

		<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, OCTOBER 29, 2025, COMMENCING AT 5:21 PM.</p>																												
	<p>Present</p>	<p>BOARD</p> <table><tr><td>Board Chair</td><td>Linda Ellefson</td></tr><tr><td>Vice Chair</td><td>Roisin Gibb</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>Kevin Kinahan</td></tr><tr><td>Trustee</td><td>Tom Machacek</td></tr><tr><td>Trustee</td><td>Carmen Mombourquette</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><tr><td>Superintendent of Schools</td><td>Chantel Axani</td></tr><tr><td>Deputy Superintendent</td><td>Anthea Boras</td></tr><tr><td>Secretary-Treasurer</td><td>Amanda Lindemann</td></tr><tr><td>Associate Superintendent of Learning</td><td>Aaron Skretting</td></tr><tr><td>Recording Secretary</td><td>Rhonda Kawa</td></tr></table>	Board Chair	Linda Ellefson	Vice Chair	Roisin Gibb	Trustee	Tricia Doherty	Trustee	Blake Dolan	Trustee	Kevin Kinahan	Trustee	Tom Machacek	Trustee	Carmen Mombourquette	Trustee	Cheralan O'Donnell	Trustee	Bob Spitzig	Superintendent of Schools	Chantel Axani	Deputy Superintendent	Anthea Boras	Secretary-Treasurer	Amanda Lindemann	Associate Superintendent of Learning	Aaron Skretting	Recording Secretary	Rhonda Kawa
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<p>CALL TO ORDER OPENING PRAYER</p>		<p>Board Chair Linda Ellefson called the October 29, 2025, Regular Board Meeting to order at 5:21 p.m. Vice Chair Roisin Gibb acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Cheralan O'Donnell led the Board in reciting the opening prayer provided by a student at St. Catherine School, Picture Butte.</p>																												
<p>Approval of Agenda</p>	<p>10847/1025 Bob Spitzig</p>	<p>M/C That the agenda for the October 29, 2025 Board Meeting be approved, as amended.</p> <p>The following items were added to the agenda:</p> <p>B.4 Funding for Additional Staffing B.5 Opening of St. Kateri Elementary School B.6 Lethbridge Charter School</p>																												
<p>Previous Minutes</p>	<p>10848/1025 Tricia Doherty</p>	<p>M/C That the minutes of the September 24, 2025 Regular Meeting of the Board be approved, as presented.</p>																												
<p>Business Arising from the Minutes</p>		<p>There was no business arising from the minutes.</p>																												
<p>ACTION ITEMS Voluntary Teacher Retirement Opportunity</p>	<p>B.1</p>	<p>The Board of Trustees determined that the division would offer a voluntary retirement program for teachers planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular salary.</p>																												
	<p>10849/1025 Roisin Gibb</p>	<p>M/C That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its teachers:</p> <p><i>Any eligible teacher who, by December 13, 2025, submits his/her notice of retirement, effective January 31, 2026, will be offered a temporary teaching contract beginning February 1, 2026 until June 30, 2026</i></p>																												

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Voluntary Support Staff Retirement Opportunity	B.2	The Board of Trustees determined that the division would offer a voluntary retirement program for support staff planning on retiring at the end of the school year. This allows division office to plan for future staffing requirements for pending retirements, while providing staff members with a chance to simultaneously draw from their pension and receive their regular wages.
	10850/1025 Tricia Doherty	M/C That the Board of Trustees of the Holy Spirit Catholic School Division makes the following offer to its CUPE 1825, CUPE 1825 Maintenance and Custodial, and non-union employees: <i>Any eligible member of the Local Authorities Pension Plan (LAPP) who, by December 13, 2025, submits his/her notice of retirement, effective January 31, 2026, will be offered a temporary contract of employment for February 1, 2026 until the June 2026 end date for the eligible member's position.</i>
Council of School Council Chairs Meeting Agenda	B.3	The Board of Trustees first meeting for the 2025/2026 school year with the School Council Chairs is scheduled for December 1, 2025. The Board discussed and set the agenda items for the upcoming meeting.
	10851/1025 Cheralan O'Donnell	M/C That the Board of Trustees places the following on the Council of School Council Chairs Meeting agenda scheduled for December 1, 2025: <ul style="list-style-type: none"> • Presentation on Job Action • Role of the Trustee • Faith Plan
Funding for Additional Staffing	B.4	The Superintendent advised the Board of Trustees of increased complexity within several division classrooms and the resulting need for additional support staff.
	10852/1025 Carmen Mombourquette	M/C That the Board of Trustees approves the use of Operating Reserves to a maximum limit of \$250,000 to provide funding for additional support staff in schools as needed to assist with those complex classrooms that are high priority upon the discretion of the Superintendent of Schools.
Opening of St. Kateri Elementary School	B.5	The new west Lethbridge school, St. Kateri Elementary School, is under construction. The anticipated opening of the school is for the Fall of 2026.
	10853/1025 Tricia Doherty	M/C That the Board of Trustees approves the opening of the new west Lethbridge school, St. Kateri Elementary School, for the Fall of 2026.
Lethbridge Charter School	B.6	On October 17, 2025, Holy Spirit Catholic School Division received formal notice of an application for a new public charter school to be located in the municipality of Lethbridge. Should Holy Spirit Catholic School Division wish to provide feedback, it must be forwarded to the Alberta government by November 7, 2025.
	10854/1025 Carmen Mombourquette	M/C That the Board of Trustees directs the Board Chair to pen a letter to the Public Charter School Application sector of the Alberta government providing information on the division's similar programming in classical liberal arts education prior to the November 7, 2025, deadline.
<u>POLICY REVIEW</u>		
	C.1	The Board tables the review of policy as per Policy 7: Appendix F – Policy Development and Review Committee: Terms of Reference Review Schedule to the November 26, 2025 Regular Board of Trustees Meeting.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's October 29, 2025 Report.

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	10855/1025 Cheralan O'Donnell	M/C	That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent of Learning and Directors of Support Services, Technology and Facilities for October 29, 2025.
Deputy Superintendent's Report		D.2	The Board received the Deputy Superintendent's October 29, 2025 Report.
Secretary Treasurer's Report		D.3	The Board received the Secretary Treasurer's October 29, 2025 Report.
Associate Superintendent of Learning Report		D.4	Aaron Skretting, Associate Superintendent of Learning, provided a report to the Board, apprising them of recent division activity related to Learning, Religious Education and First Nations, Métis and Inuit Education.
Director of Support Services Report		D.5	Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.
Director of Technology Report		D.6	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the Technology Department.
Director of Facilities Report		D.7	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance Department.
<u>BOARD REPORTS</u>			
Board Chair's Report		E.1	The Board Chair provided a report detailing recent correspondence, planning and events, and activities.
	10856/1025 Tricia Doherty	M/C	That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Economic Development Committee Reports for October 29, 2025.
ACSTA Report		E.2	The Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report		E.3	The Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE Report		E.4	The Board representatives to the GrACE committee, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report		E.5	The Board representative to the Pincher Creek Community Early Learning Centre, provided a report to the Board regarding recent business, events, and activities.
Economic Development Report		E.6	The Board representative to Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.
<u>ADVOCACY</u>			
Individual Trustee Advocacy		F.1	Each Trustee provided an update about the activities they have been engaged in to advocate for the Board and school division over the past month.
	10857/1025 Roisin Gibb	M/C	That the Board of Trustees receives and files individual Trustee Advocacy Reports for October 29, 2025.
School Council Advocacy		F.2	School advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.

**INFORMATION
ITEMS**

**Administrative
Procedures Update**

- G.1** The Board of Trustees received the following updated / revised Administrative Procedures as information:
- AP 307: Young Offender Records
 - AP 213: Early Childhood Services Program
 - AP 460: The Role of the Secretary Treasurer
 - AP 320: Interviewing Students
 - AP 347: Fairness and Safety in Sports

These versions reflect current language, procedures, and supports regarding learners and staff in Holy Spirit Catholic School Division. The information has been placed on the division website.

**ASBA Annual
General Meeting**

- G.2** The Alberta School Boards Association Annual General Meeting is being held November 16-18, 2025 in Edmonton, Alberta.

**ACSTA Annual
General Meeting**

- G.3** The Alberta Catholic School Trustees Association Annual General Meeting is being held November 14-16, 2025 in Edmonton, Alberta.

**IMR and CMR
Expenditure Report**

- G.4** Provided for Board information is the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2025.

**Holy Spirit Retiree
Mass Rescheduled**

- G.5** Holy Spirit Catholic School Division's annual Retiree Mass, hosted by the Board of Trustees, will be rescheduled for later in the school year.

**Catholic Education
Week Rescheduled**

- G.6** Catholic Education Week in Alberta has been postponed to May 9-16, 2026.

**Enrolment Data
Update**

- G.7** The Board received the division enrolment report for September 30, 2025.

ADJOURNMENT

**10858/1025
Carmen Mombourquette**

M/C That the Board of Trustees convenes into the Committee of the Whole at 6:33 p.m.

**10859/1025
Cheralan O'Donnell**

M/C That the Board of Trustees reconvenes into the Regular Meeting at 7:18 p.m.

**10860/1025
Bob Spitzig**

M/C That the Board of Trustees adjourns the Regular Board Meeting of October 29, 2025, at 7:18 p.m.

Board Chair

Secretary-Treasurer