well as the timing and duration of these retirement costs.

3. Future changes in accounting standards

On September 1, 2026, the Division will adopt the following new conceptual framework and accounting standard approved by the Public Sector Accounting Board:

- **The Conceptual Framework of Financial Reporting in the Public Sector:**
  The Conceptual Framework is the foundation for public sector financial reporting standard setting. It replaces the conceptual aspects of Section PS 1000 Financial Statement Concepts and Section PS 1100 Financial Statement Objectives. The conceptual framework highlights considerations fundamental for the consistent application of accounting issue in the absence of specific standards.

- **PS 1202 Financial Statement Presentation:**
  Section PS 1202 sets out general and specific requirements for the presentations of information in general purpose financial statements. The financial statement presentation principles are based on the concepts within the Conceptual Framework.

3. Future changes in accounting standards (continued):

On September 1, 2029, the Division will adopt PS 3251 – Employee Benefits

- **PS 3251 – Employee Benefits:**
  This standard will replace and consolidate two old standards, PS 3250 – Retirement benefits and PS 3255 – Post-employment benefits, Compensated Absences and Termination Benefits. The application of the standard will improve the understandability of the financial reporting of employee benefits and provide better information for accountability purposes.

Management is currently assessing the impact of the conceptual framework and the standard of the financial statements.

4. Accounts receivable

	2026	2025
Alberta Education and Childcare - grants	$ -	$ 80,930
Other Alberta school jurisdictions		9,461
Alberta Health Services	24,151	21,632
Federal government	121,049	115,564
Municipalities	32,400	50,528
First Nations	-	198,391
Other	79,106	105,439
	$ 256,706	$ 581,945

5. Portfolio investments

The composition, fair value and annual market yield on portfolio investments are as follows:

	2026	2025
Investments held at amortized cost:		
Funds held in Canadian currency	$ 215,655	$ 210,243

Currently, the Division does not have any investments recorded at fair value.

The average effective yield and the terms to maturity are as follows:

- Funds held in Canadian currency yielding effective interest rate of 2.67% (2025 – 8.30%). These funds represent endowment funds and have no set date of maturity.

The Division has policies and procedures in place governing asset mix, diversification exposure limits, credit quality and performance measurement. The investment portfolio is comprised of endowment assets not available for operations. Endowment assets require that the principal be maintained indefinitely. The primary objective of this portfolio is a rate of return that in real terms, exceeds the endowment spending allocation, at an acceptable risk level.

6. Bank indebtedness

The Division has negotiated a line of credit with RBC in the amount of $1,800,000 that bears interest at the prime rate less 0.25%. This line of credit is secured by a borrowing bylaw and a security agreement, covering all revenue of the Division. There was no balance outstanding at August 31, 2026 (2025 - $nil). Prime rate at August 31, 2026 was 4.45% (2025 – 4.95%).

7. Accounts payable and accrued liabilities

	2026	2025
Alberta Education and Childcare - AEM	$ 332,166	$ -
Alberta Education and Childcare - Other	23,916	23,916
Other Alberta school jurisdictions	20,118	-
Post-secondary institutions	-	257
Federal government	-	239,088
Accrued vacation pay liability	245,261	208,836
Other salaries and benefit costs	325,473	270,640
Other trade payables and accrued liabilities	1,338,429	1,187,501
Total	$ 2,285,363	$ 1,930,238

8. Employee future benefit liabilities

The Division's employees accumulate sick time as it is earned. The compensated absences do not vest although are carried forward to future periods. The Division's collective bargaining agreement provides that employees accumulate time to a determined maximum available for carry forward to future periods. Management has calculated the estimated liability using assumptions related to expected sick time to be taken, expected service life of employees and average remuneration for employees. It is Management's assumption that the number of employees is not expected to decrease significantly in the future.

During the 2026 year, the Division's future employee benefits cost did not change from the prior year.

The significant assumptions used to measure the accrued benefit obligation are as follows:

	2026	2025
Accrued benefit obligation:		
Discount rate	5.95%	5.90%
Estimated average remaining service life	17.4 Years	16.4 Years
Average compensation rate per hour	$ 28.42	$ 27.02
Estimated average time taken annually	65.7 Hours	55.6 Hours
Employee future benefits	$ 961,091	$ 961,091

9. Asset retirement obligations

	2026	2025
Asset Retirement Obligations, beginning of year	$ 4,320,542	$ 4,240,350
Revision in estimates	63,299	80,192
Asset Retirement Obligations, end of year	$ 4,383,841	$ 4,320,542

Tangible capital assets with associated retirement obligations include buildings. The Division has asset retirement obligations (ARO) to remove hazardous asbestos fiber containing materials and other hazardous materials from various buildings under its control. Regulations require the Division to handle and dispose of the asbestos in a prescribed manner when it is disturbed, such as when the building undergoes renovations or is demolished. Although the timing of the asbestos removal is conditional on the building undergoing renovations or being demolished, regulations create an existing obligation for the Division to remove the asbestos when asset retirement activities occur.

9. Asset retirement obligations (continued):

Asset retirement obligations are initially measured as of the date the legal obligation was incurred, based on management's best estimate of the amount required to retire tangible capital assets and may be subsequently remeasured at each financial reporting date taking into account any new information and the appropriateness of assumptions used. The estimate of the liability is based on recent remediation projects adjusted for inflation and professional judgment.

The ARO estimate is measured at its current estimated cost to settle or otherwise extinguish the liability. The Division has measured AROs related to hazardous asbestos fiber containing materials at their current value due to the uncertainty about when the hazardous materials would be removed.

10. Prepaid expenses

	2026	2025
Memberships and licenses	$ 439,571	$ 448,933
Prepaid materials and supplies	50,925	61,258
Prepaid insurance	301,077	314,227
	$ 791,573	$ 824,418

11. Net assets

Detailed information related to accumulated surplus is available on the Schedule of Net Assets. Accumulated surplus may be summarized as follows:

	2026	2025
Unrestricted surplus	$ -	$ -
Operating reserves	4,800,229	3,827,774
Investment in tangible capital assets	2,053,462	2,483,060
Capital reserves	3,571,790	2,963,139
Endowments	142,900	142,900
Accumulated surplus (deficit)	$ 10,568,381	$ 9,416,873

12. Contractual obligations

In the 2023 fiscal year, the Division entered into a 5 year operating lease with an organization for the use of photocopiers at a cost of $69,225 per year. The lease term expires August, 2027.

The Division is committed to capital expenditures to complete the building of a new Westside elementary school of approximately $19,341,500. It is anticipated these costs will be fully funded by capital revenue from Alberta Infrastructure.

13. Contingent liabilities

The Division has been named to one legal matter. The potential loss, if any, is not determinable at this time, and accordingly, no provision has been recorded for the claim.

14. School generated funds

	2026	2025
School generated funds, beginning of year	$ 854,281	$ 796,085
Gross receipts:		
Fees	822,230	771,207
Fundraising	395,265	493,802
Gifts and donations	181,686	224,850
Grants to schools	13,100	22,015
Other sales and services	193,117	202,348
	1,605,398	1,714,222
Total related expenses and uses of funds	1,300,288	1,399,590
Total direct costs including cost of goods sold to raise funds	279,847	256,436
School generated funds, end of year	$ 879,543	$ 854,281

16. Other revenue

	2026	2025
City of Lethbridge Family First Facilitators Grant	$ 169,685	$ 148,401
Gain on disposal of capital assets	7,800	-
Rental of facilities	60,322	56,889
Other grants	8,321	19,514
	$ 246,127	$ 224,804

17. Economic dependence on related third party

The Division's primary source of income is from the Alberta Government. The Division's ability to continue viable operations is dependent on this funding.

18. Budget amounts

The budget was prepared by the Division and approved by the Board of Trustees on May 29, 2025. It is presented for information purposes only and has not been audited.

19. Related party transactions

School divisions are controlled by the Government of Alberta. Accordingly, all entities consolidated or accounted for on a modified equity basis in the accounts of the Government of Alberta are related parties of the Division. These include government departments, health authorities, post-secondary institutions and other school divisions in Alberta.

	Balances		Transactions	
	Financial Assets (at cost or net realizable value)	Liabilities (at amortized cost)	Revenues	Expenses
Government of Alberta (GOA):				
Alberta Education and Childcare			$ 61,422,524	
Accounts receivable / Accounts payable	$ -	332,165	$ -	$ -
Prepaid expenses / Deferred operating revenue	-	5,803,511	-	-
Unexpended deferred capital contributions	-	869,055	-	-
Expended deferred capital revenue		45,948,359		
Grant revenue & expenses	-	-	-	-
ATRF payments made on behalf of district			2,577,632	
Other revenues & expenses	-	-	23,916	-
Other Alberta school jurisdictions	-	-	-	20,118
Transfer of schools to / from other school jurisdictions				
Alberta Treasury Board and Finance (Principal)			-	-
Alberta Treasury Board and Finance (Accrued interest)			-	-
Alberta Health	-	-	-	-
Alberta Health Services	24,151	-	281,477	287,006
Advanced Education	-	-	-	-
Post-secondary institutions	-	-	-	-
Alberta Infrastructure	-	-	-	-
Alberta Infrastructure				
Unexpended deferred capital contributions	-	(83,778)	-	-
Spent deferred capital contributions		32,594,675		
Human Services	-	-	-	-
Arts, Culture, & Status of Women	-	-	-	-
Other GOA ministry (Specify)	-	-	-	-
Other GOA ministry (Specify)	-	-	-	-
Other GOA ministries	-	-	-	-
Other:				
Alberta Capital Financing Authority	-	-	-	-
Other Related Parties (Specify)	-	-	-	-
Other Related Parties (Specify)	-	-	-	-
Other Related Parties	-	-	-	-
TOTAL 2025/2026	$ 24,151	$ 85,463,987	$ 64,305,548	$ 307,124
TOTAL 2024/2025	$ 56,079	$ 70,801,885	$ 62,687,466	$ 522,929

ACTION NO: B.3

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: International Student Tuition and Fees for 2027/2028

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. In accordance with Administrative Procedure 303: Attendance of Non-Alberta Students, non-Canadian resident students may be admitted to Holy Spirit Catholic School Division schools provided that space and a suitable educational program are available, all applicable registration documentation is completed, and the annual tuition fee established by the Board of Trustees is paid.

2. To ensure the division is prepared to process any incoming applications, the annual international student tuition rate must be formally set.

3. It is recommended to increase the tuition fee from $11000 to $11500 for the 2027/2028 school year.

4. Associate Superintendent Aaron Skretting will speak to this item.

RECOMMENDATION

That the Board of Trustees approves the 2027/2028 International Student Tuition Fee of $11500 per student, as presented.

ACTION NO: B.4

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: 2025/2026 Annual Education Assurance Measures Report

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. A draft version of the 2025/2026 Annual Education Assurance Measures Report will be provided to the Board of Trustees for review.

2. Superintendent Chantel Axani will present the 2025/2026 Annual Education Assurance Measures Report.

RECOMMENDATION

That the Board of Trustees approves the 2025/2026 Annual Education Assurance Measures Report, authorizing the Board Chair to make any incidental corrections, as necessary;

AND FURTHER, that the 2025/2026 Annual Education Assurance Measures Report be submitted to Alberta Education by the November 30, 2026 deadline and posted on the division's website.

ACTION NO: B.5

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Provincial Flag Display Regulations

ORIGINATOR: Chantel Axani, Superintendent of Schools

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. As per attached Ministerial Order #026/2026, effective January 4, 2027, amendments to the Education Act will introduce new provincial requirements for displaying the National Flag of Canada and the Flag of Alberta outside of school buildings.

3. Thirteen of our division schools will need an additional flagpole installed in order to be compliant with provincial regulations.

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

RECOMMENDATIONS

That the Board of Trustees approves the expenditure of up to $300,000 for the purchase of flagpoles and the procurement of installation services to comply with provincial flag display regulations.

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**

ALBERTA

EDUCATION
AND CHILDCARE
Office of the Minister

GOVERNMENT OF ALBERTA

DEPARTMENT OF EDUCATION AND CHILDCARE

MINISTERIAL ORDER (#026/2026)

I, Demetrios Nicolaides, Minister of Education and Childcare, pursuant to Section 61.2 of the *Education Act*, make the Regulation set out in the attached Appendix, being the Flag Display Regulation.

DATED at Calgary, Alberta October 17, 2026.

FILED UNDER
THE REGULATIONS ACT
as ALBERTA REGULATION 253/2026
ON October 20 2026
ACTING REGISTRAR OF REGULATIONS

MINISTER OF EDUCATION
AND CHILDCARE

423 Legislature Building, 10800 – 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-5010

APPENDIX

Education Act

FLAG DISPLAY REGULATION

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Definitions

1 In this Regulation,

(a) "display", with respect to a flag, means to fly, place, affix, erect or otherwise exhibit by a board in a manner that makes the flag clearly visible;

(b) "flag" means a symbolic graphic design that is used as a symbol, signalling device or decoration of a nation, group, organization or movement and rendered on fabric, stickers or printouts, including a digital reproduction, that maintains the proportions and elements of the original distinctive flag design;

(c) "school property" means

(i) a school building,

(ii) the land or other structures outside a school building that are under the control of a board,

(iii) any personal property, including the equipment and furnishings, owned or leased by, or otherwise under the control of, a board and used for the purposes of a school, and

(iv) any website or social media account that is under the control of a board.

Display of National Flag of Canada and Flag of Alberta

2(1) In this section, "flag protocol" means the following, as published and amended from time to time, as applicable:

(a) the National Flag of Canada etiquette of the Government of Canada;

(b) the Flag etiquette of the Government of Alberta.

(2) For the purpose of section 61(1) of the Act, the National Flag of Canada and the Flag of Alberta must each be flown on a separate flagpole and displayed outside a school building during a school year in accordance with the applicable flag protocols.

(3) In addition to subsection (2), the National Flag of Canada and the Flag of Alberta may be displayed on school property.

Display of certain flags on specified dates

3(1) In this section,

(a) "First Nation" means a band as defined in the *Indian Act* (Canada);

(b) "Metis settlement" means a corporation established under section 2(1) of the *Metis Settlements Act*;

(c) "Metis Settlements General Council" means the corporation established under section 214(1) of the *Metis Settlements Act*.

(2) The following flags may be displayed inside a school building on the specified dates, or on the school day immediately before or after the specified dates, as applicable:

(a) the flags of First Nations, the Metis Settlements General Council and Metis settlements on

(i) National Indigenous Peoples Day — June 21,

(ii) National Day for Truth and Reconciliation — September 30, and

(iii) Louis Riel Day — November 16;

(b) the Royal Union Flag on

(i) Commonwealth Day — the 2nd Monday in March, and

(ii) Victoria Day — on the date prescribed in the *Holidays Act* (Canada).

Display of certain flags on school property

4 The following flags may be displayed on school property:

(a) a flag that depicts an Alberta symbol of distinction under the *Emblems of Alberta Act*;

(b) the flag of Vatican City;

(c) civic and municipality flags of Alberta;

(d) a flag that depicts any sports team, including a championship or competition flag.

Display of flags if related to courses or programs of study under section 18(1)(a) or (e) of Act

5 Flags, including the national flag of a foreign country and flags prescribed in section 3(2)(a), may be displayed inside a school building for a maximum period of 14 consecutive school days at a time if the flags are directly related to the instruction of a course or program of study prescribed or approved under section 18(1)(a) or (e) of the Act.

Display of flags during formal visit

6 The following flags may be displayed inside a school building for a maximum period of 14 consecutive school days:

(a) the national flag of a foreign country, during a formal visit to the school by a foreign head of state, diplomat or official representative of the foreign country;

(b) one or more of the flags prescribed in section 3(2)(a), during a formal visit to the school by a leader of an Indigenous body referred to in section 3(1).

Display of flags on celebratory or ceremonial event

7 The following flags may be displayed inside a school building for the duration of a celebratory or ceremonial event:

(a) the national flag of a foreign country;

(b) one or more of the flags prescribed in section 3(2)(a).

Expiry

8 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on May 29, 2029.

Coming into force

9 This Regulation comes into force on the coming into force of section 13 of *An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026*.

ACTION NO: B.6

November 25, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Trustee

SUBJECT: St. Carlos Acutis Fund

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Annually, the diocese of Calgary designates a Sunday inviting the faithful to celebrate, pray for, and actively support the gift of publicly funded Catholic education.

2. Funds raised in a second collection held at all parishes across the Diocese are pooled and distributed among the five Catholic school authorities, alongside post-secondary institutions such as St. Mary's University and St. Joseph Seminary.

3. Trustee Carmen Mombourquette will speak to this item.

RECOMMENDATIONS

Be it resolved that Holy Spirit School Division use the monies raised through the Catholic Education Sunday collection to establish a St. Carlos Acutis Student Faith Enhancement Fund where 50% of the funds raised in each of the next ten years be placed into the fund and the remaining 50% be accessible to our schools for faith enhancement works and resources;

AND FURTHER, after the ten-year period schools can then be able to access the investment income raised by the St. Carlos Acutis Student Faith Enhancement Fund for faith enhancement works and resources;

AND FURTHER, once the ten-year period of using 50% of the annual collection for immediate use and 50% placed into the fund the Board of the day will evaluate how to use the monies from future the Catholic Education Sunday collections;

AND FURTHER, each year, prior to Catholic Education Sunday, a full report will be prepared on the standing of the St. Carlos Acutis Student Faith Enhancement Fund and an accounting for the faith enhancement works in our schools. This report will be shared with the Bishop and distributed to our parish communities in advance of each Catholic Education Sunday;

FINALLY, the Superintendent will form a committee of staff to develop the terms of reference for what is to be eligible for funding under the broad heading of faith enhancement.

PR NO: C.1

November 25, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 2: Role of the Board

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 2: Role of the Board, Policy 2: Appendix A: Board Work Plan* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 2: Role of the Board* and *Policy 2: Appendix A: Board Work Plan* as amended.

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

The mission or purpose represents the fundamental reason for the organization's existence.
"What are we here to do together?"
It includes all of the elements of our purpose so we can ensure that our vision and goals clearly reflect our mission.

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

A vision is a picture of the future you seek to create, described in the present tense, as it were happening now.
It shows where we want to go, and what we will be like when we get there.
A vision gives shape and direction to the organization's future
and it helps people set goals to take the organization closer to it.

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

Values and Core Commitments

Values are the beliefs that reflect our mission and guide our actions on our progress to our vision.
Core commitments are not goals; they are the actions we are committed to performing in every aspect of our organizational life.

We Value	Our Core Commitments to the Value
All God's Children	• We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools. • We honour diversity. • Our schools provide a welcoming safe and accepting sanctuary.
Excellence in Learning	• We provide opportunities for all students to discover and become the persons God created them to be. • We will implement best practices in education to support the learning needs of all students. • We support and encourage the continued professional growth and reflective practice of all staff. • We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.
Sacramentality	• We see God and the wonder of God's work in everything we do and in all the people we encounter. • As disciples of God, we model Christ to the world. • We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith. • We practice Christian fellowship. • We promote and practice social justice, based on the teachings of Jesus Christ. • We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.
Our Collaborative Community	• We share the responsibility of education with our students, staff, parents, parish and the community at large. • We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools. • We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.
Ministry	• We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ. • We honour the commitment and effort our staff members provide to Catholic education. • We actively participate in the mission of the Church. • We provide opportunities for faith development. • We encourage and support the constitutional right to Catholic education.
Stewardship	• We respect and protect God's creation. • We ensure that our resources and efforts best serve the needs of all our students. • We are accountable to our supporters and will operate in a fiscally responsible manner. • We ensure that decisions are both fact and policy driven. • We support and provide processes which promote fair and objective decision-making through a Catholic perspective. • We are open and transparent.

Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 2

Revised November 2026

ROLE OF THE BOARD

Section 33 of the *Education Act* outlines the role of the Board. As the corporate body elected by the Catholic electors of the division, the Board is responsible for establishing educational objectives and goals of the Holy Spirit Catholic School Division in accordance with the Christian ideals and values of the Catholic community. The Board, empowered through provincial legislation and the natural person powers granted by the *Education Act* and its regulations, shall provide overall leadership, strategic direction, and accountability for the division. It is responsible for ensuring the educational programs and services to enable student success, aligned with legislative requirements, values of the electorate, and in alignment with the Magisterium of the Catholic Church.

The Board fulfills this responsibility by setting clear direction, stewarding resources responsibly, exercising fiduciary oversight, and engaging constructively with its communities.

Areas of Responsibility

Develop a work plan, in alignment with *Policy 2: Role of the Board* and *Policy 3: Role of the Trustee*, outlining Board activities and advocacy.

1. Faith Leadership

   1.1 Make decisions which reflect Catholic values and beliefs.

   1.2 Maintain a visible presence within the Catholic faith community.

   1.3 Support and participate in parish functions in communities served by the division.

   1.4 Participate in and make decisions regarding Alberta Catholic School Trustees' Association (ACSTA) issues.

   1.5 Advocate for the preservation of constitutional rights to Catholic education in Alberta. Proactively foster and strengthen community support for the Catholic education system.

   1.6 Ensure decisions align with recommendations from the Bishop of Calgary and/ or resources provided by the Bishops of Alberta and

Northwest Territories, Canadian Conference of Catholic Bishops, and Vatican documents.

1.7 Participate in faith formation opportunities and ensure that strong faith development opportunities are provided for students and staff.

1.8 Model a culture of faith, respect, and integrity, rooted in the Good News of Jesus Christ.

2. Accountability to Provincial Government

2.1 Act in accordance with all statutory requirements to implement provincial educational standards and policies.

2.2 Perform Board functions required by governing legislation and existing Board policy.

3. Accountability to Community

3.1 Make data-informed decisions.

3.2 Establish processes and provide opportunities for community input.

3.3 Report division results.

3.4 Develop procedures and hear appeals as required by statute and/or Board policy.

3.5 Engage in activities of the Board as outlined in *Policy 3: Role of the Trustee*.

4. Assurance and Planning

4.1 Provide overall direction for the division by establishing mission, vision, strategic priorities, outcomes, and key results.

4.2 Approve the Annual Education Assurance Results Report and the Three-Year Education Plan.

4.3 Monitor progress toward established outcomes and provide direction for improvement.

5. Recognition for Staff and School Community

5.1 The Board will recognize staff, community, and schools.

6. Policy Development

6.1 Establish governance policies that guide Board work and reflect legislated requirements, division goals, and Catholic values.

6.2 Identify the areas that require Board policy.

6.3 Develop and revise policies as per *Policy 7: Appendix C: Policy Development and Review Committee Terms of Reference.*

6.4 Monitor policy impact to determine if policy is producing the desired results.

7. Superintendent / Board Relations Requirements

7.1 Select and appoint the Superintendent as the Chief Executive Officer of the Division.

7.2 Provide the Superintendent with clear corporate direction.

7.3 Delegate, in writing, authority to the Superintendent and identify responsibility subject to provisions and restrictions in the *Education Act*.

7.4 Entrust the day-to-day management of the school division to the staff through the Superintendent.

7.5 Interact with the Superintendent in an open, honest, respectful, and professional manner.

7.6 Evaluate the Superintendent on an agreed upon schedule based upon the Superintendent job description and additional Board direction

7.7 Annually review the compensation of the Superintendent.

8. Political / Advocacy Requirements

8.1 Demonstrate effective advocacy through sustained engagement with the Alberta School Boards Association (ASBA) and the Alberta Catholic Trustees'

Association (ACSTA). Participate in general membership meetings to ensure the division's perspectives are clearly represented in provincial advocacy efforts.

8.2 Enlist the support of the municipal, provincial, and federal governments to provide a leadership role in support of our students and Catholic education initiatives.

8.3 Be the voice of, and advocate for Catholic education within our communities on the role of locally elected Boards and approach political issues through the lens of promoting Catholic education.

9. Board Development

9.1 Annually evaluate Board effectiveness.

9.2 Demonstrate continuous learning in support of informed governance, increasing knowledge of role, processes, and issues.

9.3 Utilize training and professional development resources available from ASBA, ACSTA, Canadian Catholic School Trustees' Association (CCSTA), Canadian School Boards Association (CSBA), and Grateful Advocates for Catholic Education (GrACE).

9.4 Develop a work plan, in alignment with *Policy 2: Role of the Board* and *Policy 3: Role of the Trustee*, outlining Board activities and advocacy.

10. Fiscal Responsibility Mandate

10.1 Review and approve the annual budget and allocate resources in alignment with the Board's strategic priorities and student needs.

10.2 Annually review and approve the Three-year Capital Plan and Infrastructure and Maintenance Renewal (IMR) Plan.

10.3 Review and approve all new and replacement playground requests.

10.4 Establish reserve funds for purchase, replacement, or upgrading of capital assets through the budget process.

10.5 Maintain an accumulated operating surplus, within Alberta Education's required limits.

10.6 Appoint an external auditor.

10.7 Receive and review the annual audit report and ensure quality indicators are met.

10.8 Monitor fiscal management and internal financial controls of the division.

10.9 Approve the Audited Financial Statements.

10.10 Support and comply with the fiscal requirements and regulation established by the Auditor General and Alberta Education.

10.11 Set the labour negotiations mandates, actively participate in the negotiations process, and ratify memoranda of agreement with bargaining units.

References **Sections 33, 51, 52, 53, 54, 60, 67, 139, and 122, *Education Act***
Fiscal Planning and Transparency Act
Local Authorities Elections Act
Borrowing Regulation
Disposition of Property Regulation
Early Childhood Services Regulation
Investment Regulation
School Fees Regulation
Truth and Reconciliation Commission Calls to Action

Policy 2 – Appendix A BOARD ANNUAL WORK PLAN **Revised November 2026**

Role	Goals and Objectives	Board Responsibilities	Activities & Events	Involvement
Model Catholic Values	Demonstrate the values and expectations of a practicing Catholic, and participate in parish and church activities through a personal lifestyle that reflects the teachings of the Church.	Active engagement with clergy, staff, students, and community supporters in ways that strengthen parish life and promote the faith mission of the Division.	Mass Attendance	Attend school Masses Attend Grade 6 & 9 Farewell Masses Attend Graduation Masses Attend School Award Celebrations Liaison Trustee or representative to bring greetings on behalf of the Board when requested at farewells and graduations Participate in Catholic Education Sunday and bring message to parishes on behalf of the division. Host an annual meeting with local Parish priests.
			Divisional Mass	Attend Opening School Division Mass Attend Spiritual Development Day Mass Board Chair to address staff and community supporters
			Share the Mission Award	Share the Mission Committee selects Recipient and presents award Honour the Share the Mission Recipient(s), if selected - at opening School Division Mass
		Reflect the trustee's role in the local Catholic community.	Participate in Parish	Attend Mass at local Parish Volunteer as Lector, Reader, or in other Ministries
		Demonstrate continuous faith development	Participate in Faith Formation Activities	Attend ACSTA Blueprints Attend ACSTA Mass & Faith Development Activities Participate in GrACE Advocacy Participate in Board Faith Retreat Review 3-year Faith Plan
	Trustees shall cultivate and sustain a respectful, collaborative, and faith-filled relationship with the Bishop and the Catholic Diocese of Calgary, recognizing the Bishop's role as the chief shepherd of Catholic education and the spiritual leader of the division.	Connect with the Bishop.	Participate in relationship building activities with the Bishop.	Host Bishop for lunch after Opening Mass. Attend Day of Leadership with Bishop, Priests and Deacons, Senior Administration, and Principals. Attend Bishop Dinner if held within Division.

Policy 2 – Appendix A BOARD ANNUAL WORK PLAN

Revised November 2026

Role	Goals and Objectives	Board Responsibilities	Activities & Events	Involvement
Integrated Strategic Governance & Development	Effectively participate in Board business by staying informed about provincial, national, and international educational issues and trends, ensuring decisions are well-informed and responsive to the broader educational context.	Understand Policy and Legislation	Stay current with provincial legislation and policy changes, ensuring that the Division's mission, policies, and strategic priorities remain aligned with the *Education Act*.	Review Education Act Review Board Policies Review Administrative Procedures Review Meeting Agenda Packages Attend ASBA Zone Meetings Attend ASBA and ACSTA Provincial Meetings Review ASBA Media Releases Review ACSTA Weekly Memo & Media Scan Review Advocacy Letters
	Demonstrate continuous professional learning in support of informed governance	Engage in Trustee Development	Review Board Policies Engage in Professional Learning Opportunities Attend Board Retreats, Orientation, and Utilize training and professional development resources from Alberta School Boards' Association (ASBA), Alberta Catholic Trustees' Association (ACSTA), Canadian Catholic School Trustees' Association (CCSTA), & Canadian School Boards Association (CSBA)	Attend Standing, External & Ad Hoc Committee Meetings Participate in Board Faith Retreat Participate Board Orientation Participate in Professional Development through ASBA When available register for Governance Course Read ASBA Media Summary Review Attend ASBA Lunch & Learn sessions Participate in Board Evaluation Process Participate in Superintendent Evaluation Process
	Shape the long-term direction of the Division	Engage in Strategic Planning	Contribute to the development of priorities, reviewing key planning documents, and ensuring alignment with the Division's mission and values.	Participate in Priority Setting Board & Vice Chair participate in Agenda Setting - trustees provide agenda items Review and Approve the Annual Education Assurance Measures Report Review and Approve 3-year Education Plan Review and approve Board Continuous Improvement Plan Review and approve the Capital Plan Review and approve 3-year IMR Plan Approve Locally Developed Courses Review school calendars Participate in Development of Board Priorities: 3-year cycle Participate in Policy Creation

Integrated Strategic Governance & Development (continued)	Strengthen fiscal stewardship to ensure responsible, transparent, and mission-aligned use of resources.	The Board upholds fiscal stewardship by ensuring responsible use of public funds, maintaining strong budget controls, supporting audit functions, meeting provincial financial expectations, and ensuring trustees and staff receive the training needed for effective financial oversight.	Review Annual Audit report Review Quarterly Financial Statements Review budgetary assumptions for upcoming school year Review Annual Budget	Participate in Audit Committee Advertise for Audit Committee members if applicable Approve Auditors report and management letter Approve Audited Financial Statements Participate in Finance Committee Approve International Student tuition rates Establish Budgetary Assumptions for upcoming school year Review Draft Budget Review and Approve Budget
Role	**Goals and Objectives**	**Board Responsibilities**	**Activities & Events**	**Involvement**
Board and Committee Meetings	A structured forum to fulfill governance duties, providing clear direction to the Superintendent aligning Board expectations with administrative implementation and ensuring that decisions are well-informed, responsive, and aligned with the Division's mission and strategic priorities.	Active participation in Committee of the Whole and Public Board meetings.	Communicate Significant Matters Address Governance Matters Appropriately Refer Administrative Matters Properly Provide Counsel and Advice Ensure Fiduciary Responsibility Review & Approve Division Policies Review Information Items Share Learning Support Board Decisions	Attend all meetings of the Board Review Meeting Agenda Review & Approve Division Budget Review Auditor Reports Prepare and / or Share Committee Reports Prepare and Share Activity Report
	Demonstrate a sustained commitment to internal governance responsibilities and actively contribute to the work of the Board and its committees. Through committee participation, trustees help shape well-informed Board decisions that promote the best possible outcomes for students across the division.	Actively Engage in Committees of the Board	Standing Committees External Committees Exercise Delegated Authority Responsibly	Negotiations Committees Audit Committee Finance Committee Share the Mission Award Committee Teacher Board Advisory Committee Policy Development and Review Committee Grateful Advocates for Catholic Education Infrastructure and Capital Committee Alberta School Boards Association Zone Representative Teacher Employers' Bargaining Authority Joint City/School Boards' Liaison Committee Economic Development Lethbridge Team Lethbridge Special (Ad Hoc) Committees Hiring Committees formed by Superintendent

Policy 2 – Appendix A BOARD ANNUAL WORK PLAN

Revised November 2026

Purpose	Goals and Objectives	Board Responsibilities	Activities & Events	Involvement
Engage in Active Collaboration	Actively gather community concerns, celebrations, and feedback through school community engagement and stakeholder communication, documenting and sharing this information to support informed decision-making and strengthen relationships with stakeholders. Demonstrate consistent involvement with schools, parents, and the broader community.	Engage Parents, Students, and Community	Participate as School Liaison Participate in Board Engagement Opportunities Participate in Division Functions and events Engage and with Staff Members Engage and Advocate with Politicians Engage and Advocate with Church Leaders	Present to Parishes on Catholic Education Sunday School Council attendance when invited or by request Attend School Based Remembrance Ceremonies Attend farewells and graduation ceremonies Attend Feather Blessing/Sash Presentations ceremonies Attend Pow Wows/Family Gatherings Attend school-based awards or recognition ceremonies Participate in the School Council of Councils meetings Participate in budget consultation process Participate in Board community engagements Lead employee acknowledgement events - Staff Appreciation, Long Service awards, Retirement Banquet Board Chair Address at Opening School Division Mass Participate in Division Spiritual Development Day Attend extra-curricular school activities & school events Attend ATA Christmas Mass & social Participate in meetings with MLAs, MPs, and other elected officials Participate in meetings with Bishop, priests, and other Church leaders - as needed but at least once a year with the Bishop Attend School Division Professional Development Days Host Mass for retired Holy Spirit staff members
	Advocate on behalf of Catholic education to support and strengthen its presence and mission within the provincial landscape.	Engage in Provincial Advocacy	Engage with Provincial and Federal Organizations: ASBA and ACSTA, CCSTA and CSBA.	Participate in ASBA zone meetings Participate in ASBA sub committees Participate in ASBA General Meetings Participate in ACSTA General Meetings Participate in ACSTA Directors Meetings Participate in ACSTA committees Call for nominations for Edwin Parr Award Attend Edwin Parr Awards Ceremony
	Demonstrate engagement with provincial educational priorities and assurance processes	Review school division results	Board reviews results reports *in-camera* (Diploma Exams, Achievement Tests, Schollie Survey results, AERR)	Attend Superintendent presentation on DIP & PAT data Attend Superintendent overview on Schollie Survey data Attend Superintendent presentation on AEAM

PR NO: C.2

November 25, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 3: Role of the Trustee

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 3: Role of the Trustee, Policy 3: Appendix A: Service and Materials Provided to Trustees, Policy 3: Appendix B: Communications Protocol, Policy 3: Appendix C: Trustee Activities Report,* and *Policy 3: Appendix D: Board Chair Activities Report* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 3: Role of the Trustee, Policy 3: Appendix A: Service and Materials Provided to Trustees, Policy 3: Appendix B: Communications Protocol, Policy 3: Appendix C: Trustee Activities Report,* and *Policy 3: Appendix D: Board Chair Activities Report* as amended.

Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 3

Revised November 2026

ROLE OF THE TRUSTEE

Section 34 of the *Education Act* outlines the role of the trustee. The trustee is to contribute to the Board as it carries out its mandate to achieve its mission, vision, values, and goals.

Trustees are entrusted by their communities with the responsibility of ensuring that the division meets the educational requirements established by Alberta Education while remaining faithful to the teachings and example of Jesus Christ and the Magisterium of the Catholic Church. The oath of office made by each trustee when assuming office, binds that person to work diligently and faithfully in the cause of publicly funded Catholic education.

The Board functions as a collective governing body, with decisions made at constituted meetings representing the authority and position of the Board as a whole. The authority of the Board rests with the Board as a whole and Trustees have no independent authority to make decisions or speak on behalf of the division unless specifically authorized.

Trustees shall:

1. Model Catholic Values

Demonstrate the values and expectations of a practicing Catholic by participating in parish and church activities and living in a manner that reflects the teachings of the Church. Uphold Catholic identity by ensuring that Catholic values and principles are consistently reflected in Board policies and practices. Review the Faith Plan to ensure alignment with the values of the Holy Spirit Catholic School Division. Financial support will be established for faith formation conferences and events as deemed necessary by the Board.

Trustees are representatives of the Division and must understand and comply with the Trustee Code of Conduct and report any violation of the Code to the Board Chair or, if applicable, the Vice Chair.

2. Provide for Integrated Strategic Governance and Development

The Board shall strengthen trustees' capacity to govern effectively by ensuring a comprehensive understanding of applicable policy and legislation, supporting ongoing professional development, and promoting active participation in strategic planning processes. Trustees are expected to integrate these elements into their governance responsibilities to

make informed decisions, advance long-term divisional goals, and uphold effective, mission-aligned governance practices.

2.1 Understand Policy and Legislation:
Know and understand Board policies and all referenced legislation (including Sections 34 and 51 of the *Education Act*). Become familiar with administrative procedures, meeting agendas, and reports to effectively participate in Board business. Stay current with respect to provincial, national, and international educational issues and trends.

2.2 Engage in Trustee Development:
Board and trustee development enhances leadership capacity and strengthens service to the division. Trustees deepen their understanding of the Board's role and their own responsibilities by reviewing Board policies; participating in professional learning opportunities; attending Board retreats and orientations; and making use of training and development resources offered by the Alberta School Boards Association (ASBA), the Alberta Catholic Trustees' Association (ACSTA), the Canadian Catholic School Trustees' Association (CCSTA), and the Canadian School Boards Association (CSBA).

2.3 Engage in Strategic Planning:
Provide overall direction for the division by establishing its mission, vision, and strategic priorities; approving the Annual Education Assurance Results Report and the Three-Year Education Plan; reviewing the Capital Plan and school calendars; and participating in the development of Board priorities that support long-term planning and the division's overall direction.

3. Attend Board and Committee Meetings

Facilitate effective governance through structured, informed, and collaborative decision-making. Committee work supports the Board by examining issues in greater depth, offering recommendations, and enhancing the Board's ability to make well-informed decisions that promote the best possible outcomes for students and the division as a whole.

3.1 Provide Active Participation in Meetings of the Board:
Trustees provide clear direction to the Superintendent, aligning Board expectations with administrative implementation and ensure that decisions are well-informed, responsive, and aligned with the Division's mission and strategic priorities.

Trustees shall:

3.1.1 Communicate significant matters to the Board and the Superintendent in a timely and transparent manner, including any issues that may affect the division. When unable to attend a meeting, trustees must notify the Board Chair in accordance with the Trustee Code of Conduct.

3.1.2 Address governance matters appropriately by referring governance-related questions, issues, or concerns not covered by existing Board policy to the Board for corporate discussion and decision. Trustees are expected to foster a positive learning and working culture within both the Board and the division.

3.1.3 Administrative matters shall be directed to the Superintendent. When a parent, community member, or school council representative brings forward a concern related to school operations, trustees shall refer the individual to the appropriate contact as outlined in Policy 3, Appendix B: *Communications Protocol for Holy Spirit Catholic School Division*.

3.1.4 Support the Superintendent by offering counsel and advice informed by their judgment, experience, and understanding of the community.

3.1.5 Fulfill their fiduciary responsibilities by reviewing financial information, asking informed questions, and providing input that supports the development of a responsible and sustainable division budget. Trustees shall review and approve the division budget and, when appropriate, seek feedback from Finance Committee members prior to approval. Trustees shall also review auditor reports, considering the input of Audit Committee members as applicable.

3.1.6 Support the work of the Policy Committee by reviewing draft and existing policies, offering feedback, and approving all policies ensuring that policies align with legislation, Board priorities, and the Catholic identity of the division.

3.1.7 Review operational reports - including personnel updates, director reports, and administrative procedures - provided for information purposes to ensure that division activities align with Board priorities, directives, and policies.

3.1.8 Share relevant learnings, materials, and insights gained through trustee activities to support collective governance capacity.

3.1.9 Support the decisions of the Board and avoid making statements that could be interpreted as representing the Board's corporate position when they do not.

3.2 Actively Engage in Committees of the Board:
At the annual Organizational Meeting, trustees shall select and participate in Standing Committees—internal subgroups that provide oversight and support strategic functions enhancing the Board's overall operations—as well as External Committees, which facilitate information exchange, discussion of shared issues, and collaborative dialogue with key partners. Trustees may also be appointed to ad hoc committees as

required. Participation in these committees supports informed Board decision-making and advances outcomes that serve the best interests of students within the division.

When delegated a responsibility, trustees shall exercise the associated authority within defined limits and carry out their duties in a responsible, effective, and accountable manner.

4. Active Collaboration

Engage in active collaboration with fellow trustees, administration, and stakeholders to support effective governance, strengthen Board processes, enhance communication, advance shared goals, and contribute to collective decision-making.

4.1 Engage Parents, Students, and Community:
In alignment with Board engagement efforts, foster meaningful engagement of parents, students, and community members in matters related to education. School Leadership must invite Trustees to school events that include elected officials.

4.1.1 Trustees serving as school liaisons shall maintain a visible presence in their assigned school communities.

4.1.1.1 School Councils (Administrative Procedure125) serve as a key link for parents and community members to advise the principal on school and administrative matters and to provide input to the Board on division policies, budgets, and governance issues. Liaison Trustees may attend school council meetings to receive input on governance-related matters, either when invited by the council chair or when the Board seeks community feedback. Invitations should specify the governance matter to be discussed, ensuring that the Board's corporate position is accurately communicated. When possible, governance items should be placed at the start of the school council agenda.

4.1.1.2 Liaison Trustees should be invited to, and when possible, attend: School Masses; community events (concerts or plays), farewells and graduation ceremonies, awards, or recognition ceremonies.

4.1.2 Trustees shall participate, when possible, in Board-led engagement initiatives, including Council of School Councils sessions, budget consultation processes, and other community engagement opportunities as determined by the Board.

4.1.3 Trustees shall, when possible, attend division-wide events such as employee recognition ceremonies, retirement banquets, the Division Opening Mass, Division Spiritual Development Day, and extra-curricular school activities, to demonstrate support and involvement in the division's community.

4.1.4 Trustees shall respond to invitations from staff members and, when able, attend events such as the ATA Mass, social gatherings, or other staff-related activities.

4.1.5 Trustees shall advocate for the needs, priorities, and interests of the division, ensuring the local voice of the Holy Spirit Catholic School Division is represented in provincial and federal discussions. Trustees are expected to attend, when possible, meetings with Members of the Legislative Assembly (MLAs), Members of Parliament (MPs), and other elected officials.

4.1.6 Trustees shall foster positive relationships with bishops, priests, and other Church leaders and, when possible, attend meetings with Church authorities to advocate for the spiritual, educational, and community priorities of the division**.**

4.2 Engage in Provincial Advocacy:

Demonstrate effective advocacy through sustained engagement with the Alberta School Boards' Association (ASBA) and the Alberta Catholic Trustees Association (ACSTA). Attend and participate in zone and general membership meetings to ensure the Division's perspectives are clearly represented in provincial advocacy efforts. Financial support will be established for trustees to attend Alberta School Boards Association (ASBA) and Alberta Catholic School Trustees' Association (ACSTA) membership meetings.

References **Sections 33, 34, 51, 52, 53, 64, 67, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 *Education Act***
Section 6, *Commissioner of Oaths Act*

Holy Spirit
CATHOLIC SCHOOL DIVISION

Policy 3 - Appendix A

Revised December 2025

ORIENTATION, SERVICES AND MATERIALS PROVIDED TO TRUSTEES

Trustees shall be provided with the following services and materials during their term of office:

1. Board Orientation

The Board believes an orientation program is necessary for effective trusteeship. As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans. All trustees are expected to attend all aspects of the orientation program.

The division will offer an orientation program for all newly elected trustees that encompasses an overview of the division, including method of operations, and provides information on:

1.1 Role of the trustee, Board, and the Superintendent;

1.2 Organizational structures, facilities, and procedures of the division;

1.3 Board policy, agendas, and minutes;

1.4 Board Priorities, annual reports, budgets, financial statements, Infrastructure and Maintenance Renewal (IMR) and Capital plans, faith plan, and long-range plans;

1.5 Division programs and services;

1.6 Board's function as an appeal body;

1.7 Statutory and regulatory requirements, including responsibilities regarding conflict of interest;

1.8 Services and materials provided to trustees;

1.9 Trustee remuneration and expenses; and

1.10 Most recent evaluation of the Board.

The Board Chair and Superintendent are responsible for developing and implementing the division's orientation program for newly elected trustees. The Superintendent shall provide each trustee with access to the Board Policy Handbook and the Administrative Procedures Manual at the organizational meeting following a general election or at the first regular meeting of the Board following a by-election.

Incumbent trustees are encouraged to help newly elected trustees become informed about the history, functions, policies, procedures, and issues.

The trustee shall, at the time of assuming office, take and subscribe to the official oath and deposit it with the Secretary-Treasurer.

2. Reference Materials

- Access to the Education Act, Alberta Education Regulations, and related documents.
- Board Policy Handbook and Administrative Procedures Manual.
- Current division reports and resources, including the Annual Education Results Report, Three-Year Education Plan, and budgets.
- School year and meeting calendars.
- List of school council chairs.
- Membership services from the Alberta School Boards Association (ASBA), Alberta Catholic School Trustees' Association (ACSTA), Canadian School Boards Association (CSBA), and Canadian Catholic School Trustees' Association (CCSTA), GrACE.
- Access to recommended reading materials.

3. Communications and Public Relations

- Notifications of significant media events, and reminders of meetings and events.
- Name tags, digital or traditional business cards, and lapel pins.
- Key messages
- Individual/Board photographs.
- Technology to support current communication needs.

4. Administrative and Secretarial Services

- Access to interoffice mail.
- Conference registration, travel, and accommodation arrangements.
- Email accounts and IT support.
- Photocopying and related secretarial services.

Holy Spirit
CATHOLIC SCHOOL DIVISION

Policy 3 - Appendix B

Revised December 2025

COMMUNICATIONS PROTOCOL
FOR HOLY SPIRIT CATHOLIC SCHOOL DIVISION

The Board recognizes that effective communication relies on clearly defined roles and responsibilities. Transparent communication supports decision-making, enhances program quality, and meets the needs of students. A communications protocol ensures clear, consistent, and effective communication between trustees, administration, staff, students, parents, and the community, while maintaining confidentiality and respecting roles and responsibilities.

Protocol:

1. First, address concerns or complaints with the staff member directly involved.
2. If unresolved, the principal is the next point of contact.
3. Matters not resolved at the school level may be referred to the Superintendent or designate.
4. Stakeholders have the right to appeal decisions to the appropriate decision-making person or body, following the established communication and review process.
5. Confidentiality must be maintained, and anonymous complaints are generally not considered unless safety or well-being is at risk.
6. All complaints will be handled with procedural fairness and natural justice.

Principal Responsibilities:

- Forward controversial, safety-related, or policy-interpretation matters to the Superintendent.

Superintendent Responsibilities:

- Address stakeholder concerns promptly and appropriately as they arise, following established communication channels and procedures.
- Serve as the Board's spokesperson on educational and operational matters.
- Address urgent or emergent issues through the Board Chair.
- Present relevant information and action items at regular Board meetings.

Board Chair Responsibilities:

- Serve as the Board's spokesperson, accurately communicating Board positions and decisions, and not presenting personal viewpoints as the official stance of the Board.

Trustee Responsibilities:

- Trustees shall communicate Board decisions accurately and must not present their personal viewpoints as the official position of the Board. Any communications requiring a Board response should be referred to the Board Chair, who serves as the official spokesperson of the Board.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME:

BOARD MEETING DATE:

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:

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:

Board and Committee Meetings:

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

Date:	Brief Description:

Active Collaboration and Advocacy:

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

Date:	Brief Description:

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR:

BOARD MEETING DATE:

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:

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:

Board and Committee Meetings:

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

Date:	Brief Description:

Active Collaboration and Advocacy:

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

Date:	Brief Description:

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR:

BOARD MEETING DATE:

Active Collaboration and Advocacy (continued):

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

Date:	Brief Description:

PR NO: C.3

November 25, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 5: Role of the Board Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 5: Role of the Board Chair* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 5: Role of the Board Chair* as amended.

POLICY 5

Revised November 2026

ROLE OF THE BOARD CHAIR

In accordance with the Board Procedures Regulation, an appendix of the *Education Act,* the Board of Trustees of Holy Spirit Catholic Separate School Division, at its annual organizational meeting, and at any other time as determined by the Board shall elect one of its members as Chair.

The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.

The Board Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

The Board Chair shall:

1. Ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.

2. Provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.

3. Preside over all regular and special meetings of the Board.

4. Ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.

5. Keep the Trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.

6. Keep informed of significant developments within the division and in education provincially.

7. Be an ex-officio member, with voting privileges, to all committees created by the Board.

8. Represent the Board, or arrange alternative representation, at all official meetings and functions.

9. Work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.

10. Ensure that the Board engages in regular assessment of its effectiveness as a Board.

11. Ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

12. Approve the distribution of any material to the public concerning the governance of the division.

13. Ensure the auditor's report is brought to the Board for their review.

14. Review and approve the Vice Chair remuneration and expense claims.

15. Review and approve the Superintendent's expense claims.

16. Review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per *Policy 18: Board Governance and Operations*.

References **Sections 64*, Education Act***
Board Procedures Regulation, Alberta Regulation 82/2019

PR NO: C.4

November 25, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 6: Role of the Vice Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 6: Role of the Vice Chair* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, Values, and Goals.

RECOMMENDATION

That the Board of Trustees accepts *Policy 6: Role of the Vice Chair* as amended.

Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 6

Revised November 2026

ROLE OF THE VICE CHAIR

In accordance with the Board Procedures Regulation, an appendix of the *Education Act*, the Board of Trustees of Holy Spirit Catholic Separate School Division, at its annual organizational meeting, and at any other time as determined by the Board shall elect one of its members as Vice Chair.

The Vice Chair is accountable to the Board and may be removed from office at any time by a simple majority of trustees at a regular or special meeting of the Board.

The Vice Chair shall:

1. Act on behalf of the Board Chair, in the latter's absence.
2. Assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. Assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.
4. Present, on behalf of the Board, the division's Annual Budget.
5. Be the chair of the Audit Committee.
6. Review the Trustees' remuneration and expense claims.
7. Assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

References **Sections 64*, Education Act***
Board Procedures Regulation, Alberta Regulation 82/2019

REPORT NO: D.1

November 25, 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 November 25, 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 November 25, 2026.

Superintendent

Report to the Board of Trustees

November 2026

Embodying Catholic Leadership

- Attend Sunday Mass at Assumption Parish
- Superintendent Staff Prayer week, CEC
- Faith reflections in, “Superintendent Sunday” (ONGOING)
- Attended Calgary Diocesan Meeting (November 12)
- Attended CCSSA Plenary; Mass presided over by Bishop McGrattan
- Attended ACSTA Fall AGM; Mass presided over by Bishop McGrattan
- ACSTA Keynote Speaker presentations by: Most Rev. J. Michael Miller, CSB and Very Rev. Stefano Penna

Gathering provincially with fellow Catholic school superintendents and leaders through the Council of Catholic School Superintendents of Alberta (CCSSA) is truly a blessing. Coming together to celebrate Mass and engage in meaningful discussions on the pressing topics facing Catholic education provides a vital space for spiritual renewal and collaborative leadership. It is a genuine honour to listen to the diverse perspectives of colleagues across the province; while our school divisions may differ geographically, we remain deeply aligned in our shared faith. Hearing how other leaders navigate similar challenges is both deeply affirming and a powerful reminder that we stand united in solidarity in our mission to serve Christ and our students.

Building Effective Relationships

- “Superintendent Sunday” communications with LLT, SALT, and Trustees (ONGOING)
- Superintendent 1:1 and School Visits (CCH West, CSM, ESM, SFJH)
- Evaluation Meetings (ONGOING)
- LLT Meeting (ONGOING)
- SALT Meetings (ONGOING)
- Attended CASS Fall AGM (Calgary) (November 4-6)
- Attended CCSSA Fall Plenary (November 12-13)
- Attended ACSTA/ASBA (November 13-17)
- Attended CCH Awards Evening (November 10)

The recent Superintendent and Principal Growth Plan meetings have been an enriching experience, offering valuable insight into our school leaders' areas of interest and personal professional development. Beyond their individual aspirations, it is inspiring to hear their deep commitment to fostering continuous growth within their schools and supporting the ongoing development of their teachers. These dedicated conversations have allowed me to deepen my relationships with our principals on a meaningful level, while providing a clear perspective on how I can best walk alongside and support them—both individually in their unique contexts and collectively as a leadership team.

Visionary Leadership

- Weekly SALT meeting
- LLT Meeting (ONGOING)
- SALT/ SKS Admin Tour (St. Kateri)
- SALT/SKS Admin meetings for transition and opening of SKS (ONGOING)
- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Continuing Leading Principals in Principal Collaboration Partnerships: Reviewing, Sharing and Reinforcing (ONGOING)
- Schollie Survey 2026-2027 Meeting (Elan, Rhonda) (October 29)
- AEAM Summary & Schollie Survey Integration (LLT Guidance, Rational) (November 10)
- CASS Sessions:
    - Superintendents Community of Practice
    - The Strategic Role of Communications: Building Trust, Managing Issues and Strengthening System Leadership (Dr. Andrea Holowka, CTR)
    - Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)
    - Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations
    - Supporting Good Governance in Politically Complex Times

Working toward stronger alignment between our local measures and provincial measures has been an important priority, ensuring we strategically create dedicated opportunities for meaningful reflection and thoughtful consideration across our division. This year, we are asking administrative teams to actively integrate their school Schollie Survey data alongside their provincial results to compare both sets of measures. Triangulating our local survey feedback with provincial metrics provides a far richer, more authentic picture of our school communities, allowing us to honor the unique context of each school, celebrate local successes, and identify meaningful growth areas

that provincial data alone might miss. To facilitate this, the Holy Spirit AEAM form has been updated to include Schollie Survey measures and was recently sent out to all principals.

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 CASS Fall AGM Meeting (November 4-6)
- CASS Sessions:
    - CASS Sessions:
    - Superintendents Community of Practice
    - The Strategic Role of Communications: Building Trust, Managing Issues and Strengthening System Leadership (Dr. Andrea Holowka, CTR)
    - Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)
    - Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations
    - Supporting Good Governance in Politically Complex Times (Joanne Pittman)

Attending the College of Alberta School Superintendents (CASS) sessions—*Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations* and *Supporting Good Governance in Politically Complex Times* facilitated by Joanne Pittman—provided tremendous value and practical insight into system leadership. Hearing candidly from current superintendents about how they support both their school divisions and their Boards of Trustees while navigating ever-changing legislation and emerging pressures was both affirming and eye-opening. It was reassuring to see that the challenges we face locally are shared across the province, while also offering fresh perspectives and strategies for maintaining strong governance and clarity of purpose during complex times.

Reflecting on the past two years, these dedicated professional learning opportunities—alongside the genuine relationships built with fellow superintendents across Alberta—have been instrumental to my growth in this role. The willingness of colleagues to share their experiences, offer candid advice, and collaborate through complex governance and operational realities has accelerated my learning tremendously. Having a trusted network of peers to lean on has strengthened my confidence and capacity to serve our Board, our staff, and our school communities effectively.

Leading Learning

- AEAM Summary & Schollie Survey Integration (LLT Guidance, Rational) (November 10)
- Student Code of Conduct (AP Alignment and School direction with Legislative updates regarding *An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026* (ONGOING)
- *Bill 35: Education and Childcare (Securing Parental Involvement) Statutes Amendment Act, 2026*. (LLT and SALT conversations)
- Flag Regulations (supporting the process)
- CASS Sessions:
    - Superintendents Community of Practice
    - The Strategic Role of Communications: Building Trust, Managing Issues and Strengthening System Leadership (Dr. Andrea Holowka, CTR)
    - Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)
    - Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations
    - Supporting Good Governance in Politically Complex Times

Understanding and staying ahead of evolving provincial legislative requirements is essential to ensuring Holy Spirit Catholic Schools remain compliant, proactive, and well-supported. Currently, our division is navigating several significant updates—including ongoing Administrative Procedure alignment and school direction for Student Codes of Conduct under *An Act to Remove Politics and Ideology from Classrooms and Amend the Education Act, 2026*, active LLT and SALT discussions regarding *Bill 35: Education and Childcare (Securing Parental Involvement) Statutes Amendment Act, 2026*, and supporting schools through the implementation of new provincial Flag Regulations. By drawing on the collective wisdom of Zone 6 colleagues and superintendents across the province, we are able to share best practices and interpret these mandates thoughtfully. This collaborative approach allows us to position Holy Spirit to meet every regulatory requirement effectively, while remaining intentional about filtering and pacing the workload so we protect our principals from unnecessary administrative downloads.

Ensuring First Nations, Métis and Inuit Education for All Students

- CASS Welcome message and blessing by Elder Diane McGuinnis, T'suut'ina First Nations
- Attended CASS Session- Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)

Continuing to deepen my understanding of Truth and Reconciliation requires intentionally seeking out every opportunity to engage in learning, dialogue, and listening humbly to the wisdom of Elders. Attending the session *Unlearning Colonialism: From Research to Action* with Dr. Marianne Barrett and Dr. Dwayne Donald was a profoundly impactful reminder that genuine systemic change begins within ourselves. Their insights underscored that before we can meaningfully transform our practices, we must first examine our own unconscious biases and blind spots—perspectives that can unintentionally shape everything from how we select classroom resources to how we design professional learning and daily educational experiences for all students.

School Authority Operations and Resources

- SALT Superintendent 1:1 Meetings (ONGOING)
- Flag Regulations (supporting the process)
- Enrolment analysis and conversations (ONGOING)
- Met with Deputy Superintendent, Secretary Treasure re: EA PD, Grid Placement and Compensation

CASS Sessions:

- Superintendents Community of Practice
- The Strategic Role of Communications: Building Trust, Managing Issues and Strengthening System Leadership (Dr. Andrea Holowka, CTR)
- Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)
- Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations
- Supporting Good Governance in Politically Complex Times

Ongoing operational and leadership activities are crucial for maintaining strong alignment, responsiveness, and fiscal responsibility within our school authority. Regular one-on-one meetings with members of the Senior Administrative Leadership Team (SALT) promote clear communication, shared accountability, and coordinated execution of division priorities. Additionally, as a senior team, we actively support schools in implementing new regulations, such as the provincial Flag Regulations, to ensure consistent compliance while minimizing administrative demands on principals. At the same time, continuous enrollment analysis and executive planning sessions with the Deputy Superintendent and Secretary-Treasurer regarding Educational Assistant professional development, grid placement, and compensation support proactive staffing, sustainable financial management, and equitable workforce support. Participation in targeted CASS learning sessions further enhances these operational efforts by providing timely insights into legal matters, human resources, governance, and strategic

communications, enabling informed decision-making across Holy Spirit Catholic Schools.

Supporting Effective Governance

- Board Agenda setting meeting with Chair, Vice Chair and Executive Secretary (Monthly)
- Attended ACSTA/ASBA Fall AGM Meeting
- Attended Policy Committee Meeting
- CASS Sessions:
    - Superintendents Community of Practice
    - The Strategic Role of Communications: Building Trust, Managing Issues and Strengthening System Leadership (Dr. Andrea Holowka, CTR)
    - Unlearning Colonialism: From Research to Action (Dr. Marianne Barrett, Dr. Dwayne Donald)
    - Navigating the First Years: A Superintendent Panel on Leadership, Learning, and Board Relations
    - Supporting Good Governance in Politically Complex Times

Over the past two years as Superintendent, I have gained a deeper appreciation for the vital importance of both my role at and active support of both ACSTA and ASBA meetings. Engaging alongside our trustees in these provincial forums ensures that our administrative perspective informs broader advocacy efforts while keeping us closely aligned with evolving provincial governance priorities. Ultimately, a strong, collaborative relationship between the Board of Trustees and the Superintendent is the cornerstone of effective system leadership—essential to maintaining seamless alignment between sound governance and day-to-day operations in service of our school division.

REPORT NO: D.2

November 25, 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 November 25, 2026.

Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent
Report to the Board of Trustees
November 2026

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Weekly Sunday Mass and serving as a lector at 11:00am at St. Martha's Parish;
- Attending Mass with our probationary teachers as a part of their Faith and Formation Sessions;
- Working through a framework that facilitates difficult conversations for our administrators. What differentiates our difficult conversations from other divisions is the Catholic perspective. The inherent dignity of the human person is the foundation of all that we do.

Building Effective Relationships

- Connecting regularly with school administrative teams to support various issues and concerns they are facing;
- Visiting schools to check-in with our newest teachers to ensure they feel supported;
- Meeting with others in Zone 6 who lead within the HR departments to share best practices and work collaboratively to navigate the challenges and share best practices in education;
- Attending CASS in Calgary and networking with system leaders across the province;
- By being proactive, present, and genuinely supportive, I hope to ensure that all employee groups feel valued, reflecting the dignity of the human person and aligning with our division's mission where people are cherished and achieve their potential. Strong relationships are the foundation of everything.

Modeling Commitment to Professional Learning

- Attended the **CASS Fall Conference** in Calgary. The learning that I had the opportunity to participate in included:
    - A plenary session on expanding pathways and possibilities for students;
    - A Human Resources *Community of Practice* that provided those of us leading in HR to discuss our current and relevant challenges in education. Topics this time included the expedited teaching certificates, lack of people choosing to enter the field of education, retaining and caring for existing staff and the impact of the substitute shortage;
    - A session led by Colin Fetter, an Education Lawyer, that focused on the *Top Hidden Traps for School HR and How to Navigate Around Them*;
    - A short course on building mental health capacity across the system - the conversations, reflections and activities focused on how system education leaders play a critical role in establishing the conditions that build mental health capacity across all schools;
    - An opportunity to hear directly from the Minister of Education;
    - Facilitating a session with Ray Hoppins on *Meeting Up! System Strategies to Enhance Meetings*;

- Diving into research presented by Dr. Theodora Kapoyannis on building individual resilience and how leadership practices can support staff well-being and career sustainability. Instead of finding work/life balance, she suggests finding harmony in our lives through a sense of coherence.

Visionary Leadership

- Collaborating through ongoing weekly senior team meetings (SALT) to address school needs, share perspectives and advance Board priorities;
- Continuing the ATA New Teacher Mentorship Program in partnership with the ATA Local and Provincial associations. At our Division Professional Learning Day a session was offered for our mentors and mentees;
- Visiting classrooms to support and mentor new teachers, followed by reflective conversations that encourage professional growth and instructional development;
- Attended the *Council of School Councils Engagement Evening* facilitated by Dr. Bryan Szumlas. This session provided an opportunity to collaborate with Board Trustees, School Council representatives as well as school and senior leadership to identify priorities and help shape the division's direction for the upcoming school year;
- Supporting the successful transition of St. Kateri Elementary School into their new building through collaborative planning, communication, and coordination with school administration and senior team members.

Leading Learning

- Connecting regularly with school administrators to provide support and guidance on matters that arise, including teacher growth, supervision, and evaluation;
- Collaborating with Ray Hoppins to present at CASS on *Meeting UP! System Strategies to Enhance Meetings*. The session was well received, resulting in an invitation to present again in March;
- Working collaboratively with senior administration and division leaders to lead New Teacher Faith and Formation sessions for teachers on probationary contracts;
- Collaborating with school and senior leaders to deliver the Catholic Leadership Program. Recent learning focused on *Mark 2 of The Excellent Catholic Leader*, alongside the *LQS Competencies of Visionary Leadership and Leading Learning*;
- Leading leadership development and building leadership capacity through our monthly Learning Leadership Team (LLT) meetings;
- By staying connected with administrators, supporting teacher growth and supervision processes, and leading meaningful learning opportunities for new teachers and school leaders, I strive to build the relationships, trust, and professional capacity needed to strengthen teaching and learning in every school.

Supporting First Nations, Métis and Inuit Education for All

- Using classroom visits as opportunities to learn from teachers and students as they incorporate Indigenous ways of knowing into teaching and learning;
- Having the privilege of sharing lunch and conversation with Elder Dorothy Day Chief, Board Chair Linda Ellefson, Superintendent Chantel Axani, and Division Principal Jana Boschee. These opportunities deepen my understanding and support my ongoing learning;
- Recognizing the importance of meaningful Land Acknowledgements that go beyond words and reflect an understanding of the history, people, and teachings of the land on which we gather;
- Alongside Ray Hoppins, intentionally incorporating the story of Bertha Clark Jones into our CASS presentation and Land Acknowledgement. Bertha was a Cree-Métis Second World War veteran and RCAF corporal who overcame discrimination and worked tirelessly to empower Indigenous women to pursue leadership roles. She was appointed an Officer of the Order of Canada in 2003.

Supporting School Authority Operations and Resources

- Collaborating on the weekly **Here in Spirit** newsletter to ensure timely and accurate communication of available positions throughout the division;
- Collaborating with school leaders through ongoing conversations, interviews, and staffing decisions to ensure the best fit of personnel within our schools;
- Participating in confidential labour relations discussions and decisions that support the division's operational responsibilities;
- Attending Teachers' Employer Bargaining Association (TEBA) meetings to remain informed of employer-related matters and emerging issues;
- Supporting the implementation of new provincial legislation, government mandates, and requirements to ensure divisional compliance and accountability;
- Collaborating with senior administration to develop and implement the division's *Emergency Response Plan* in response to new provincial direction, strengthening emergency preparedness and supporting the safety of students and staff;
- Collaborating with ASEBP to review employee benefit plans, explore plan design changes, and remain informed of wellness initiatives and reporting tools.

Supporting Effective Governance

- Participating in discussions and planning related to Board priorities and strategic direction;
- Participating in Council of School Council Engagement meetings with Board Trustees to gather input and inform priorities for the upcoming school year;
- Supporting the Board's understanding of emerging provincial legislation, government mandates, and their implications for the division;
- Collaborating with the senior team on *Annual Education Assurance Measures (AEAM)* to support Board oversight, monitor progress, and demonstrate accountability for student learning and achievement.

REPORT NO: D.3

November 25, 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 November 25, 2026.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees
November 2026

Update From The Secretary Treasurer's Office (Amanda)

- Led Business Services and TTMFSH team meetings
- Attended the USIC Audit Committee meeting
- Completed walk through of St. Kateri with Alberta Infrastructure and contractors
- Participated in weekly SALT meetings
- Participated in monthly LLT meetings
- Attended monthly Lunch and Law session with USIC, MARSH and Brownlee
- Attended November USIC Subscribers meeting
- Participated in ASBOA Zone 4 meeting
- Sat in on ASEBP Fall Engagement session
- Attended Joint Use monthly meeting with City of Lethbridge and Lethbridge School Division
- Participated in Monthly TEBA Engagement sessions
- Continued work on year-end financial reporting and preparation of financial statements
- Updated AEAM financial data and reporting
- Liaised with Auditors for the annual financial statement audit
- Facilitated Holy Spirit Audit Committee meeting

Transportation, Insurance and Risk Management Update (Cassandra)

- Participated in USIC Risk Management and Claims committee and USIC Cyber Committee to discuss emerging matters and trends
- Participated in insurance professional development sessions including monthly Lunch and Law session
- Consulted with division staff on Privacy Impact Assessment requirements and Privacy Management Program, responded to inquiries, created PIA questionnaire for use by staff
- Continued work on transportation updates, requests and preparation for grant submission. Worked with Student Information Coordinator, Transportation Coordinator and Southland to create transportation routes and determine eligibility for St. Kateri
- Reviewed for approval all risk assessments, volunteer, chaperone and driver applications. Met with division Phys Ed staff to discuss requirements
- Monitored all student and staff accident reports, requested more information when required, filed with insurers and WCB where necessary
- Attended November USIC Subscriber meeting
- Attended ASBOA Zone 4 meeting
- Participated in Division Professional Learning

REPORT NO: D.4

November 25, 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

...where children are cherished and achieve their potential

Associate Superintendent of Learning
Board Report - November 2026

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Day with Leadership** - On Tuesday, December 8th, we will be hosting our annual Day with Leadership with Bishop McGrattan and clergy of the zone. We will be incorporating our annual LLT Advent retreat during the afternoon of this day as well given the Bishop's scheduling needs. The day will begin with Mass at St. Martha's Parish at 9, followed by a transition to St. Kateri for a tour and presentation from the Bishop, along with a presentation on our own Bishop Assurance pilot at St. Catherine. Lunch will be provided prior to the afternoon retreat for administrators.

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

- **Artificial Intelligence** - We are continuing our work on artificial intelligence this year using multiple lenses and overlapping structures. Our work is grounded in the timeless principles of Catholic Social Teaching (Dignity of the Human Person, Solidarity, Dignity of Work, and the Common Good).
    - We were selected to participate as a zone representative in the amii cohort, and participated in our initial local engagement session on Tuesday, November 17th.
    - We are continuing work with Advanced Learning Partnerships this year as well; we will be focusing on the development of messaging and support documentation, as well as public engagement in our time together with them.

Board Strategic Priority - Living Truth and Reconciliation

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

- **Professional Development -** During our November 12th PD Day, FNMI Facilitator Emily Fox and Elder Dorothy Day Chief led a session with 35 Holy Spirit staff exploring the history of Treaty 7 through the Blanket Exercise.

- **Métis Week (Nov 16-20)** - Schools across the division honoured Métis history, culture, language, and contributions through a variety of meaningful learning experiences. Activities included Rock Your Mocs Day on November 16 and opportunities to explore Métis identity, traditions, and perspectives. These celebrations support our ongoing commitment to Truth and Reconciliation and deepen students' understanding of the diverse Indigenous peoples and histories of Alberta.

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

- **Professional Development -** Teachers are finding ways to braid Indigenous ways of knowing together with western paradigms to strengthen understanding and success for all students. On Nov 12th PD Day, Ken Fox and Dark Sky Guides of Waterton presented about the role of stars in navigation, story, and spiritual guidance. On November 23, teachers were invited to learn about the ingenuity of tipi construction and how these understandings could be brought into science and math instruction.

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

- **Book Study -** Division staff and the Board of Trustees will be invited into a collaborative book study exploring Indigenous ways of knowing, relational thinking, and our responsibilities to one another and the land. Through shared reading and dialogue, participants are challenged to reflect on Western assumptions, deepen their understanding of Indigenous perspectives, and consider how this learning informs our collective responsibilities as Treaty People.

REPORT NO: D.5

November 25, 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

...where children are cherished and achieve their potential

Director of Educational Services
Board Report - November 2026

Board Strategic Priority -Learning Through Quality Teaching

We prepare students for career pathways

- **Update on Career Education Task Force**
  Our Career Education Task Force came together on Nov. 3 and received professional learning on robotics, a tour of SACI's E3 Building and continued the creation guidebook for Career Education for Admin/Teacher which will include the **Four Interlocking CETF Pillars:**
  - **Student Agency:** Building growth mindset, ownership, accountability, and vocational identity.
  - **Scope & Sequence:** Ensuring continuum, accessibility, and Universal Design for Learning (UDL) integration.
  - **Teacher Efficacy:** Equipping educators with common career language and cross-curricular instruction.
  - **Equitable Pathways:** Leveraging division grants, community partnerships, and accessible opportunities across all schools.

All students demonstrate growth in numeracy and literacy.

- **CCH Quarter 1 Diplomas-**starting October 29 and ending on November 5 our high school students wrote the first set of Diploma exams for the 2026/2027 school year. Our tech team did a commendable job in ensuring that all Chromebooks were accessible and in working order within the VRETTA exam writing platform.
- **Data Analysis** - Our Educational Services Team and school leadership are currently reviewing division-wide and school results from this fall's provincial screener assessments. Elementary schools have already begun applying these insights to inform classroom support and intervention strategies. Summary findings were communicated to families during recent parent-teacher conferences. Furthermore, Educational Services will analyze performance metrics from the 2025–2026 academic year to support the drafting of the upcoming AEAM Report.

Schools reflect collaborative teaching and learning environments.

- **Division Wide PD Day -Division Wide PD Day -** On November 12, our entire staff gathered in Lethbridge for professional learning hosted by presenters from our own division, the South Consortium, ATA, U of L, and several external organizations. Approximately 80% of staff registered online through the South Consortium office, while others requested manual placement into sessions. A feedback survey will be distributed to all participants following the event.
- **Outcome-Based Assessment in Junior High** - The Junior High Proficiency Scale has been distributed to administrators and teachers. Several schools are already adopting this approach, partnering with our Learning Coaches during site-based professional learning days to explore effective assessment strategies and implementation of the scale. Additionally, nearly 100 educators are registered to attend Richelle Marynowski's session on outcome-based assessment on November 12.

REPORT NO: D.6

November 25, 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

...where children are cherished and achieve their potential

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

Board Strategic Priority: Belonging in our Diverse Community

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

Professional Development

- **College of Alberta School Superintendents (CASS):** Crystal Lothian, *Director of Support Services*, attended the CASS Conference in Calgary from November 4th - 6th, 2026. This event provided valuable insights and opportunities for collaboration across the province on educational practices in all four priority areas, enhancing our ability to serve students and staff across the division.
- **Universal Design For Learning:** Universal Design for Learning (UDL), developed by CAST, is a framework that supports flexible and accessible learning by proactively designing for learner variability. On November 9th, 2026, *Director of Support Services*, Crystal Lothian, facilitated the third session of a four-part professional learning series with the Learning Leadership Team to build shared understanding and strengthen divisional capacity to support all learners.
- **Strengthening Individualized Program Plan (IPP) Implementation:** Crystal Lothian, *Director of Support Services* and numerous school-based teams participated virtually in a professional learning series focused on strengthening the design and implementation of Individualized Program Plans (IPPs). The series explored practical strategies for aligning student needs, teacher capacity, and classroom environments to develop meaningful, realistic, and sustainable supports. This professional learning strengthened staff capacity to translate IPPs into effective everyday classroom practices that support student engagement, growth, and success.
- **Probationary Teachers Faith Formation Session Presentation:** Daphne Sander, *Coordinator of English as an Additional Language*; Cara Ross, *Inclusive Education Lead Teacher*; and Crystal Lothian, *Director of Support Services*, presented at the Probationary Teachers' Faith Formation Sessions. The two sessions provided an opportunity to connect with teachers, share experiences and resources, and explore universal strategies and supports that foster inclusive learning environments and promote the success, well-being, and sense of belonging of all students.
- **Divisional Professional Learning Day (November 12, 2026):** Delivered targeted capacity-building workshops for Inclusive Education Leads (IELs), teachers, and EAs. Offerings included the full-day *ABCs of AAC* workshop for supporting complex communicators, alongside sessions on universal behaviour supports, autism, sensory spaces, executive function, music therapy, and adaptive physical education.

Family and Community Support Service (FCSS) Grant: Holy Spirit Catholic School Division was a successful recipient of Family and Community Support Services (FCSS) grant funding in both Pincher Creek and Lethbridge. This support strengthens the important work of our Family School Liaison Counsellor in Pincher Creek and provides additional resources to sustain our Family First Facilitators at Children of St. Martha School and École St. Mary. These investments enhance our capacity to offer meaningful, community-based support focused on wellness, connection, and early intervention.

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

EAL Intakes and Benchmarking: English as an Additional Language (EAL) learners represented 34% of Holy Spirit Catholic School Division's student population, with 1,919 EAL-coded students out of a total enrolment of 5,640. Throughout the fall, teachers completed language proficiency benchmarking for 1,213 funded EAL students to inform instructional planning and targeted language support. Additionally, 40 EAL student intakes were completed since the beginning of the 2026–2027 school year, facilitating timely language assessments and welcoming registration and transition processes for newcomer students and their families, including refugees and students arriving from Ukraine. These efforts reflected the division's ongoing commitment to fostering inclusive and welcoming learning environments where all students experience a sense of belonging and are supported in their language development, academic growth, and overall success.

REPORT NO: D.7

November 25, 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

November 2026

Technology Services Update

- **Help Desk and Support Service Update**
    - Daily school visits are helping teachers and students with technology
    - Supported division PD Day at various schools.
- **Google Workspace - Education Plus Licensing**
    - We have acquired Google Education Plus licensing for all staff and students as of October 30th.
    - Education Plus licensing offers additional tools to help teaching and learning capabilities, enhanced collaboration and video conferencing, advanced security, and data control.
    - Updates will be applied with a phased approach throughout November per recommended implementation guide. More information to come.
- **Cybersecurity**
    - November is cybersecurity controls reporting month. We will be submitting our compliance reporting to our insurance providers.
    - **Email Security Update**
        - November 2-6, multiple school employee's email accounts were compromised as users fell victim to a series of malicious email spoofing scam. This resulted in unintentional emails being redirected to several staff and families within our school community.
        - Our IT department responded immediately to secure the compromised accounts and isolate the affected systems.
        - Post incident, our internal findings showed evidence that contact lists from the affected email accounts were used to broadcast further malicious spoof emails.

- We have no indication that other student, parent, employee records, personal data, or central databases were accessed or compromised outside this phishing incident.
- This breach was a result of internal human error. Please remain vigilant against attacks in your email practices.
- See Email Safety Practices below.
- Protecting our digital environments is a shared responsibility. The cybersecurity measures we practice at school are most effective when paired with strong digital safety habits at work, home, and across our community.
- We continue to monitor/protect against malicious activity, promote online safety, and offer communication supports for our stakeholders.
- Communication was sent to our communities informing them of the breach with encouragement to use caution.

Safe Email Communication Practices

Email and social networks are the primary vectors for modern online scams and account takeovers. Recognizing phishing attempts is the most important step in preventing exploitation. Before responding, clicking on links, or downloading attachments in emails or messages, pause and check for warning signs.

Following these guidelines helps keep your email secure:

Email Safety

- **Beware of Account Spoofing:** Remember that display names can easily be faked. Always double-check the email address behind the name to confirm it matches the sender's official domain. Watch for subtle typos squatting on legitimate brand names (e.g., `micros0ft.com` or `paypaal.com`).
- **Verify the Sender:** Ensure you know the sender and were expecting the file. If an email comes out of the blue from a known contact, call or chat with them separately to verify. (e.g., Subject: Moving Out Sale)
- **Unusual Requests/Unexpected Communications:** Be skeptical of messages asking to take action, verify sensitive credentials, passwords, or personal details. Verify the request independently.
- **Inspect Attachments or Links:** Never open unsolicited or unexpected files or click links to unfamiliar login pages without verifying the request first. (e.g., Assessment 2026-2027.docx). Even PDFs are not automatically safe. Use your Chrome built-in PDF viewer that runs in an isolated security sandbox, disabling most high-risk active content.

- **Inspect Links Before Clicking:** Hover your mouse cursor over hyperlinks to preview the actual destination URL. If the address looks unfamiliar or doesn't match the organization's official website, do not click.
- **Avoid Sharing Sensitive Data:** Never sign-in, send passwords, Social Security/Insurance numbers, credit card details, or sensitive student information via standard, unencrypted email or suspicious web forms or email replies. Phishing scams may include official logos of organizations they are mimicking.

Project Updates

- Teacher and Staff Device Evergreen - deployment (Complete)
- CyberSecurity - completing our Cyber Report for our insurance providers
- Emergency Response - working with Maintenance Deparment and various vendors to upgrade door access controls
- St Kateri - various technology infrastructure projects are ongoing to help get our new school ready for January
- Google Workspace Education Plus Implementation - working with vendor to upgrade application layer of GWFE+
- Data Management - working to define our data management strategy to align with POPA compliance
- Cyber Incident Response - we are reviewing and improving our incident response processes and controls for email.

[end of report]

REPORT NO: D.8

November 25, 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.

Director of Facilities
Board Report
November 2026

ST. KATERI ELEMENTARY SCHOOL, WEST LETHBRIDGE

On October 30, 2026, our division took possession of our new elementary school.

During the month of November, the Facilities department will receive training on the school's building systems and oversee new furniture installation.

Facilities is excited to welcome staff and students into the new building for the New Year!

2026-2027 MAJOR PROJECTS

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

Mechanical	Exhaust Fan Replacements - in planning
Electrical	Lighting Replacements - in planning
Exterior	SJS Roofing - Sections Q,D,O,M,N,P - near completion
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	SMPC Elevator Replacement - complete
	ESM Elevator Replacement - in planning
	CCHE Elevator Replacement - in planning
Millwork	–
Security	All Schools - Front Entrance Camera/Door Opener/Buzzer - complete

SCHOOL CRITICAL EMERGENCY STANDARDS - MINISTERIAL ORDER 029/2026

SALT has a working session on November 9, 2026 for drafting the Division's Critical Emergency Framework, which is due January 4, 2027. Principals will begin drafts of their School's Critical Emergency Plan as early as January 5, 2027 - the due date for this plan is April 5, 2027.

PROFESSIONAL LEARNING

Caretakers and Maintenance participated in the November 12, 2026 Professional Learning Day. Our department offered Aerial Lift Training and Continuous Improvement for Caretakers.

END OF REPORT

REPORT NO: E.1

November 25, 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, and Team Lethbridge for November 25, 2026.

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: November 25, 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:
November	Regular church attendance at St. Catherine's, serve as lector and music ministry
November	School visits to FLVT
November 3	Lunch with Elder Dorothy Day Chief, Superintendent, Deputy Superintendent, Division Principal
November 3	Mass and greetings for Retired Staff Mass
November 10	Remembrance Day Ceremony at FLVT (laying wreath)
November12	Mass at St. Joseph's Basilica in Edmonton
November 15	Mass at St. Joseph's Basilica in Edmonton
November 17	FLVT School Council

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:
November, daily	Review Alberta School Boards Association Media Summary Review
November, weekly	Alberta Catholic Trustee Association Weekly Memo and Media Scan
November, monthly	Review GrACE Reports
November, monthly	Read all school Newsletters, wonderful opportunity to read highlights of our schools and the wonderful prayers created in celebrating Year Two of our Faith Plan
November 6	Team Lethbridge with Trustee Doherty at City Hall
November 17	MLA Breakfast in Edmonton

Board and Committee Meetings:

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

Date:	Brief Description:
November 3	Policy Committee Meeting
November 9	Board Agenda Setting
November 12	Board of Directors ACSTA in Edmonton
November 13	Board of Directors ACSTA and AGM
November 14, 15	ACSTA AGM
November 15,16,17	ASBA Fall General Meeting
November 23	Audit Committee
November 25	Committee of the Whole
November 26	Public Board Meeting

Active Collaboration and Advocacy:

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: November 25, 2026

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

Date:	Brief Description:
November 5	Claro Vote Training for ASBA Fall Meeting
November 10	Awards Night at CCH
November 18	Academic Awards at St. Joseph School
November 24	Student Support Policy Framework Virtual ASBA

Active Collaboration and Advocacy (continued):

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

Date:	Brief Description:
November	The following correspondence has been responded to and read: • Parental Involvement Bill 35 Statutes Amendment Act • Language Teacher Bursary Program ASBA • Provincial Strategic Priorities for Education Regulation • GrACE AGM Report • Disposition of Property Regulation

REPORT NO: E.2

November 25, 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 verbal report to the Board regarding recent ACSTA business, events, and activities.

REPORT NO: E.3

November 25, 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 verbal report to the Board regarding recent ASBA business, events, and activities.

REPORT NO: E.4

November 25, 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 verbal report to the Board regarding recent GrACE business, events, and activities.

REPORT NO: E.5

November 25, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson and Tricia Doherty, Board Representatives along with Superintendent Chantel Axani

SUBJECT: Team Lethbridge Report

BACKGROUND

1. Trustees Linda Ellefson and Tricia Doherty, along with Superintendent Chantel Axani, delegates to Team Lethbridge, will provide a report to the Board regarding the recent business, events, and activities.

Team Lethbridge Report

- Met November 6 from 12:00 to 1:00 at Lethbridge City Hall.

- Agenda: Welcome and Opening Remarks from Cyndi Crane, Executive Director of The Chamber of Commerce

- Presentation from City of Lethbridge on Water and Wastewater Needs in Lethbridge. Holy Spirit has written a letter of Support as well as the Lethbridge School Division. The City of Lethbridge is seeking one third of the project's total anticipated cost sharing between the municipality, province and federal government. This project serves nine regional communities.

- Next Steps: 2027 Mission to Edmonton Timeframe and Objectives

- Organizational Participation: Consensus that all present will participate in Team Lethbridge moving forward

- A survey will be conducted to determine organizational priorities and opportunities for advocacy as well as dates of next meetings.

ADVOCACY NO: F.1

November 25, 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 November 25, 2026.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: November 25, 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
Nov 3	Retired staff Mass
Nov 8	Sacristan 9am - St. Martha's Church
Ongoing	Dynamic Catholic Daily Reflection
Ongoing	Ascension App Daily Reflections
Ongoing	The Word Among Us Daily Meditations

Integrated Governance 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 21	ACSTA - Michael Hauptman Superintendent Hiring

Board and Committee Meetings:

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

Date:	Brief Description:
Ongoing	Collaborative conversations with Board Chair Ellefson
Nov 6	ASBA Zone 6 PD Opportunities Meeting
Nov 9	Board Agenda Setting for Nov Meeting
Nov 13-15	ACSTA AGM Edmonton
Nov 15-17	ASBA FGM Edmonton
Nov 23	Audit Committee (Chair)

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Nov 4	CSM School Council
Nov 10	SFJH School Council - Parent Rep
Nov 10	CCH Academic Awards Night
Nov 18	ESM School Council
Nov 25	November Public Board Meeting and COW

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: November 25, 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
Nov 14, 2026	ACSTA AGM Mass at St Joseph Basilica

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:
Nov 13, 2026	ACSTA AGM - Evening presentations PD
Nov 14, 2026	ACSTA AGM - PD and Business Session
Nov 15, 2026	ACSTA AGM - Presentations and PD
Nov 16, 2026	ASBA Business Day
Nov 17, 2026	ASBA Public Affairs Plenary
Daily	ASBA Media Summary
Weekly	ACSTA weekly memo and media scan
Monthly	GrACE Newsletter

Board and Committee Meetings:

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

Date:	Brief Description:
Nov 6, 2026	Team Lethbridge Initial planning meeting
Nov 13 - 15, 2026	ACSTA AGM
Nov 15 - 17, 2026	ASBA FGM
Nov 25, 2026	Committee of the Whole
Nov 25, 2026	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 28, 2026	CCH MPA Battle of the Bands Prep meeting
Nov 2, 2026	CCH Audition Sign-in help
Nov 3, 2026	CCH Audition Sign-in help
Nov 5, 2026	CCH Audition Help
Nov 5, 2026	CCH MPA Battle of the Bands Prep meeting
Nov 7, 2026	CCH MPA Battle of Bands @ the Croatian Canadian Club
Nov 10, 2026	OLA School Council - Sent regrets, spoke with Chair - reminded her to mention mission/vision survey
Nov 10, 2026	SFJH School Council - Sent regrets, Vice Chair Gibb gave report in my stead

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: November 25, 2026

Date:	Brief Description:
Nov 10, 2026	CCH Annual Awards Night
Nov 17, 2026	ASBA FGM MLA Breakfast
Nov 18, 2026	CCH MPA meeting/battle of the bands debrief
Monthly	School Newsletters

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: November 25, 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 weekly Mass
Nov 30, 2026	Advent Mass at St. Michael's Church

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:
Nov 13, 2026	ACSTA - Catholic Trustee Fall Convention and AGM
Nov 15, 2026	ASBA Fall AGM and Conference

Board and Committee Meetings:

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

Date:	Brief Description:
Nov 25, 2026	COW/Board Meeting
Nov 30, 2026	New School Tour St Kateri

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Nov 1, 2026	School Council Meeting
Nov 3, 2026	Retired Teacher Mass
Nov 5, 2026	Remembrance Day Activity at SMPC
Nov 18, 2026	Police Advisory Committee Meeting
Nov 30, 2026	School Council of Councils Meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Kevin Kinahan

BOARD MEETING DATE: November 25, 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:
Nov. 7	Eucharistic Minister at St. Ambrose Parish
Nov. 8	Helped coordinate and worked at St. Ambrose Turkey Dinner (around 500 served)
Nov. 10	Organized "Knight out for ALL men" with guest speaker Fr. Julian - 23 Coaldale men participated
Nov. 22	Organized Knight's sponsored 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
Nov. 24	Catholic Education Talk - Developing Priorities

Board and Committee Meetings:

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

Date:	Brief Description:
Nov. 3	Policy Committee meeting
Nov. 13-15	ACSTA AGM in Edmonton
Nov. 15-17	ASBA Fall AGM in Edmonton
Nov. 25	Committee of the Whole and Public Board meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Nov. 3	Retired Staff Mass
Nov. 10	Attended St. Joseph's Remembrance Day Service
Nov. 19	St. Joseph's School Council meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek
BOARD MEETING DATE: November 25, 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 and am Lector

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:

Board and Committee Meetings:

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

Date:	Brief Description:
Nov 25	Holy Spirit 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:
Nov 3	SPT School Council
Nov 5	SMS Awards, Sponsored and presented award for highest mark in Religion Classes
Nov 16	SMBI School Council
Nov 18	SMT School Council

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette
BOARD MEETING DATE: November 25, 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:
24 Oct	K of C Breakfast at FLVT for their annual volleyball tournament
25 Oct	Mass at St. Martha's
1 Nov	Mass at St. Martha's
3 Nov	Retired teachers and former staff and trustee Mass and social at St. Basil's
8 Nov	Mass at St. Martha's - listened to Bishop's update on Renew
9 Nov	Distribute coats to schools for the K of C
10 Nov	Laid wreath on behalf of the Board at St. Pat's Fine Arts School Remembrance Day ceremony
15 Nov	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:
Oct 26…	Began the process of reading monthly newsletters and for some schools, weekly updates - FLVT, St. Kateri, St. Martha, Catholic Central, St. Pat's Taber (loved the focus on staff highlights - beautifully done), ESM (another example of very well-done focus on staff highlights), SKS Monthly Newsletter (in addition to their weekly update). FLVT Monthly Newsletter (in addition to their weekly update), St. Mike's BI (another neat and informative video from the principal), St. Teresa, St. Francis, St. Pat's Fine Arts
Oct 26	School Board meeting with School Councils
1 Nov	Reviewed all policies for the November 3rd meeting of the Policy Committee
4 Nov	ACSTA Weekly Update, Faith Into Action Update

Board and Committee Meetings:

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

Date:	Brief Description:
Oct 25/26	Prepared for upcoming Board meeting by reading the relevant documents and developing a series of comments and questions for the meeting on the 28th
3 Nov	Policy Committee 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:
10 Nov	Attended CCHS Awards ceremony to help honour high achieving students
17 Nov	Read the Cardus report on education *The Difference a School Makes: 2026 Cardus Education Survey Findings for Canada*.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: November 25, 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
November 9, 2026	Review of November Faith Resources
November 14, 2026	Mass at St. Joseph Basilica in Edmonton

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
November 13, 2026	Alberta Catholic Schools Trustee Association Presentation & Collaborative Connection with Catholic Trustees, Superintendents & Clergy
November 14, 2026	Alberta Catholic Schools Trustee Association: Presentation, Annual General Meeting & Business Session
November 15, 2026	Alberta Catholic Schools Trustee Association: Presentation & Professional Development
November 15, 2026	Alberta School Boards Association Awards, Recognition & Collaborative Connection with Trustees, Superintendents of Alberta's Public, Separate and Francophone School Boards
November 16, 2026	Alberta School Boards Association Fall General Meeting Business Session
November 16, 2026	Questions & Answers with the Minister of Education & Childcare
November 17, 2026	Public Affairs Plenary The Path to 2027 - What School Boards Need to Know Now
November 17, 2026	Breakfast with Members of Legislative Assembly; Remarks from the Premier of Alberta

Board and Committee Meetings:

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

Date:	Brief Description:
November 2, 2026	Policy Review
November 3, 2026	Policy Committee Meeting
November 9, 2026	Teacher Employer Bargaining Authority Meeting
November 17, 2026	Teacher Employer Bargaining Authority Annual General Meeting
November 23, 2026	Audit Committee Meeting
November 25, 2026	Committee of the Whole Board Meeting
November 25, 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:
November 3, 2026	Holy Spirit Retired Staff Mass

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: November 25, 2026

Date:	Brief Description:
November 10, 2026	Remembrance Day Liturgy Ceremony Saint Kateri
November 30, 2026	Saint Kateri School Tour
November 30, 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:
Nov	**On going Mass at All Saints**
Nov. 6	New Church Meeting
Nov.16	St. Pats Church Maintenance Meeting

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:

Board and Committee Meetings:

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

Date:	Brief Description:
Oct. 28	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:

ADVOCACY NO: F.2

November 25, 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

November 25, 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 125: School Councils
    - AP 315: Student Code of Conduct
    - AP 130: Public Civility in Schools

INFORMATION NO: G.2

November 25, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: ATA Invitation to Advent Liturgy and Dinner

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND:

1. The ATA Local #5 has invited the Board of Trustees and Senior Administrators to attend an Advent Liturgy on Tuesday, December 1, 2026 at Assumption Church, Lethbridge starting at 5:15 p.m. followed by dinner at the Sandman Signature Lodge.

INFORMATION NO: G.3

November 25, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Prime Minister's Awards for Teaching Excellence

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND:

1. The Prime Minister's Awards for Teaching Excellence have recognized exceptional teachers in all disciplines, STEM and Early Childhood Education. Teaching Excellence Award recipients are honoured for their remarkable achievements in education.

2. Attached for Board information is the poster detailing how to nominate an "Exceptional Educator".

Government of Canada | Gouvernement du Canada

Canada

2027

PRIME MINISTER'S AWARDS

Nomination Deadline: January 13, 2027
(11:59 PM Pacific standard time)

NOMINATE AN

EXCEPTIONAL TEACHER OR EDUCATOR

TODAY!





AWARD CATEGORIES

- **Teaching Excellence**
- **Teaching Excellence** in Science, Technology, Engineering and Math (STEM)
- **Excellence** in Early Childhood Education

VISIT
CANADA.CA/PM-AWARDS
#PMAWARDS

INFORMATION NO: G.4

November 25, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Catholic School Division Christmas Events and Advent Mass and Liturgy Schedule

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is the schedule of special Christmas events such as concerts, carnivals, and Advent Masses at each school within the division.

SCHOOL	EVENT	DATE	TIME
Lethbridge Schools			
Catholic Central High School	Christmas Concert	Wednesday, December 2, 2026 @ CCH East Gym	6:00 pm
St. Francis Junior High School	Christmas Concert	Tuesday, December 15, 2026	6:00 pm
Our Lady of the Assumption	Christmas Activity Night	Thursday, December 10, 2026	5:00 pm
St. Paul School	Christmas Concert	Wednesday, December 9, 2026	6:00 pm
École St. Mary	Christmas Ball	Thursday, December 10, 2026	6:00 pm
Children of St. Martha School	Christmas Concert	Thursday, December 3, 2026	6:15 pm
St. Patrick Fine Arts Elementary School	Christmas Concert	Tuesday, December 15, 2026 @ Southminster Church	12:30 pm 6:30 pm
St. Patrick Fine Arts Elementary School	Kindergarten Christmas Concert	Thursday, December 10, 2026	6:00 pm
Father Leonard Van Tighem School	Junior High Formal Dinner and Dance	Thursday, December 10, 2026	5:30 pm
St. Teresa of Calcutta	Family Liturgy and Carols	Tuesday, December 15, 2026 @ St. Basil Church	TBD
Rural Schools			
St. Catherine School, Picture Butte	Christmas Concert	Thursday, December 10, 2026	10:15 am 7:00 pm
St. Joseph School, Coaldale	Christmas Concert	Thursday, December 3, 2026	1:00 pm 6:30 pm
St. Michael's School, Bow Island	Advent Concert	Wednesday, December 16, 2026	7:00 pm
St. Michael's School, Pincher Creek	Elementary Concert	Wednesday, December 9, 2026	6:00 pm
St. Michael's School, Pincher Creek	Junior / Senior High Christmas Banquet	Thursday, December 17, 2026	5:30 pm
St. Mary School, Taber	Christmas Band Concert	Wednesday, December 16, 2026	7:00 pm
St. Patrick School, Taber	Christmas Concert	Thursday, December 10, 2026	6:30 pm

SCHOOL	ADVENT MASSES	DATE	TIME
Lethbridge Schools			
Catholic Central High School	Advent Mass and Blessing of Santa's Anonymous Hampers	Wednesday, December 9, 2026 @ CCH East Gym	9:30 am
St. Francis Junior High School	Advent Mass	Tuesday, December 15, 2026	12:30 pm
Our Lady of the Assumption	Advent Mass	Friday, December 11, 2026 @ Assumption Church	9:00 am
St. Paul School	Advent Mass	Thursday, December 3, 2026	9:00 am
Children of St. Martha School	Advent Mass	Wednesday, December 9, 2026 @ St. Martha's Church	9:00 am
Father Leonard Van Tighem School	Advent Mass	Tuesday, December 15, 2026	10:00 am
St. Kateri Elementary School	Advent Mass	Tuesday, December 15, 2026	10:00 am
Rural Schools			
St. Catherine School, Picture Butte	Advent Mass	Wednesday, December 2, 2026 @St. Catherine Church	9:00 am
St. Joseph School, Coaldale	Blessing of Advent Wreaths Advent Mass	Tuesday, December 1, 2026 Thursday, December 17, 2026 @ St. Ambrose Church	9:15 am 9:00 am
St. Michael's School, Pincher Creek	Advent Liturgy	Monday, November 30, 2026	9:45 am
St. Patrick School, Taber	Christmas Mass	Tuesday, December 15, 2026 @ St. Augustine Church	11:15 am
St. Michael's School, Bow Island	Advent Mass	Wednesday, December 9, 2026 @ St. Michael's Parish	9:00 am

INFORMATION NO: G.5

November 25, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Bishop McGrattan: Day with Leadership

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. On December 8, 2025, Holy Spirit Catholic School Division will hold its third annual “Day with Leadership” with Bishop McGrattan in attendance.

2. In attendance will be:

    - Bishop McGrattan
    - Division Priests and Deacons
    - Trustees
    - Senior Administration Leadership Team
    - Principals


Holy Spirit
CATHOLIC SCHOOL DIVISION
YOU'RE INVITED TO
Bishop McGrattan
DAY WITH
LEADERSHIP
DECEMBER 8, 2026
9:00 - 10:00 MASS @ ST. MARTHA'S CHURCH
10:00-12:00 MEETING @ ST. KATERI SCHOOL
(451 CALEDONIA BLVD WEST, LETHBRIDGE)
NOON - 1:00 LUNCH
RSVP TO KAWARH@HOLYSPIRIT.AB.CA

INFORMATION NO: G.6

November 25, 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

November 2026

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

NAME	SCHOOL	ACHIEVEMENT
Katelyn Pelletier-Klapp	Father Leonard Van Tighem School	Received honourable mention in the school's Junior High Halloween Writing Contest.
Larissa Nwoko	Father Leonard Van Tighem School	Received fourth place in the school's Junior High Halloween Writing Contest.
Rylan Holstein Jack Taylor	Father Leonard Van Tighem School	Received third place in the school's Junior High Halloween Writing Contest.
Alex Petkau	Father Leonard Van Tighem School	Received second place in the school's Junior High Halloween Writing Contest.
Brynn Wickwire	Father Leonard Van Tighem School	Received first place in the school's Junior High Halloween Writing Contest.
Michael Racz	St. Francis Junior High School	Was named Alberta Colleges Athletic Conference South Coach of the Year for Men's Soccer.

INFORMATION NO: G.7

November 25, 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	351	296	331	978	978			0	978	978	982	99.6%	-4	948	3.2%
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	32	33	26	91				0				0	152	8	8	16	168	160	159.5	100.3%	0.5	165.5	-3.3%
ESM FI	43	48	50	141	23	26	35	84				0				0	225		32	32	257	241	242	99.6%	-1	229.5	5.0%
FLVT				0			67	67	111	118	100	329				0	396			0	396	396	394	100.5%	2	376	5.3%
ASSUMPTION	26	33	31	90	31	27	39	97				0				0	187	10	17	27	214	200.5	200.5	100.0%	0	182	10.2%
ST FRANCIS ENG				0				0	189	227	213	629				0	629			0	629	629	631	99.7%	-2	619	1.6%
ST FRANCIS FI				0				0	32	24	27	83				0	83			0	83	83	81	102.5%	2	92	-9.8%
ST KATERI	30	32	28	90	46	43		89				0				0	179	12	22	34	213	196	196.5	99.7%	-0.5	285	-31.2%
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	44	51	143	39	38	53	130				0				0	273	14	38	52	325	299	299.5	99.8%	-0.5	296	1.0%
ST TERESA	41	57	54	152	55	52	64	171				0				0	323	19	40	59	382	352.5	352	100.1%	0.5	380	-7.2%
ST MARTHA	29	45	27	101	40	41	18	99				0				0	200	10	39	49	249	224.5	229	98.0%	-4.5	208	7.9%
TRINITY				0				0				0	1	5	30	36	36			0	36	36	35	102.9%	1	52	-30.8%
Sub Total City	287	337	317	941	313	316	346	975	333	373	346	1052	379	316	388	1083	4051	73	230	303	4354	4202.5	4209	99.8%	-6.5	4178	0.6%
ST CATHERINE	17	14	7	38	23	13	24	60	20	16	11	47				0	145	9	15	24	169	157	157.5	99.7%	-0.5	165.5	-5.1%
ST JOSEPH	24	34	32	90	29	42	33	104	20	21	15	56				0	250	7	30	37	287	268.5	267	100.6%	1.5	281	-4.4%
ST MARY(T)				0			19	19	18	24	23	65	30	25	25	80	164			0	164	164	168	97.6%	-4	171	-4.1%
ST MICHAEL PC ENG	16	16	21	53	13	18	12	43	29	16	15	60	19	26	17	62	218	18	30	48	266	242	242	100.0%	0	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	35	27	27	89	35	33		68				0				0	157	22	23	45	202	179.5	180.5	99.4%	-1	171.5	4.7%
Sub Total Rural	104	100	97	301	108	121	100	329	87	82	67	236	49	51	42	142	1008	56	103	159	1167	1087.5	1091.5	99.6%	-4	1130.5	-3.8%
TOTALS	391	437	414	1242	421	437	446	1304	420	455	413	1288	428	367	430	1225	5059	129	333	462	5521	5290	5300.5	99.8%	-10.5	5308.5	-0.35%

	Fee Paying Pre K	Fee Paying K-12	Exchange Students
CARE			
CCHS		4	
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	4	0
ST CATHERINE	11		
ST JOSEPH	16	1	
ST MARY(T)			
ST MICHAEL PC	6		
ST MICHAEL BI	13		
ST PATRICK T	14		
Sub Total Rural	60	1	0
TOTALS	100	5	0

FUNDED				NON FUNDED				ENROLLED
PreK	K	1 - 12	TOTAL	PreK FP	K-12 FP	Exchange	TOTAL	TOTAL
129	333	5059	5521	100	5	0	105	5626