Holy Spirit Catholic School Division

Organizational Meeting
St. Basil Catholic Education Centre
Wednesday, June 24, 2026
1:00 p.m.

AGENDA

A. CALL TO ORDER

A.1 Secretary-Treasurer Amanda Lindemann

A.2 Prayer

A.3 Approval of Agenda

B. ACTION ITEMS OF AGENDA

B.1 Election of Chair

B.2 Election of Vice-Chair

B.3 Appointment of Committees

B.4 School Liaisons

C. ADJOURNMENT

Heavenly Father,

We come to you today asking for your guidance, wisdom, and support as we begin this meeting.

Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community.

Fill us with your grace, Lord God, as we make decisions that might affect the students, staff, and families of the Holy Spirit Catholic School Division.

Continue to remind us that all that we do here today, all that we accomplish, is for the pursuit of truth for the greater glory of You, and for the service of humanity.

We ask these things in your name,

Amen.

ACTION NO: B.1

June 24, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Election of the Board Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.

2. Section 1(3) of the *Board Procedures Regulation* requires that the Board elect a Board Chair.

3. Please refer to the attached guidelines, which outline the voting and election procedures.

RECOMMENDATION

That the Board of Trustees proceeds to elect the position of Board Chair, as required by the *Education Act.*

Holy Spirit Catholic School Division

Election of Board Chair

Suggested Procedure

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1. The Secretary-Treasurer will be called upon to assume the Chair, and to call for nominations for the position of Board Chair.

2. Ballots will be distributed to trustees.

3. Voting will be by secret ballot.

4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).

5. The Secretary-Treasurer declares the name of the successful candidate for Board Chair.

6. The elected Board Chair will assume the Chair.

7. The Board Chair calls for a motion to destroy the ballots.

Revised November 2025

ROLE OF THE BOARD CHAIR

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

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

The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.

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

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

The Board Chair shall preside over all regular and special meetings of the Board.

The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.

The Board Chair shall keep the Trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.

The Board Chair shall keep informed of significant developments within the division and in education provincially.

The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.

The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.

The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division’s activities and in the preparation of the agenda for meetings of the Board.

The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.

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

The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.

The Board Chair shall ensure the auditor’s report is brought to the Board for their review.

The Board Chair shall review and approve the Vice Chair remuneration and expense claims.

The Board Chair shall review and approve the Superintendent’s expense claims.

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

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

ACTION NO: B.2

June 24, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Election of the Vice Chair

ORIGINATOR: Board of Trustees

BACKGROUND

1. Section 1(1) of the *Board Procedures Regulation* in the *Education Act* requires that the Board hold an annual organization meeting.

2. Section 1(3) of the *Board Procedures Regulation* requires that the Board elect a Vice Chair.

3. Please refer to the attached guidelines, which outline the voting and election procedures.

RECOMMENDATION

That the Board of Trustees proceeds to elect the position of Vice Chair, as required by *The Education Act.*

Holy Spirit Catholic School Division

Election of Vice-Chair

Suggested Procedure

1. The newly elected Board Chair will call for nominations for the position of Vice Chair.
2. Ballots will be distributed to trustees.
3. Voting will be by secret ballot.
4. Ballots are counted by the scrutineers (Superintendent of Schools, Secretary-Treasurer, and Recording Secretary).
5. The Secretary-Treasurer declares the name of the successful candidate for Vice-Chair.
6. The Board Chair calls for a motion to destroy the ballots.

Revised November 2025

ROLE OF THE VICE CHAIR

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

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

The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.

The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.

The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.

The Vice Chair shall present, on behalf of the Board, the division's Annual Budget.

The Vice Chair shall be the chair of the Audit Committee.

The Vice Chair shall review the Trustees' remuneration and expense claims.

The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

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

ACTION NO: B.3

June 24, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Appointment of Committees

ORIGINATOR: Board of Trustees

BACKGROUND

1. As part of the annual organization meeting, the Board must appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees.

2. *Policy 7: Board Committees and Board Representation* is attached for Board reference.

3. The Board Chair will speak to this item.

RECOMMENDATION

That the Board of Trustees proceeds to appoint members to standing committees, external committees, committees required by contract, and any *ad hoc* committees, as outlined in *Policy 7: Board Committees and Board Representation*.

Revised March 2026

BOARD COMMITTEES AND BOARD REPRESENTATION

The Board's fundamental obligation is to preserve and enhance the public trust in Catholic education and in the affairs of its operations. In Section 52 of *Education Act*, a school board may delegate committees of the board to do any act or exercise any power that the board is required to do or exercise. Committees are established by the Board to assist in the governance of the division. The function of a committee is to assist in facilitating the decision-making of the Board.

The Holy Spirit Catholic School Division Board establishes committees to support effective governance and ensure the orderly and efficient conduct of its work. These committees assist in the decision-making process, contributing to the smooth operation of Board business. Committees may take the form of Standing Committees for ongoing responsibilities, Representatives on External Committees when such participation is considered beneficial to the Division, and Special (Ad Hoc) Committees for short-term or specific tasks.

All Standing Committees are chaired by a Trustee and must operate in alignment with the Division's goals, principles, and written Terms of Reference. Committees do not have legal authority unless the Board explicitly delegates power to them to act on its behalf.

Standing Committees

Standing Committees of the Board are internal subgroups, primarily composed of Board members, established to carry out specific oversight and strategic functions that support and streamline the Board's overall operations. These committees assist in upholding governance and fiduciary responsibilities and operate in accordance with the committee Terms of Reference. Trustees are responsible for reporting back to the Board with any recommendations.

1. Guidelines for the operation of Standing Committees of the Board are as follows:

   1.1 The Board Chair shall be an ex-officio member of every Standing Committee of the Board and may actively participate and vote.

   1.2 The Superintendent will attend all Standing Committees of the Board meetings and activities as the chief executive officer of the Board.

   1.3 The members of each committee will be appointed at the annual organizational meeting of the Board by a majority of the trustees in attendance.

   1.4 A record of the proceedings of committee meetings shall be taken and maintained.

   1.5 In preparing recommendations for the Board's consideration, trustee representatives are expected to consult with the Superintendent and through the Superintendent with those staff members directly involved with the matter on which a recommendation is to be made.

   1.6 When the work of two or more committees overlap, trustees involved in each committee will consult with each other, prior to presenting a recommendation to the Board.

1.7 Unless otherwise prescribed, the members of each committee shall select the chairperson for that committee.

2. The Standing Committees of the Board, their responsibilities, and procedures are as follows:

2.1 Negotiations Committees

2.1.1 Each negotiations committee (ATA and CUPE 1825) will consist of three (3) Trustees.

2.1.2 The roles and responsibilities of the negotiations committees will be held as expressed and in accordance with Policy 7 - Appendix A: Negotiation Committee: Terms of Reference.

2.2 Audit Committee

2.2.1 The committee will consist of the Vice Chair of the Board, two (2) Trustees, and two (2) public members who are not employees.

2.2.2 The roles and responsibilities of the audit committee will be held as expressed and in accordance to with Policy 7 - Appendix B: Audit Committee: Terms of Reference.

2.3 Finance Committee

2.3.1 The committee shall be a committee of the Board Chair, three (3) Trustees, Superintendent, Secretary Treasurer, and other Senior Administration as deemed necessary.

2.3.2 The roles and responsibilities of the Finance Committee will be held as expressed in accordance with Policy 7 – Appendix C: Finance Committee: Terms of Reference.

2.4 Share the Mission Committee

2.4.1 The committee will consist of two (2) Trustees and the Vice Chair.

2.4.2 The roles and responsibilities of the Share the Mission Committee will be held as expressed and in accordance with Policy 7 - Appendix D: Share the Mission Committee: Terms of Reference.

2.5 Teacher Board Advisory Committee (TBAC)

2.5.1 The committee will consist of three (3) Trustees, ensuring that there is both urban and rural representation, the Superintendent and the Deputy Superintendent, or designate.

2.5.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix E: Teacher Board Advisory Committee: Terms of Reference.

2.6 Policy Development and Review Committee

2.6.1 The committee will consist of the Board chair and three trustees, the Superintendent.

2.6.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix F: Policy Development and Review Committee Terms of Reference.

2.7 GrACE (Grateful Advocates for Catholic Education)

2.7.1 The committee will consist of two (2) Trustees, the Superintendent and/ or designate.

2.7.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 - Appendix G: GrACE Committee Terms of Reference.

2.8 Infrastructure and Capital Committee

2.8.1 The committee will consist of three (3) Trustees, the Board Chair, the Superintendent and/or designate

2.8.2 The roles and responsibilities of the committee will be held as expressed and in accordance with Policy 7 – Appendix H: Infrastructure and Capital Committee Terms of Reference.

Representatives on External Committees

Board members represent the Holy Spirit Catholic School Division by serving as representatives on committees established by external organizations. In this role, Trustees facilitate the exchange of information, engage in discussions on shared issues, and contribute to collaborative dialogue, all while upholding the confidentiality of the Division.

When an external organization requests representation, the Board Chair will bring the request to the next public Board Meeting for consideration and appointment of a representative.

1 Guidelines for the operation of Representatives to External Committees are as follows:

1.1 The members of each committee will be selected at the annual organizational meeting of the Board by a majority of the trustees in attendance.

1.2 Trustee representatives to external committees are responsible for reporting relevant information and recommendations to the Board or make such decisions duly delegated to them by the Board**.**

1.3 Trustee representatives, if in doubt during the course of committee work, are expected to consult with the Board Chair and, if appropriate, the Superintendent.

1.4 If a Trustee cannot attend a meeting, the Trustee is responsible for asking an alternate to attend on their behalf, where applicable.

1.5 Trustee representatives serve on external committees as representatives of the Holy Spirit Catholic School Division. They must ensure that their duties and actions align with the mission, vision, and values of the Division and in compliance with the Trustee Code of Conduct, while also fulfilling the mandate and Terms of Reference of the external committee.

2 The External Committees approved for Trustee representation are as follows:

2.1 Alberta Catholic School Trustee Association (ACSTA)

The representative operates in alignment with ACSTA's mission and bylaws and is expected to actively participate in meetings, support collective decisions, and act in the best interests of Catholic education.

2.1.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.

2.1.2 Holy Spirit Catholic School Division holds membership and voting rights at ACSTA meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.2 Alberta School Boards Association (ASBA) Zone 6

The representative's role is to engage in discussions on educational issues, share information, develop policy positions for provincial advocacy, and provide feedback to the Alberta School Boards Association (ASBA) Board of Directors. The Zone operates under ASBA's mission and bylaws.

2.2.1 One (1) Trustee shall be named as the representative and one shall be designated as the alternate.

2.2.2 Holy Spirit Catholic School Division holds membership and voting rights at Zone 6 meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.3 Teacher Employers' Bargaining Authority (TEBA)

TEBA acts as the employer's bargaining agent, bargaining on behalf of all school boards in Alberta. This provincial body is intended to consult about provincial teacher contracts and employment negotiations. The Trustee representative serves on a committee composed of school trustees from across the province, which elects seven members to form the TEBA (Teachers' Employer Bargaining Association) Board of Directors. This committee is responsible for setting the strategic direction of TEBA, establishing the mandate for collective bargaining with the Alberta Teachers' Association (ATA), and voting to ratify negotiated agreements on central matters that impact all public, separate, and Francophone school authorities in Alberta.

2.3.1 One (1) Trustee will be selected to serve as the division's representative to this committee.

2.3.2 Holy Spirit Catholic School Division holds membership and voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.4 Joint City of Lethbridge and School Boards' Liaison Committee

The Joint Committee of the City of Lethbridge and Lethbridge School Boards is established to strengthen collaboration, alignment, and mutual understanding between the Municipality and School Divisions. The committee will focus on shared governance priorities, joint advocacy efforts, and the cultivation of strong, effective working relationships that serve the community's best interests—especially children, youth, and families.

2.4.1 Two (2) Trustees shall be named as the representative to this committee in addition to the Superintendent and the Secretary-Treasurer.

2.5 Economic Development Lethbridge (EDL)

Economic Development Lethbridge (EDL) is an arm's length organization, supported by the City of Lethbridge, governed by a 31-member volunteer Board of Directors and managed by a team of professionals dedicated to economic prosperity in Lethbridge. A representative from either school district, to alternate every two years between Lethbridge School Division and Holy Spirit Catholic School Division.

2.5.1 One (1) Trustee shall be appointed as the representative to this committee.

2.5.2 The participating school division holds membership on behalf of the education sector and holds voting rights at meetings. The appointed Trustee representative participates in committee business and exercises voting rights on behalf of the Board. Whenever possible, the Trustee should consult with the Board prior to casting votes on significant matters.

2.6 Team Lethbridge

Team Lethbridge is a group of community leaders interested in raising awareness of how the city of Lethbridge contributes to the province and how we can work with our government representatives to support long-term success for Alberta.

2.6.1 Two (2) Trustees, and Superintendent or designate will be selected every mission year

Ad Hoc Committees

Special (Ad Hoc) Committees are temporary groups formed to address a specific, task-oriented issue that the board deems important but doesn't fall under a standing committee's scope. They are designed to provide focused expertise, promote collaboration, and allow for a quick, decisive response to unique situations

Special (Ad Hoc) Committees

1. Board Chair is approached with request for Trustee representation.

2. The Board Chair will present the request at the next public Board Meeting.

3. Ad Hoc Committee, if approved, is established by a formal resolution in Public Meeting with motion that includes a specific mandate and term, and dissolve once their assigned task is completed.

References ***Sections 51, 52, 53, 141, 142, Education Act***

2026/2027 NOMINATIONS FOR STANDING COMMITTEES

1. NEGOTIATIONS COMMITTEES

a) **ATA Local #5** (3 trustees)

Moved by: ______________, that ___________and _______________________ be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee;

AND FURTHER, that _______________________ be appointed as Committee Chair.

b) **CUPE Local #1825** (3 trustees)

Moved by: ______________ , that ______________and _______________________be appointed as the Board's representatives to the CUPE Local #1825 Committee;

AND FURTHER, that _________________________ be appointed as Committee Chair.

2. AUDIT COMMITTEE (2 trustees and the Vice Chair)

Moved by: ________________, that ________________ and __________________ be appointed to the Audit Committee;

AND FURTHER, that _________________________ (Vice Chair) be appointed as Chair of the Audit Committee.

3. FINANCE COMMITTEE (3 trustees and Chair)

Moved by: __________________, that __________________and _________________ be appointed to the Finance Committee;

AND FURTHER, that _____________________ (Vice Chair) be appointed as Chair of the Finance Committee.

4. SHARE THE MISSION AWARD COMMITTEE (2 trustees and Chair or Vice Chair)

Moved by: ____________________, that ____________________ and _________________ be appointed to the Share the Mission Award Committee;

AND FURTHER, that ____________________ (Vice Chair) be appointed as Chair of the Share the Mission Award Committee.

5. TEACHER BOARD ADVISORY COMMITTEE (3 trustees, ensuring urban and rural representation)

Moved by: ____________________, that __________________, ______________________,

and _____________________________, be appointed as the Board's representatives to the Teacher / Board Advisory Committee.

6. POLICY COMMITTEE (3 trustees and Chair)

Moved by: ____________________, that _______________ and _______________, and ____________________________ (Chair) be appointed to the Policy Committee;

AND FURTHER, that _______________ be appointed as Chair of the Policy Committee.

7. GrACE (2 trustees)

Moved by: _________________, that _________________and __________________ be appointed as the Board's representative to the GrACE Committee;

8. INFRASTRUCTURE AND CAPITAL COMMITTEE (3 trustees and Chair)

Moved by: ____________________, that ______________, ______________________ and _________________________ be appointed as the Board's representatives to the Infrastructure and Capital Committee;

AND FURTHER, that ____________________ (Chair) be appointed as the Chair of the Infrastructure and Capital Committee

*Note: Following its adoption as a standing committee, the Joint Committee of Lethbridge School Boards and the City of Lethbridge will accept nominations.

2026/2027 NOMINATIONS FOR EXTERNAL COMMITTEES

1. **ACSTA** (1 trustee and 1 alternate)

Moved by: ____________________, that ________________________ be appointed as the Board's representative to the ACSTA Board of Directors;

AND FURTHER, that ____________________ be appointed as alternate.

2. **ASBA** (1 trustee and 1 alternate)

Moved by: ____________________, that _________________ be appointed as the Board's representative to the ASBA Zone 6;

AND FURTHER, that ___________________________ be appointed as alternate.

3. **TEACHER EMPLOYERS' BARGAINING AUTHORITY** (1 trustee)

Moved by: ____________________, that _________________________ be appointed as the Board's representative to the Teacher Employers' Bargaining Authority.

4. **ECONOMIC DEVELOPMENT COMMITTEE** (1 trustee every 2 years)

Moved by: _______________, that ____________________________ be appointed as the Board's representative to the Economic Development Committee.

6. **TEAM LETHBRIDGE** (2 Lethbridge trustees during a mission year)

Moved by: ______________, that ________________ and ______________________ be appointed as the Board's representatives on the next Team Lethbridge Mission.

ACTION ITEM: B.4

June 24, 2026

BOARD AGENDA
ACTION ITEM

TO:	Board of Trustees
FROM:	Amanda Lindemann, Secretary-Treasurer
SUBJECT:	School Liaisons
ORIGINATOR:	Board of Trustees

BACKGROUND:

1. It has become the Board's practice that individual Trustees are nominated to liaise with specific schools within the division. This ensures that there is a Board member present at each school's major events and that there is better communication between the schools and the Board in general.

2. The Board Chair will speak to this item.

RECOMMENDATION

That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division.

2026/2027 SCHOOL LIAISON NOMINATION

1. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **Catholic Central High School** in Lethbridge.
2. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **Children of St. Martha Elementary School** in Lethbridge.
3. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **École St. Mary Elementary** in Lethbridge.
4. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **Father Leonard Van Tighem School** in Lethbridge.
5. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **Our Lady of the Assumption Elementary School** in Lethbridge.
6. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Catherine School in Picture Butte**.
7. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Francis Junior High School** in Lethbridge.
8. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Joseph School in Coaldale**.
9. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Kateri Elementary School** in Lethbridge.
10. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Mary School in Taber.**
11. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Michael's School in Bow Island**.
12. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Michael's School in Pincher Creek**.
13. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Patrick Fine Arts Elementary School in Lethbridge.**
14. Moved by ____________________, that ____________________ be appointed to serve as the Board liaison for **St. Patrick School in Taber**.

15. Moved by _____________________, that _____________________ be appointed to serve as the Board liaison for **St. Paul Elementary School** in Lethbridge.

16. Moved by _____________________, that _____________________ be appointed to serve as the Board liaison for **St. Teresa of Calcutta School** in Lethbridge.

17. Moved by _____________________, that ____________________ be appointed to serve as the Board liaison for **Trinity Learning Centre** in Lethbridge.