

Holy Spirit Catholic School Division

■

Board Meeting
St. Michael's School, Pincher Creek
Wednesday, April 24, 2024
3:00 p.m.

AGENDA

■

The public is welcome to join the Board of Trustees Regular Meeting in person at St. Michael's School in Pincher Creek.

A. CALL TO ORDER

- A.1 Board Chair
- A.2 Prayer (Children of St. Martha School) – Trustee Roisin Gibb

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) March 27, 2024 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes
- d) Presentation: Continuous Improvement Plan Quarterly Review (Ken Sampson, Superintendent of Schools)

- B.1 Memorandum of Agreement with CUPE 290
- B.2 Meeting with Local Priests
- B.3 Meeting with Local MLAs
- B.4 Edwin Parr Award Banquet
- B.5 Teacher Board Advisory Committee (TBAC) Meeting

C. POLICY REVIEW

- C.1 Policy 19: Conflict of Interest and Nepotism
- C.2 Policy 20: Fiscal Stewardship

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer's Report

E. BOARD REPORTS

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

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy
- F.3 Holy Spirit High Schools Graduation Planning

G. INFORMATION ITEMS

- G.1 Administrative Procedures Updates
 - i) AP 125: School Councils
 - ii) AP 348: Extra-Curricular Activities
 - iii) AP 350: Transportation
- G.2 Catholic Education Sunday Collection
- G.3 Art's Alive and Well in the Schools
- G.4 Holy Spirit Catholic School Division Spiritual Development Day
- G.5 Build-fest Festival of the Arts
- G.6 "Courage to Lead" Catholic Education Week
- G.7 Integrated School Support Program E-News Featuring St. Paul School
- G.8 Director of Learning Update
- G.9 Director of Religious Education Update
- G.10 Director of Support Services Update
- G.11 First Nations, Métis, and Inuit Education Update
- G.12 Holy Spirit Stars
- G.13 Enrolment Data Update

H. ADJOURNMENT

		<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, MARCH 27, 2024, COMMENCING AT 6:01 P.M.</p> <p style="text-align: center;">Present</p> <p>BOARD</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Board Chair</td> <td>Carmen Mombourquette</td> </tr> <tr> <td>Vice Chair</td> <td>Thomas Machacek</td> </tr> <tr> <td>Trustee</td> <td>Frances Cote</td> </tr> <tr> <td>Trustee</td> <td>Tricia Doherty</td> </tr> <tr> <td>Trustee</td> <td>Blake Dolan</td> </tr> <tr> <td>Trustee</td> <td>Linda Ellefson</td> </tr> <tr> <td>Trustee</td> <td>Roisin Gibb</td> </tr> <tr> <td>Trustee</td> <td>Cheralan O'Donnell</td> </tr> <tr> <td>Trustee</td> <td>Bob Spitzig</td> </tr> </table> <p>ADMINISTRATION</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Superintendent of Schools</td> <td>Ken Sampson</td> </tr> <tr> <td>Acting Secretary-Treasurer</td> <td>Amanda Lindemann</td> </tr> <tr> <td>Recording Secretary</td> <td>Rhonda Kawa</td> </tr> </table> <p style="text-align: center;">Regrets</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Deputy Superintendent</td> <td>Anthea Boras</td> </tr> </table> <p>CALL TO ORDER OPENING PRAYER</p> <p>Chair Carmen Mombourquette called the March 27, 2024 Regular Board Meeting to order at 6:03 p.m. He acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Cheralan O'Donnell led the prayer provided by a student of St. Catherine School, Picture Butte.</p> <p>Approval of Agenda</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">10519/0324 Linda Ellefson</td> <td style="width: 10%;">M/C</td> <td>That the agenda for the March 27, 2024 Board Meeting be approved, as presented.</td> </tr> </table> <p>Previous Minutes</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">10520/0324 Cheralan O'Donnell</td> <td style="width: 10%;">M/C</td> <td>That the minutes of the February 28, 2024 Regular Meeting of the Board be approved, as presented.</td> </tr> </table> <p>Business Arising from the Minutes</p> <p>At the February 28, 2024 Board of Trustee Meeting a committee was struck to examine <i>Policy 18: Board Governance and Operations</i> more thoroughly. The first meeting was set for April 24, 2024 starting at 11:30 a.m. at St. Michael's School, Pincher Creek.</p> <p>At this point in the public meeting, Trustee Roisin Gibb excused herself from the meeting until after the FWBA Architects presentation was completed due to a conflict of interest.</p> <p>PRESENTATIONS</p> <p>FWBA Architects: Westside Lethbridge School</p> <p>Mr. Jesse Potrie and David Cocks, architects from FWBA Architects, presented to the Board of Trustees the vision, concept plans and school renderings that are currently in place for the new West Lethbridge elementary school. The intended opening date for the new school is the Fall of 2026.</p> <p>Second Quarter Financial Statement</p> <p>Acting Secretary Treasurer Amanda Lindemann provided the Holy Spirit Catholic School Division's Second Quarter Financial Statement, for the period from September 1, 2023 to February 29, 2024</p> <p>ACTION ITEMS</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">B.1</td> <td style="width: 10%;"></td> <td>Based on the direction provided by the Board at its February 28, 2024 Regular Meeting, the finalized Three Year Capital Plan for 2025-2028 was presented for Board review and approval.</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%; text-align: center;">10521/0324 Tricia Doherty</td> <td style="width: 10%;">M/C</td> <td>That the Board of Trustees approves the Three-Year Capital Plan for 2025-2028, as presented;</td> </tr> </table> <p style="text-align: center;">AND FURTHER, that this document be submitted to Alberta Education and Alberta Infrastructure and placed on the division website.</p>	Board Chair	Carmen Mombourquette	Vice Chair	Thomas Machacek	Trustee	Frances Cote	Trustee	Tricia Doherty	Trustee	Blake Dolan	Trustee	Linda Ellefson	Trustee	Roisin Gibb	Trustee	Cheralan O'Donnell	Trustee	Bob Spitzig	Superintendent of Schools	Ken Sampson	Acting Secretary-Treasurer	Amanda Lindemann	Recording Secretary	Rhonda Kawa	Deputy Superintendent	Anthea Boras		10519/0324 Linda Ellefson	M/C	That the agenda for the March 27, 2024 Board Meeting be approved, as presented.		10520/0324 Cheralan O'Donnell	M/C	That the minutes of the February 28, 2024 Regular Meeting of the Board be approved, as presented.		B.1		Based on the direction provided by the Board at its February 28, 2024 Regular Meeting, the finalized Three Year Capital Plan for 2025-2028 was presented for Board review and approval.		10521/0324 Tricia Doherty	M/C	That the Board of Trustees approves the Three-Year Capital Plan for 2025-2028, as presented;
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March 27/24: page 2		
April Board Meeting Location and Time	B.2	A change of time and meeting location has been requested for the April 24, 2024 Board of Trustees meeting. The Committee of the Whole Meeting will have a new start time of 1:00 p.m. and the Regular Board of Trustees Meeting will follow at 3:00 p.m. The meeting will take place at St. Michael's School, Pincher Creek.
	10522/0324 Roisin Gibb	M/C That the Board of Trustees changes the location and time of meeting of the April 24, 2024 Regular Board of Trustees meeting to a new location at St. Michael's School in Pincher Creek and to a new start time of 3:00 p.m.
May and June Board Meeting Times	B.3	A change of time has been requested for the May and June Board of Trustee meetings. The Committee of the Whole Meetings will have a new start time of 1:00 p.m. and the Regular Board of Trustees Meetings will have a new start time of 3:00 p.m.
	10523/0324 Linda Ellefson	M/C That the Board of Trustees changes the time for both the May 22, 2024 and the June 26, 2024 Regular Board of Trustees Meetings from a start time of 6:00 p.m. to a new start time of 3:00 p.m.
<u>POLICY REVIEW</u>		
Policy 16: School Closure	C.1	The Board reviewed <i>Policy 16: School Closure</i> and determined that no changes were required at this time.
	10524/0324 Cheralan O'Donnell	M/C That the Board of Trustees accepts <i>Policy 16: School Closure</i>, as presented.
Policy 17: Awards	C.2	The Board reviewed <i>Policy 17: Awards</i> and determined that no changes were required at this time.
	10525/0324 Roisin Gibb	M/C That the Board of Trustees accepts <i>Policy 17: Awards</i>, as presented.
Policy 3: Role of the Trustee	C.3	The Board reviewed <i>Policy 3: Role of the Trustee</i> and all associated appendices and determined that additional information was needed of the Trustee's role as liaison to school councils.
	10526/0324 Tricia Doherty	M/D The Board of Trustees accepts <i>Policy 3: Role of the Trustee</i>, as amended. The Board of Trustees would like to have School Council feedback on the changes to Policy 3 as the changes centered on Trustee Liaisons to School Councils. Consequently, the Board decided to table the review of Policy 3: Role of the Trustee.
	10527/0324 Bob Spitzig	M/C That the Board of Trustees table the review of <i>Policy 3: Role of the Trustee</i> until the May Board of Trustee Meeting.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's March 27, 2024 Report.
	10528/0324 Cheralan O'Donnell	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, and Secretary Treasurer Reports for March 27, 2024.
Deputy Superintendent's Report	D.2	The Board received the Deputy Superintendent's March 27, 2024 Report.
Secretary Treasurer's Report	D.3	The Board received the Secretary Treasurer's March 27, 2024 Report.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.

<p>March 27/24: page 3</p>	<p>10529/0324 Roisin Gibb</p>	<p>M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE and PCCELC Reports for March 27, 2024.</p> <p>E.2 Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.</p> <p>E.3 Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.</p> <p>E.4 Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.</p> <p>E.5 Trustee Bob Spitzig, Board representative to the PCCELC, provided a report to the Board regarding recent business, events, and activities.</p> <p>F.1 Each Trustee provided a written update about the activities they have been engaged in to advocate for the Board and school division over the past month.</p> <p>10530/0324 Roisin Gibb</p> <p>M/C That the Board of Trustees receives and files the individual Trustee Advocacy Reports for March 27, 2024.</p> <p>F.2 School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.</p> <p>F.3 To assist in Board planning, as well as the planning for each of the high schools within the division, the schedules for upcoming graduation exercises were presented.</p> <p>INFORMATION ITEMS</p> <p>G.1 The Board received nomination information that has been prepared for the 2023/2024 "Share the Mission" Award. Nominations will be accepted until June 7, 2024. An online form is available on the Holy Spirit division website for nomination submissions.</p> <p>G.2 The fifth annual Provincial GrACE Summit is to be held on Friday, May 10, 2024 in Edmonton, Alberta.</p> <p>G.3 Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p> <p>G.4 Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.</p> <p>G.5 Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p> <p>G.6 Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.</p> <p>G.7 The Board reviewed the activities and achievements of the division's students and staff over the past month.</p> <p>G.8 The Board received the division enrolment report for February 2024.</p> <p>10531/0324 Tom Machacek</p> <p>M/C That the Board of Trustees convene into the Committee of the Whole at 7:57 p.m.</p>
<p>ACSTA Report</p>	<p>E.2</p>	<p>Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.</p>
<p>ASBA Report</p>	<p>E.3</p>	<p>Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.</p>
<p>GrACE Report</p>	<p>E.4</p>	<p>Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.</p>
<p>PCCELC Report</p>	<p>E.5</p>	<p>Trustee Bob Spitzig, Board representative to the PCCELC, provided a report to the Board regarding recent business, events, and activities.</p>
<p>ADVOCACY Individual Trustee Advocacy</p>	<p>F.1</p>	<p>Each Trustee provided a written update about the activities they have been engaged in to advocate for the Board and school division over the past month.</p>
<p>School Council Advocacy</p>	<p>F.2</p>	<p>School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.</p>
<p>Holy Spirit High Schools Graduation Planning</p>	<p>F.3</p>	<p>To assist in Board planning, as well as the planning for each of the high schools within the division, the schedules for upcoming graduation exercises were presented.</p>
<p>INFORMATION ITEMS "Share the Mission" Award Nomination Information</p>	<p>G.1</p>	<p>The Board received nomination information that has been prepared for the 2023/2024 "Share the Mission" Award. Nominations will be accepted until June 7, 2024. An online form is available on the Holy Spirit division website for nomination submissions.</p>
<p>GrACE Summit</p>	<p>G.2</p>	<p>The fifth annual Provincial GrACE Summit is to be held on Friday, May 10, 2024 in Edmonton, Alberta.</p>
<p>Director of Learning Update</p>	<p>G.3</p>	<p>Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p>
<p>Director of Religious Education Update</p>	<p>G.4</p>	<p>Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.</p>
<p>Director of Support Services Update</p>	<p>G.5</p>	<p>Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p>
<p>First Nations, Métis and Inuit Education Update</p>	<p>G.6</p>	<p>Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.</p>
<p>Holy Spirit Stars</p>	<p>G.7</p>	<p>The Board reviewed the activities and achievements of the division's students and staff over the past month.</p>
<p>Enrolment Data Update</p>	<p>G.8</p>	<p>The Board received the division enrolment report for February 2024.</p>
<p>10531/0324 Tom Machacek</p>	<p>M/C</p>	<p>That the Board of Trustees convene into the Committee of the Whole at 7:57 p.m.</p>

March 27/24: page 4

ADJOURNMENT

10532/0324
Blake Dolan

M/C

That the Board to Trustees reconvene into the Regular Meeting at 8:23 p.m.

10533/0324
Blake Dolan

M/C

That the Board of Trustees adjourns the Regular Board Meeting of March 27, 2024 at 8:23 p.m.

Board Chair

Secretary-Treasurer

This prayer was created by Mrs. Maier's Grade One and Two Class
Art provided by Mrs. McIntosh's Kindergarten class

Dear God,



We thank you for this beautiful Earth that we are blessed to be on. Thank you for the life you have given us and the homes that we live in.

We are grateful for the animals, the orcas and the beautiful nature that God has given us. Thank you for the outdoors that I love to play in, the clean water that I can drink and the food that keeps me full. Thank you for the trees and the air that we breathe.

We are thankful for our families, our teachers and our friends. Please watch over my cousins, my sisters, and my whole family. I am thankful for the pow wow that I am traveling to this weekend.

Please pray that my sister passes her university classes, pray for my grandma who is sick and for anyone who is hurting. Take care of them.

We are grateful for all that God has given us. We know that you love us and we are blessed with your holy presence. We ask that you keep these prayers and the prayers of everyone in your heart.

Amen

ACTION NO: B.1

April 24, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Blake Dolan, Chair of the CUPE 290 Negotiations Committee

SUBJECT: Memorandum of Agreement with CUPE 290

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. Local negotiations between the Holy Spirit Catholic School Division and CUPE 290 have come to a conclusion. As a result, a Memorandum of Agreement has been developed and requires Board ratification.

RECOMMENDATION

That the Board of Trustees ratifies the Memorandum of Agreement, effective September 1, 2021 to August 31, 2024, between the Holy Spirit Roman Catholic Separate School Division and CUPE 290;

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

ACTION NO: B.2

April 24, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Meeting with Local Parish Priests

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. It is recommended that a meeting be set up with the Board of Trustees and the division's Parish Priests to discuss matters of mutual interest.

RECOMMENDATION

That the Board of Trustees directs the Superintendent of Schools to organize a meeting with Holy Spirit Catholic School Division's local Parish Priests.

ACTION NO: B.3

April 24, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Meeting with Local MLAs

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. It is recommended that two meetings be set up with the Board of Trustees and local MLAs to discuss matters of mutual interest. One meeting will be with the UCP MLAs and the other with the NDP MLA.

RECOMMENDATION

That the Board of Trustees directs the Superintendent of Schools to organize two meetings with Holy Spirit Catholic School Division's local MLAs.

ACTION NO: B.4

April 24, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Edwin Parr Award Banquet

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The Edwin Parr Award honours excellence in first year teachers. This year, Wade Kast, a teacher from St. Francis Junior High School, Lethbridge, has been selected as Holy Spirit Catholic School Division's Edwin Parr Award nominee.
2. Attached is information about purchasing tickets to attend the Zone 6 Edwin Parr Awards Ceremony and Banquet, which will be held on Wednesday, May 15, 2024 at the Heritage Inn in Taber.

RECOMMENDATION

That the Board of Trustees purchases, a minimum of, two (2) tickets to attend the Edwin Parr Awards Ceremony at the Heritage Inn in Taber, Alberta on May 15, 2024.



Edwin Parr Awards Banquet

Wednesday | May 15, 2024

Heritage Inn | Taber

5:30 - 6:00 social (cash bar)
6:00 dinner

Program / Awards to Follow

ACTION NO: B.5

April 24, 2024

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Teacher Board Advisory Committee (TBAC) Meeting

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. In keeping with TBAC's Terms of Reference, two (2) meetings will be held per year; one in the fall and one in the spring.
2. The next TBAC meeting is scheduled for May 6, 2024 at 5:00 p.m.
3. The Board is asked to bring forward any items for discussion.

RECOMMENDATIONS

Pending Board discussion.

PR NO:

C.1

April 24, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 19: Conflict of Interest and Nepotism

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 19: Conflict of Interest and Nepotism*, is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 19: Conflict of Interest and Nepotism*, as presented.

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

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

"What are we here to do together?"

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

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

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

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

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

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

VALUES AND CORE COMMITMENTS

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

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

WE VALUE

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

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

EXCELLENCE IN
LEARNING

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

SACRAMENTALITY

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

OUR
COLLABORATIVE
COMMUNITY

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

MINISTRY

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

STEWARDSHIP

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



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 19: Conflict of Interest and Nepotism*

Date: April 24, 2024

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

CONFLICT OF INTEREST AND NEPOTISM

All trustees and employees shall be cognizant of standards relevant to “nepotism” within the workplace, and engage in leadership practices and communication so that conflicts inherent with this concept may be alleviated. Such standards are outlined further within this document.

Definitions

Conflict of Interest	a situation in which an employee/trustee whose private interests, or the private interests of a relative or an associate, might benefit from the employee/trustee’s actions or influence as an employee/trustee of the division.
Pecuniary Interest	refers to monetary conflict of interest. A pecuniary interest is said to exist where an individual employee/trustee is involved in decisions that would have a positive or negative financial impact on the personal circumstances of the employee/trustee and his or her spouse/partner.
Associate	an individual or organization with whom an employee/trustee has any personal or pecuniary interest.
Nepotism	favouritism shown to relatives in bestowing employment or conferring privileges.
Relative	refers to an employee/trustee’s child, sibling, parent, parent-in-law, or spouse.
Family status	the status of being related to another person by blood, marriage, or adoption.
Registered Charity	refers to a charitable organization, public foundation, or private foundation registered with the Canada Revenue Agency. A registered charity is issued a Registration Number and is exempt from paying income tax and can issue tax receipts for donations.
Society	is an independent legal entity, incorporated for any non-profit purpose, that exists separate from its members. Societies must direct any profits back into fulfilling the objectives of the organization.

Procedures

Upon election, each Trustee shall file with the Secretary-Treasurer the following information:

1. Disclosure of information

- 1.1 Each trustee of a Board shall file with the Board's Secretary-Treasurer a statement showing:
 - 1.1.1 the names and employment of the trustee and the trustee's spouse or adult interdependent partner and children,
 - 1.1.2 the names of the corporations, partnerships, firms, governments or persons in which the trustee has a pecuniary interest, and
 - 1.1.3 the names of the corporations, partnerships, firms, governments or persons in which the trustee's spouse or adult interdependent partner or children under 18 years of age have a pecuniary interest.

The Board's Secretary-Treasurer shall:

- 1.2 Compile a list of all the names reported on the statements filed with the Secretary-Treasurer, and
- 1.3 Provide a copy of the list to:
 - 1.3.1 all the trustees of the board, and
 - 1.3.2 the officials and employees of the board that the board directs shall receive a copy.
2. Respecting outside employment, employees/trustees may take supplementary employment, including self-employment unless such employment:
 - 2.1 Causes an actual conflict of interest;
 - 2.2 Interferes with regular employment duties;
 - 2.3 Involves the use of division premises, equipment, or supplies;
 - 2.4 Causes the employee to hold pecuniary interests that are in conflict of interest.
3. Where it appears that a conflict of interest might arise in taking supplementary employment, or through pecuniary interest, it is the duty of the employee/trustee to notify the Superintendent, or designate, in writing as to the nature of employment.
4. Employees/Trustees shall not accept monetary or other payment in addition to normal salary or expenses for duties which they normally perform in the course of their employment.
5. Employees/Trustees who own, or have pecuniary interests in businesses that may act as a supplier to the division shall be strictly governed by the Alberta Government Regulations on tendering and are required to notify the division of their financial interest in a company at the time of submitting a tendered bid.
6. Products and materials developed as part of an employee/trustee's regular duties shall be the property of the division.
7. It is the intention of the Board to regulate employment in such a manner as to avoid potential favouritism or conflict of interest that may occur between employees who are related to one another.

8. A relative of an employee or trustee may work in the division provided that there is not an opportunity to exercise favouritism or there is no conflict of interest present for the employees or trustee involved.
9. An employee is prohibited from being in the direct supervision of a relative where the supervisor can make decisions unilaterally in areas such as:
 - 9.1 Assignment of duties.
 - 9.2 Approval of requisitions.
 - 9.3 Determination of salary or wage levels.
 - 9.4 Completion of evaluation of performance reports.
 - 9.5 Decisions about promotion, retention, transfer, or termination.
 - 9.6 Approval of expense claims.
10. Relatives cannot participate in the recruitment or selection process.
11. In the event a selection committee makes a choice of a candidate for a position that may be viewed as being in violation of this policy, the committee shall advise the Board and provide all of the pertinent information and the Board will make a determination.
12. Employees and trustees must bring to the Board's attention any potential conflicts of interests prior to entering into any agreements.
13. When through hiring, marriage, transfer or promotion, a conflict of interest situation is considered by the Board to exist, an alternative place of work in the school system (as soon as one is available), shall be determined, normally, for the non-supervising employee and a transfer will take place.
14. It is recommended that under most circumstances, family members (spousal relationships, parent/child, etc.) not work in the same facility wherein one family member is in a supervisory position. An individual assessment of the situation may be deemed necessary prior to an employment decision being made and approved by the Superintendent.
15. Short-term replacement or temporary employment from an approved substitute employee list that involves a family member will not be considered to create a conflict of interest according to this policy.
16. Trustees are not permitted to sit on the executive of a School Council. Furthermore, employees are not permitted to sit on the board of any registered charity or society registered under the Society Act, whose primary focus is in regards to fundraising for a divisional school or the school division.

Legal References: Sections 33, 52, 85, 86, 88, 89, 205, 222, *Education Act*

PR NO:

C.2

April 24, 2024

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 20: Fiscal Stewardship

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 20: Fiscal Stewardship*, is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 20: Fiscal Stewardship*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 20: Fiscal Stewardship*

Date: April 24, 2024

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

FISCAL STEWARDSHIP

A commitment to the value of stewardship within Holy Spirit Catholic Schools is the promise that the Board will be accountable to its supporters and will operate in a fiscally responsible manner. As such, the Board and all employees in their shared role of exercising financial decision making are expected to work within an environment of strong budgetary controls, support for the role of the Board's audit committee, responsiveness to requests for financial reporting, and the achievement of jurisdictional and provincially derived indicators of financial health. It is also expected that those who engage in supporting the fiscal stewardship of the Board will receive the ongoing professional development required to do so. Throughout divisional efforts to maintain fiscal stewardship, Public Sector Accounting Standards, and the regulations of the provincial government provide the basis for such work. Since fiscal stewardship requires the Board to effectively exercise its role in providing oversight of financial activity, the parameters within this policy set the necessary conditions for this role to occur.

Practices

1. Budgetary Controls

- 1.1 The School Board's budget is the fiscal plan to achieve the stated goals and objectives of the School Board.
- 1.2 The School Board will set appropriate budgetary assumptions to assure that its stated objectives will be met.
- 1.3 Through administrative quarterly reporting, and the work of the Board's Audit Committee the Board will assure that financial monitoring and fiscal controls are in place.
- 1.4 As per Section 222(5) of the *Education Act*, the Superintendent shall supervise the operation of schools and the provision of education programs in the school division, including but not limited to the following:
 - 1.4.1 Ensuring that the fiscal management of the school division by the Secretary-Treasurer is in accordance with the terms or conditions of any grants received by the Board under this Act or any other Act.
- 1.5 The divisional budget and decentralized budgets of the division shall be clearly linked to the Three Year Education Plan, senior administrative work plans, and associated School Education Plans, and Continuous Improvement Plans at the school level.²
- 1.6 To protect the integrity in the management and expenditure of public dollars, it is the responsibility of stakeholders, particularly that of each Holy Spirit Catholic Schools' Employee, to report suspected or known anomalies in operational revenues or expenditures, or questionable fiscal decision making processes, unethical conduct, fraudulent use of funds, abuse of power or abuse of public trust relative to public funds (hereinafter collectively referred to as "Wrongdoing") to the Superintendent of Schools in accordance with this policy, as detailed in Policy 21: Public Interest Disclosure (Whistleblower Protection).

² *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

- 1.7 Internal controls that are established by the Superintendent of Schools are:
 - 1.7.1 Recommended by the Secretary-Treasurer, Auditor, or Board of Trustees.
 - 1.7.2 Provide for the following outcomes:
 - 1.7.2.1 Safeguard assets
 - 1.7.2.2 Ensure transactions are authorized
 - 1.7.2.3 Ensure legislation and policies are followed
 - 1.7.2.4 Ensure value for money³

2. Interim Accountability Reporting

- 2.1 The Board holds those exercising managerial responsibility for fiscal resources within the school division accountable for achieving stated educational goals while staying within budget.
- 2.2 Since the Board does not delegate its fiscal responsibility, it will have in place accountability tools to ensure that governance direction and intent is being met.
- 2.3 Interim accountability reports are an integral process for ensuring that the governance direction of the Board is being met.
- 2.4 Interim reporting allows the Board to determine whether its assumptions will be achieved, and provides the impetus to make organizational changes where necessary. As such, the information contained within will include the following:
 - 2.4.1 The current status of budgetary assumptions, as approved by the Board in developing the operational budget;
 - 2.4.2 Actual period to date information;
 - 2.4.3 Forecasting of yearly operating results to the end of the school year;
 - 2.4.4 Variances of forecast revenues and expenditures to the annual budget;
 - 2.4.5 Explanation of significant variances;
 - 2.4.6 Status of capital projects in progress;
 - 2.4.7 Unsupported capital costs (when applicable);
 - 2.4.8 State of reserve funds.
- 2.5 Interim Accountability Reports will be periodically provided, in adherence to the requirements set out by Alberta Education.

3. Audit Committee of the Board

- 3.1 Further to the recommendations of the Auditor General and Alberta Education, this standing committee of the Board will serve as the cornerstone of the Board's fiscal oversight process.⁴
- 3.2 The Audit Committee will conduct its responsibilities in a manner that maintains independence from Senior or School Administration and avoids any situations that may impair its objectivity in performing its oversight duties.

³ *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

⁴ *Annual Report of the Auditor General of Alberta, 2005 – 2006*, Volume 2 of 2, p. 61

- 3.3 The Board's Audit Committee will communicate with the Superintendent and Secretary-Treasurer, and will independently initiate its work, while being responsive to recommendations forwarded by the Superintendent to the Board Chair and the Chair of the Audit Committee.
 - 3.4. The Audit Committee will be accountable to the Board, and support the Board and the Board Chair.
 - 3.5 The Audit Committee will provide oversight of fiscal accountability and internal controls.
 - 3.6 The Audit Committee will create a communication bridge among senior administration, Board, and auditors.
 - 3.7 The Audit Committee will strive to enhance overall operational efficiency and public confidence in fiscal stewardship.
4. Indicators of Financial Health
- 4.1 The Board will be responsive to meeting the expectations of Alberta Education and the Auditor General in assuring that short and long term indicators of financial health are monitored on a continuous basis.
 - 4.2 The recommended accumulated operating surplus and capital reserve that the Board will pursue in this regard is one that:
 - 4.2.1 Enables the jurisdiction to fulfill its financial obligations from an operational and capital perspective
 - 4.2.2 Offset risk that the jurisdiction will need to borrow money to meet its operational expenses
 - 4.2.3 Allows for interest to be earned on current assets
 - 4.2.4 Facilitates the Board's capacity to spend current funding on the current population of students
 - 4.3 Monitoring of fiscal health will require an inter-relationship between fiscal trends at both the jurisdiction and provincial level.⁵
5. Ongoing Board and Staff Development
- 5.1 The responsibility to convert overall audit recommendations to professional development goals that will increase the fiscal stewardship of the school division rests with the Secretary-Treasurer.
 - 5.2 Based upon these recommendations, the Superintendent will assure that the annual operational budget of the Board facilitates funding for achieving these professional development goals.

Legal References: **Sections 33, 222, 137 – 143, *Education Act***

⁵ *Fiscal Accountability for Alberta's School Boards*, Alberta School Boards Association, 2007

REPORT NO: D.1

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees
FROM: Ken Sampson, Superintendent of Schools
SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for April 24, 2024.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for April 24, 2024.



Holy Spirit Catholic School Division

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Superintendent Report

April 24, 2024

1. Providing Faith Leadership

- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, now with the Holy Eucharist under both species, as scheduled;
- Leading morning prayer / devotion at St. Basil CEC and beginning all meetings and gatherings with prayer;
- Attended the Holy Triduum at All Saints Parish hosted at Catholic Central East Campus;
- Attended the Resurrection Celebration at St. Catherine School;
- Attending school liturgies and Masses as schedule permits; and
- Regular and ongoing monthly meetings with Fr. Kevin.

2. Building Effective Relationships

- Meetings with a number of individual staff members to extend appreciation and gratitude to them for the great work they do in our division;
- Attended the Lethbridge College of the (SACI) Southern Alberta Collegiate Institute's follow up meeting at the College to discuss next steps for the 2024-25 school year;
- Met with representatives from the City of Lethbridge and Lethbridge Public Schools at the third and final Joint City / Boards Committee meeting;
- Continue to write approximately sixty (60) monthly electronic cards to all staff and Trustees celebrating birthdays in the month of April;
- Ongoing meetings with principals to discuss matters of interest/need at their respective schools/sites;
- Ongoing meetings with staff members, as requested;
- Attended our monthly St. Basil Catholic Education Centre staff meeting;
- Individual meetings with Senior Administrative Leadership Team; and
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest.

3. Modeling Commitment to Professional Learning

- Reading [*Educating for Eternity: A Teacher's Companion for Making Every Class Catholic*](#), by Dr. Brett Salkeld; Dr. Salkeld will now be the guest presenter / facilitator at the Annual SPICE Conference later this month in Kananaskis;
- Attended a presentation on the legal implications of the use of Artificial Intelligence in K-12 schools; and
- Continued work with LLT Professional Learning whose focus is on developing best practices for ethical Artificial Intelligence (AI) usage, dispelling unfounded fears surrounding AI adoption, facilitating resource sharing, (particularly around policy development), and exploring diverse applications of this technology.



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4. Visionary Leadership

- The second of three rounds of Leadership Professional Growth Plans (LPGPs) has been finalized with all of our principals. The final set of reviews will be in late May;
- Continue to analyze the layout of our administrators in the division to ensure they are best positioned to support their respective staff and students learning;
- Finalizing evaluations for probationary principals; and
- Ongoing meetings and discussions with SALT around how our division can continue to improve.

5. Leading Learning

- Collaborative conversations with all of the Leadership Learning Team to help inform the 2024-25 divisional budget;
- Completed monthly meetings with new principals who are undergoing evaluations this year; and
- Leading our LLT meetings and providing presentations as required; most recent April presentation was designed to assist leaders by identifying measurable outcomes for our strategic priority, *Learning through Quality Teaching*.

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

- Planned and attended our Wisdom and Visioning Circle meeting; this is the first meeting since before the pandemic. We discussed:
 - Land Acknowledgement,
 - Healing Circle Protocol,
 - Jordan's Principle Update and
 - Provided an update on the West side School;
- Continuing to review and study the ever-evolving resource, [Guide to Relationships and Learning with the Indigenous Peoples in Alberta](#), an ongoing and evolving online study guide to support system leaders in understanding the ways of knowing, being and doing of Indigenous Peoples;
- Attended a follow up meeting with divisional and school personnel to discuss the concept of a Buffalo Harvest;
- Continued support of the work of our Coordinator of FNMI Education as she directs our FNMI Niitsitapi Facilitators and works with our Student Wellness Access Guides in providing a variety of learning opportunities for our students; and
- Regular participation in our Blackfoot Smudging ceremony following our staff meeting.

7. School Authority Operations and Resources

- Finalized a contract for the transition to a new website provider for the upcoming school year. It is expected that the majority of the work will be finalized over the summer months, and ready to begin afresh in September;



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- Ongoing conversations with senior administrators relating to retirements, vacancies, recruitments and hires;
- Periodic updates from Director of Facilities to discuss progression of plans relating to the new west side school;
- Met multiple times with our Director of Finance in a temporary transition to Acting Secretary-Treasurer;
- Finalized a series of internal shifts in assignments to allow for the coverage of shortfalls in our Business Services Department; the Accounting Technician position has been filled, which has provided some much needed relief in this area;
- Met with Budget Committee once again (group of division principals and SALT members) as well as with the whole of LLT to discussion budget processes and to make recommendations to the Board;
- Discussions with staff around bolstering Hockey Academy and begin a Baseball Academy at one of our schools; and
- Attended the monthly Finance Committee Meeting.

8. Supporting Effective Governance

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

REPORT NO: D.2

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for April 24, 2024.



Holy Spirit Catholic School Division

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Deputy Superintendent Report to the Board of Trustees April 24th, 2024

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and other meetings.
- Attending weekly Sunday Mass at St. Martha Parish.
- Daily rosary for my own personal faith journey.
- During LLT, we continued our learning journey with Nehemiah. This month's focus was *Hesed* which is the Hebrew word for **God's loyal love**. This word encompasses so many positive attributes of God - love, covenant, faithfulness, mercy, grace, kindness and loyalty.
- Reading the Monday Morning reflection from Trustee Linda Ellefson provides inspiration and reflection to start the week. I also find that the Dynamic Catholic Daily Reflections, which are Catholic quotes sent directly to my email, remind me to live each day with purpose.
- I am so grateful for the many opportunities for faith development that are infused into our Holy Spirit community.

Building Effective Relationships

- Attended the uLead Conference - The Summit of Educational Leadership in Banff with 7 other Holy Spirit school administrators. This provided us an opportunity to team build while learning together.
- Participated in the University of Lethbridge Faculty of Education PSIII Launch Day. Divisions across the province, and beyond, were in attendance as we met with an excited group of graduating education students. Carol Linden and I had many conversations with potential teachers and have already had a few apply to be on our Substitute Teacher roster.
- Facilitated transfer conversations with school principals and teachers interested in sharing their greatness with a new school community next year. These will be ongoing as we seek to assemble the best education teams to serve our students.
- Writing cards/emails of gratitude to individuals to recognize the gifts and talents they share with our Holy Spirit family - I have a goal of being very purposeful in this endeavour.
- Continued learning with my mentors from Christ the Redeemer and Chinook's Edge.
- Continued communication with presidents and key members of our Local ATA, CUPE 1825 and CUPE 290 Executive.
- As a member of the University of Lethbridge Senate, I have the privilege of working closely with this local post-secondary institution to enhance its position in the community. This month I was able to attend the Pronghorn Athletics Gala in support of the athletic program.



Holy Spirit Catholic School Division

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Modeling Commitment to Professional Learning

- Continuing a book study with a small group of school-based administrators on *Crucial Conversations*.
- At the uLead Summit of Educational Leadership, I had the opportunity to attend the following sessions:
 - The Role of School Leaders in Building the Local System - Michael Fullan
 - Thriving not Surviving - Steven Langer
 - Leadership for Local and System Change - Michael Fullan
 - Navigating the Leadership Drift: Leading from the Middle in Today's Schools - Cale Birk
 - Empathetic Leadership in the Constant State of Beta School Era - Peter Johnston
 - Is My School Better Because I Lead It? - Principal Baruti Kafele
 - Document, Document, Document - what does this really mean? - Dr. Konni deGoeij
 - Understanding the Need for 4DX - Molly Garcia
 - Women in Leadership Panel Discussion- Empowering Women in Educational Leadership
 - A Shared Vision for Leadership - Joseph Dumont

Visionary Leadership

- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities.
- School-based administrator conversations on transfers, hiring and building culture.
- Attending sessions at the uLead conference that focus on shared vision, culture and goal setting.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation.
- Chaired the monthly St. Basil Catholic Education Centre meeting.
- Reviewing evaluations for teachers in order to determine next steps.

Supporting First Nations, Métis and Inuit Education for All

- Participated in the second session of the book study *Braiding Sweetgrass* by Robin Wall Kimmerer, which is being led by Shelley Kirkvold and open to anyone in our division. The author unites her scientific knowledge with her Indigenous background and love of the land. Our group of about 16 has engaged in a wide range of conversations around this beautifully written book.
- Benefitted from the opportunity to Smudge after our monthly CEC meeting.



Holy Spirit Catholic School Division

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Supporting School Authority Operations and Resources

- Working with those districts we partner with for transportation in order to establish final calendars for the 2024/2025 school year.
- Meeting with site principals to best determine school-based professional learning days.
- Ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division.
- Several medical leaves have come up requiring us to hire and place teachers in a short time frame.
- Ongoing interviewing of substitute teachers and casual education assistants.
- Continued conversations around staffing processes and procedures within the Holy Spirit Catholic School Division.
- Engaged in ongoing conversations on how best to use the resources and finances within our division to best serve the needs of our students.
- Weekly HR meetings where we synergize on systems and processes and how to best serve the staff in our division.

Supporting Effective Governance

- Submitted Holy Spirit's 2023 *Edwin Parr nominee* package to the Alberta School Boards Association and worked with our Communications Coordinator to ensure the video was completed.
- The HR Team is working to support the Board of Trustees Long Service Awards. There are 78 recipients who range in service from 5-35 years. Gifts have been purchased and distributed to schools. Schools are choosing their own date to present these awards and will be reaching out to their assigned trustee with an invite to attend the event. We have also sent a request to all recipients to be able to include their picture and years of service during a slide show at Spiritual Development Day.

REPORT NO: D.3

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Acting Secretary-Treasurer

SUBJECT: Acting Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Acting Secretary-Treasurer's Report for April 24, 2024.

SECRETARY TREASURER'S REPORT

April 24, 2024

UPDATE ON THE SECRETARY TREASURER'S OFFICE

- Attended March Board of Trustees Meeting
- Attended ASBOA Zone Meeting
- Prepared average Support Staff Wage calculations for budget
- Attended LLT Learning and Leading
- Attended USIC Monthly Risk Management and Claims Call
- Reviewed Alberta Education Funding Manual for 2024/2025
- Met with Directors to discuss Budget needs and planning for 2024/2025
- Began data preparation for Transportation Registration
- Attended Finance Committee Meeting
- Attended My Budget File training and met with ASBOA colleagues on budget process
- Collaborated with Lethbridge School Division on Transportation
- Review and collaborate on Risk Assessments and documentation for student activities
- Continue to work with MARSH to ensure Risk Management is a key focus
- Submitted updated information for May 1 Insurance renewal
- Attended USIC IT Subcommittee Meeting

UPDATE ON CAPITAL PROJECTS

NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

- The Consultants submitted the 60% Design Development Drawings and Specifications to Alberta Infrastructure.
- The Maintenance Team is reviewing the submission for feedback to the Consultants.

CMR/IMR PROJECTS

PLEASE NOTE - THIS IS NOT AN EXHAUSTIVE LIST

- All or Multiple Schools
 - In planning – Obsolete Electrical Panel Replacements
 - In progress - Obsolete Fluorescent Light Replacements
 - In planning - Action items from Playground Audits for Rural Schools
- Catholic Central High School East Campus
 - In planning – Roof Replacement Sections G and H
 - In planning - Gym Divider Replacement
 - In planning – Gym AV Design
- Catholic Central High School West Campus
 - Complete – Roof Replacement Sections I
 - In progress - PA System Upgrade

- Children of St. Martha
 - In planning - Parking Lot Resurfacing
- Ecole St. Mary
 - In planning - Roof Repairs
- Father Leonard Van Tighem School
 - In progress – Exterior Envelope Repairs
 - Complete - Water Damage Repairs from Extreme Weather Event
 - In planning – Mud Mitigation Near Door Entrances
- St. Catherine School
 - Complete - Water Damage Repairs from Extreme Weather Event
 - Complete – Roof Repairs
- St. Francis Junior High School
 - In planning – 2024-2025 IMR Programming: Transform Basement Area to Baseball and Hockey Training Space
- St. Joseph School
 - In planning - Exterior Envelope Foundation Cement Board Repairs
 - In planning - Flooring Replacement
 - Complete – Roof Repairs
- St. Mary School Taber
 - In progress – Structural Assessment Report by MPE Engineering
 - In planning - Gym Floor Sand, Repaint, and Refinish
 - In planning - Security Camera Installation and Replacements
- St. Michael’s School Bow Island
 - In progress – Library Roof Repairs and Associated Water Damage Repairs
 - In progress – Sewer Service Clean-Out Installation
- St. Michael’s School Pincher Creek
 - In progress – Gym Floor and Crawl Space Repairs due to Humidity Issues Affecting Gym Floor Finish
- St. Patrick Fine Arts School
 - In planning – Roof Restoration Section 8 and Roof Replacement Section 14
 - In planning - Upper Gym Exterior Wall Repair
 - In planning - Parking Lot Resurfacing
- St. Paul School
 - In planning – Mud Mitigation Near Door Entrances
- St. Patrick School Taber
 - In progress – Structural Assessment Report by MPE Engineering
- St. Teresa of Calcutta School
 - In progress – Floor and Wall Repairs Resulting from Alberta Infrastructure Structural Assessment

SCHOOL-BASED PROJECTS

- In progress – St. Michael’s Pincher Creek Outdoor Basketball Court Phase 2: Court Surfacing
- In progress – St. Catherine Picture Butte Playground Swing Installation
- In planning – Catholic Central High School West Campus Football Storage Relocation

GENERAL MAINTENANCE UPDATES

- Two summer student positions to be filled for May 2024

TECHNOLOGY UPDATE

Technology Update

Weekly site visits continue to schools to help with ongoing technology and maintenance requests. Cybersecurity continues to be a top priority as we optimize our infrastructure processes.

A practicum student from Lethbridge College (CIT Program) will be gaining experience with us from April 28, 2024 - June 28, 2024

We have representatives from our school division participating at Lethbridge ESports Conference, May 3-4, 2024 @ Lethbridge Agri-Food Hub & Trade Center

Technology Projects:

Please note - this is not an exhaustive list

- New Westside School
 - Tech and Maintenance are working together to accommodate technology needs within design phase of our new westside school
 - Electric, Data, AV, Security, Communications
- Diploma exams at CCH via Chromebooks successfully completed
- Gym AV - Design Phase
 - Catholic Central East Campus
 - St. Catherine
 - St. Basil Education Centre
 - St Michaels Pincher Creek
- Classroom Modernization –AV Upgrades
 - St Catherine
 - St Paul
- Security Camera Upgrades - Design Phase
 - Children of St Martha
 - St Mary Taber
 - St Basil Catholic Education Centre

REPORT NO: E.1

April 24, 2024

BOARD AGENDA REPORT

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

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, and Joint / City Boards Committee Reports for April 24, 2024.



BOARD CHAIR REPORT

Date: April 24, 2024

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
22 Mar	NDP MLAs presentation on provincial budget
25 Mar	CUPE 1825 negotiations
25 Mar	Meet (via Teams) Minister of Education's Chief of Staff - James Johnson
26 Mar	CUPE 290 negotiations
27 Mar	CUPE 290 negotiations
27 Mar	Committee of the Whole - Board
27 Mar	School Board Meeting
15 Apr	Agenda Setting Meeting
15 Apr	Finance Committee

CORRESPONDENCE:

Month	Description
21 Mar	Minister - information about legislation connected to provincial property
23 Mar	Superintendent - CUPE negotiation dates
25 Mar	AB ED - recruitment for Minister of Education's Youth Council
25 Mar	AB School Councils Association - Golf tournament announcement
26 Mar	Staff appreciation note
26 Mar	ACSTA - Easter Message
26 Mar	Edmonton Catholic - Easter Message
26 Mar	GrACE Newsletter
26 Mar	ACSTA - SPICE deadline extended
26 Mar	St. Francis - Invitation to First Nation Awards
30 Mar	ACSTA - Toonies for Tuition
30 Mar	ACSTA - Easter Message
30 Mar	CSM - Newsletter
30 Mar	St. Mary's Taber - Newsletter - Heading to Coal Bowl (WOW!!)
30 Mar	ASBA - National Reconciliation Award application package
30 Mar	FLVT - Newsletter
30 Mar	Wonderful Easter message from the Superintendent
30 Mar	St. Mike's BI - Newsletter
30 Mar	ASBA - Speakers Corner information

30 Mar	Provincial Funding profile for the school division
2 Apr	ASBA - Link to Funding Manual
4 Apr	ACSTA - GrACE Summit registration
4 Apr	Board Brief
4 Apr	ASBA - Spring Meeting Information
4 Apr	ACSTA - Monday Memo
4 Apr	ASBA - Link to 2024-25 Funding Manual
4 Apr	St. Paul Newsletter
8 Apr	Build Journal
8 Apr	Passing of Ken Gabruck - sympathies to the family and his daughters Kristy and Allison
8 Apr	Connections Newsletter - congrats St. Paul School for story in ISSP Newsletter
9 Apr	Congrats Wade Kast - Edwin Parr Nominee
9 Apr	ACSTA - GrACE Summit
9 Apr	Passing of Rick Brugus - sympathies to this wife and family. Great employee who did a tremendous job in looking after our schools.
9 Apr	ACSTA - Monday Memo - interesting article by Justice Feehan - teacher hires and terminations
9 Apr	ASBA - Speakers Corner
9 Apr	International Law Day announcement
10 Apr	Utility savings information - advertisement
10 Apr	CCH Grad information from principal
12 Apr	Invitation to speak at Arts Alive
12 Apr	ASBA - Government Minister Tracking Update
13 Apr	Teaching Commission Update
13 Apr	Superintendent's Weekly Update
15 Apr	Reference check for leadership applicant
16 Apr	Minister of Education - Survey request - cell phone use in schools
16 Apr	Budget policy queries and comments
16 Apr	Minister of Education - Carbon Tax survey request
17 Apr	ASBA - Zone update
17 Apr	FLVT Spaghetti dinner notice
17 Apr	ASBA - Lt. Governor Awards deadline date extended
18 Apr	ASBA Zone Banking Information
18 Apr	Invitation from Aaron re: events
18 Apr	Catholic Education Week

REPORT NO: E.2

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA REPORT FOR APRIL 24, 2024

Celebrate, Preserve, Promote, Enhance Catholic Education

www.acsta.ab.ca

admin@acsta.ab.ca

RECENT MEETINGS:

- April 9, 2024 Faith Formation

Continue to work on a long-term plan around faith formation of school trustees, administrators and educators. Discussed the merits of annual theme vs three-year theme. Also working on a logo to represent this work.

Also discussed an update on Certificate in Catholic Trusteeship from Newman. We are looking at ways to increase enrollment in the cohort. A new cohort opportunity will be offered in 2025. This program will be promoted at the AGM in November.

- April 10, 2024 Ad Hoc Committee for the Symposium

Discussed the theme for February 21-22, 2025 Symposium to be held at Corpus Christi Parish Hall in Edmonton.

Possible theme: Answering the Call with the Servant's Heart.
Details to follow.

- April 16, 2024 Awards Committee

Further discussion of format and protocols for *AGM* in November. The committee will prepare a selection criteria matrix.

- April 19, 2024 Advocacy Committee

The Committee will bring three policy position statements to the Board in September for approval to present at *AGM* in November. These policy positions help in guiding our advocacy efforts.

Two priorities to date: Funding for independent/charter schools and parents as primary educators.

OTHER DATES:

SPICE, April 24-28 (Dr. Brett Salkeld)

BLUEPRINTS, April 30-May 3 (Dr. Bob McCarty)

CCSTA, May 30-June 1

Celebrate the gift of publicly funded Catholic Education.

Share your stories.

REPORT NO: E.3

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

ASBA Zone 6 General Meeting Agenda-April 17, 2024, 10:30 am HYBRID MEETING, Lethbridge School Division

You are invited to a Zoom meeting. When: April 17, 2024 10:30 AM Mountain Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/join/register/tZMrf-yoqzsoGNdYrNWA6Cov2zHSP1w9KRXx>

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

#	Item	Speaker	Action
1	Call to order	Chair	N/A
2.	Land Acknowledgment	Vice Chair	I
3.	Introductions	Chair	
4.	Approval of Agenda	Chair	A
5.	Approval of Minutes <ul style="list-style-type: none"> ● March 20, 2024 General Mtg Minutes attachment 	Chair	A
6.	ASBA Budget Engagement Session (90 minutes)	Marilyn Dennis	I
7.	ASBA Reports <ul style="list-style-type: none"> ● ASBA President ● ASBA Vice President ● ASBA CEO ● Zone 6 Director- attachment 	Marilyn Dennis Shali Baziuk Dr. Vivian Abboud Allison Purcell	I
8.	Reports <ul style="list-style-type: none"> ● Zone 6 Chair <ul style="list-style-type: none"> - Zone banking ● Labour Relations Coordinator ● SAPDC 	Roisin Gibb Craig Whitehead Lorelei Bexte	I
9.	Financial Report <ul style="list-style-type: none"> ● Monthly financial update -attachment 	Pam Boyson	I
10.	Edwin Parr Update	Marie Logan Roisin Gibb	I
11.	FGM Draft Position Statement, Lethbridge School Division	Christine Light	I
12.	Round Table Discussion <ul style="list-style-type: none"> ● ASEBP Rate Increase Impact and Sustainability Plan 	Roisin Gibb	I

1

	<ul style="list-style-type: none"> ● Transportation <ul style="list-style-type: none"> ○ Walking School Bus Program (Grasslands) attachment 	Pat Connor	
13.	Advocacy <ul style="list-style-type: none"> ● Technology - Bandwidth/Cyber Security 	Mike Oliver	
14.	Adjourn Next meeting May 15, 2024 - HYBRID Meeting Horizon School Division (12:00 Lunch; Meeting start time of 1:00)		I

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

REPORT NO: E.4

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board Representatives

SUBJECT: GrACE Report

BACKGROUND

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

GrACE Report for April 24, 2024

www.facebook.com/GrACE4cathed

INSPIRE INVIGORATE. EMBOLDEN CATHOLIC EDUCATION TO:

Unite, Educate, Communicate with one voice the value and gift of Catholic education.

ACTIVITIES:

- Continue to promote GrACE with school councils, parents, newsletters, parishes.
- Poster: Courage to Lead
- April 11, 2024 GrACE planning meeting with Aaron Skretting, Linda Ellefson and Tricia Doherty.
- April 18, 2024 Evening Wine and Cheese at St. Basil Catholic Education Centre to encourage supporters around the history, value and promotion of Catholic education and to acquire stories of the gift of Catholic education.
- May 10, 2024 [GrACE Summit](#) at Lumen Christi Catholic Education Centre in Edmonton

Catholic Education Prayers of the Faithful for April

*That our Catholic schools will be places of prayer, reflection, penance and faith:

We pray to the Lord

*For our Parents, Students, Staff, Families, Educators and Parishioners:

We pray to the Lord

*That our Catholic schools may be a blessing to families through their work with the young:

We pray to the Lord

REPORT NO: E.5

April 24, 2024

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Roisin Gibb, Board Representatives

SUBJECT: Joint City / School Boards Committee Report

BACKGROUND

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

Joint Committee of City of Lethbridge and Lethbridge School Boards

- Galbraith Elementary School Modernization Gymnasium – Design Funding – Public School Board
 - Letter was written from the Public School Board on October 25, 2023 (attached)
 - Considered at the City’s Economic and Standing Policy Committee on November 14, 2023 and motion passed “*that the Economic and Finance Standing Policy Committee refer this item to the 2027 – 2036 Capital Improvement Program (CIP Deliberations.)*”
 - The Public School wishes to discuss the next steps and the need for the city to decide their partnership with the gymnasium as we enter this next phase. And to discuss continued advocacy we are doing on when we get notified from the province and the difficulties to plan jointly with Municipalities when advanced notice of school builds/modernizations is not provided.
- Policy Position: “School trustee elections should remain free from a political party system” – Public School Board

Background

Alberta School Boards Association is aware that the provincial government is considering potential amendments to the Local Authorities Election Act and the Municipal Government Act that could introduce political parties for municipal elections during the spring session of the legislature.

Policy position

The ASBA Board of Directors adopted the following Policy Position: “School trustee elections should remain free from a political party system”

- Snow Plowing Around Schools – Separate School Board
 - We have noticed that when streets are plowed in the vicinity of schools, there are tremendous piles and banks of snow that are left behind and make it extremely difficult for students to navigate on their way to school. This is particularly the case around our core schools of CCH East, St. Francis Junior High School and Ecole St. Mary. We have also noticed this in the area of CCH West and Chinook / Crossings Library. Overall, this is a huge safety concern.

The City of Lethbridge has extended the time to provide feedback on snow routes. The survey will be open until April 28th. More information on the survey and to link to it is below:

<https://www.lethbridge.ca/news/posts/residents-have-more-time-to-complete-snow-route-survey/>

- Gymnasium Expansion at L’ecole la Verendrye – FrancoSud Board •
Stephan De Loof, Executive Director, Facility Services, Planning and Transportation

- Boards, Commissions, and Committees Review – City of Lethbridge • City Council directed the City Clerk’s Office to conduct a review of the current Boards, Commissions and Committees (BCCs) of the City of Lethbridge at the [July 11, 2023 Council Meeting](#). (Part of Item 4.3.9 as Motion Arising). Questions to be discussed include:
 - Status of the mandate of your BCC. Is it complete? Are there any challenges that are barriers to you completing your mandate?
 - Reporting mechanism
 - Composition appropriate, if not what changes
 - Do you have any changes to the Terms of Reference (attached)
- David Sarsfield, Deputy City Clerk

Victoria Park Area Redevelopment Plan Update

- Will be scheduled for consideration in Winter, 2024



October 25th, 2023

Mayor Blaine Hyggen and members of City Council
City of Lethbridge
910 4 Avenue South
Lethbridge, Alberta T1J 0P6

Dear Mayor Hyggen and Members of City Council,

Re: Support for Gymnasium - Galbraith Elementary School Modernization

I am writing to you in my capacity as the Chair of the Lethbridge School Division Board, regarding an important matter to Lethbridge School Division and the community landscape of our city.

For more than 15 years, the modernization of Galbraith Elementary School, the oldest school in Lethbridge, has held a place of priority for capital improvement within the Lethbridge School Division's capital plan. This pursuit received a notable boost in 2021 when Alberta Education provided pre-planning funds, empowering our Division to embark on a comprehensive value scoping and visioning process for the modernization endeavor.

The heart of this process was two days of intensive community engagement, where parents, dedicated staff members, division administration, skilled contractors, and representatives from Alberta Education joined forces to envision the potential of the modernization project. During this constructive dialogue, a shared aspiration emerged: the relocation and construction of a new gymnasium that would be seamlessly integrated into the fabric of the school modernization.

Provincial support for the modernization of Galbraith Elementary School was further solidified in the Alberta Provincial Budget of 2023, which allocated planning funds to our division. These funds signal the progression of our planning efforts, putting us on the path to approval and funding support. These funds support the initiation of site readiness activities, preliminary schematic design, and an exploration of possible partnership opportunities.

A fundamental aspect of our request to the City hinges on the long-standing Joint Use of Facilities Agreement that Lethbridge School Division shares with both the City of Lethbridge and the Holy Spirit Catholic School Division. Through this collaborative agreement, the City has previously demonstrated its commitment to enhancing school gymnasiums in cases where new schools are constructed. It is within this context that we turn to you with a sincere inquiry.

We are seeking feedback to ascertain the City's potential interest in participating in the enhancement of the Galbraith Elementary School gymnasium as a part of the modernization initiative. This enhancement

would not only serve our students but also elevate the available community spaces for the residents of Lethbridge.

We wish to stress that at this stage of the planning process, no firm commitment is being requested. Our division is hopeful that the green light for the modernization will be granted by February 2024 or, at the latest, February 2025. Subsequently, a year of planning would precede the anticipated two-year construction period. Should the City opt to engage in this partnership, the funds required for the gymnasium's enhancement would be spread across a three-year period, potentially spanning the fiscal years of 2025 to 2027 or 2026 to 2028. Based on past contributions and inflation, we anticipate the total contribution to be approximately \$900,000.

We appreciate the City of Lethbridge and the extensive investment it has made in community-oriented spaces. It is with sincere appreciation for our longstanding relationship and shared objectives that we approach you on this matter.

If the prospect of exploring this partnership resonates with the City, we kindly request a letter expressing your interest in this endeavor. It is crucial to emphasize that the letter of interest we are requesting is not a firm commitment at this preliminary planning juncture.

Thank you so much for your time, consideration, and continued commitment to the betterment of education and community in our city. We eagerly anticipate your response and remain dedicated to fostering an even stronger collaboration between Lethbridge School Division and the City of Lethbridge.

Sincerely,

Allison Purcell
Lethbridge School Division Board Chair

ADVOCACY NO: F.1

April 24, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: Individual Trustee Advocacy

BACKGROUND

1. Trustees will provide a brief update regarding the activities they have been engaged in to advocate for the Board and school division over the past month.

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Advocacy Reports for April 24, 2024.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 8	SMBI School Council
April 5	Zoom meeting with SMBI School Council and MLA Grant Hunter
April 22	SPT Long Service Awards

PARISH COMMITMENTS:

Date:	Key Discussions:
April 16	St Augustine's AGM
weekly	Attend Mass and stay for coffee

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
April 15	Agenda setting
April 15	Finance Committee Meeting
April 18	GRACE open house
April 24	Board Meeting in Pincher Creek



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly attendance at Mass/ongoing conversation with parish priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Apr 15	Finance committee meeting
Apr 18	Wisdom and Visioning Circle
Apr 18	Evening of GrACE
Apr 24	COW/Board Meeting in Pincher Creek



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 28, 2024	SPS Stations of the Cross
April 15-17, 2024	SFJH/FLVT Banff Choir trip (Parent Chaperone)
Apr 17, 2024	CCH School Council - Rosary Stuffing

PARISH COMMITMENTS:

Date:	Key Discussions:
Ongoing	Weekly Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Apr 22, 2024	EDL Roundtable Discussion with MP Rachael Thomas

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Mar 27, 2024	GrACE Committee Meeting
Apr 10, 2024	Joint City Meeting
Apr 11, 2024	GrACE Committee Meeting
Apr 18, 2024	Evening of GrACE
Apr 24, 2024	Policy 18 Committee Meeting
Apr 24, 2024	Board Meeting - Pincher Creek



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Mar 9/24	SMPC School Council Meeting :
	<ul style="list-style-type: none">❖ IMR upgrades to Gym continue❖ April 24/24 - Sam Demma Presentation❖ Spring Gala scheduled for May 11/24

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 17/24	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
April 01/24	ASEBP Employer Premium Presentation
April 15/24	Finance Committee Meeting
April 24/24	Finance Meeting
April 24/24	COW / Board Meeting at SMPC



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Apr 16, 2024	FLVT School Council discuss Role of Trustee Policy and upcoming production of Madagascar
Apr 17, 2024	OLA School Council discuss Policy on Role of Trustee and year end events

PARISH COMMITMENTS:

Date:	Key Discussions:
Mar 31, 2024	Lector and choir for Easter Sunday
Apr 7, 2024	Lector
Apr 8, 2024	Funeral Mass for Mr. Whimster (father of Shannon Collier)
Apr 14, 2024	Mass at St. Catherine's

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Apr 9, 2024	ACSTA Faith Formation discussing Faith Theme for 2024-25 school year as well as SpeakerSeries A
Apr 10, 2024	ACSTA Ad Hoc Education Symposium planning Trustee symposium for February 2025
Apr 11, 2024	Provincial GrACE discussed future plans, dates to 2026
Apr 16, 2024	ACSTA Awards Committee to discuss format of Awards for AGM in November
Apr 17, 2024	ASBA Zone 6
Apr 19, 2024	ACSTA Advocacy to review list of advocacy topics for AGM in November

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Mar 28, 2024	Stations of the Cross at St. Paul School
Apr 11, 2024	Local GrACE meeting with Aaron Skretting and Tricia Doherty to plan Evening of GrACE
April	Read all ASBA, GrACE and ACSTA materials
	Reading Joyce Rupp's "God's Enduring Presence"
Apr 24, 2024	COW and Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
March 25, 2024	CSM School Council - upcoming round table discussion, Pow-Wow, class sizes and complexity, reregistration
April 15, 2024	SFJH - Unable to attend due to time conflict with Finance Meeting

PARISH COMMITMENTS:

Date:	Key Discussions:
April 7, 2024	Sacristan 9am St. Martha's Parish
April 8, 2024	Confirmation Class - St. Martha's Parish
Ongoing	Regular attendance at St. Martha's Parish
Ongoing	Word Among Us Daily Readings and Reflection
Ongoing	Dynamic Catholic Daily Gospel Reflection

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
April 17, 2024	ASBA Zone 6 - Chair Meeting at Lethbridge School Division

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 27, 2024	Public Meeting and COW
March 29, 2024	Speakers Corner - Putting Data to work - replay
April 10, 2024	Joint City - School Division Meeting
April 10, 17	UofC Governance COR 573 002 - Conflict Management: Skills for Leaders
April 15, 2024	Finance Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 17	School Council Meeting <ul style="list-style-type: none"> - Trustee requested reflection on Policy re: Role of the Trustee (Trustee / School Council update as presented in March Public Board Meeting). Feedback received from the council is that the proposed update reflects relationship/ responsibilities accurately. Reviewed updated associated AP with Role of School Councils. No additional feedback. - Trustee shared information on GRACE and reminded of the upcoming social at the Board Office - New Swings install planned for next week - Funds supplied by Home & School - Update to Audio - Visual System: Home & School applying for community grant, will continue to update - Coat racks for pre-k students still awaiting instal; requested at the beginning of the year - All school dance was a successful family event. - Review of current cell phone policy. Discussed Government feedback request via survey. Discussed opinion of the council in regards to the questions on cell phone survey

PARISH COMMITMENTS:

Date:	Key Discussions:
	Mass St. Catherine Parish

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	Alberta School Board Trustee Association Daily Briefs
	Alberta Catholic School Trustee Association Weekly Summaries
April 17	Alberta School Board Trustee Association Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
	Research regarding Board Policy 18
	Research / Comparison School Division Budgets
April 15	Finance Committee Meeting
April 17	Cell Phone Feedback Survey
April 24	Board Policy 18 Committee Meeting
April 24	Board Meeting: Committee of the Whole in Pincher Creek
April 24	Board Meeting: Public General Meeting in Pincher Creek



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: April 24, 2024

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
April 16	Long Service Awards CCH
April 16	CCH

PARISH COMMITMENTS:

Date:	Key Discussions:
April	On Going Mass At All Saints
March 28-31	Easter Triduum at CCH
April 3	Renew Meeting
April 7	Meeting with Bishop Re; east side churches
April 10	PAC Meeting

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
March 25	CUPE 1825
March 27	Board Meeting
April 15	Finance Meeting

ADVOCACY NO: F.2

April 24, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: School Council Advocacy

BACKGROUND

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

ADVOCACY NO: F.3

April 24, 2024

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Holy Spirit High Schools Graduation Planning

BACKGROUND

1. In order to assist with future planning, an effort has been made to secure the schedules for each High School Graduation in the division over the 2023/2024 school year.
2. The most recent arrangements are reflected in the document attached for Board information.

2024 High School Graduations - Holy Spirit Catholic School Division

Catholic Central High School Graduation:

Mass: Friday, May 10, 2024, 7:00 p.m. at Enmax Centre

Ceremonies: Saturday, May 11, 2024, 9:00 a.m. at Enmax Centre

Grand March: Saturday, May 11, 2024, 7:00 p.m. at the Enmax Centre

Theme: Grad Song *"Unwritten"* by Natasha Bedingfield

Grad Theme *"The Rest is Still Unwritten"*

Galatians 6:10 *"So then, while we have the opportunity, let us do good to all, but especially to those who belong to the household of the faith"*

St. Michael's School (Pincher Creek)

Mass: Friday, May 31, 2024, 7:00 p.m. at St. Michael's Church

Ceremonies: Saturday, June 1, 2024, 2:00 p.m. at Pincher Creek Community Hall

Hors d'oeuvres: Saturday, June 1, 2024, 5:00 p.m. at Pincher Creek Community Hall

Theme: *"It is not in the stars to hold our destiny but in ourselves"*

St. Michael's School (Bow Island)

Mass: TBD

Banquet: Friday, June 21, 2024, 5:00 p.m. at St. Michael's School Gymnasium

Ceremonies: Friday, June 21, 2024, 7:00 p.m. at St. Michael's School Gymnasium

Theme: *"It's not the destination, it's the journey."* Ralph Waldo Emerson

St. Mary School (Taber)

Mass: Thursday, June 27, 2024, 5:00 p.m. at St. Augustine's Parish

Ceremonies: Thursday, June 27, 2024, 7:00 p.m. at Taber Community Centre

Banquet: Friday, June 28, 2024 at 5:00 p.m. at Taber Community Centre

Theme: Jeremiah 29:11 *"For I know the plans I have for you, says the Lord."*

INFORMATION NO: G.1

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. The following Administrative Procedures have been revised and are attached for Board information:
 - i) AP 125: School Councils
 - ii) AP 348: Extra-Curricular Activities
 - iii) AP 350: Transportation

Administrative Procedure 125

Revised: March 2024

SCHOOL COUNCILS

Background

The *Education Act* requires that a school council be established for each school within the division. The *School Councils Resource Guide, 2016*, developed by the Alberta School Councils' Association, is a valuable resource in defining the role and responsibilities of a school council.

Procedures

1. The principal shall become familiar with section 55 of the *Education Act* and the accompanying Alberta Regulation 94/2019.
2. The purpose of the school council will be to:
 - 2.1 Offer advice to the principal and the Board of Trustees about any matter which relates to school and school division operations: including budget, calendar, school rules and school Continuous Improvement Plans.
 - 2.2 Offer advice to the school staff about the delivery of instructional and support programs and services to children.
 - 2.3 Encourage greater parent participation in the education of their children.
 - 2.4 Promote parent understanding of the education system and teaching process.
 - 2.5 Provide parents an organization through which they can express support for education.
 - 2.6 Help foster a total Catholic community.
 - 2.7 Work together to ensure the best possible Catholic education for students in the school and the broader school community.
 - 2.8 Enhance communication between home and school.
 - 2.9 Provide input from parents in the development of the mission of the school and in the attainment of that mission.
 - 2.10 Receive reports from the principal on the school program, general policies and organization of the school.
 - 2.11 Receive reports and suggestions from parents and community groups on school related matters.

- 2.12 Deliver annually to the Superintendent:
 - 2.12.1 A report on the school council's activities for the past year. See Appendix A: School Council Annual Report Format.
 - 2.12.1.1 The Office of the Superintendent will provide a summary document of the division school council annual reports and send to Trustees and School Council Chairs.
 - 2.12.2 A financial statement relating to money handled by the school council in the school year.
 - 2.13 Perform any additional duty or function that may be delegated to it, through the principal, by the Superintendent.
3. Members of the school council must be of the Catholic faith or be those Christians who respect the Catholic faith and subscribe to the Division's Mission Statement and Policies.
 4. Where, in a school, a program of instruction is offered which supports the linguistic and cultural needs of a recognized minority, the parents of the minority program will have right of access to the school administration to offer advice on the delivery of the instructional program, and on related matters to school operations that may impact the program of instruction and/or student learning.
 5. The school council shall observe the protocol of board adopted channels of communications.
 6. The following items shall be kept on file at the school and housed on the school's website:
 - i. School Council meeting minutes, which shall also be posted monthly in the school newsletter
 - ii. School Council rules and by-laws
 - iii. A copy of the School Council Annual Financial Statement
 - iv. A copy of the School Council Annual Report of activities
 7. The financial records of the school council shall be open to audit by the Secretary-Treasurer. Funds shall not be raised through loans from banks, financial institutions or other security requirements.
 8. The Office of the Superintendent to annually provide an updated list of division School Council Chair and Vice Chair names, email addresses, and phone numbers to the Board of Trustees and School Council Chairs.

References: ***Education Act, Section 55***
Alberta Regulation 94/2019, School Councils Regulation
Alberta School Councils' Association (www.albertaschoolcouncils.ca/school-councils/effective-school-councils)

Extra-Curricular Activities

Background

Extra-curricular programs make a valuable contribution to the development of student skills, knowledge and abilities. The greatest value can be derived from extra-curricular student activities when such activities are developed and encouraged through cooperative participation among the student body, staff and interested community members. Successful participation in extra-curricular activities allows students to enjoy positive interactions with others and be active members of their school community, and increases the likelihood of school bonding and successful high school completion.

What is <u>Extra-Curricular</u>	What is <u>Curricular</u>
<ul style="list-style-type: none">● Activities that fall outside of the scheduled work hours for support staff and instructional hours for certificated staff● Coaching and staff representatives when community coaches are involved (including travel)● Athletics - includes zones and provincials● Fine Arts production (only if it is not embedded into the timetable)● Clubs such as leadership, debate, chess, gaming	<ul style="list-style-type: none">● Activities held during scheduled work hours for support staff and instructional hours for certificated staff
<p>Note: Refereeing – to be paid from student fees, not from extra-curricular funds</p>	

Specifically:

1. 'Extra-curricular' activities are those, sometimes optional, out-of-the-classroom activities that are not tied to the curriculum.
2. Provision shall be made by the Board for extra-curricular remuneration.
3. Participation in extra-curricular activities is strictly voluntary.

Procedures

1. Remuneration support of student activities shall be subject to annual review and approval as part of the Division budget process.
 - 1.1. Remuneration may be provided to recognize time spent by both staff and community volunteers assisting with the variety of student activities at Division schools.
2. The principal of each school shall be responsible for the allocation of that school's extra-curricular remuneration.
 - 2.1. The school will be notified by October 31 of each school year of its extra-curricular allocation.
 - 2.2. The principal might choose to allocate a portion of the school's allocation for the purchase of extra-curricular gear/sportswear for staff/community volunteers.
 - 2.3. The principal will provide a list to the Payroll Department showing the individuals who are to be distributed a portion of the school's allocation, no later than June 1 of each school year.
 - 2.4. Any support staff allocations will be paid out right away.
 - 2.5. Community members who will be allocated an amount will be processed through Accounts Payable.
 - 2.6. Each teacher's extra-curricular allotment will initially be recorded in a payroll bank.
 - 2.7. Teachers may request that the extra-curricular bank of the employee be paid out at any time, subject to monthly payroll deadlines.
 - 2.8. The balance in the teacher's extra-curricular bank will carry forward from year to year.
 - 2.9. All cash remuneration is subject to statutory deductions of EI, CPP, income tax, and in some cases, union dues.
 - 2.10. Subject to approval by the principal, teachers may use some or all of their allocation to pay for substitute costs. Any leave used in this regard must be in alignment with the Collective Agreement.
 - 2.10.1. Any leave within the Collective Agreement that utilizes extra-curricular allotments are granted at the discretion of the principal, and cannot be granted on Division or school professional learning days.
 - 2.10.2. Employees are required to provide 3 days' notice where possible, using the Leave Management System.

- 2.11. Teachers who do not wish to take all or any of the extra-curricular remuneration assigned to the employee in conjunction with a Collective Agreement leave will be paid out via payroll.
 - 2.12. Upon termination or retirement, unused funds in the teacher's extra-curricular bank will be paid out.
3. The Superintendent will form an Extra-Curricular Committee and annually review the processes where staff will be recognized for their involvement in extra-curricular activities. The Board delegates to the Superintendent the authority to develop the procedures necessary to implement the Extra-Curricular Activity Policy.

References: ***Public Sector Accounting Handbook PS1000***
 Canadian Income Tax Act
 Sections 33, 53, 22 Education Act
 Board Policy 23: Extra-Curricular Activity

STUDENT TRANSPORTATION

Background

Holy Spirit Roman Catholic Separate School Division will provide transportation for students who are entitled to transportation under the *Education Act*, or who are designated by the division to attend a specific school or program. Specifically, transportation services will be provided in the following areas:

- From residential areas within the City of Lethbridge and Ward 2 (Mountain Meadows, Coalhurst, Raymond, Stirling and area);
- Transportation of high school students from Wards 1 and 3 to Catholic Central High School (Campus East) in Lethbridge.
- Transportation of elementary and junior high school students from Ward 1 (Coaldale and area) and Ward 3 (Picture Butte and area) to St. Francis Junior High School and École St. Mary in Lethbridge for the purposes of French Immersion Programming only;
- Transportation within Ward 1 (Coaldale and area), Ward 3 (Picture Butte and area), Ward 4 (Pincher Creek and area), and Ward 5 (Taber and area) are contracted with the Public Boards operating in those Wards.

Alberta Education provides funding elementary students who live 1.0 km away from their designated school and junior high and high school students who live 2.0 km away from their designated school. Students who are not subsidized by Alberta Education for bus transportation will be required to pay a user fee to recover the cost of the transportation program in excess of the transportation grant provided by the province.

Students may be admitted to any school outside their attendance area in accordance with Administrative Procedure 302: School Attendance Areas, if there is sufficient space in the school. Preference to school attendance will be based on the following:

- Catholic students living in the attendance area
- Catholic students living outside the attendance area
- Non-resident students who have or have had a sibling attend the school of choice
- Non-resident students living in the attendance area
- Non-resident students living outside the attendance area

When a student is admitted into a school outside of his/her designated attendance area, the parent will be responsible for transportation.

Attendance Boundaries

The attendance boundaries for all schools (referred to as designated school) in the City of Lethbridge are as follows:

1. Elementary Schools
 - 1.1 St. Teresa of Calcutta – North of 26th Avenue N to the city limit and East of the river to the city limit.
 - 1.2 St. Paul – North of Crowsnest Trail to 26th Avenue N and East of the river to the city limit
 - 1.3 École St. Mary – South of Crowsnest Trail to 10th Avenue S and East of the river to the city limit AND all elementary French Immersion students
 - 1.4 Our Lady of the Assumption – South of 10th Avenue S to the city limit and East of the river to the city limit
 - 1.5 Father Leonard Van Tighem – North of Whoop Up Drive to the city limit and West of the river to the city limit.
 - 1.6 Children of St. Martha – South of Whoop Up Drive to McLeod Drive W and West of the river to the city limit.
 - 1.7 St. Patrick Fine Arts – South of McLeod Drive W to the city limit and West of the river to the city limit.
2. Junior High Schools
 - 2.1 St. Francis – East of the river to the city limit AND all junior high French Immersion students.
 - 2.2 Father Leonard Van Tighem – West of the river to the city limit.
3. Senior High Schools
 - 3.1 Catholic Central (Campus East) – All high school French Immersion students AND East of the river to the city limit
 - 3.2 Catholic Central (Campus West) – West of the river to the city limit

Procedures

1. Transportation will be provided to designated schools in accordance with the following:
 - 1.1 Within the City of Lethbridge
 - 1.1.1 Transportation will be provided at no cost:
 - 1.1.1.1 To elementary school students living 1.0 km and to junior high and high school students living 2.0 km or farther from their designated school as calculated by walking routes;
 - 1.1.1.2 To all elementary French Immersion students living 1.0 km and to all junior high and high school students living 2.0 km away or farther from their designated schools, i.e., École St. Mary, St. Francis and Catholic Central High School (Campus East);
 - 1.1.1.3 If the school nearest the student's residence is declared "full" by the Superintendent, students will be directed to another designated school where transportation is provided; and

- 1.1.1.4 To all Catholic Central High School students requiring transportation between campuses for programming and timetable needs. NOTE: Unless specific programming is unavailable at a campus, students should expect to attend the campus within their boundary.
- 1.1.1.5 To all junior high students living north of Crowsnest Trail and between 1.0 and 2.0 km from their designated school providing space is available on existing routes; and
- 1.1.2 Transportation will be provided, for a *user fee*:
 - 1.1.2.1 To K – 6 students attending Father Leonard Van Tighem School for the purposes of attending after-school child care at Children of St. Martha School providing space is available on existing routes.
- 1.1.3 Transportation to a School of Choice
 - 1.1.3.1 Requests received in writing for transportation to a school of choice will be reviewed on a yearly basis if there is room for the student on existing routes.
 - 1.1.3.2 As a school of choice, St. Patrick Fine Arts Elementary students who live outside the attendance boundary of St. Patrick Fine Arts Elementary AND/OR live 1.0 km away or farther from St. Patrick Fine Arts Elementary on existing routes;
 - 1.1.3.3 As a school of choice, students requiring transportation to St. Francis Junior High for fine arts programming will be permitted to access bussing under the following guidelines
 - 1.1.3.3.1 The student currently lives in the Father Leonard Van Tighem Junior High attendance zone (west of the river); AND
 - 1.1.3.3.2 The student attended St. Patrick Fine Arts Elementary in grade 6 in the prior school year
- 1.1.4 Bussing services will be provided to school at the beginning of the school day and from school at the end of the school day to the student's primary residence.
- 1.2 Within Rural Areas:

Note: For rural purposes, an eligible student is defined as a Catholic resident student living in a formed area.

 - 1.2.1 Within the Raymond / Stirling areas (at no cost):

Eligible students will be able to obtain transportation services to École St. Mary School, St. Francis Junior High School and Catholic Central High School (Campus East) in Lethbridge.
 - 1.2.2 Within the Picture Butte area (at no cost);

Eligible students will be able to obtain transportation services to École St. Mary School and St. Francis Junior High School for French Immersion programming only; and to Catholic Central High School (Campus East) for high school programming.

1.2.3 Within the Taber area (at no cost):

Bussing will be maintained as long as safety concerns exist with respect to the safe crossing of Highway #3 within the town of Taber for transporting students to St. Mary School and St. Patrick School in Taber.

1.2.4 Within the Coaldale area (at no cost):

Eligible students will be able to obtain transportation services to École St. Mary and St. Francis Junior High School for French Immersion Programming only; and to Catholic Central High School (Campus East) for high school programming.

2. If a student has a disability that necessitates bussing or alternative transportation to school, the Superintendent may make the necessary arrangements.
3. Tuition paying students will be provided transportation services if they meet the requirements set forth in this administrative procedure and pay full tuition fees and the transportation user fee.
4. Non-resident students will be considered for transportation services if the following conditions are met:
 - 4.1 The student transfers from a Catholic school OR the student requires specific educational programming;
 - 4.2 There is a bus route in place that serves resident students and sufficient space is available;
 - 4.3 The parent provides written approval from the resident board for the student's transportation to a non-resident school;
 - 4.4 Transportation Funding from Alberta Education can be accessed for the student; and
 - 4.5 Approval is granted by the principal of the receiving school.

INFORMATION NO: G.2

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Catholic Education Sunday Collection

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. Attached for the Board's review is correspondence between the Diocese of Calgary and the school division regarding the funds received from the Catholic Education Sunday collection held over the November 4/5, 2023 weekend.
2. A letter of thanks was sent to Bishop McGrattan expressing Holy Spirit Catholic School Division's gratitude and is attached for Board information.
3. The division received \$11,667.15 as a result of the generosity of the diocese.



ROMAN CATHOLIC
DIOCESE
of Calgary

FINANCE & ADMINISTRATION

March 19, 2024

Mr. Ken Sampson, Superintendent
Holy Spirit School District
620-12 Street B. North
Lethbridge AB T1H 2L7

RE: 2023 CATHOLIC EDUCATION SUNDAY

The Catholic Education Sunday collection that was held by our parishes on November 4/5, 2023 raised a total of \$122,961.87

The Bishops of Alberta are encouraged by the active response of our Catholic community in past decades and this year to the support of this ministry of the Church. May all of our efforts unite us and strengthen our ongoing commitment to Catholic education.

Please find enclosed a cheque for your respective share of the collection.

Sincerely,

Miriam Dawidowski
Finance Manager

/md

cc: Bishop McGrattan



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

April 12, 2024

The Most Reverend William McGrattan
Bishop of the Roman Catholic Diocese of Calgary
Catholic Pastoral Centre
120 - 17 Avenue, S.W.
Calgary, AB T2S 2T2

Dear Bishop McGrattan,

On behalf of the Holy Spirit Catholic School Division and its Board of Trustees, I would like express our deep gratitude to you and the Bishops of Alberta for your annual support of Catholic Education. We are extremely thankful to have received a total of \$11,667.15 from the collection that took place in our parishes during the November 4/5, 2023 weekend.

We embrace this opportunity to be renewed in faith and to be united in our shared responsibility and commitment to Christ-centered education. We celebrate and are grateful for the gift of publicly funded Catholic education as our Catholic schools offer daily, the nurturing environment for staff and students alike to encounter Jesus Christ and cultivate personal relationships with Him.

We feel truly blessed to have the support of the Diocese of Calgary and the people of the Catholic Church. Your support enables us to fulfill our mission of fostering the spiritual development of our students, and we are immensely grateful for your partnership in this sacred endeavour.

May God continue to bless you abundantly as you lead us in our journey of faith.

Yours in Christ,

Carmen Mombourquette, Board Chair

/rk

cc. Board of Trustees, Holy Spirit Catholic School Division

INFORMATION NO: G.3

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Arts Alive and Well in the Schools

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND:

1. As seen in the attached invitation, the “Art’s Alive and Well in the Schools” is being held from May 11, 2024 until June 15, 2024.
2. The program showcases the artistic talents of Holy Spirit Catholic School Division, Lethbridge School Division and Ecole La Verendrye Francophone School students from Grades 9-12 at the Southern Alberta Art Gallery.
3. Art submissions will be accepted until April 24, 2024 at 4:00 p.m. at:
<https://www.lethsd.ab.ca/departments/instructional-services/virtually-installed-lethbridge-schools-students-art-2024>
4. The virtual show for grades K-12 will go live on May 1, 2024 with voting from May 1-24, 2024. The in-person exhibit of art work for grades 9-12 can be viewed at the SAAG from May 11- June 15, 2024.
5. As per *Policy 17: Awards*, the school division will, again, be donating \$100 to fund the event’s Junior High/Middle School Award of Merit.



LETHBRIDGE SCHOOL DIVISION

CURRICULUM RESOURCE CENTRE
433 15 STREET SOUTH
LETHBRIDGE ALBERTA T1J 2Z5
PHONE: (403) 380-5319
FAX: (403) 320-9117
EMAIL: kathy.knelsen@lethsd.ab.ca
www.lethsd.ab.ca

LETHBRIDGE STUDENT ART EXHIBIT

“ART’S ALIVE AND WELL IN THE SCHOOLS”

Official Gallery Opening

Thursday, May 16, 2024 at 5:00 pm

at the

Southern Alberta Art Gallery

601 - 3 Avenue South

April 11, 2024

Dear Superintendent Ken Sampson,

We are excited to once again showcase the amazing efforts of our students to produce gallery-worthy projects for display. This year's show will run from Saturday, May 11th until Saturday, June 15th, and will exhibit works from the Grades 9 – 12 students from all Lethbridge School Division schools, Holy Spirit Catholic School Division's city schools, and Ecole La Verendrye Francophone School. Simultaneously, the virtual artwork from Grades K – 12 will be shown on the Lethbridge School Division website as well as at the SAAG on video screens.

I would like to formally invite you to attend the Opening Ceremonies on Thursday, May 16th at 5:00 pm. A representative from your school board will be speaking, so you are free to just come and enjoy the artwork, ceremony and reception time.

We ask that you mark your calendar and plan to join us as we recognize the talents and efforts of the students throughout our community. We look forward to seeing you at the SAAG!

Kathy

Kathy Knelsen
Curriculum Resource Centre
Lethbridge School Division



INFORMATION NO: G.4

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Holy Spirit Spiritual Development Day

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division Spiritual Development Day 2023 will be held Monday, May 27, 2024. The division wide Spiritual Development Day will be held at Catholic Central High School, starting with Mass officiated by Bishop McGrattan and will feature highly regarded singer, composer and recording artist ValLimar.



HOLY SPIRIT
Catholic School Division

Build! Pilgrims of Hope

Spiritual Development Day

Catholic Central High School

405 - 18 Street S. (East Campus)

9:00am Welcome

followed by Mass

Officiated by Bishop McGrattan

Morning Session with

ValLimar

Lunch

followed by Group Breakout Session

Afternoon Session with

ValLimar

3:00pm Closing Comments



Monday

May 27th

This year we have partnered with Chalice in building a new classroom block for St. Odilia School in Zambia. Donations can be made through Holy Spirit SchoolCash Online.



Thank you for your support!



Blessed with an extraordinary voice, ValLimar is a highly regarded singer, composer and recording artist. Her presence on stage commands attention and her music draws people into the word of God in a new and deeper way.

ValLimar has presented at some of the largest gatherings of Christians in recent years including: An international papal prayer service for over 300,000 Roman Catholics, The March For Life, The National Conference for Pastoral Musicians, The National Catholic Youth Conference and World Youth Day. She takes her ministry to the small communities as well, living out the gospel, "For wherever two or more are gathered in my name..."

ValLimar Jansen has a long history of singing sacred music, starting from the age of five and professionally since the age of six. She received most of her training in music and performance at Howard University in Washington, D.C., and she holds professional degrees in the Arts from California State University, San Bernadino and The University of California. She and her husband, talented keyboardist/songwriter/arranger Frank Jansen, have recorded their latest collection, *Give God the Glory*. It is an enhanced CD which inspires worship and quiet meditation.

Then they said, "Let us start building!" So they committed themselves to the common good.

Nehemiah 2:18b

INFORMATION NO: G.5

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Build-fest Festival of the Arts

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division will be hosting two evenings of Build-fest Festival of the Arts on May 1, 2024 and May 2, 2024 at the Lethbridge and District Exhibition from 6:00 – 8:30 p.m. as seen in the attached poster.
2. This division wide event will showcase the fine arts being “built” this year in our schools.



Build-fest
Festival
of the
Arts

Wednesday Thursday
May 1st | May 2nd
6:00pm-8:30pm

Lethbridge and District Exhibition
3401 Parkside Dr S, Lethbridge, AB

Join us for two evenings of celebrating the creativity and arts being “built” this year in our schools. Hosted at the new Lethbridge and District Exhibition, Holy Spirit Catholic School Division will provide a two evening experience of live performances and student work installations in a come-and-go festival type setting. Using two adjacent spaces, we will have one room set up as an exploratory gallery for all types of creative student work from across grade levels and disciplines; art projects, multimedia presentations, welded sculptures, and so on. The other room will host a rotating series (roughly 15-30 minute blocks) of live performances by various school choirs, bands, drama groups, and dance troupes.

Holy Spirit Catholic School Division
...where children are cherished and achieve their potential

For more information, call Aaron Skretting at 403-327-9555



INFORMATION NO: G.6

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: "Courage to Lead" Catholic Education Week

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Catholic Education Week will be celebrated from May 5-10, 2024 as seen in the poster attached.

Courage to Lead



**A Practical Example
of the Courage to Lead is...**

*"...walking along side with students
and staff wherever they are
on their journey of faith."*

(Administrator)



**What is a
Catholic Leader?**

*"A Catholic leader invites others into
an encounter with Jesus; to love like
him, to minister like him, and to
recognize the call to empty
ourselves."* (Administrator)

*"Have I not
commanded you? Be strong
and courageous. Do not be afraid; do not
be discouraged, for the Lord your God
will be with you wherever you go."*

Joshua 1:9



**A Catholic
Leader's
Desire is to...**

*"...put God and our faith in the
forefront of all that we do, and in
the decisions we make."*

(Administrator)



**A Courageous
Leader...**

"...leads with love always!"

(Administrator)

Catholic Education Week May 5-10, 2024



Holy Spirit Catholic School Division
...where children are cherished and achieve their potential



INFORMATION NO: G.7

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Integrated School Support Program E-News
Featuring St. Paul School

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Recently St. Paul Elementary School was featured in the Calgary Police Youth Foundation E-News for the school's involvement with the Integrated School Support Program.
2. Attached for Board information is the E-News article.



INTEGRATED SCHOOL SUPPORT PROGRAM

FEBRUARY 2024 E-NEWS

PROVINCIAL INTEGRATED SCHOOL SUPPORT PROGRAM UPDATE

Please continue to watch your mailbox for announcements on more locations across Alberta that will benefit from ISSP services. We anticipate by early summer sharing our plans for the continued and further expansion of the program which currently is operating in 19 schools across 13 communities, with 9 more communities in the process of onboarding. Our goal is to bring ISSP to a total of at least 47 schools. ISSP is currently operating in Calgary, Edmonton, Red Deer, Canmore, Strathmore, Fort Macleod, Lethbridge, Medicine Hat, Grande Prairie, High Prairie, St. Paul, Leduc and Wetaskiwin.

HEAR FROM AN ISSP EDUCATOR

“At Patrick Airlie, our PE specialist is also one of our Learning Leaders at our school and supports our staff and students in a whole school approach to well-being. Our comprehensive approach to well-being at our school encourages students to develop skills (social-emotional) in a variety of contexts and across multiple disciplines. Specifically, students at our school receive Physical Education in addition to the opportunity to be physically active at recess and lunch recess each day.

Patrick Airlie School Physical Education programming opportunities support students in a holistic approach to movement skill development and in pursuit of living an active lifestyle through exposure to a wide variety of activities, games, fitness and sport exposure. At Patrick Airlie, we prioritize the teaching and learning of Physical Education and Wellness knowledge, understandings, skills and procedures specific to: active living, movement skill development, character development, safety, healthy eating, healthy relationships, financial literacy and growth and development. Healthier students are better ready to learn.” - Nadeen Halls



St. Paul School

Lethbridge, AB



St. Paul School provides a high-quality public Catholic Education for Early Learning to Grade 6 students on the north end of Lethbridge. Our school aims to meet the needs of all learners while striving to attain excellence in its achievements. We are part of a Catholic faith community dedicated to providing each student entrusted to our care with an education rooted in the Good News of Jesus Christ. At St. Paul School, we take great pride in the diversity and inclusivity our students and staff bring to our community. The school gladly boasts over 25 nationalities represented within our walls as we celebrate an 'International' type flair daily. Our teachers and support staff are among the best in our school division. They graciously offer high-quality, differentiated support to all learners in hopes of supporting every student as they venture on their individualized learning journeys. St. Paul collaborates with over a dozen outside agencies to ensure that families new to our city are fully supported as they bear roots in our wonderful country. As a proud and centered community, we are committed to developing and improving as a school in the future. As we look forward, we aim to focus on the learning that takes place and to grow our student/ staff wellness programs that are pivotal to our St. Paul families.



St. Paul is blessed to be culturally anchored by a highly supportive FNMI community that embodies and supports inclusivity and equality within the school.



Student Programs and Initiatives



St. Paul students enjoying the traditional 'Christmas Turkey Dinner' with friends before the holiday break!

St. Paul is fortunate to have the support of many outside agencies that help in its nutrition programs. Mindful Munchies, HSCSD School Nutrition grant, Jordan's Principle, ISSP Hot Lunch programs and donations from our beloved donors help feed hundreds of hungry individuals that might not always get three square meals a day. Without these programs many students would be at a huge disadvantage while trying to keep up with vigor of education and wellness programs offered after school.

Though the St. Paul community is extremely fortunate to benefit from many support programs, it does give back to the community when it can! One student-driven initiative that benefited the Lethbridge Food Bank this year was the 'Principal for a Day' food drive. Students exchanged one non-perishable food item for one individual ballot and a chance to be a 'Principal for the Day.' Just under \$3000/ 1000 lbs in food items were collected and donated to the local food bank. This initiative was a huge success as most students donated multiple items under their names and under the names of friends who did not have expendable food items to contribute to the cause. The food drive took place just before the Christmas holidays when many Lethbridge families could benefit from the heartfelt generosity.



Winning Principal Bekeret and Principal Ryan posed with Mr. Sampson (HSCSD Superintendent) and Mr. Myndio (Principal)

Supporting Roles



Ms. Irvine (St. Paul School Psychologist)

Many individuals are pivotal to the success of our Holy Spirit and St. Paul students. These collaborative support members include our Mental Health Capacity building team, our Speech and Language leaders, our Support Services team, our FSLC collective, and Lethbridge City Police. All of these teams and professionals work tirelessly to provide the needed supports for all of our students.



Ms. Delinte (Assoc Principal/ IEL Director and Professional Bowler)

PARTNER PROFILE - CALGARY CATHOLIC IMMIGRATION SOCIETY



WHO WE ARE

With a team of over 450+ staff & 1,800 volunteers, speaking over 60 languages, we assist newcomers in their resettlement and integration process by offering over 95 programs & services out of 14 locations throughout Calgary & Southern Alberta.

www.ccisab.ca

Join our **community** wherever you are!



NEW!

CONTACT US



We've made it easier than ever for you to get a hold of us. If you have any questions about ISSP or our monthly E-News, we would love to hear from you.

Reach out to us directly at
ISSP@calgarypolice.ca

TELL US WHAT YOU THINK

Let us know what you'd like to see featured in the ISSP E-News. We will continue to feature the schools and highlight the progress of the expansion. If there are areas that would be of interest or benefit that you feel we are missing an opportunity to share we are happy to include them.

COMING UP.....

The March E-News will feature Willow Park School in the community of Leduc.

WANT TO LEARN MORE?

Click here to read our CPYF Newsletter!

www.YYCYouthFoundation.ca



Next ISSP E-News
March 2024

INFORMATION NO: G.8

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Carmen Larsen, Director of Learning, has prepared the attached report to apprise the Board of recent division activity related to Learning.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

**Director of Learning
Board Report - April 2024**

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- During March & April, the final Grade Level Meetings were hosted by Learning Services.
 - Our Division I meetings focused on assessment and provided time to explore one of our new resources: MathUP. There was also a focus on the importance of teaching handwriting (printing) to reduce cognitive load for students to focus on other aspects foundational to literacy and language acquisition.
 - Our Division II teachers were provided opportunities to collaborate around assessment and discuss ways to further engage our students in their digital portfolios. Teachers also spent some time looking at the new Science curriculum and provided some templates and resources to begin long-range planning.
 - All teachers attending our meetings also viewed the documentary 'A Day In the Life of A Blood Bus Co-op Driver' which provided powerful insight into the challenges many of our students face on a daily basis as they travel to and from our neighbouring reserves.

Schools reflect collaborative teaching and learning environments.

- The Spring Open Collaboration Opportunity was well-received by our elementary teachers. All 40+ spots for supported release time to engage in collaboration on topics of teachers' choosing were claimed by April 7th. Most teachers are accessing the time to collaborate on new curriculum, specifically preparing for the implementation of Grade 4-6 Science in September 2024.

We prepare students for career pathways.

- On Friday, April 12 a meeting was hosted by SACI (Southern Alberta Collegiate Institute) sharing the vision and plans for the first year of operation of the Collegiate, which will be the 2024/25 school year.
 - Two teachers have been hired to focus on the Grade 7-9 curriculum development for the Collegiate. These teachers will provide programming geared toward providing opportunities for students to explore, engage and experience various career pathways. These teachers will be traveling to our schools and also hosting our students at the College to deliver programming.
 - Construction on the Lethbridge College Barn will not be completed for the start of the 2024/25 school year, therefore the current Kate Andrews High School site in Coaldale will host some of the SACI programs until construction is complete (target date is January 2025).
 - Teacher professional development is also a component of the SACI mandate -- supporting our teachers to better provide career pathways & exploratory opportunities for all of our students.

INFORMATION NO: G.9

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



**Director of Religious Education
Report to the Board of Trustees
April 2024**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Catholic Education Week** - This year's theme is Courage to Lead. Many thanks to our school DREC representatives, who have been gathering video and images that reflect the various aspects of the Catholic school experience; the Board Priorities as well as the arts, athletics, and other extracurricular areas. These will be compiled into a series of daily videos (thanks to Sean Marks), as well as a newsletter/bulletin insert that will be distributed to schools and parishes. A 'teaser' poster has been shared with schools and parishes that highlights the theme with quotes from administrators. As [provincial prayer, prayer services, videos, etc.](#) are developed they will be distributed out to schools. We will be joining in common prayer, and wearing blue, on Thursday, May 9.

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

- **Spiritual Development Day** - A reminder of this year's upcoming Spiritual Development Day, to be hosted at CCH East on May 27, 2024. Bishop McGrattan will be opening our time together with Mass at 9:00 a.m., with our speaker Valimar Jansen and activities to follow. Lunch will be provided. Posters have been sent to schools in advance of this day.
- **Marian Pilgrimage** - Our yearly Marian pilgrimage through our schools and parish communities has started. Dates and resources have already been distributed to both DREC and our parish partners. Look for Mary in your travels!
- **GIFGIC Kindergarten** - The materials for the new GIFGIC Kindergarten program have been ordered and have already arrived. We have two spots at a regional Pearson implementation session, which will be held in Calgary on May 17, 2024. In June, I will be coordinating an inservice and planning time for our Kindergarten teachers, in preparation for a fall implementation.
- **SPICE & Blueprints** - Holy Spirit will be represented by a contingent of teaching and administrative staff at these upcoming retreat/conferences. Due to unforeseen circumstances, Roy Petitfils is no longer able to present; in his place will be Dr. Brett Salkeld (SPICE) and Dr. Bob McCarty (Blueprints).

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

- **Build! Festival** - We have booked the evenings of May 1-2, 2024 at the new Lethbridge and District Exhibition, and have received enough interest to fill both evenings; we are looking forward to this format and to some creative submissions.
- **GrACE Updates** - Our local GrACE committee hosted An Evening with GrACE engagement session at St. Basil Catholic Education Centre on the evening of April 18th, 2024. We had a small but committed turnout for this session. There is also a provincial GrACE engagement session that will be hosted in Edmonton on May 9, 2024.

INFORMATION NO: G.10

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Mental Health in School Pilot Project Parent/ Student Learning Sessions: The Divisional Indigenous Student Wellness Access Guide (ISWAG) Team hosted the sixth installment of the Parent Night Learning sessions on April 18th, 2024. This session focused on emotional regulation and strategies for supporting children when they experience strong emotions. True Balance Counselling, a grant partner of the Mental Health in School Pilot Project, facilitated the session, providing valuable insights and takeaways for the 100+ families in attendance.

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

Wellness, Resilience and Partnership (WRaP 2.0) Project: The WRaP 2.0 FASD Coaching Partnership Project collaborates with Fetal Alcohol Spectrum Disorder (FASD) experts to boost existing initiatives and support educators in Alberta. Kaitlyn Rebmann, *FASD Instructional Coach for Southern Alberta*, briefed Inclusive Education Liaisons on accessing support to meet the education needs of Early Childhood to grade 12 students with FASD.

Nutrition Grant: For the 2024/25 school year, we will once again be receiving the School Nutrition grant that will allow us to create, continue or further enhance existing nutrition programs in our division schools. This is fantastic news, as we know there is significant nutritional support that is essential for children in our school communities.

Canadian Mental Health Month: The Canadian Mental Health Association (CMHA) will recognize the 73rd annual Mental Health Week the week of May 6th - 10th, 2024. This year's Mental Health Week theme of #CompassionConnects is centered on the healing power of compassion emphasizing how kindness is intrinsic to our humanity. With a focus on a call to be kind, we all have the capacity to be compassionate and we know that in doing so we can make an enormous difference.

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

Artist in Residency: The Mental Health in School Pilot program has been enriched by incorporating an artist-in-residence program, introducing unique activities to support student well-being. New activities include Ukrainian Doll Making, fostering connections with cultural heritage, and Cardio Drumming, promoting physical health and mental focus. These initiatives enhance the curriculum by offering diverse, hands-on experiences that cultivate emotional resilience and a holistic approach to education.

INFORMATION NO: G.11

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



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

Board Strategic Priority: Living Truth and Reconciliation

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

- **Jordan's Principle** - On March 28, Crystal Lothian and I met with Jordan's Principle for our first quarterly meeting. We reviewed our current allocation and operationalization, created our amendment to add new students to the funding allocation for this year, and reviewed our carryover and reapplication for the 2024-2025 school year. We would like to thank all of the schools for their continued diligence and dedication, often with tight deadlines, in collecting the information required. We were heartened by the response to our presentation; it is apparent that our thoroughness and attention to detail is much appreciated.
- **Feather Blessings, Awards, and Namings** - As graduations approach, so, too, do our annual Feather Blessings, which are intended to send forth our graduating First Nations, Métis and Inuit students by celebrating their achievements and encouraging them on their next steps. CCH will host their Feather Blessing on Tuesday, May 7, and SMPC will host on Wednesday, May 29. In a similar way, SFJH grade 9 First Nations, Métis and Inuit students who do not have a Blackfoot name are receiving one on Thursday, May 16. They have already met with Elders and are anticipating this deepening of their identity and encouragement for their journey into high school. We also celebrate the many academic, athletic, artistic, cultural, and interpersonal achievements of our Indigenous students at SFJH (May 16), FLVT (May 30 - tentative), SMPC (May 15) and CCH (June 11) in the springtime.

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

- **Wisdom and Visioning Circle Meeting** - We are pleased that we were able to have a gathering of the Wisdom and Visioning Circle on the afternoon of April 18, 2024. We were able to review a number of areas, including our land acknowledgment, Blackfoot traditional values, healing circle protocols, and general updates on Jordan's Principle. We are grateful as always for the wisdom and guidance provided by Peter Strikes With A Gun, Jeannie Provost, Mary Ruth McDougall, Dorothy Day Chief, and Tom Little Bear.

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

- **Divisional Family Gathering - May 30, 2024** - Planning is underway for our yearly Divisional Family Gathering to occur on May 30, 2024 at Father Leonard Van Tighem School. This is intended to be a casual and unstructured gathering, with informal visiting, Elder conversations and teaching, a barbecue and games, starting at 5:00. Please note the change of date for this event, which was initially tentatively scheduled for June 5, 2024.
- **School Cultural Days and Events** - We have many schools who have planned or are in the process of planning spring cultural days and events. This includes many of our rural schools who are planning whole school events that are focused on deepening the understanding of their students and staff around Blackfoot teachings and experiences, as well as Children of St. Martha School, who will be hosting their annual powwow on Thursday, May 23. If you are interested in joining one of these school events, please contact Shelley for dates and more information.

INFORMATION NO: G.12

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. The division is pleased to have celebrated the achievements of a number of staff and students over the past month, as indicated in the attached documentation.



HOLY SPIRIT STARS

April 2024

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

NAME	SCHOOL	ACHIEVEMENT
Everson Collins	St. Michael's School, Bow Island	Awarded U7 Most Valuable Player by the Bow Island Rebels Minor Hockey Association.
Skylar Van Ham	St. Michael's School, Bow Island	Awarded U9 Hardest Working Player by the Bow Island Rebels Minor Hockey Association.
Nixon Van Ham	St. Michael's School, Bow Island	Awarded U11 the Leadership and Dedication Award by the Bow Island Rebels Minor Hockey Association.
Calum MacLean	St. Michael's School, Bow Island	Awarded U13 Most Improved Player Tier 3 by the Bow Island Rebels Minor Hockey Association.
Onyx Thacker	St. Michael's School, Bow Island	Awarded U13 Best Teammate Tier 3 by the Bow Island Rebels Minor Hockey Association.
Meggie Biegel	St. Michael's School, Bow Island	Awarded U13 Sportsmanship Excellence Tier 3 by the Bow Island Rebels Minor Hockey Association.
Hudson Weatherhead	St. Michael's School, Bow Island	Awarded U13 Hardest Working Player Tier 3 by the Bow Island Rebels Minor Hockey Association.
Loki Thacker	St. Michael's School, Bow Island	Awarded U15 Most Valuable Player Tier 3 by the Bow Island Rebels Minor Hockey Association.
Heston Hanson	St. Mary School	Awarded U15 Player's Play (Best Teammate) by the Golden Suns AA Minor Hockey Association.

<i>NAME</i>	<i>SCHOOL</i>	<i>ACHIEVEMENT</i>
Ily Vucurevich Kaitlyn Sanders Mataya White Phoebe Ruggles Shayla Walshe Stevie Sander	Catholic Central High School	With their team, the U19 Lethbridge Rattlers, won provincials in Leduc, Alberta recently.
Khalil Angelo Fernandez	Father Leonard Van Tighem School	Awarded First Place in the Grade 3 Level Classical Period at the Lethbridge and District Music and Speech Arts Festival.
Jessie Cox	St. Joseph School	She participated in an Alberta Girls Parliament in Edmonton, where members of Girl Guides of Canada from all over come together to learn about the Canadian parliamentary system, participate in sessions, conduct debates and listen to guest speakers.
Jaxson Visser	École St. Mary School	Awarded for his short film by the Okotoks Film Festival; Jaxson won a cash prize. His film will debut on the big screen June 6, 2024.
Max Okubo	St. Catherine School	Chosen to be on the Alberta Red team for the Alberta Cup out of 200 player who tried out. The Alberta Cup is elite level play and is part of player evaluation for selecting Team Alberta to compete at the WHL Cup in October.

INFORMATION NO: G.13

April 24, 2024

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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

	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder-garten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 29 2023	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%
CCHS ENG				0				0				0	311	291	289	891	891			0	891	891	881	1.1%	10	865	3.0%
CCHS FI				0				0				0	15	19	20	54	54			0	54	54	55	-1.8%	-1	53	1.9%
ESM ENG	22	26	24	72	35	23	26	84				0				0	156	8	14	22	178	167	158.5	5.4%	8.5	140	19.3%
ESM FI	31	27	35	93	31	30	33	94				0				0	187	7	34	41	228	207.5	207	0.2%	0.5	204	1.7%
FLVT	46	52	52	150	47	59	53	159	112	102	113	327				0	636	13	30	43	679	657.5	654.5	0.5%	3	611.5	7.5%
ASSUMPTION	27	17	29	73	28	30	27	85				0				0	158	12	15	27	185	171.5	171.5	0.0%	0	162	5.9%
ST FRANCIS ENG				0				0	175	150	155	480				0	480			0	480	480	478	0.4%	2	462	3.9%
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%
ST MARTHA	39	38	27	104	24	34	24	82				0				0	186	14	42	56	242	214	205	4.4%	9	188.5	13.5%
ST PATRICK FA	39	41	41	121	46	45	44	135				0				0	256		30	30	286	271	261.5	3.6%	9.5	261	3.8%
ST PAUL	31	37	53	121	41	37	35	113				0				0	234	15	37	52	286	260	243.5	6.8%	16.5	223	16.6%
ST TERESA	56	53	69	178	59	62	47	168				0				0	346	28	41	69	415	380.5	375	1.5%	5.5	354.5	7.3%
TRINITY				0				0			3	3	16	9	25	50	53			0	53	53	34	55.9%	19	41	29.3%
Sub Total City	291	291	330	912	311	320	289	920	315	268	305	888	342	319	334	995	3715	97	243	340	4055	3885	3802.5	2.2%	82.5	3639.5	6.7%
ST CATHERINE	17	15	31	63	23	21	18	62	21	19	23	63				0	188	14	10	24	212	200	199	0.5%	1	186	7.5%
ST JOSEPH	35	47	35	117	32	39	27	98	24	30	20	74				0	289	22	27	49	338	313.5	315.5	-0.6%	-2	286.5	9.4%
ST MARY(T)				0				0	20	20	27	67	26	27	27	80	185			0	185	185	181	2.2%	4	214	-13.6%
ST MICHAEL PC ENG	19	16	13	48	21	9	18	48	14	27	16	57	29	25	22	76	229	19	30	49	278	253.5	255	-0.6%	-1.5	225.5	12.4%
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%
ST MICHAEL BI	3	6	9	18	3	9	6	18	4	3	5	12			5	4	9		4	4	61	59	57.5	2.6%	1.5	62.5	-5.6%
ST PATRICK T	36	37	33	106	30	37		67				0				0	173	16	29	45	218	195.5	193	1.3%	2.5	183.5	6.5%
Sub Total Rural	120	130	128	378	117	119	94	330	94	106	91	291	55	57	53	165	1164	71	100	171	1335	1249.5	1244	0.4%	5.5	1202	4.0%
TOTALS	411	421	458	1290	428	439	383	1250	409	374	396	1179	397	376	387	1160	4879	168	343	511	5390	5134.5	5046.5	1.7%	88	4841.5	6.1%

PreK FEE PAYING	
ASSUMPTION	7
ESM ENG	3
ESM FI	8
FLVT	25
ST PAUL	4
ST MARTHA	4
ST TERESA	19
Sub Total City	70
ST CATHERINE	8
ST JOSEPH	31
ST MICHAEL PC	24
ST PATRICK T	22
Sub Total Rural	85
Total Pre K	155

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

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
168	343	4879	5390	155	12	1	168	5558

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