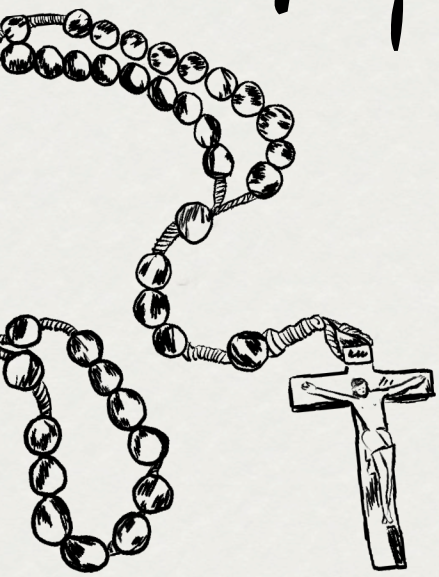
HOPE IN every PRAYER



DEAR GOD,
THANK YOU FOR BRINGING EVERYONE TOGETHER FOR THIS SCHOOL BOARD MEETING TODAY. THANK YOU FOR OUR AWESOME PROVINCE OF ALBERTA AND OUR CITY OF LETHBRIDGE, AND FOR LETTING US GO TO A CATHOLIC SCHOOL WHERE WE CAN TALK ABOUT YOU AND PRAY EVERY DAY.
PLEASE SEND YOUR SPIRIT TO HELP OUR TRUSTEES AND BOSSES MAKE GOOD CHOICES TODAY. GIVE THEM LOTS OF WISDOM SO THEY KNOW WHAT IS BEST FOR ALL THE KIDS IN OUR SCHOOLS. HELP THEM TO KEEP OUR CLASSROOMS SAFE, FUN, AND FULL OF YOUR LOVE.
IF PEOPLE HAVE DIFFERENT IDEAS TONIGHT, PLEASE HELP THEM TO BE KIND AND LISTEN TO EACH OTHER, JUST LIKE JESUS SHOWED US.
PLEASE BLESS ALL THE STAFF, TEACHERS, PRINCIPALS, AND STUDENTS IN OUR DISTRICT. HELP US KIDS TO DO OUR BEST IN CLASS, TO BE GOOD FRIENDS ON THE PLAYGROUND, AND TO FOLLOW YOU.
WE GIVE THIS MEETING TO YOU, LORD.
ST. BASIL, PRAY FOR US.
AMEN.

WRITTEN BY: CSM GRADE SIX CLASS

Holy Spirit Catholic Schools

Board Meeting
St. Basil Catholic Education Centre
Wednesday, September 23, 2026
1:00 p.m.

AGENDA

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

A. CALL TO ORDER

A.1 Board Chair

A.2 Prayer (*Children of St. Martha School*) Vice Chair Roisin Gibb

B. ACTION ITEMS

a) Approval of Agenda

b) Approval of Previous Minutes

i) June 24, 2026, Organizational Meeting

ii) June 24, 2026, Regular Board Meeting

c) Business Arising/Unfinished Business from the Minutes

d) Presentation: Faith Plan - Year 2: Love God
(Aaron Skretting, Associate Superintendent of Learning)

B.1 Utility Right of Way for St. Kateri Elementary School

B.2 Board Strategic Priorities Engagement

B.3 Superintendent Evaluation

B.4 Council of School Council Chairs / Board of Trustees Meeting Schedule

C. POLICY REVIEW

C.1 Policy 7: Board Committee and Board Representation

(a) Policy 7A: Negotiations Committee: Terms of Reference

(b) Policy 7B: Audit Committee: Terms of Reference

(c) Policy 7C: Finance Committee: Terms of Reference

(d) Policy 7D: Share the Mission Committee: Terms of Reference

(e) Policy 7E: Teacher Board Advisory Committee: Terms of Reference

…/2

C. POLICY REVIEW (continued)

(f) Policy 7F: Policy Development and Review Committee: Terms of Reference

(g) Policy 7G: GrACE Committee: Terms of Reference

(h) Policy 7H: Infrastructure and Capital Committee: Terms of Reference

C.2 Policy 18: Board Governance and Operations

(a) Policy 18A: Trustee Compensation, Allowances and Reimbursement Rates

C.3 Policy 21: Public Interest Disclosure

D. ADMINISTRATIVE REPORTS

D.1 Superintendent's Report

D.2 Deputy Superintendent's Report

D.3 Secretary Treasurer's Report

D.4 Associate Superintendent's Report

D.5 Director of Educational Services Report

D.6 Director of Support Services Report

D.7 Director of Technology Report

D.8 Director of Facilities Report

E. BOARD REPORTS

E.1 Board Chair's Report

E.2 ACSTA Report

E.3 ASBA Report

E.4 GrACE Report

F. ADVOCACY

F.1 Individual Trustee Advocacy

F.2 School Council Advocacy

F.3 Meeting with Ministers Long and Neudorf, Lethbridge School Division, City of Lethbridge

G. INFORMATION ITEMS

G.1 Administrative Procedures Update

G.2 Catholic Education Week

G.3 Division Pow Wow

G.4 Our Lady of the Assumption 70th Anniversary

G.5 Minister of Education and Childcare Back to School Letter

G.6 Correspondence from Board to Dr. Scott Morrison

H. ADJOURNMENT

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION HELD AT THE ST. BASIL EDUCATION CENTRE ON WEDNESDAY, JUNE 24, 2026, COMMENCING AT 1:28 P.M.

Present

BOARD

Trustee	Tricia Doherty
Trustee	Blake Dolan
Trustee	Linda Ellefson
Trustee	Roisin Gibb
Trustee	Kevin Kinahan
Trustee	Cheralan O'Donnell
Trustee	Bob Spitzig

ADMINISTRATION

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

Regrets

Trustee	Thomas Machacek
Trustee	Carmen Mombourquette
Associate Superintendent	Aaron Skretting

CALL TO ORDER
OPENING PRAYER

Secretary-Treasurer Amanda Lindemann called the Organizational Meeting for June 24, 2026 to order at 1:28 p.m. and led in opening prayer after acknowledging 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.

Approval of Agenda

10962/0626
Bob Spitzig

M/C **That the agenda for the June 24, 2026 Organizational Meeting be approved, as presented.**

Election of the Board Chair

B.1

Secretary-Treasurer Amanda Lindemann called for nominations for the position of Board Chair.

10963/0626
Bob Spitzig

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

First Call:

Trustee Roisin Gibb nominated Trustee Linda Ellefson in the first call.
Trustee Linda Ellefson accepted the nomination.

Second Call:

There were no nominations in the second call

Third Call:

There were no nominations in the third call.

10964/0626
Cheralan O'Donnell

M/C **That the Board of Trustees ceases nominations for the position of Board Chair.**

Trustee Linda Ellefson was declared Board Chair by acclamation, and assumed the Chair.

Election of the Vice Chair

B.2

Board Chair Linda Ellefson then called for nominations for the position of Vice-Chair.

10965/0626
Bob Spitzig

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

First Call:

Trustee Cheralan O'Donnell nominated Trustee Roisin Gibb in the first call.
Trustee Roisin Gibb accepted the nomination.

Second Call:
There were no nominations in the third call.

Third Call:
There were no nominations in the third call.

10966/0626
Cheralan O'Donnell

M/C **That the Board of Trustees ceases nominations for the position of Vice-Chair.**

Trustee Roisin Gibb was declared Vice-Chair by acclamation.

Appointment of Committees

B.3 **NOMINATIONS FOR STANDING COMMITTEES**

10967/0626
Tricia Doherty

M/C **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.***

10968/0626
Roisin Gibb

M/C **That Blake Dolan and Kevin Kinahan be appointed as the Board's representatives to the ATA Local #5 Negotiating Committee;**

AND FURTHER, that Bob Spitzig be appointed as Committee Chair.

10969/0626
Roisin Gibb

M/C **That Blake Dolan and Carmen Mombourquette be appointed as the Board's representatives to the CUPE Local #1825 Negotiating Committee;**

AND FURTHER, that Bob Spitzig be appointed as Committee Chair.

10970/0626
Roisin Gibb

M/C **That Cheralan O'Donnell and Linda Ellefson be appointed to the Audit Committee;**

AND FURTHER, that Roisin Gibb be appointed as Chair of the Audit Committee.

10971/0626
Roisin Gibb

M/C **That Carmen Mombourquette, Blake Dolan and Kevin Kinahan be appointed to the Finance Committee;**

AND FURTHER, that Roisin Gibb be appointed as Chair of the Finance Committee.

10972/0626
Roisin Gibb

That Kevin Kinahan and Cheralan O'Donnell be appointed to the Share the Mission Award Committee;

AND FURTHER, that Roisin Gibb be appointed as Chair of the Share the Mission Award Committee.

10973/0626
Roisin Gibb

M/C **That Cheralan O'Donnell, Tricia Doherty, and Carmen Mombourquette be appointed as the Board's representatives to the Teacher/Board Advisory Committee.**

10974/0626
Roisin Gibb

M/C **That Carmen Mombourquette, Kevin Kinahan and Linda Ellefson be appointed to the Policy Review and Development Committee;**

AND FURTHER, that be appointed as Cheralan O'Donnell Chair of the Policy Review and Development Committee.

10975/0626
Kevin Kinahan

M/C **That the Board of Trustees approves the destroying of the ballots collected for the Policy Review and Development Committee vote.**

	10976/0626 **Roisin Gibb**	**M/C**	**That Tricia Doherty and Linda Ellefson be appointed as the Board's representative to the GrACE committee.**
	10977/0626 **Roisin Gibb**	**M/C**	**That Tricia Doherty, Carmen Mombourquette, and Kevin Kinahan be appointed as the Board's representative to the Infrastructure and Capital Committee;** **AND FURTHER, that Linda Ellefson be appointed as the Chair of the Infrastructure and Capital Committee.**
		NOMINATIONS FOR EXTERNAL COMMITTEES	
	10978/0626 **Roisin Gibb**	**M/C**	**That Linda Ellefson be appointed as the Board's representative to the ACSTA Board of Directors;** **AND FURTHER, that Kevin Kinahan be appointed as alternate.**
	10979/0626 **Roisin Gibb**	**M/C**	**That Tricia Doherty be appointed as the Board's representative to the ASBA Zone 6;** **AND FURTHER, that Cheralan O'Donnell be appointed as alternate.**
	10980/0626 **Roisin Gibb**	**M/C**	**That Cheralan O'Donnell be appointed as the Board's representatives to the Teacher Employers' Bargaining Authority.** Board representative to the Economic Development Committee is tabled as Holy Spirit Catholic School Division will be a voting member March 2028.
		NOMINATIONS FOR AD HOC COMMITTEES	
	10981/0626 **Roisin Gibb**	**M/C**	**That Tricia Doherty and Linda Ellefson be appointed as the Board's representatives on the next Team Lethbridge Mission.**
School Liaisons	**B.4**	**SCHOOL LIAISONS**	
	10982/0626 **Kevin Kinahan**	**M/C**	**That the Board of Trustees proceeds to appoint trustees to work with individual schools within the division.**
	10983/0626 **Cheralan O'Donnell**	**M/C**	**That Carmen Mombourquette be appointed to serve as the Board liaison for Catholic Central High School in Lethbridge.**
	10984/0626 **Cheralan O'Donnell**	**M/C**	**That Roisin Gibb be appointed to serve as the Board liaison for Children of St. Martha Elementary School in Lethbridge.**
	10985/0626 **Cheralan O'Donnell**	**M/C**	**That Roisin Gibb be appointed to serve as the Board liaison for École St. Mary Elementary in Lethbridge.**
	10986/0626 **Cheralan O'Donnell**	**M/C**	**That Linda Ellefson be appointed to serve as the Board liaison for Father Leonard Van Tighem School in Lethbridge.**
	10987/0626 **Cheralan O'Donnell**	**M/C**	**That Tricia Doherty be appointed to serve as the Board liaison for Our Lady of the Assumption Elementary School in Lethbridge.**
	10988/0626 **Cheralan O'Donnell**	**M/C**	**That Cheralan O'Donnell be appointed to serve as the Board liaison for St. Catherine School in Picture Butte.**
	10989/0626 **Cheralan O'Donnell**	**M/C**	**That Tricia Doherty be appointed to serve as the Board liaison for St. Francis Junior High School in Lethbridge.**

	10990/0626 **Cheralan O'Donnell**	**M/C**	**That Kevin Kinahan be appointed to serve as the Board liaison for St. Joseph School in Coaldale.**
	10991/0626 **Cheralan O'Donnell**	**M/C**	**That Cheralan O'Donnell be appointed to serve as the Board liaison for St. Kateri Elementary School in Lethbridge.**
	10992/0626 **Cheralan O'Donnell**	**M/C**	**That Tom Machacek appointed to serve as the Board liaison for St. Mary School in Taber.**
	10993/0626 **Cheralan O'Donnell**	**M/C**	**That Thomas Machacek be appointed to serve as the Board liaison for St. Michael's School in Bow Island.**
	10994/0626 **Cheralan O'Donnell**	**M/C**	**That Blake Dolan be appointed to serve as the Board liaison for St. Michael's School in Pincher Creek.**
	10995/0626 **Cheralan O'Donnell**	**M/C**	**That Carmen Mombourquette be appointed to serve as the Board liaison for St. Patrick Fine Arts Elementary School in Lethbridge.**
	10996/0626 **Cheralan O'Donnell**	**M/C**	**That Tom Machacek be appointed to serve as the Board liaison for St. Patrick School in Taber.**
	10997/0626 **Cheralan O'Donnell**	**M/C**	**That Bob Spitzig be appointed to serve as the Board liaison for St. Paul Elementary School in Lethbridge.**
	10998/0626 **Cheralan O'Donnell**	**M/C**	**That Bob Spitzig be appointed to serve as the Board liaison for St. Teresa of Calcutta School in Lethbridge.**
	10999/0626 **Cheralan O'Donnell**	**M/C**	**That Kevin Kinahan be appointed to serve as the Board liaison for Trinity Learning School in Lethbridge.**
ADJOURNMENT	**11000/0626** **Cheralan O'Donnell**	**M/C**	**That the Board of Trustees adjourns the June 24, 2026, Organizational Meeting at 1:59 p.m.**

_____ _____

Board Chair Secretary-Treasurer

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, JUNE 24, 2026, COMMENCING AT 2:03 P.M.

Present

BOARD

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

ADMINISTRATION

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

Regrets

Trustee	Carmen Mombourquette
Trustee	Thomas Machacek
Associate Superintendent	Aaron Skretting

CALL TO ORDER
OPENING PRAYER

Board Chair Linda Ellefson called the June 24, 2026, Regular Board Meeting to order at 2:03 p.m. She 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 Bob Spitzig led the prayer which was written by students from Children of St. Martha School.

Approval of Agenda

11001/0626
Roisin Gibb

M/C **That the agenda for the June 24, 2026, Board Meeting be approved, as amended.**

B.9 Transportation Fees
B.10 Gifts for Priests

Previous Minutes

11002/0626
Tricia Doherty

M/C **That the minutes of the May 27, 2026, Regular Meeting of the Board be approved, as presented.**

Business Arising from the Minutes

There was no business arising from the minutes.

PRESENTATIONS

Holy Spirit Evergreening Plan

Director of Technology Regan Holt provided an overview of the Holy Spirit Catholic School Division Technology Evergreening Plan. The core initiatives of the program are to ensure equitable access to devices and connectivity, strengthen division safeguards and cyber controls, continue foundational work to support Artificial Intelligence implementation, and continued support of infrastructure.

ACTION ITEMS

Share the Mission Award for 2025/2026

B.1

The Share the Mission Award Committee reported that four (4) nominations for the "Share the Mission Award" were forwarded this year. After extensive deliberation, the committee has selected two (2) recipients, who will to be recognized at the division's Opening Mass on August 28, 2026.

11003/0626
Roisin Gibb

M/C **That the Board of Trustees accepts the recommendation of the Share the Mission Award Committee and approves that selection of Candidate #1 and #3 for the 2025/2026 "Share the Mission" Award;**

AND FURTHER, that preparations be made to present the award to the recipient at the division's Opening Mass on August 28, 2026.

Board Meeting Schedule 2026/2027	**B.2**	The Board reviewed a draft version of the 2026/2027 Board Meeting Schedule. It was noted that three (3) of the Board meetings will be held at different division high schools next year.
	11004/0626 **Roisin Gibb**	**M/C** **That the Board of Trustees approves the Board Meeting Schedule for 2026/2027, as presented.**
School Council Chairs / Board of Trustees Meeting Schedule 2026/2027	**B.3**	The Board reviewed the draft 2026/2027 School Council Chairs/Board Meeting Schedule.
	11005/0626 **Bob Spitzig**	**M/C** **That the Board of Trustees approves the School Council Chairs/Board of Trustees Meeting Schedule for 2026/2027, as presented.**
Alberta School Councils' Association (ASCA) Membership Renewal	**B.4**	The Board reviewed a letter from the Alberta School Councils' Association informing that the division's membership will be expiring at the end of June 2026 and outlining the services involved with membership.
	11006/0626 **Blake Dolan**	**M/C** **That the Board of Trustees approves the renewal of Holy Spirit Catholic School Division's membership to the Alberta School Councils' Association, on behalf of all division schools.**
Board Evaluation	**B.5**	The Board conducted its annual Self-Evaluation from May to June 2026 through the independent services of ASBA Education Consultant Brad Volkman.
	11007/0626 **Cheralan O'Donnell**	**M/C** **That the Board of Trustees approves the Board Self-Evaluation Report, as developed at the facilitated workshop of June 12, 2026;** **AND FURTHER, that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.**
Request for Proposals for the Appointment of Auditors	**B.6**	To maintain strong financial stewardship, the Holy Spirit Catholic School Division will initiate a Request for Proposals (RFP) for Auditing Services to ensure competitive pricing and alignment with the highest professional standards.
	11008/0626 **Roisin Gibb**	**M/C** **That the Board of Trustees approves the Request for Proposals for Auditing Services for Holy Spirit Catholic School Division;** **AND FURTHER, authorizes administration to extend invitations to participate to appropriate professional accounting firms.**
Three-Year Infrastructure Maintenance Renewal (IMR) Plan	**B.7**	The Board received and reviewed the division's Infrastructure Maintenance Renewal (IMR) Plan for 2026-2029.
	11009/0626 **Tricia Doherty**	**M/C** **That the Board of Trustees approves the Infrastructure Maintenance Renewal (IMR) Plan for 2026-2029, as presented.**
Appointment of Joint Committee of Lethbridge School Boards and the City of Lethbridge Members	**B.8**	Tabled until after Policy Review as a review of Policy 7: Board Committees and Board Representation is required. The deferral also allows for the adoption of the new Terms of Reference for the Joint Committee of Lethbridge School Boards and the City of Lethbridge.
Transportation Fees	**B.9**	Under current guidelines, student transportation is funded and prioritized for eligible students attending their designated schools according to established boundaries. The division frequently receives requests for bussing exceptions. To ensure fiscal responsibility a transportation fee framework is being proposed for bussing exceptions.
	11010/0626 **Roisin Gibb**	**M/C** **That the Board of Trustees approves the implementation of a transportation fee for before and after school transportation of $250 per year for all bussing exceptions, effective September 1, 2026.**

Gifts for Priests	**B.10**	The division parish priests serve our schools in many capacities.
	11011/0626 **Bob Spitzig**	**M/C** **That the Board of Trustees buy gifts for any priests that are leaving the Holy Spirit Catholic School Division this year as a token of their appreciation.**
POLICY REVIEW **Policy 7: Board Committees and Board Representation**	**C.1**	The Board reviewed Policy 7: Board Committees and Board Representation with the adoption of Policy 7: Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference.
	11012/0626 **Roisin Gibb**	**M/C** **That the Board of Trustees accepts Policy 7: Board Committees and Board Representation and Policy 7: Appendix I: Joint Committee of Lethbridge School Boards and the City of Lethbridge – Terms of Reference, as amended.**
Appointment of Joint Committee of Lethbridge School Boards and the City of Lethbridge Members	**B.8**	Policy 7: Board Committees and Board Representation has been amended to include the new Terms of Reference for the Joint Committee of Lethbridge School Boards and the City of Lethbridge. The Board must appoint two (2) trustee representatives to this committee as stated in the policy.
	11013/0626 **Kevin Kinahan**	**M/C** **That the Board of Trustees proceeds to appoint Trustee Tricia Doherty and Trustee Bob Spitzig to the Joint Committee of Lethbridge School Boards and the City of Lethbridge.**
ADMINISTRATIVE REPORTS **Superintendent's Report**	**D.1**	The Board reviewed the Superintendent's June 24, 2026 Report.
	11014/0626 **Tricia Doherty**	**M/C** **That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Support Services, Technology, and Facilities for June 24, 2026.**
Deputy Superintendent's Report	**D.2**	The Board reviewed the Deputy Superintendent's June 24, 2026 Report.
Secretary Treasurer's Report	**D.3**	The Board reviewed the Secretary Treasurer's June 24, 2026 Report.
Associate Superintendent's Report	**D.4**	Aaron Skretting, Associate Superintendent, provided a report to the Board, apprising them of recent division activity related to Learning, Religious Education, and First Nations, Métis and Inuit Education.
Director of Support Services Update	**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 Update	**D.7**	Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the Technology Department.
Director of Facilities Update	**D.8**	Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to the Maintenance and Facilities Department.
BOARD REPORTS **Board Chair's Report**	**E.1**	Board Chair Linda Ellefson provided a report about recent correspondence, planning and events, and activity.
	11015/0626 **Kevin Kinahan**	**M/C** **That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, TBAC, and Joint City/Boards Reports for June 24, 2026.**

ACSTA Report	**E.2**	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent ACSTA business, events, and activities.
ASBA Report	**E.3**	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent ASBA business, events, and activities.
GrACE Report	**E.4**	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE committee, provided a report regarding recent GrACE business, events, and activities.
TBAC Report	**E.5**	Trustees Blake Dolan, Cheralan O'Donnell, and Bob Spitzig, Board representatives to the TBAC committee provided a report regarding recent business, events, and activities.
Joint City/School Boards Report	**E.6**	Trustees Tricia Doherty and Roisin Gibb, Board representatives to the Joint City of Lethbridge and School Boards committee, provided a report regarding recent Joint City/Boards business, events, and activities.
ADVOCACY		
Individual Trustee Advocacy	**F.1**	Each Trustee provided a written report outlining the activities they have been engaged in to advocate for the Board and school division over the past month.
	11016/0626 **Roisin Gibb**	**M/C** **That the Board of Trustees receives and files the individual Trustee Activities Reports for June 24, 2026.**
School Council Advocacy	**F.2**	School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees.
INFORMATION ITEMS		
Administrative Procedures Update	**G.1**	The Board of Trustees received the following added Administrative Procedures as information: • *AP 136: Privacy Access and Security* • *AP 137: Collection, Use, Disclosure, Data Matching, and Non-Personal Data* • *AP 138: Right of Access and Correction of Information* • *AP 139: ATIA and POPA Complaint Resolution* • *AP 140: Privacy Breach Response* 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.
Third Quarter Financial Report	**G.2**	Secretary Treasurer Amanda Lindemann provided the 2025/2026 Third Quarter Financial Report for Board information.
Opening Mass 2026/2027	**G.3**	The Opening Mass for Holy Spirit Catholic School Division will be held on Friday, August 28, 2026 at 9:00 a.m. at Catholic Central High School East Campus starting with Opening Remarks, for all divisional staff. Mass will be officiated by Bishop William McGrattan beginning at 9:30 a.m..
Holy Spirit Social Media Analytics Report	**G.4**	The Board received the Holy Spirit Social Media Analytics Report from January 1, 2026 to May 31, 2026. The information provided detailed data and metrics regarding the division's social media activities and performance.
Annual First Ride Event 2026	**G.5**	Holy Spirit Catholic School Division in partnership with Lethbridge School Division and Southland Transportation host a free First Ride for students. The event gives students and opportunity to experience riding a bus prior to their first day of school. It will be held on Saturday, August 22, 2026 at Children of St. Martha School.
Holy Spirit Stars	**G.6**	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	**G.7**	The Board received the division enrolment report for May 2026.

ADJOURNMENT	**11017/0626** **Bob Spitzig**	**M/C** **That the Board of Trustees adjourns the Regular Board Meeting of June 24, 2026, at 3:17 p.m.**

Board Chair **Secretary-Treasurer**

ACTION NO: B.1

September 23, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Utility Right of Way for St. Kateri Elementary School

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Attached for Board information is a memorandum from Secretary Treasurer Amanda Lindemann regarding the request by the City of Lethbridge for a utility right of way.

2. Attached for Board consideration is a draft of the letter to be submitted to the Minister of Education and Childcare.

RECOMMENDATION

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

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

Holy Spirit Roman Catholic Separate School Division

Memo from the Secretary-Treasurer
St. Basil Education Centre
620 – 12 St. "B" North
Lethbridge, Alberta T1H 2L7
Tel: (403) 327-9555 Fax: (403) 327-9595
email: lindemanna@holyspirit.ab.ca

TO: Board of Trustees

FROM: Amanda Lindemann
Secretary-Treasurer

DATE: September 23, 2026

RE: Utility Right of Way Request

PURPOSE:

To request a formal Board resolution authorizing a request to the Minister of Education and Child Care for approval to register a Utility Right-of-Way with the City of Lethbridge for St. Kateri Elementary School.

The City of Lethbridge requires a formal Utility Right-of-Way to service and maintain municipal utilities for St. Kateri Elementary School.
Under applicable provincial regulations, school divisions must obtain ministerial approval prior to registering land encumbrances or granting utility rights-of-way on school site properties.
To initiate the approval process with the Ministry of Education and Child Care, a formal letter accompanied by a registered Board motion is required.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

September 24, 2026

Minister Demetrios Nicolaides
Minister of Education and Childcare
Executive Branch
228 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

SUBJECT: Request for Approval of Utility Right of Way – St. Kateri Elementary School

Dear Minister Nicolaides,

At its September 23, 2026 regular meeting, the Board of Trustees of The Holy Spirit Roman Catholic Separate School Division approved a motion to request approval for a Utility Right of Way agreement for St. Kateri Elementary School, legally described as:

- Lot 10SR, Block 15, Plan 241 1239 (excepting all mines and minerals)

The Board of Trustees hereby requests your approval to register the Utility Right of Way as described.

Thank you for your consideration of this matter.

Sincerely,

Amanda Lindemann
Secretary Treasurer

cc. Board of Trustees, Holy Spirit Catholic School Division

DRAFT

The Holy Spirit Roman Catholic Separate School Division
St. Basil Catholic Education Centre, 620 12B Street North, Lethbridge, AB T1H 2L7
Phone: 403-327-9555 • Fax: 403-327-9595 • www.holyspirit.ab.ca

ACTION NO: B.2

September 23, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Board Strategic Priorities Engagement

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. As outlined in *Policy 2: Role of the Board*, the Board of Trustees will provide overall direction for the division by establishing mission, vision, strategic priorities, outcomes, and key results.

2. Attached for Board reference is *Policy 2: Role of the Board*.

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

4. Board Chair Linda Ellefson will speak to this item.

RECOMMENDATION

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

ACTION NO: B.3

September 23, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Superintendent Evaluation

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The Board of Trustees conducted an evaluation of the Superintendent of Schools on June 24, 2026 during the Committee of the Whole Board Meeting.

2. The Board is now required to approve the evaluation of the Superintendent of Schools, as established and confirmed at the June 24, 2024 session.

RECOMMENDATION

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

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

ACTION NO: B.4

September 23, 2026

BOARD AGENDA
ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Council of School Council Chairs / Board of Trustees Meeting Schedule

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. The current Holy Spirit Catholic School Division Board Strategic Priorities will conclude at the end of the 2026/2027 school year. The development of the new strategic priorities will be informed by key stakeholder input and engagement.

2. Attached for Board consideration is the amended meeting schedule for the 2026/2027 school year.

RECOMMENDATION

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

Council of School Council Chairs/Board of Trustees
Meeting Schedule

2026/2027 School Year

Monday, October 26, 2026
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Monday, November 30, 2026
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Monday, March 1, 2027
6:00 p.m. - 8:00 p.m.
St. Basil Catholic Education Centre

Reports and Wrap Up Social:
Monday, June 14, 2027
6:00 p.m. – 7:00 p.m.
St. Basil Catholic Education Centre

PR NO: C.1

September 23, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 7: Board Committees and Board Representation and all appendices

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 7: Board Committees and Board Representation, Policy 7: Appendix A: Negotiations Committee, Policy 7: Appendix B: Audit Committee, Policy 7: Appendix C: Finance Committee, Policy 7: Appendix D: Share the Mission Committee, Policy 7: Appendix E: Teacher Board Advisory Committee, Policy 7: Appendix F: Policy Development and Review Committee, Policy 7: Appendix G: GrACE Committee, Policy 7: Appendix H: Infrastructure and Capital Committee* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

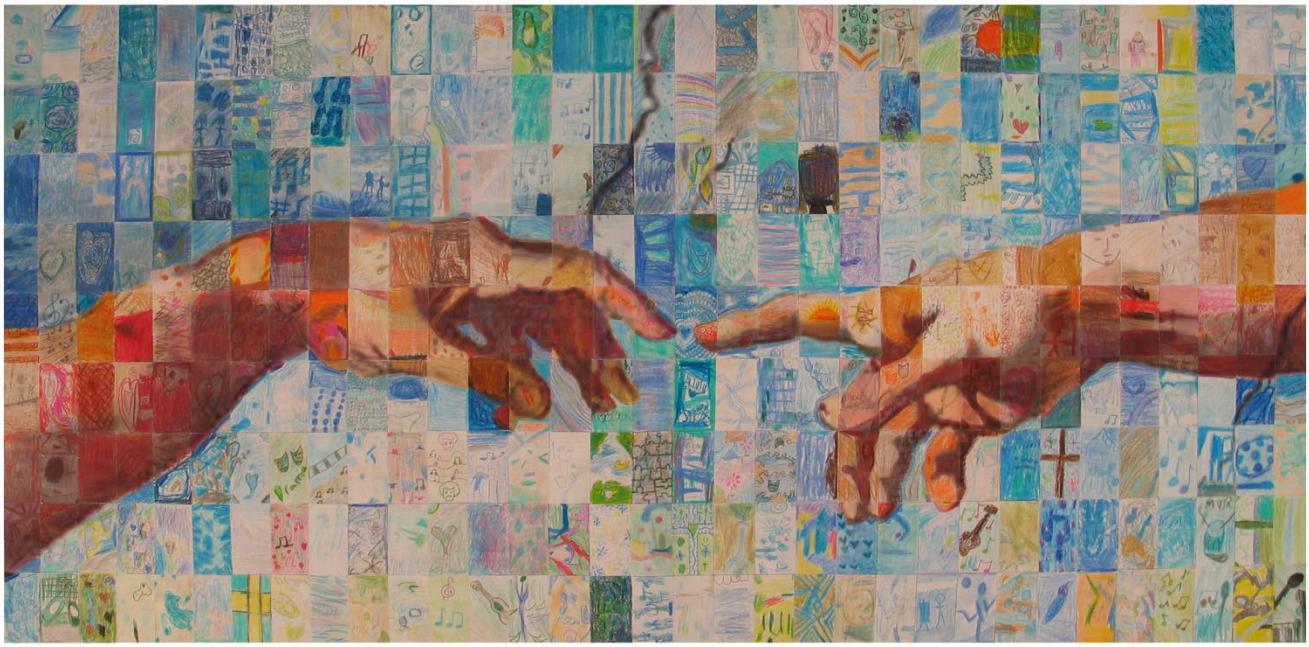
2. A copy of the Board's Mission, Vision, Values, and Goals is attached with this policy. All policy review should be conducted on the basis of how each reflects the statements made in the Board's Mission, Vision, and Values.

RECOMMENDATION

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

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

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.

Revised September 2026

BOARD COMMITTEES AND BOARD REPRESENTATION

In accordance with Section 52 of *Education Act*, the Board may delegate specific responsibilities or powers to committees.

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 by providing advice and facilitating informed decision-making by the Board. 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 will consist of the Vice Chair and two (2) trustees.

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 the Vice Chair and two (2) trustees.

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 three (3) trustees.

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.

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.

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 shall 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 Committee of Lethbridge School Boards and the City of Lethbridge

The Joint Committee of Lethbridge School Boards and the City of Lethbridge 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 representatives to this committee.

2.5 Economic Development Lethbridge (EDL)

Economic Development Lethbridge (EDL) is an arm's length organization, supported by the City of Lethbridge, governed by 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 shall be appointed as the representatives to this committee.

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. The Board Chair is approached with request for trustee representation.
2. The Board Chair will present the request at the next public Board Meeting.
3. An Ad Hoc Committee, if approved, is established by a formal resolution in Public Meeting with a motion that includes a specific mandate and term, and dissolves once their assigned task is completed.

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

NEGOTIATIONS COMMITTEE: TERMS OF REFERENCE

Role:

The negotiations committee shall negotiate with employees or representatives thereof on matters pertaining to salaries, contracts and other terms of employment. Three (3) Trustee representatives will be appointed to each of the following negotiations committees (ATA, CUPE 1825).

Authority:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

Composition:

The committee will consist of the following members:

1. Three (3) Trustees of the Board, the committee chair will be elected at the first meeting.
2. Deputy Superintendent and/or designate(s)
3. The Executive Assistant to the Deputy Superintendent and/or designate(s) as necessary
4. An independent professional negotiator if deemed necessary

Meetings:

The committee will convene on the agreed-upon dates. The Notice to Bargain is a formal declaration from the union that they wish to renegotiate the terms of the collective agreement.

Responsibilities:

1 Review the provision of current agreements and undertake such research as may be required as a basis for developing proposals

2 Submit and receive proposals during the negotiation process, discuss and modify proposals.

3 Engage such professional or other assistance as may be required to facilitate and complete the negotiations, within any limits established by the Board.

4 Bargain in good faith on all terms and conditions of employment related to new agreements.

5 Reach tentative agreement on total collective agreement in accordance with any guidelines established by the Board, subject to final review, ratification or rejection by the Board.

6 The chairperson of the committee shall be the spokesperson for the committee and shall ensure reports are regularly provided to the Board on the status of negotiations.

AUDIT COMMITTEE: TERMS OF REFERENCE

Role:

The audit committee supports the Board of Trustees in carrying out its oversight responsibilities related to the financial reporting process, the system of internal controls over financial reporting, and the audit function, including compliance with *Public Sector Accounting Standards* (PSAS). In doing so, the Committee assists the Board in fulfilling its fiduciary obligations under the *Education Act* and the Board's Fiscal Stewardship Policy.

Authority:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility as delegated by the Board of Trustees. It is empowered to:

1. With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;

2. Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and

3. Meet with Division officers, external auditors or outside counsel, as necessary.

The committee does not exercise operational authority and shall not direct the day-to-day activities of administration.

Composition:

The audit committee will consist of the following members:

1. Vice Chair of the Board, who will serve as the committee chair

2. Two (2) trustees of the Board

3. Two (2) public members who are not employees

The Superintendent, Secretary Treasurer, and other members of senior administration may attend the audit committee meetings at the committee's discretion.

The two (2) public members must not be trustees of the Board, must be independent to the division, must be financially literate and have no relationship to the audit firm. This appointment will be for a two-year term and may be reappointed once by the Board of Trustees (total four (4) years) without advertisement.

Appointment of Public Members:

The trustees on the audit committee shall make a recommendation to the Board concerning the appointment of the public members. The Board shall approve the public members. In the event a public member is unable to complete their two-year term, the committee shall immediately begin a search for a new public member.

Meetings:

The audit committee will meet at least two (2) times per year, with authority to convene additional meetings, as circumstances require. All committee members are expected to attend each meeting. The audit committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It shall hold private meetings with auditors and management.

Minutes of meetings will be prepared. Audit committee reports shall be provided at a meeting of the Board of Trustees.

Compensation:

The audit committee members shall be compensated as follows:

Public member	$90 for meetings four (4) hours or less $160 for meetings over four (4) hours

Responsibility:

The function of the audit committee is to help the auditors to remain independent of management and to support the Board in exercising effective financial oversight. The audit committee will carry out the following responsibilities:

Financial Statements and Annual Audit:

a) Recommend external auditors to the Board;
b) Review the auditor's proposed audit scope and approach;
c) Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles;
d) Review with management and the auditors all matters required to be communicated to the Board of Trustees;
e) Review with management and the auditors the results of the audit, including any difficulties encountered, including internal and external school audits;
f) Provide a recommendation to the Board of Trustees regarding the appointment or discharge of the auditors;
g) Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the school division, including non-audit services, and discussing the relationship with the auditors; and,
h) Meet separately from management, with the auditors to discuss any matters that the audit committee or auditors believe should be discussed privately.

Internal Control:

1. Review and monitor the effectiveness of the division's internal controls over annual reporting, including information technology security and control, while recognizing that the internal controls are implemented by administration and overseen by the Board.

2. Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Fraud and Irregularities:

1. Receive reports, where appropriate, regarding significant financial irregularities, fraud investigations, or matters reported under the Board's Public Interest Disclosure (Whistleblower Protection) Policy that relate to financial oversight.

References **Section 142, *Education Act***

FINANCE COMMITTEE TERMS OF REFERENCE

Role:

The finance committee is responsible for providing ongoing financial oversight, monitoring the division's budget, and reporting on the division's financial position to the Board. While the committee may present recommendations, it is the Board that holds the authority to provide direction to the Superintendent as a collective body.

Authority

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

Composition:

The finance committee shall be a committee consisting of:

1. Vice Chair of the Board, who will serve as the committee chair
2. Two (2) Trustees
3. Superintendent

The Superintendent may request that administrative and technical staff attend meetings as required to provide information and support the committee's work.

Meetings:

a. Meetings will be called by the committee Chair.
b. The committee shall have an initial planning meeting to prepare its yearly plan.
c. The committee shall meet three (3) times per year.
d. Additional meetings may be called if required.

Responsibilities:

a. In alignment with Board priorities, mission, vision, and values, evaluate whether available resources are allocated effectively to best support the educational needs of students in the division.
b. When significant adjustments to the budget are necessary, gather the relevant details and present recommendations to the Board for review and approval.
c. Ensure compliance with *Policy 20: Fiscal Stewardship* and *Policy 24: Budget*.
d. Examine budget documents presented.
e. Review quarterly financial reports and management discussion and analysis.
f. Review Governance Budget as per *Policy 18: Board Governance and Operations*.
g. Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the school division's financial reporting.
h. Annually review the status of reserve funds.

SHARE THE MISSION COMMITTEE: TERMS OF REFERENCE

Role:

The share the mission committee shall recognize excellence within the division. The committee shall review nominees who have offered outstanding service for the benefit of our students; accepted demanding challenges and set new standards; contributed, through action and deed, to our Catholic identity; involvement and leadership in community/parish organizations; and reflected the Mission Statement of the school division.

Authority:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

Composition:

The committee will consist of the following members:

1. Three (3) trustees of the Board, the committee will be elected at the first meeting
2. Superintendent of Schools
3. The Executive Assistant and/or designate(s) as deemed necessary

Meetings:

The committee will meet one time a year in June and will present the award at the division opening Mass.

Responsibilities:

The Holy Spirit Catholic School Division staff, community, and public are asked to nominate someone who is deserving of the "Share the Mission" Award. The committee shall review each Share the Mission nominee package and choose the recipient who will be publicly acknowledged. The committee will arrange with the Superintendent of Schools to promote the award, review nominations submitted and provide input to the Board regarding potential award recipients.

TEACHER BOARD ADVISORY COMMITTEE: TERMS OF REFERENCE

Role:

The teacher board advisory committee shall meet to discuss matters of common interest.

Authority:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33.

Composition:

The committee will consist of the following members:

1. Three (3) trustees of the Board, ensuring there is both urban and rural representation.
2. The Superintendent and Deputy Superintendent or designate.
3. Employees of the division who are members of the ATA Local #5.

Meetings:

The committee will meet 2. times a year which are co-chaired by the Superintendent and the President of the ATA Local #5.

Responsibilities:

1. Discuss matters of common interest.
2. Discuss issues and concerns related to education and / or teaching.
3. Provide an opportunity through social interaction for the parties to understand each other's roles and responsibilities.
4. Enhance the level of communication, trust, and morale within the division.

POLICY DEVELOPMENT AND REVIEW COMMITTEE: TERMS OF REFERENCE

Role:

The policy development and review committee shall advise the Board on matters regarding development, implementation, and review of all Board policies. The committee shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with provincial legislation and regulations.

Authority:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33. To this end, the policy development and review committee has authority to review, revise, and develop policies. The committee makes recommendations to the Board and the Board must determine whether or not to approve the committee's recommendations. Both trustees and the Superintendent may suggest policy changes for the committee's consideration. All policies shall adhere to the *Education Act* and align with the Magisterium of the Catholic Church.

Composition:

The committee will consist of the following members:

1. Three (3) Trustees of the Board, the committee chair will be elected at the first meeting
2. The Superintendent and designate(s) as necessary
3. The Executive Assistant and/or designate(s) as deemed necessary

Meetings:

The committee will meet five times a year.

Annual Work Plan:

The committee shall review each policy annually according to the policy review schedule located in Appendix A.

Policy Format

The first paragraph of a policy should begin with a reference to the *Education Act* or another source of authority. The second paragraph should describe the Board's affirmation and/or interpretation of the *Education Act*. The next part of the policy should be a numbered list so sections can be quickly identified (e.g., Policy 4, Section 7).

Appendix A

Holy Spirit Catholic School Division
Board of Trustees
Policy Review Schedule

2026/2027 School Year

Board Meeting Date	Policies to be Reviewed
September 23, 2026	**Policy 7: Board Committees and Board Representation***
	Policy 18: Board Governance and Operations*
	Policy 21: Public Interest Disclosure
November 25, 2026	**Policy 2: Role of the Board***
	Policy 3: Role of the Trustee*
	Policy 4: Trustee Code of Conduct*
	Policy 5: Role of the Board Chair
	Policy 6: Role of the Vice Chair
January 27, 2027	**Policy 1: Board Mandate, Mission, Values, and Goals**
	Policy 9: Role of the Superintendent
	Policy 10: Board Delegation of Authority
	Policy 11: Staff Code of Conduct
	Policy 12: Teaching Staff Reduction
	Policy 24: Budget*
April 28, 2027	**Policy 13: Hearings on Teacher Matters**
	Policy 14: Appeals and Hearings on Student Matters
	Policy 16: School Closure
	Policy 20: Fiscal Stewardship
	Policy 17: Awards*
June 23, 2027	**Policy 19: Conflict of Interest and Nepotism**
	Policy 22: Vaccination Protocol
	Policy 23: Extra-Curricular Activity
	Create Policy Review Schedule for 2027/2028

*** All appendices shall be reviewed with the associated policy.**

GRATEFUL ADVOCATES FOR CATHOLIC EDUCATION (GrACE) COMMITTEE: TERMS OF REFERENCE

Role:

The goal of the Holy Spirit Catholic School Division GrACE committee is to advocate for publicly funded Catholic education.

Authority:

Supported by the Alberta Bishops, Alberta Catholic School Trustees and the Council of Catholic School Superintendents of Alberta.

Composition:

The committee will consist of the following members:

1. Two (2) trustees of the Board
2. The Superintendent and/or designate(s) as necessary

Meetings:

The committee will meet in person or virtually at the call of the Chair.

Responsibilities:

1. All general strategies and initiatives of the GrACE Committee shall be approved by the Board's Superintendent or designate.

2. Advocate for Catholic education by utilizing the division's website and social media, conducting community engagement sessions, and determining other means by which publicly funded Catholic education can be promoted locally.

3. Serve as representative of the Board to the provincial GrACE organization.

INFRASTRUCTURE AND CAPITAL COMMITTEE
TERMS OF REFERENCE

Role:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain, and implement policies necessary for fulfilling its responsibilities under section 33. The infrastructure and capital committee provides strategic governance and financial oversight through the review and analysis of information related to the construction, renovation, and maintenance of Holy Spirit Catholic School Division's schools and facilities. The committee supports the Board by reviewing projects, reporting on progress, and making recommendations to ensure that capital investments and maintenance activities align with Board priorities, fiscal responsibility, and long-term sustainability. Authority to direct the Superintendent rests solely with the Board acting as a collective body.

Composition:

The Committee shall be a committee consisting of:

1. Chair of the Board, who will serve as the committee chair
2. Two (2) trustees with representation from both urban and rural.
3. Superintendent

The Superintendent may request that administrative and technical staff attend meetings as required to provide information and support the committee's work.

Meetings:

a. Meetings will be called by the Committee Chair.
b. The committee shall meet three (3) times per year.
c. Additional meetings may be called by the chair if required.
d. The three (3) trustees serving on the committee may be invited to attend CMR school tours. Tour schedule as developed and communicated by the Office of the Superintendent.

Responsibilities:

In alignment with the Board's responsibility to approve the division's priority project list, including capital and modernization projects, and to approve the Division Budget, including CMR expenditures, the committee shall:

a. Evaluate whether available capital and infrastructure resources are allocated effectively to best support the educational needs of students in the division consistent with Board priorities, mission, vision, & values.
b. Receive and review information regarding the plans, construction, and progress of new builds or modernizations of schools.
c. Review three-year CMR plans. When invited by the Office of the Superintendent, attend school-based CMR tours, as an observer, for the purpose of maintaining understanding of the division's capital and maintenance needs, processes, and potential budgetary impacts. CMR meetings remain administrative. Liaison trustees may be invited by Office of the Superintendent to participate in liaison school tours to maintain awareness of school condition, even if they do not serve on the committee.
d. Review project priorities, reviewing, and providing feedback on Three- and Ten-year Capital Plans, making recommendations when the Three-Year Capital Plan is presented to the Board for approval.
e. Ensure the committee's work is consistent with *Policy 2: Role of the Board*.

PR NO: C.2

September 23, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 18: Board Governance and Operations

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 18: Board Governance and Operations,* and *Policy 18: Appendix A: Governance Budget: Trustee Compensation, Allowances and Reimbursement Rates* are brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

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

RECOMMENDATION

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

Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 18

Revised September 2026

BOARD GOVERNANCE AND OPERATIONS

The Board of Trustees conducts its business at meetings according to sections 64 to 69 in the *Education Act* and other legislation. In meetings, the Board draws on the expertise of the Superintendent of Schools to understand the implications of any decision.

1. Board Meetings

1.1 Organizational Meeting

1.1.1 The organizational meeting shall be held immediately following the regular meeting in June in non-election years and in October in an election year in accordance with Board Procedures Regulation 82/2019.

1.1.1.1 These elected positions and committee appointments shall be effective September 1 of that year except in the case of an election year whereby they will be effective immediately.

1.1.2 The Secretary-Treasurer will call the meeting to order and preside as chair until a Board Chair is elected, at which time the meeting will be turned over to the newly elected Board Chair.

1.1.3 The agenda for the organizational meeting shall include, but not be restricted to, the following:

1.1.3.1 Election of Board Chair.

1.1.3.2 Election of Vice Chair.

1.1.3.3 Review and / or create standing or ad hoc committees of the Board, as deemed appropriate.

1.1.3.4. Appoint Board representatives to the various committees.

1.1.3.5 Review the schedule for regular meetings, and any additional meetings.

1.1.3.6 Review trustee conflict of interest stipulations and determine any disclosure information requirements.

1.1.3.7 Other organizational items as required.

1.1.4 All votes for the position of Board Chair and Vice Chair shall be conducted by secret ballot unless there is unanimous agreement among trustees to use a show of hands.

1.2 Regular Meetings of the Board

Board business is facilitated through group discussion, debate, and voting at regular meetings of the Board. General municipal and school board governance rules in Alberta require a majority of all elected members of the Board to be present to constitute a quorum for conducting official business.

1.2.1 All regular meetings will be held in accordance with *Board Procedures Regulation 82/2019.*

1.2.2 The regular meetings of the Board shall normally be held on the fourth Wednesday of each month. Alternate dates may be established in months that experience holidays or other potential conflicts. Meetings will be held in July and August as required.

1.2.3 The date of a regular meeting can only be changed at a regular or special meeting by a resolution passed by a simple majority of trustees in attendance.

1.2.4 Unless explicitly stated by the *Education Act*, meeting procedures will be held in accordance with Roberts' Rules of Order.

1.2.5 Any trustee may submit a Notice of Motion to be presented at the next regular meeting of the Board. The Notice of Motion shall include in writing the wording of the motion, or the intent of the motion, and any supporting documentation. The actual wording of the motion must appear in the agenda package of the next regular meeting.

1.2.6 Trustees may ask questions regarding active agenda items during Board or committee meetings. Administration will provide answers during the meeting whenever possible. If the information is unavailable, administration will track the request and determine the delivery format for a later response. Trustees must submit written Information Requests for non-routine or complex data to the Board Chair. All information requested must support governance responsibilities under the *Education Act*, serve the educational best interests of students division-wide, advance active Board business, and require a reasonable expenditure of time and resources. The Chair, in consultation with the Superintendent, will review and approve the request based on relevance and impact on resources.

1.2.7 When there is a recommendation to add to the agenda without notice, a vote will be taken, regarding the addition of the item(s).

1.2.8 All meetings of the Board shall be held in public unless a majority of the trustees present are of the opinion that it is in the public interest to hold the meeting, or part of the meeting, in private.

1.3 Special Meetings of the Board

1.3.1 Occasionally, unanticipated or emergent issues require the immediate attention of the Board. In such cases a special meeting of the Board will be held to deal with emergent issues in accordance with *Alberta Regulation 82/2019*.

1.3.2 Special meetings will normally be held with the Superintendent and Secretary-Treasurer in attendance.

1.3.3 The Executive Assistant or the Board Chair will ensure that the appropriate notice is given or alternatively ensure that every trustee waives the requirement of notice.

1.4 In-Private Meetings of the Board (Committee of the Whole)

1.4.1 The Board may hold a meeting, or part of a meeting in private, to discuss sensitive issues where a majority of the trustees are of the opinion that it is best to do so. An in-private meeting will be held in accordance with *Board Procedures Regulation 82/2019*.

1.4.2 The Board does not have authority to pass by-laws or resolutions while in private with the exception to return to the public meeting. The resolution shall be recorded in the minutes of the Board.

1.4.3 Meetings held in private will generally be held to discuss sensitive matters pertaining to:

1.4.3.1 Individual students;

1.4.3.2 Individual Board employees;

1.4.3.3 Collective bargaining/contract negotiations;

1.4.3.4 Acquisition or disposal of real property;

1.4.3.5 Litigation brought before or against the Board;

1.4.3.6 To review and consider legal advice, client - solicitor privilege; and

1.4.3.7 Other matters that the majority of the trustees feel would be best discussed in private.

1.4.4 Trustees and other persons attending a private meeting of the Board shall not discuss the details of the meeting. All discussion is, and shall be, confidential.

1.4.5 The Board may invite staff members or any other to attend an in private meeting at its discretion.

1.5 Delegations to Board Meetings

1.5.1 Individuals or groups wishing to make a formal presentation to the Board must provide a written request along with supporting documentation to the Superintendent not later than eight calendar days prior to the meeting at which the presentation is to be made.

1.5.2 The written request must identify the spokesperson and provide the terms of reference for the presentation.

1.5.3 Individuals or groups wishing to make a presentation to the Board shall be advised that a maximum of fifteen minutes will be provided. The Superintendent will inform the designated spokesperson of the time and place of the meeting and provide a copy of the Board's procedures regarding presentations.

1.5.4 The Board will not debate or make a decision on a matter presented to it at the meeting, unless it is deemed critical by the majority of the Board.

1.5.4.1 Questions of clarification directed through the Board Chair may be asked of the spokesperson or of the Superintendent. The Superintendent may refer the question to the appropriate senior administrator.

1.5.4.2 For matters requiring further Board deliberation, the Superintendent will be required to prepare a recommendation for the consideration of the Board at the next regular meeting.

1.5.4.3 The Superintendent shall be responsible for informing the spokesperson of the decision of the Board regarding items raised in the presentation.

1.6 Petitions and Public Notices

1.6.1 The Board will receive any petitions as specified in the Petitions and Public Notices in accordance with *Board Procedures Regulation 91/2019*.

2. Agenda, Minutes and Records

2.1 Agenda

2.1.1 The Superintendent, in consultation with the Board Chair and Vice Chair, shall develop the agenda for all Board and committee meetings.

2.1.2 Prior to the agenda setting meeting, the Board's Vice Chair will request agenda additions from the trustees. Board members wishing to formally request information (as outlined in Section 1.2.6) or place a motion (as outlined in Section 1.2.5) on the agenda must submit a formal request. Urgent items arising after this deadline may only be added to the agenda in accordance with Section 1.2.7.

2.1.3 The Superintendent shall prepare and include supporting material and, when appropriate, provide an administrative recommendation for each action item on the agenda.

2.1.4 The Superintendent shall ensure that the agenda, and supporting material, is prepared and available to all trustees on the Friday prior to the regular Board meeting.

2.1.5 Copies of the agenda will be distributed in advance of the Board meetings to each school principal, school council, news media and relevant stakeholders.

2.1.6 The Board may amend the Board agenda by majority vote.

2.2 Minutes

2.2.1 A record of all proceedings of the Board and of Board meetings shall be taken and maintained by the Executive Assistant.

2.2.2 The Secretary-Treasurer shall ensure that the minutes are maintained in a safe and secure manner and appropriate back up procedures are undertaken.

2.2.3 The draft minutes shall be provided, along with the agenda, to each trustee for adoption at the next regular meeting.

2.2.4 The Board Chair shall sign the minutes upon their adoption and the Secretary-Treasurer shall initial every page prior to signing and filing them in the official minute book.

2.2.5 The Executive Assistant to the Superintendent shall arrange for all copies of the adopted minutes to be made available, via the division web page, to all school principals, news media, and relevant stakeholders.

2.2.6 The Office of the Superintendent shall ensure a summary known as "Board Meeting Briefs" within two weeks of the Board meeting for distribution to school communities.

3. Pre-Orientation of Trustees

3.1 In the interim between the election date and the actual assumption of office, newly elected trustees will be:

3.3.1 Invited to attend all meetings and functions of the Board, including study sessions.

3.3.2 Provided access to the secure Board trustee section of the division's website to review materials such as:

3.3.2.1 Board policy manual;

3.3.2.2 Information about policy development;

3.3.2.3 Annual report of the division;

3.3.2.4 Pertinent sections of provincial legislation;

3.3.2.5 Pertinent financial records, including the current budget; and

3.3.2.6 Organizational chart of the division.

4 Board Member Orientation

4.1 The Board Chair and the Superintendent will organize an orientation workshop for newly elected trustees that will provide information that is itemized in *Policy 3: Role of the Trustee.*

5. Governance Budget

5.1 The Board Governance budget will be set by the Board of Trustees and reviewed and approved during the annual budget process subject to the following considerations:

5.1.1 Trustee Remuneration

5.1.1.1 The *Education Act* allows for the remuneration of honoraria, per diem, and expenses to trustees. Trustees are to be reasonably compensated for the time contributed at a rate that acknowledges the time and effort trustees must devote to their duties, and expenses are to be reimbursed on a fair and reasonable basis. Trustee honorarium and per diem must strike an appropriate balance that provides recognition for the valuable work that is done by each individual trustee. Trustee compensation details are found in Policy 18: Appendix A.

6. Hospitality

6.1 Hospitality is the provision of food, beverage (alcohol) and other amenities at public expense for the work of the division.

6.2 Hospitality is generally provided when the event involves participants from outside the division.

6.3 Hospitality may be extended in an economical and consistent manner when:

6.3.1 It can facilitate division business.

6.3.2 It is considered desirable as a matter of courtesy or protocol.

6.3.3 Honoring staff for long service.

6.3.4 Conducting business with members of government, community or private sector.

6.3.5 Other hospitality functions as approved by the Superintendent of Schools or designate, providing they conform to the rules listed above.

6.4 Prior written approval from the Superintendent of Schools or designate is required for all hospitality events where alcohol is served.

6.5 If alcohol is provided at a hospitality event, it should be provided in a responsible manner, e.g., food must always be served when alcohol is available.

7. Signing Officers of the Board

7.1 The Board Chair, the Vice Chair, the Superintendent, and the Secretary- Treasurer shall be the cheque-signing officers.

7.2 The Superintendent, or designate, shall have the authority to sign all legal documents and contracts, valuing no more than $250,000, for the term of the contract, on behalf of the Board.

7.3 The use of an approved cheque-signer with the signature of the Board Chair and Secretary-Treasurer shall be authorized for all financial documents.

7.4 The Superintendent and the Secretary-Treasurer shall be permitted to sign manual cheques for:

- 7.4.1 Salary;
- 7.4.2 Substitute teacher salary;
- 7.4.3 Receiver General;
- 7.4.4 Staff benefits; and
- 7.4.5 Those expenditures required when the Board Chair and Vice Chair are not available.

7.5 All other manual cheques will be signed by the Secretary-Treasurer and either the Board Chair or the Vice Chair.

7.6 The Superintendent and the Secretary-Treasurer shall have signing authority to the safety deposit box.

References

Section 33*, Education Act*
Part 4*: Board Powers and Elections* (Sections 51-96*, Education Act)*
Sections 247-249*, Board Procedures Regulation 82/2019*
Petitions and Public Notices Regulation, Alberta Regulation 91/2019

POLICY 18 - APPENDIX A

Revised September 2026

GOVERNANCE BUDGET: TRUSTEE COMPENSATION, ALLOWANCES AND REIMBURSEMENT RATES

Trustees of Holy Spirit Catholic School Division shall receive remuneration and allowances that reflect the responsibilities of their role and the time commitment required. This compensation aims to support Trustees in fulfilling their duties without financial barriers, while remaining mindful of public expectations and financial prudence.

The Governance Budget will specify the allocations for Trustee Compensation (1), Board Expenses (2), and Trustee Expenses (3)**.**

1. Trustee Compensation

1.1 Annual Stipend: Trustees will receive an annual stipend to cover time in attendance for all divisional governance activities related to school board meetings and school related activities. Annual Trustee stipend shall be $16,200.00.

1.1.1 Board Chair and Vice-Chair Stipend: The Board Chair and Vice-Chair shall receive additional compensation due to their increased responsibilities. Annual Board Chair / Vice Chair Stipend shall be $20,000.00 for Board Chair and $18,000.00 for Vice Chair.

1.1.2 Stipend Adjustment: The annual stipend rate for trustees shall be adjusted each September by an increase equal to the rate of increase in the system and administration grants provided to the school division from Alberta Education. The amount will be rounded to the nearest $100.

1.1.3 Stipend Review: Stipend amounts should be reviewed every 4 years to coincide with Election Year Board Governance Budget approval. Additional Stipend Adjustment may be required as the result of research comparing remuneration of Holy Spirit Catholic Trustees to those of like sized boards and/ that of boards operating in close proximity. Category 4 on schedule 1 of the *Superintendent of Schools Regulation AR 94/2018.*

1.2 Trustee benefits will be paid at a rate of 100% as per all employees within the division.

1.3 The daily per diem rate for trustees shall be set to the Alberta School Board Association (ASBA) provincial rate for full day and half day meetings. Per diems are paid for eligible events where per diems or honorariums are not also paid for by an alternate source. Compensation is based on actual attendance on scheduled meeting dates.

1.3.1 Trustees serving as the Board's **representative(s) and / or alternate** on the following internal and external committees shall be compensated for service:

1.3.1.1 Alberta School Boards Association, Zone representative (ASBA, Zone 6) up to ten (10) meetings per year;

1.3.1.2 Alberta Catholic School Trustees Association (ACSTA) up to ten (10) meetings per year per year;

1.3.1.3 Grateful Advocates for Catholic Education (GRACE) Summit up to two (2) meetings per year;

1.3.1.4 Teacher Employer Bargaining Association (TEBA) up to ten (10) meetings per year;

1.3.1.5 Bargaining committees: ATA, and CUPE 1825 on bargaining days with local unions;

1.3.1.6 Team Lethbridge on a mission year up to five (5) meetings per year;

1.3.1.7 Joint City/ School Boards up to five (5) half-day meetings per year; and

1.3.1.8 Economic Development every second year when Holy Spirit Catholic School Division is a representative of up to ten (10) half-day meetings per year.

1.3.2 For committees not listed above, a trustee may bring a recommendation to the Board for approval and inclusion in the governance budget.

1.3.3 Trustees attending Alberta School Boards Association (ASBA) Fall General Meeting and Spring General Meeting.

1.3.4 Trustees attending Alberta Catholic School Trustees Association (ACSTA) Annual General Meeting

1.3.5 Per Diem exclusions: All meetings and events not listed under 1.3

2. Board Expenses

Trustees will be required to attend various conferences, conventions, workshops, and meetings in their capacity as school trustees. During the budget year, amendments to the specific allocations within the approved board governance budget may be made after consideration and approval by the Board.

2.1 Membership and registration fees to the following:

2.1.1 Alberta School Boards Association;

2.1.2 Alberta School Boards Association, Zone (ASBA, Zone 6);

2.1.3 Alberta Catholic School Trustees Association (ACSTA);

2.1.4 Alberta School Council Association (ASCA); and

2.1.5 Chamber of Commerce in Lethbridge.

2.2 Board Sponsored Events and Retreats:

2.2.1 Edwin Parr Award Night;

2.2.2 Annual Board Faith Retreat; and

2.2.3 Bishop's Dinner when in Lethbridge.

2.3 Board directed professional development: Funds for trustee participation in professional development shall be budgeted for on an annual basis. The annual budget will account for registration fees, travel expenses, subsistence (meal allowance) and accommodation professional development may include ACSTA's, BluePrints/SPICE; A major national conference such as CCSTA, CSBA, Labour Relations, or any other related conferences.

2.4 Election advertising costs.

2.5 General Board expenses.

2.6 Contracted services (as required).

3. Trustee Expenses

3.1 Reimbursement Rates. These reimbursement rates shall apply to all staff when conducting business on behalf of the school division

3.1.1 Standard room accommodation and parking will be paid for using a division credit card. In situations where the division is unable and the trustee must pay, the division will reimburse at cost supported by a receipt.

3.1.2 Meals at a maximum rate of $65.00 per day according to the following:

Breakfast $15.00
Lunch $20.00
Dinner $30.00

3.1.3 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expenses.

3.1.4 Actual cost of economy fare on the mode of transport supported by a receipt.

3.1.5 Taxi, Uber, Lyft, or other public transportation at cost supported by a receipt.

3.1.6 Private car travel will be reimbursed per kilometer, in keeping with the Government of Alberta Rate, as published each March. This rate will come into effect the following school year, on September 1. Trustees will strive to incur expenses which are most economical for the Board such as substituting travel by car for air travel where appropriate.

3.2 Trustees will not be eligible to claim for travel within their own ward, with the exception of Ward 5, where travel between the town sites of Taber and Bow Island are eligible for reimbursement.

3.3 A claim form, "Remuneration and Travel Expense," has been adopted for use by trustees and is available electronically.

3.4 Trustees must submit expense claims in a timely manner following the completion of incurring the expenses.

Public Disclosure:

Trustee compensation shall be disclosed annually in the school board's audited financial statements and published on the board's website. The trustee monthly expense report shall be public information and shall be available upon request.

PR NO: C.3

September 23, 2026

BOARD AGENDA
POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 21: Public Interest Disclosure

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 21: Public Interest Disclosure* is brought forward for Board review and discussion by the Policy Development and Review Committee with respect to the revisions and modifications recommended by the committee.

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

RECOMMENDATION

That the Board of Trustees accepts *Policy 21: Public Interest Disclosure*, as amended.

Holy Spirit
CATHOLIC SCHOOL DIVISION

POLICY 21

Revised September 2026

PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)

In compliance with Alberta's Public Interest Disclosure (Whistleblower Protection) Act ("PIDA"), Section 5(1), the Board has established written procedures for managing and investigating employee disclosures. PIDA aims to:

- Facilitate the reporting and investigation of significant matters within public bodies, including school boards, that may be unlawful, dangerous, or harmful to the public interest;
- Protect employees who make disclosures;
- Address disclosures and reprisals with proper investigation and recommendations; and
- Promote public confidence in public bodies administration.

Holy Spirit Catholic School Division is committed to ethical stewardship by responsibly managing resources, ensuring fact- and policy-based decision-making, promoting fairness and transparency, and operating in alignment with Catholic values.

The Board of Trustees upholds high standards of ethical conduct and accountability, aiming to prevent and detect wrongdoing to maintain public confidence. Employees are encouraged to report potential wrongdoing or seek advice without fear of retaliation. Clear reporting guidelines are provided, and all employees must report suspected wrongdoing to the Chief Officer or Designate.

These practices ensure adherence to PIDA requirements and reinforce the Board's commitment to ethical conduct and accountability.

Practices

1. Designation of Chief Officer

   1.1 The Superintendent of Schools is designated the Chief Officer for the purpose of the overall administration and reporting required under PIDA.

2. Designation of Designated Officer

   2.1 The Deputy Superintendent is designated the Designated Officer for the purpose of administering and investigating disclosures under PIDA.

3. Application of Policy

   3.1 This policy applies to wrongdoings in or relating to The Holy Spirit Roman Catholic Separate School Division, its schools, departments and employees. A wrongdoing is defined as the following:

      3.1.1 an illegal act;

      3.1.2 an act or omission that creates an imminent risk to the health and safety of individuals;

3.1.3 a specific threat to the environment;

3.1.4 gross mismanagement of public funds or a public asset; or

3.1.5 knowingly directing or counseling an individual to commit a wrongdoing mentioned in the above instances.

4. No Reprisals

4.1 An employee who, in good faith:

a. sought advice about making a disclosure;
b. made a disclosure;
c. co-operated in an investigation;
d. declined to participate in a wrongdoing; or
e. acted in accordance with this Act.

will not be subject to actions or threats of dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, change in hours of work, or reprimand, or any other measure that adversely affects the employee's employment or working conditions.

4.2 An employee may make a written complaint to the Public Interest Commissioner if the employee alleges that a reprisal has been taken or directed against the employee. Such a written complaint must, according to PIDA, be made on the Complaint of Reprisal Form. (http://www.pic.alberta.ca/files/Complaint-of-Reprisal-Form.pdf)

4.3 Reasonable human resource management decisions made in good faith do not constitute a reprisal.

5. Disclosure

5.1 Disclosures of wrongdoing must be made to the Deputy Superintendent (the Designated Officer) in writing. The form Public Interest Disclosure Form outlines the information required in a disclosure.

5.2 In the event that disclosure to the Deputy Superintendent is not appropriate due to conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall request the Chief Officer to designate an alternative Designated Officer for the disclosure. The alternative Designated Officer shall have all the powers of the Designated Officer for the purpose of the disclosure.

5.3 In the event of a disclosure to the Designated Officer concerning the conduct of the Chief Officer, or concerning which the Chief Officer has a conflict of interest, the Designated Officer shall:

5.3.1 advise the Board Chair of the nature of the disclosure, whereupon the Board of Trustees may authorize an investigation into the disclosure; and

5.3.2 advise the Commissioner of the disclosure and its referral to the Board of Trustees, and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.

5.4 Disclosures of matters dealing with "imminent risk" (matters that require immediate attention as they pose significant risk to public health or safety, or a danger to the environment) must be made directly to the Public Interest

Commissioner, who will then communicate with the appropriate authorities. The employee must also disclose the wrongdoing to the Deputy Superintendent, as soon as practicable thereafter. http://www.pic.alberta.ca/files/Online-Disclosure-Form.pdf

5.5 Anonymous disclosures may be dealt with, but an investigation maybe hampered by the request for anonymity.

6. Investigations

6.1 Upon receiving a disclosure, the person receiving the disclosure shall determine whether or not an investigation is warranted.

6.2 An investigation may involve both internal and external sources to assist in determining whether a wrongdoing has occurred and what corrective action may be appropriate.

6.3 Confidentiality of the disclosure or wrongdoing shall be maintained to the extent possible consistent with the need to conduct an adequate investigation.

6.4 Investigations shall be conducted in accordance with the principles of fairness and natural justice.

7. Timelines

7.1 A disclosure of wrongdoing or complaint of reprisal shall be acknowledged not more than five (5) business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received.

7.2 The employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised no more than ten (10) business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received of whether an investigation will be made.

7.3 An investigation must be concluded not more than 110 business days from the date on which the disclosure of wrongdoing or complaint or reprisal is received.

7.4 These timelines may be extended by up to 30 days by the Superintendent, or for a longer period of time if approved by the Public Interest Commissioner.

8. Report

8.1 The Designated Officer shall provide a written investigation report to the Chief Officer detailing whether the disclosure was substantiated, and providing recommendations on corrective action.

8.2 Where the Designated Officer is considering a recommendation to the Chief Officer that the Chief Officer exercise authority delegated to them by the Board of Trustees to suspend or terminate a teacher or administrative designation under the *Education Act*, the Designated Officer shall consult with other Board staff typically responsible for such recommendations concerning the necessary process. In such an event, the written investigation report shall be provided to the Superintendent in the course of any process under the *Education Act* for the Superintendent to consider that recommendation.

8.3 The Chief Officer shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be either taken as a result or recommended to the Board of Trustees. The Chief Officer shall follow-up with the employees responsible to ensure those actions are taken.

8.4 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the Chief Officer's actions resulting from the written investigation report.

9. Good Faith

9.1 An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith.

9.2 Deliberately false or malicious allegations by an employee will form the grounds for disciplinary action up to and including termination of employment.

References ***Public Interest Disclosure (Whistleblower Protection) Act (PIDA)***
Public Interest Disclosure (Whistleblower Protection) Regulation
http://www.qp.alberta.ca/1266.cfm?page=2013_071.cfm&leg_type=Regs&display=html
Section 67*, Education Act*

REPORT NO: D.1

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for September 23, 2026.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, Secretary Treasurer, Associate Superintendent, Directors of Educational and Support Services, Technology, and Facilities Reports for September 23, 2026.

Superintendent

Report to the Board of Trustees

September 2026

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's, St. Martha's Parish
- Attended Holy Spirit Opening Division Mass (August 28)
- Attended LLT Opening Mass (September 8)
- Attended Installation of Dr. Scott Morrison as President of St. Mary's University (September 10)
- Bishop's Assurance Pilot St. Catherine's (September 17)
- Attended CCSSA Board Meetings (August 25, September 22)
- Serve as CCSSA Past President 2026-2027
- Faith reflections in, "Superintendent Sunday" (ONGOING)

Participating in the Bishop's Assurance Pilot Project at St. Catherine is a valuable way to begin the 2026-2027 school year. Rescheduled from April 2026, it provided an excellent opportunity to start the year by recognizing the efforts of St. Catherine's staff and administration in sharing the positive message of our Catholic faith. It was also impactful to have representatives from Medicine Hat Catholic and the Diocese of Calgary in attendance. The feedback received from guests was very positive, but more importantly, the stories shared by students and staff were deeply meaningful. We gained valuable insights during this initial phase of the process, and I look forward to continuing to refine and implement this assurance effort throughout Holy Spirit.

Building Effective Relationships

- "Superintendent Sunday" communications with LLT, SALT and Trustees (ONGOING)
- "Superintendent Sunday" - NEW to all Holy Spirit Catholic staff
- Walkthrough and visit with each school with Deputy Superintendent and Associate Superintendent during the first weeks of school (September 9-15)
- LLT Startup Meeting (August 24)
- LLT Meeting (September 8)
- New Teacher Orientation (August 26)

- Wellness Team (August 27)
- SALT retreat with Ray Hoppins (August 18)
- Attended CASS Summer Conference (August 12-14)

Building a strong, connected community across our division starts with intentional, consistent communication. Since launching the "Superintendent Sunday" message in January 2025, my goal has been simple: to bridge the gap between central administration and the daily reality of our staff. Every weekly message is more than just a routine update—it is a regular touchpoint designed to keep us aligned, celebrate our collective work, and ensure that every educator, support staff, and leader feels recognized, valued, and connected to our shared vision.

Open communication forms the bedrock of trust. By reaching out to all staff each week, I hope to foster a culture of transparency, offer words of encouragement, and remind everyone of the vital role they play in shaping student success.

While consistent digital communication helps keep us informed and inspired, true connection happens face-to-face. That is why combining our weekly updates with robust school visits to start the school year is so powerful. Stepping into our classrooms and hallways provides invaluable "eyes on the ground"—giving me a direct, unfiltered look at the incredible energy, innovation, and care happening across our division. These visits deepen relationships in ways an email never could.

Visionary Leadership

- Weekly SALT meeting
- Salt 1:1 with Superintendent (weekly)
- Communications Planning meeting (ONGOING)
- FLVT/SKS Support Meeting (August 20)
- Principal Collaboration Cohort planning meeting with Deputy Superintendent, Associate Superintendent, Director of Educational Services (August 25)
- Board Policy Committee Meeting (September 16)
- LLT Meeting (ONGOING)
- ALP Meeting re: AI partnership with Holy Spirit Catholic School Division (August 20)
- SWCSS Meeting (September 21)
- “Superintendent Sunday” communications with LLT, SALT and Trustees (ONGOING)
- Presented: Principal Collaboration Project to LLT (September 8)

- Meetings with Learning Services re: Curriculum, Assessment, PD planning, Kindergarten (ONGOING)
- Conversations with numerous principals re: enrolment pressures

Principal Collaboration Project:

Our ultimate goal remains clear: ensuring every student is deeply cherished and supported to achieve their full potential—academically, socially, physically, and spiritually. Driven by feedback from SALT talks and Schollie Survey data, Senior Administration is prioritizing our principals in their vital roles as lead learners and instructional leaders.

Rather than viewing key priorities—such as Universal Design for Learning (UDL), AI integration, curriculum implementation, and inclusion—as competing demands, we have structured them into a single, cohesive framework designed to directly elevate classroom practice. To ensure our leaders are fully supported in driving this transformative work, Senior Administration has launched the Principal Collaboration Project, embedding dedicated time into the school year for reflective practice, collaboration, and professional learning.

Core Elements of the Project:

- **Year-Long Peer Mentors:** Principals are paired intentionally throughout the entire school year, serving as reciprocal co-pilots and trusted instructional partners to navigate leadership challenges together.
- **Embedded Practice Time:** Non-negotiable, dedicated schedule blocks are explicitly set aside for peer collaboration, joint school walkthroughs, shared problem-solving, and reciprocal instructional coaching.

By protecting this time for genuine peer mentorship and reflective leadership, we are fostering a highly supportive administrative culture that directly enhances teaching and learning outcomes across all schools in our division.

Modeling a Commitment to Professional Learning

- CASS CEP Course: Relational Leadership Mastery: Building Effective Connections (August 12-14)
- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Monthly meetings with CCSSA Board

- Meetings with Learning Services re: Curriculum, Assessment, PD planning, Kindergarten (ONGOING)

I recently had the privilege of attending the CASS CEP Course, *Relational Leadership Mastery: Building Effective Connections* led by Dr. Christopher Fuzessy, Superintendent of Foothills School Division. I attended alongside our division's leadership team: Deputy Superintendent, Associate Superintendent, and Director of Educational Services. Designed specifically for system leaders, this impactful course explores strategies for fostering authentic, trust-based relationships across five practical modules: *Defining Relational Leadership*, *Empowering Positive Professional Relationships*, *Navigating Challenging Conversations and Building Community*, *Relational Leadership in Practice*, and *Envisioning and Committing to Meaningful Change*. Together, our team gained valuable insights into how strong relationships shape educational communities, deepening our collective capacity to navigate difficult conversations, leverage relational tools, and drive meaningful, lasting improvements across our division.

Leading Learning

- Principal Collaboration Cohort planning meeting with Deputy Superintendent, Associate Superintendent, Director of Educational Services (August 25)
- Presented: Principal Collaboration Project to LLT (September 8)
- Meetings with Learning Services re: Curriculum, Assessment, PD planning, Kindergarten (ONGOING)
- Reviewing, editing, and creating new Administration Procedures: An Act to Remove Politics and Ideologies from Classrooms (formerly Bill 25)

Demonstrating the Superintendent Leadership Quality Standard (SLQS) competency of Leading Learning, these above initiatives and actions exemplify how strategic division-level planning translates directly into enhanced instructional practice and optimal learning environments for all students. By initiating the Principal Collaboration Cohort planning meeting alongside senior leadership, and subsequently presenting the framework to LLT, I have established a collaborative system that supports principals in their vital role as instructional leaders. Furthermore, ongoing targeted engagements with Learning Services regarding curriculum implementation, assessment, Kindergarten, and professional development ensure that evidence-informed instruction remains at the forefront of our division's strategy. Concurrently, proactively reviewing and updating Administrative Procedures—specifically in response to *An Act to Remove Politics and Ideologies from Classrooms*—ensures that our system operationalizes legislative

requirements while safeguarding a balanced, neutral, and high-quality learning environment across all schools.

School Authority Operations and Resources

- Meeting with Deputy Superintendent, Associate Superintendent, Secretary Treasurer (re: budget/staffing, JR/SR High Classroom Complexities) (ONGOING)
- ASBA Advocacy Session with Legal Counsel (August 25)
- Enrolment analysis and conversations (ONGOING)
- Meeting with Director of Facilities (re: SMPC elevator, SKS, Hazard Assessments/OH&S)
- Meeting with Director of Technology (re: staff laptop deployment, doorbell cameras)

Our Senior Leadership Team recently engaged in targeted consultation with our principals to ensure that funding allocations for Jr/Sr High Complexity Teams directly reflect the unique, localized needs of each school community. By gathering feedback on specific operational, behavioral, and academic pressure points, we were able to move beyond a one-size-fits-all model and design targeted support systems that empower our educators and elevate student care. As per Alberta Education's provincial rollout of classroom complexity funding for Junior and Senior High School, Holy Spirit Catholic School Division was allocated funding for 2 Complexity Teams. By pairing these provincial resources with direct principal feedback, Senior Leadership ensures that our allocated teams and specialized personnel are strategically deployed to deliver maximum support where our junior and senior high classrooms need it most.

Supporting Effective Governance

- Board Agenda setting meeting with Chair, Vice Chair and Executive Secretary (Monthly)
- Attended Board Policy Committee Meeting
- Attended Fall Implementation Engagement Session with Alberta Education and Childcare (August 12)
- Attended ASBA Advocacy Session with Legal Counsel (August 25)
- Board updates (weekly enrollment updates)

Navigating new legislative shifts, such as *An Act to Remove Politics and Ideologies from Classrooms* (formerly Bill 25), highlights the vital importance of maintaining active engagement with our Board of Trustees and Alberta Education. As Superintendent, my role is to serve as a bridge between high-level policy and real-world classroom application—ensuring our system makes sense of new mandates while buffering our

schools from operational confusion. Proactive engagement allows us to translate legal directives into practical, balanced procedures that protect the integrity of our learning environments without distracting from day-to-day instruction.

Staying closely connected through summer preparatory sessions was essential to leading this operationalization effectively:

- **Fall Implementation Engagement Session with Alberta Education and Childcare (August 12):** Directly engaging with provincial officials provided critical early clarity on implementation timelines, expectations, and operational resources for upcoming legislation and curriculum updates.
- **ASBA Advocacy Session with Legal Counsel (August 25):** Collaborating with trustees and legal experts helped analyze the nuanced legal implications of Bill 25. This session provided necessary alignment to ensure our division's local governance, advocacy, and Administrative Procedures remain legally sound and deeply supportive of our staff and students.

Ultimately, these engagements ensure that we are not simply reacting to legislation, but actively steering our division toward clarity, legal compliance, and sustained focus on student learning.

REPORT NO: D.2

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for September 23, 2026.

Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent
Report to the Board of Trustees
September 2026

Embodying Catholic Leadership

- **Personal Faith & Sacramental Life:** Attending weekly Sunday Mass at St. Martha Parish and actively serving in liturgical ministry as an 11:00 AM lector;
- **Prayer Leadership:** Leading morning prayer at the St. Basil Catholic Education Centre and embedding prayer prior to interviews and meetings;
- **Communal Worship & Liturgical Attendance:** Participating in key community Masses, including the Opening Division Mass with Bishop McGrattan, the LLT Mass with Fr. Santiago, and Wednesday noon Mass with probationary teachers;
- **Faith Formation & Witness:** Supporting August SALT Retreat preparations and sharing my personal witness story during probationary teacher faith formation—specifically grounding my talk in Mark 1 (*recognizing each person's eternal destiny and creation in the image of God*) and Mark 2 (*developing a living Catholic vision of the world*), while highlighting seeing the face of Christ in everyone.

Building Effective Relationships

- **Presence & School Support:** Prioritizing being present in all schools during the initial weeks back, visibly demonstrating to school communities that they remain the top leadership priority for our senior administrators;
- **Responsive Leadership & Equitable Practice:** Meeting as a senior leadership team and with school administrative teams as enrollment numbers solidify in September in order to address local pressure points and equitable staffing across schools;
- **Synergy & Orientation:** Partnering with SALT and division leaders to facilitate New Teacher Orientation, anchoring new staff in division culture and strategic priorities;
- **Collaborative Partnerships & Voice:** Engaging stakeholders including the Board Chair and Vice-Chair, ATA Local President, and experienced panel teachers ("Voices from the Field") in the New Teacher Orientation to model collaborative leadership during onboarding;
- **Mentorship & Continuous Improvement:** Partnering with ATA Local and Provincial leadership to review outcomes and co-design the evolution of the teacher mentorship program;
- **Conflict Resolution & Support:** Facilitating constructive, intentional conversations to address personnel and relational issues directly whenever they arise.

Modeling a Commitment to Professional Learning

- **Executive Coaching & Mentorship:** Engaging in continuous, high-level executive coaching with Ray Hoppins (former Associate Superintendent of People Services in Chinook's Edge) to refine leadership practice, navigate complex personnel dynamics, and enhance administrative capacity;
- **Professional Learning & Executive Growth:** Attending the CASS Summer Conference in Edmonton and completing the course on "Relational Leadership". The outcomes included:
    - Recognizing how strong relationships impact educational communities;
    - Reflecting on compassion, collaboration, trust, and growth to build positive professional connections;
    - Learning strategies for handling difficult dialogues and resolving conflicts;
    - Evaluating and enhancing our own leadership using relational tools that promote relationship and community building;
    - Envisioning meaningful improvements in education, drawing from our own leadership experience.

Visionary Leadership

- **Dedicated Executive Team Retreat:** Prioritized team coherence, shared purpose, and system alignment by bringing in a consultant to lead our Senior Administrative Leadership Team (SALT) through a dedicated full-day retreat at Martha Retreat Centre for the second consecutive year;
- **Collaborative Retreat Learning & Work:** During this retreat, our team actively engaged with an agenda designed to strengthen our collective capacity and prepare for a successful school year, focusing on:
    - **Navigating Difficult Conversations:** Engaging as a team in targeted skill-building to handle challenging dialogues with empathy, clarity, and relational trust;
    - **Planning, Workflow, and Meetings:** Reviewing and refining our division-level structures, meeting rhythms, and planning processes to build efficiency and alignment;
    - **Structured Problem-Solving (Tuning Protocol):** Participating in a collaborative *Tuning Protocol* where team members presented and received strategic feedback on operational priorities, including:
        - Proposed department or division-wide changes envisioned for the 2026–2027 school year;
        - Reflective reviews of existing division programs, systems, or processes needing optimization;
        - Areas where implementation expectations for school and department leaders need recalibration; and
        - Authentic problems of practice requiring collective team input.

Leading Learning

- **Mentorship & System Governance:** Providing direct mentorship and guidance to school administrators when managing complex personnel challenges, working collaboratively with applicable union representatives to navigate difficult personnel matters with fairness, integrity, and adherence to professional standards;
- **Leadership Capacity & Reflective Practice:** Facilitating dedicated professional learning for the Learning Leadership Team (LLT) focused on reflective leadership capacity. This year we introduced "The Pause" as a foundational practice for the year alongside a custom *Thought Book* tool to drive self-reflection, professional growth, and meaningful peer conversations around leadership styles;
- **Targeted Instructional & Faith Leadership:** Leading foundational professional learning during both New Teacher Orientation and Probationary Teacher Faith Formation, specifically equipping new educators with practical strategies for establishing purposeful habits in their prayer lives and cultivating authentic, holistic relationships across their entire school community—including colleagues, students, and parents.

Ensuring First Nations, Métis and Inuit Education for All Students

I remain dedicated to continuous personal growth and learning from others as I seek a deeper understanding of Truth and Reconciliation. Within our division, this ongoing learning is reflected in our shared spiritual life, where morning prayer at the Division Office at times aligns with and honors Indigenous ways of knowing. During Faith Formation for our probationary teachers—as we discussed prioritizing daily prayer and faith habits—a new teacher shared freely about how he communes with nature in his prayers and sees strong connections between Indigenous ways of knowing and his Catholic faith. Listening to and honoring these shared perspectives helps deepen our collective understanding of how Indigenous culture enriches our faith community.

School Authority Operations and Resources

- **Strategic Operations & HR Governance:** Chairing weekly HR Team meetings to prioritize key operational deliverables ("big rocks"), including overseeing the regular publication of the *Here in Spirit* newsletter to maintain transparent, detailed job postings across the division;
- **System-Wide Staffing & Deployment:** Directing high-volume HR operations in close collaboration with our HR Team to ensure all schools were fully staffed for the launch of

the school year, efficiently managing a significant increase in staffing transactions compared to the previous year:

- Issued 312 contracts and staffing notifications for the start of this school year (up from 191 last year) which include;
  - Recalled 43 Early Learning Program (ELP) staff;
  - Hired 48 new staff members, including 26 probationary teachers and 17 full-year temporary teachers;
  - Executed 197 internal staffing changes—more than double last year's 81—encompassing transfers, position upgrades (part-time to full-time), school reassignments, leaves, resignations, and retirements;
- Actively managing ongoing recruitment to fill remaining vacancies promptly.

- **Supervisory & Evaluation Processes:** Collaborating with school administrators to initiate teacher evaluations for all probationary contract holders across the division;
- **Legislative Compliance & Record Keeping:** Oversight of compliance requirements under Bill 85: Student's First Act, establishing systematic collection of updated Criminal Record Checks with Vulnerable Sector Searches for all certificated staff every five years;
- **Collective Agreement Administration:** Leading the HR team in establishing a review process to determine educational assistant qualifications for certification in alignment with the collective agreement.

Supporting Effective Governance

- **Senior Leadership Alignment:** Working collaboratively as part of the Senior Administration Leadership Team to review, maintain, and update administrative procedures to ensure they directly align with Board Policies and reflect current operational realities;
- **Trustee Reporting & Transparency:** Preparing staffing reports to keep the Board of Trustees fully informed on division-wide staffing levels and contractual transitions;
- **Collaborative Board & Community Relations:** Fostering transparent, productive, and respectful relationships between Senior Administration, the Board of Trustees, and all members of the Holy Spirit community to support cohesive governance;
- **Safe Working Environments:** Working through complex personnel contexts alongside senior team members, school leaders and supervisors to ensure all staff are provided with a caring, respectful, and safe working environment.

REPORT NO: D.3

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary Treasurer

SUBJECT: Secretary Treasurer's Report

BACKGROUND

1. Attached is the Secretary Treasurer's Report for September 23, 2026.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees
Sept 2026

Update From The Secretary Treasurer's Office (Amanda)

- Participated in opening LLT meeting, as well as the monthly September meeting
- Attended First Ride Event with Southland and Lethbridge School Division
- Attended SALT retreat
- Continued attendance at St. Kateri construction meetings
- Weekly attendance and work on My Budget File redesign
- Participation in weekly SALT meetings
- Attended a meeting at St. Francis with Minister Long and Lethbridge School Division for our Capital project requests
- Led our monthly Business Services department meeting
- Participated in inter department meetings with Maintenance, Finance, Technology and Student Services
- Continued review of our enrolments in schools
- Met with Marsh (insurance partner)
- Liaised with our new audit partner and continued work on our fiscal year end.
- Attended TEBA monthly engagement session
- Attended conversations about staffing needs and complexity
- Participated in Joint Use meeting with the City and Lethbridge School Division

Transportation, Insurance and Risk Management Update (Cassandra)

- Attended First Ride Event
- Participated in USIC Risk Management and Claims committee and IT committee meetings to discuss emerging matters and trends
- Consulted with division staff on Privacy Impact Assessment requirements and Privacy Management Program
- Worked with Transportation Coordinator, school-based staff, Southland Transportation, and transportation partners on transportation startup - including determining eligibility, routing students, and communicating with families
- Attended monthly Lunch and Law session with discussion surrounding risk management
- Met with MARSH (insurance partner)
- Reviewed for approval all risk assessments, volunteer, chaperone and driver applications
- Monitored all student and staff accident reports, requested more information when required, filed with insurers and WCB where necessary

REPORT NO: D.4

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Associate Superintendent Report

BACKGROUND

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

Holy Spirit Catholic School Division

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Associate Superintendent of Learning
Board Report - September 2026

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **Bishop's Assurance** - We are pleased to have finally completed our rescheduled Bishop's Assurance pilot at St. Catherine School in Picture Butte on Thursday, September 17, 2026. This appreciative process consisted of a walkthrough of the school, along with interviews of staff and students, focused on the 5 Marks of Catholic Education. We were thankful to be joined by a number of external partners from the Diocese of Calgary and Medicine Hat Catholic Board of Education, along with trustees and administrators from Holy Spirit. A final report will be completed in the fall and shared with the Board, school, and parent council.
- **Divisional Opening Mass** - We are thankful to have begun our year together in faith as a division at our Divisional Opening Mass for all staff on Friday, August 28, 2026. Bishop McGrattan celebrated the Mass, and was joined by local priests and deacons. We continued with our recent tradition of gifting new staff with a blessed Bible, and were able to share in the presentation of the Share the Mission Award to our worthy recipients Coreen Packham and Rhonda Kawa.

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

- **Faith Plan Year 2** - Further refinements to resources for this year have occurred with feedback from both LLT and DREC. A video overview and school benchmark inventories for *Love God* have been created for use with staff in the fall, and schools have also received monthly materials to accompany and encourage formation based on the Mass and the Sacred Heart of Jesus. New stickers are also available.
- **Artificial Intelligence Updates** - In late June, we received confirmation that Holy Spirit was chosen to participate in the AI Literacy in K-12 pilot program with the Alberta Machine Intelligence Institute (Amii). Based in Edmonton, Amii is one of Canada's three national AI institutes, advancing the country's leadership in artificial intelligence as part of the Pan-Canadian AI Strategy. Amii currently helps teachers integrate AI literacy into their classroom learning and field trips, through free resources co-developed by educational and machine learning experts. Their three-year project will be designed to support the development of an AI literacy competency framework and accompanying learning kits for Alberta's K-12 education system.
    - We are excited to also be continuing work with Advanced Learning Partnerships on artificial intelligence, picking up where we left off last school year.
        - Last year, we began with focus on our guiding principles, which have now been consolidated. These are based in the Catholic Social Teachings of the dignity of the human person, the dignity of work, solidarity, and the common good.

- This year, we will be focusing on continued learning for both LLT and staff, as well as the application of these principles into our communication, governance, and use cases.

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

- **Probationary Teacher Faith Formation -** This year's probationary teacher faith formation cohort started on Wednesday, September 16. We have over twenty probationary teachers in the cohort, and will be presenting on a new schedule this year, due to the changes at Newman Theological College in the spring. To accommodate for the inability to access the Catholicism course, we will be adding two virtual meetings and inviting Stacey MacNeil-Ayeh in October to present on the Catholic Teacher and the culture.
- **Marked By God -** We will have a number of our senior and school-based administrators attending the Marked By God conference in mid-October. This year's conference focuses on the theme of A Joyful Witness, and will have sessions on Artificial Intelligence, Complexity, and Reconciliation.

Board Strategic Priority - Living Truth and Reconciliation

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

- **Truth and Reconciliation Day** - Holy Spirit schools have planned events and teachings to support learning around treaties, respectful relationships, and honouring the past. Students will wear orange shirts on September 29th in honour of the National Day for Truth and Reconciliation
- **School Namings** - St. Paul School and St. Teresa of Calcutta School will each be honoured with Blackfoot names. Andrew Black Plume will be leading the school communities in ceremonies on September 29th, 2026.
- **Braiding Ways of Knowing -** We are grounding our work for 2026-2027 in the faith plan theme, *Love God*, braided with the FNMI Education teaching of *kitomohpiptotokoi*: respecting what you have been put here with and living with reverence for the simple and profound gifts of life.

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

- **Wellness Collaboration -** The Niitsitapi team and the Wellness Team have set dates through the year to partner in the health, well-being, and success of Indigenous students.
- **FNMI Team** - Our Niitsitapi Grad Coaches and Facilitators met on September 9, to plan for success of our students this year. We welcome a new facilitator to the team, Thomas Chief Calf, who will be sharing a wealth of experience and knowledge with the students and staff at St. Francis School.

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

- **Professional Development -** This year there are 6 planned professional learning days planned around loving Creator's gifts, considering Indigenous perspectives of knowing how to live ethically, ecologically, and compassionately with all our relations. The first session will be September 28th, and will center on the spiritual and scientific understanding transferred through powwow dances.
- **Division PowWow -** Children of St. Martha School will host this event on October 8, 2026. Donations can be made online on the Holy Spirit website with a drop-down selection of "Division PowWow" if you or a business you know are able to "sponsor a bus" to mitigate the costs of all of our Grade 4 and 7 students to this experiential educational opportunity.

REPORT NO: D.5

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle Nevil, Director of Educational Services

SUBJECT: Director of Educational Services Update

BACKGROUND

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

Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Educational Services
Board Report - September 2026

Board Strategic Priority -Learning Through Quality TEaching

We prepare students for career pathways

- **myBlueprint Online Resource** - we have purchased a license for myBluepirnt Education Planner. We are currently onboarding Career Education junior high and senior high teachers. This decision aligns with our mission to provide students with the best resources to explore their interests, make informed future plans and discover new courses leading to rewarding post-secondary opportunities.
- **Career Task Force Continues** - On September 15, 17 Career Education teachers from across our grade 7-12 schools came together to continue the work they started from last year. As we build upon our common vision that was created, we endeavor to build a comprehensive teacher guide for Career Education in Holy Spirit Catholic Schools. It will cover the areas of student agency, a scope and sequence of expectations from grade 7-12, teacher efficacy and embracing a common career language, and providing equitable opportunities for all students.

All students demonstrate growth in numeracy and literacy.

- **Full Day Every Day Kindergarten -** This is our first year of piloting division supported full time every day kindergarten in 4 of our elementary schools. As we move forward it is important that we have a collective understanding of why we are supporting full time kindergarten. As we look at the increased complexities that we are facing we understand the value of full day programming in providing increased access to proper support in a child's development is our main purpose for Full Time Kindergarten.
  St. Joseph in Coaldale, and 3 schools in Lethbridge, St. Paul, Our Lady of the Assumption and Children of St. Martha will be our piloting schools
  We are looking at some success metrics such as enrollment and attendance, the EYE-TA, and Provincial Screeners for Literacy and Numeracy.
- **Provincial Screeners Fall Administration -** The fall window for the Provincial Numeracy and Literacy Screeners is open. All students from grades 1-5 will be assessed using the provincial screening tools from September 14-October 2.
- **Spaces**- K-6 teachers will continue using Spaces as their reporting method for student achievement. Student reports are set to go home for November 27, March 12, and June 25.
  Expectations for use of Spaces are laid out as such:
  → K-3 classrooms will use SpacesEDU as a communication tool and reporting space
  → Grade 4-6 classrooms not only use SpacesEDU as a communication tool to share both progress and growth throughout the school year but also as a student 's learning portfolio.

Schools reflect collaborative teaching and learning environments.

- **Holy Spirit School Division Professional Learning Plan and Information for All Staff:** 2026/2027 PD Plan
- **2026-2027 School Based Professional Learning Plans** - Admin teams are sharing their professional learning plans with Michelle and Chantel. Michelle and her team are currently

meeting with admin teams to see how Educational Services can support the schools in their site-based PD days.

- **Curriculum Implementation Grant -** When you look at our PD plan you will see that we have established set dates for our grade specific teachers to come together to collaborate and create materials for the new curricula in social, math, career education and financial literacy, and phys. ed and wellness. We are working closely with South Consortium's Shelly Read and Rick Gilson to support our teachers in this journey. With the use of collective professionalism, collegial connections and AI, our teachers are developing year plans, unit and lesson plans, and classroom assessments.
- **Junior High Outcome Based Assessment Update**- This school year, the division is introducing the Junior High Proficiency Scale to align assessment practices with clear, outcome-based feedback. In partnership with Dr. Richelle Marynowski from the University of Lethbridge, we are connecting curriculum goals directly with student achievement reporting. A pilot group of eight teachers—representing every junior high school in the division—is currently trialing the scale and refining technical workflows within PowerTeacher Pro. On November 12, the framework will be introduced division-wide to foster initial familiarity, with no mandatory implementation requirements at this stage. Feedback from the pilot will ensure a seamless division-wide rollout.

REPORT NO: D.6

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

BACKGROUND

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

Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support.

Ready, Set, Go Fair - "Ready, Set, Go" was once again a tremendous success, bringing together our divisional teams and valued community partners to help students start the school year prepared and supported. This year, 386 families participated and 1,008 backpacks filled with school supplies were distributed, with an additional 78 families registered for later pick-up. We are grateful to our many community partners whose collaboration continues to make this initiative possible.

Ladders to Learning - This summer, Ladders to Learning in Coaldale was once again a tremendous success, bringing community partners together to support students and families as they prepared for the new school year. Through generous donations and volunteer efforts, families were able to access school supplies, clothing, and other essentials - helping ensure students started September feeling supported, confident, and ready to learn.

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

Nutrition Program - We are thankful for the continuation of the Alberta Education Nutrition Grant funding for the 2026-27 school year. Through this grant program, we will continue to provide our schools with the opportunity to create, continue, or enhance existing nutrition programs in all our divisional schools.

Supporting Individuals through Valued Attachment (SIVA) Training - Over 40 divisional administrators, teachers, and support staff recently are in the process of completing their certification in SIVA training, facilitated by our Support Services SIVA trainers. This holistic, relationship-based model is designed to enhance safety and support for individuals with challenging behaviors and complex needs. By focusing on proactive strategies and fostering meaningful relationships, the SIVA model equips our staff with the tools to create safer, more inclusive environments across our division.

Universal Design For Learning - Universal Design for Learning (UDL), developed by CAST, is a framework that supports flexible and accessible learning by proactively designing for learner variability. On September 8, 2026, *Director of Support Services,* Crystal Lothian, facilitated the first of four professional learning sessions with the Learning Leadership Team to build shared understanding and strengthen divisional capacity to support all learners.

School Visits - During the first three weeks of the school year, *Director of Support Services,* Crystal Lothian, *Inclusive Education Lead Teacher,* Cara Ross, and *Intervention Specialist Teachers,* Janice Beler and Teresa Eveleigh visited schools across the division. These visits provided an opportunity to connect with school teams, review student projections, and discuss emerging learning needs and supports for the year ahead.

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

English as an Additional Language - At the division level, the first couple of weeks we have welcomed several new Canadian families through intake meetings that build strong school-family partnerships, ensuring a smooth student transition. By coordinating wraparound supports, we address each family's needs, fostering a positive and successful educational experience.

REPORT NO: D.7

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Regan Holt, Director of Technology

SUBJECT: Director of Technology Update

BACKGROUND

1. Regan Holt, Director of Technology, has prepared the attached report to apprise the Board of recent division activity related to the technology department.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Technology
Board Report

September 2026

- **Technology Support Services Update**
  - Daily school visits are helping teachers and students with school startup.
  - New staff are given priority support to assist them in their new roles.
  - Student technology allocations (1:3 ratio) will be coordinated with schools in alignment with fall enrollment. This supports the implementation of Vretta assessments and various curriculum strategies.
  - St. Kateri - Coordination of operational technology with the new westside school is ongoing.
  - Classroom AV upgrades have improved instruction spaces in various schools during summer months.
  - SMT - Gym AV upgrades have been completed.
  - Additional firewall provisions at each school have been implemented that will help improve our cyber security posture.

- **Technology Projects**

Teacher/Staff Device Evergreen

  - We've spent the summer months preparing teacher and staff machines for deployment.
  - All teachers and staff will have their assigned device evergreened in September/October 2026.
  - Access is provided equitably to all staff across at the school level to support learning.
  - Staff machines are allocated by job function to best support each role.
  - Loaner devices will continue to be provided in each school office for school use.

Safe Arrival

- Safe Arrival is now active in all Holy Spirit schools.
- Safe Arrival provides a more convenient service of how our parents report absences.
- Parents can now report an absence via mobile app, division websites, or through a call-in number.
- Reporting is also automatically updated and consolidated on the school side.

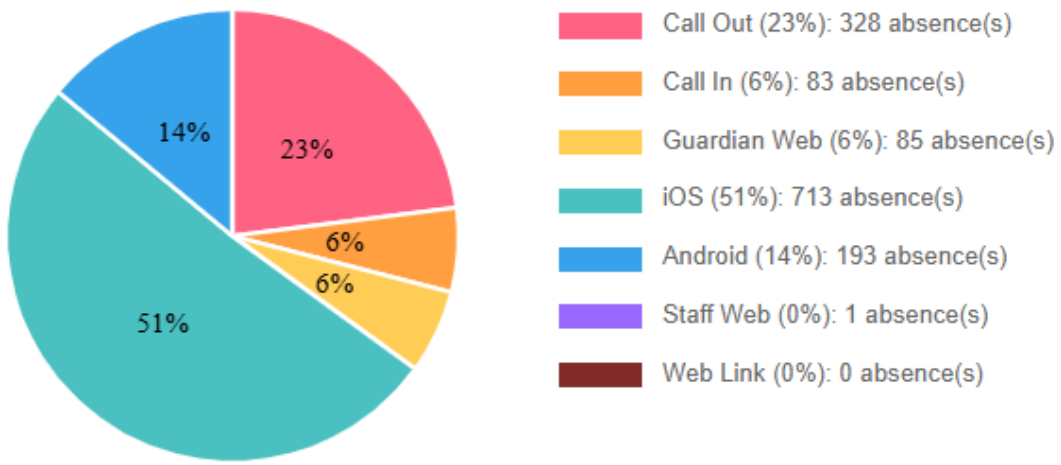
This service is already showing its value to our school communities.

Safe Arrival Report

The chart below represents a Safe Arrival report showing the uptake of this new service for September 2026. This data highlights:

- **Call Out** - The automated callout service is successfully communicating and verifying absences with parents/guardians.
- **Call In** - Traditional method of reporting attendance via telephone is still preferable to some parents/guardians.
- **Guardian Web** - School websites are being used to report attendance.
- **IOS & Android** - Most parents/guardians are selecting to report attendance via mobile device.

Method Used to Report (Sept. 1 - Sept. 17, 2026)



[end of report]

REPORT NO: D.8

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Vivien Kossuth, Director of Facilities

SUBJECT: Director of Facilities Update

BACKGROUND

1. Vivien Kossuth, Director of Facilities, has prepared the attached report to apprise the Board of recent division activity related to facilities and maintenance.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Director of Facilities
Board Report
September 2026

ST. KATERI ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on August 26, 2026.

Above: South Face

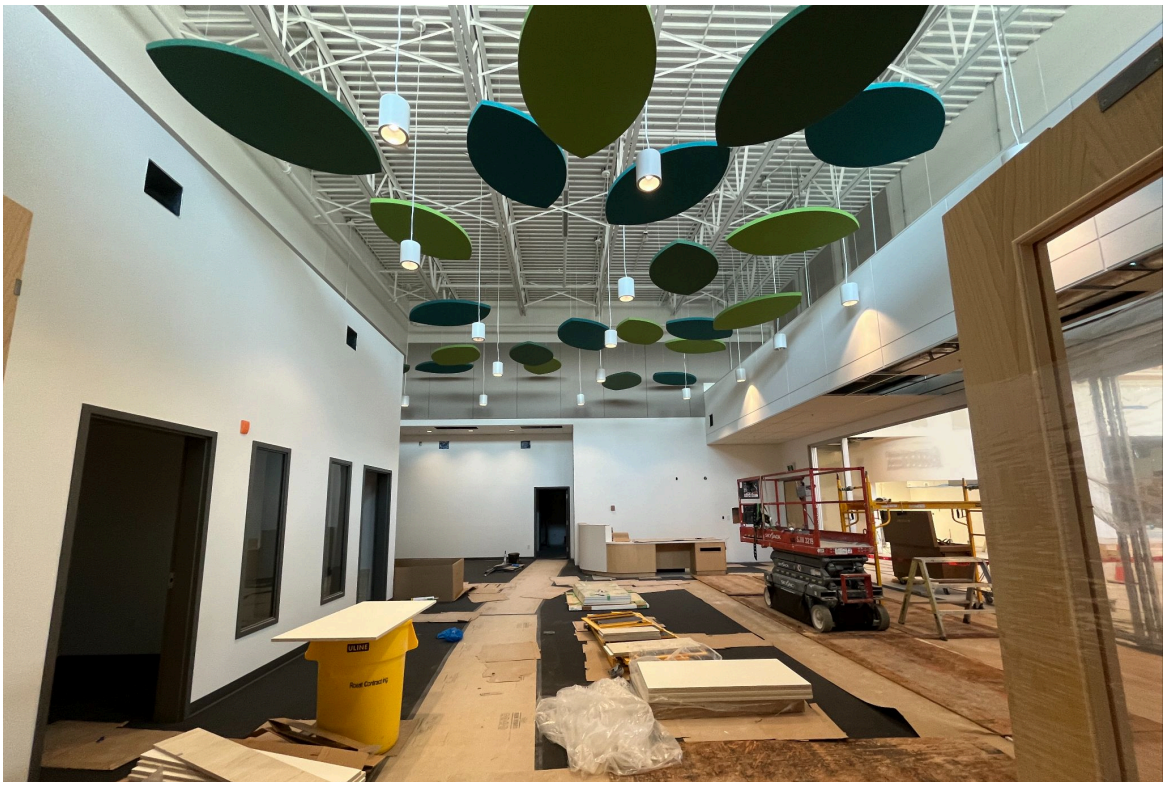
Below: Southeast Face

Above: Admin Office

Below: Staff Room

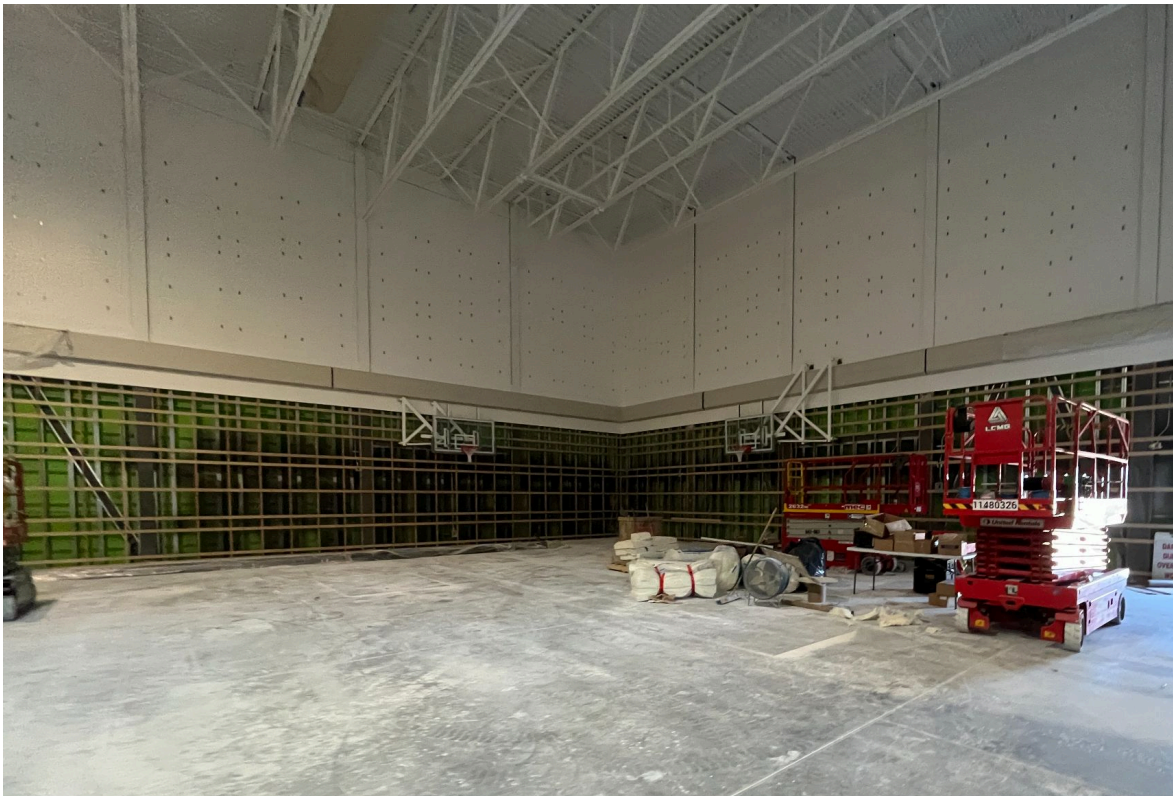
Above: Gathering Space

Below: Stage



Above: Learning Commons

Below: Ancillary Classroom and Adjacent Breakout Rooms



Above: Gym

Below: Servery

FURNITURE & EQUIPMENT

Review of 2025-2026 Purchases

- Funding sources: Nutrition Grant and Annual Budget Allotment for F&E
- Does not include F&E allotment for SKS

F&E item	Quantity Purchased (Division-Wide)
bookcases	3
bootracks	7
classroom table	30
classroom tables	27
CTS tools	3
dishwashers	12
folding chairs	400
folding chair carts	8
fridges	15
griddle	1
lunch tables	52
microwaves	19
mini-fridges	5
mobile whiteboard	1
office/teacher chair	19
outdoor equipment	2
ranges	14
soft seating	17
student chairs	332
student desks	217
teacher desks	5
wobble stools	6
Total Items	**1195**

F&E 2026-2027 Plan

A request form will be sent out to LLT in January 2027. Requests will be reviewed in March 2027 and orders will begin April/May 2027.

SAFETY

As a result of our OHS inspection in May 2026 at 6 of our schools, we are implementing new safety initiatives throughout our Division.

- Installation of video intercom systems
- New Public School Works training:
    - Understanding: What is a Staff Hazard Assessment?
    - Joint Health & Safety Committee Member training
- Proposed Joint Health and Safety Committee/Sub-Committee work:
    - Hazard Assessments by role (e.g. elementary teacher, educational assistant, speech language pathologist, caretaker)
- Items to be reviewed by Lockdown Committee:
    - Rolling out Division and School-level Emergency Response Plans (ERP)
    - Rolling out Division and School-level Violence and Harassment Prevention Plans (VHPP).

LOCKDOWN AND FIRE DRILLS

An LLT Safety folder has been set up for form and date submissions of lockdown and fire drills. Please note drill dates in the spreadsheet and upload your scanned drill forms to the folder.

The Lockdown Committee is meeting September 16, 2026 at 9:00am in the CEC Boardroom.

COMPLETED SUMMER PROJECTS

This is a list of completed projects for Summer 2026.

Mechanical Projects	SMPC HVAC Rooftop Unit #3 Upgrades
	CSM HVAC Mechanical Room Louvers and BMS Replacements
Electrical Projects	FLVT Classroom Light Replacement
	SPFA Gym Light Replacement & Automated Blinds
Exterior Projects	CARE Portables Exterior cladding

	SJS Parging Exterior - All Faces
	SCPB Shop Wing + Front Entry Wing Exterior Cladding
	SPL Parging Repair - East face
	SPL Roof Drainage
	FLVT Tile Roof Inspections
Interior Projects	CCHE Painting - St. Joes Link Washrooms + Partitions
	FLVT Foods Lab - Kitchen Additions
	SJS Chapel Carpet & Gathering Space Flooring Replacement
	SJS Pre-K Wall to make 2 classrooms
	SPFA flooring replacement - Library, music room, risers
	SPL music room carpet replacement to PVC
	SPL Rm 117 Classroom Conversion
	STC soundproofing classrooms
	STC Wall and Floor Cosmetic Repairs
	SMPC Sliding Wall Repairs
Structural Projects	STC Foundation Repairs - Sidewalk
	STC Foundation Repairs - Interior floor - cosmetic repairs
Plumbing Projects	CCHE domestic water main valve repair/replace
	CSM Boiler pumps 1-4 Return and Supply valves repair/replace
Grounds Projects	OLA Asphalt - North + West + concrete sidewalk @front
	ESM Asphalt - East
	SPL Kindergarten fence/gate
	CCHE Front Sidewalk Concrete Resurfacing
	SCPB School Playing Field Reconditioning
Millwork Projects	OLA SS countertop and plumbing installation
	CSM cabinet/storage build and install (new Kindergarten rooms)

2026-2027 MAJOR PROJECTS

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

Mechanical	–
Electrical	–
Exterior	SJS Roofing - Sections Q,D,O,M,N,P - in progress
Interior	FLVT Science room countertops replace existing - in planning
Structural	SPL Glulam Beam Repairs - in planning
	SPFA Glulam Beam Repairs - in planning
Plumbing	–
Grounds	–
	SMPC Elevator Replacement - in progress
Conveyance	ESM Elevator Replacement - in planning
	CCHE Elevator Replacement - in planning
Millwork	–
Security	All Schools - Front Entrance Camera/Door Opener/Buzzer - 9 of 17 buildings complete; completion anticipated end of October 2026
	Complete 1. CEC 2. ESM 3. SPL 4. OLA 5. CCHE 6. CCHW 7. SFJH 8. OLA 9. CSM In Progress 1. SPFA 2. TRINITY 3. SJS 4. SC 5. SMPC 6. SMBI 7. SMT 8. SPT

END OF REPORT

REPORT NO: E.1

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Board Chair's Report

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, and GrACE, for June 23, 2026.

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
June 25, 2026	Farewell Mass at OLA
July 30, 2026	Sun Dance at Standoff with Division Principal and Holy Spirit Staff members
July and August	Regular Mass attendance and ministries of music and lector
Aug 17, 2026	Breakfast Invite for Whoop Up Days at Cornerstone. Visited with Mayor Hyggen and Councillor Rempel
Sept 2, 2026	Opening Mass at St. Catherine with Trustees O'Donnell and Spitzig
Sept 8, 2026	Lectio Divina at FCJ Centre led by Bishop McGrattan
September 8-9	ACSTA Board of Directors Retreat led by Bishop McGrattan
Sept 9, 2026	Adoration of Blessed Sacrament at FCJ Centre in Calgary
Sept 10, 2026	Mass at St, Mary's Cathedral and Installation of Dr. Scott Morrison as 5th President of St. Mary's University
Sept 15, 2026	Opening Mass for FLVT and St. Kateri
Sept 16, 2026	Opening Mass for CSM
Sept 21, 2026	St. Francis Welcome Back Barbecue

Integrated Governance and Development:

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

Date:	Brief Description:
July 9, 2026	Ministerial Virtual Meeting
July 21, 2026	GrACE Society engagement
Aug 25, 2026	ACSTA Awards Committee Virtual Meeting
Aug 25, 2026	ASBA Virtual Meeting
Sept 3, 2026	Zoom meeting with Superintendent Axani & Dr. Bryan Szumlus, retired Superintendent of Calgary Catholic
Sept 10, 2026	ACSTA Business Meeting in Calgary
Sept 11, 2026	ACSTA Board of Directors Evaluation and Executive Director Evaluation

Board and Committee Meetings:

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

Date:	Brief Description:
Aug 13, 2026	Finalize Superintendent Goals for 2026-2027
Aug 26, 2026	Meeting with Superintendent Axani and Vice-Chair Gibb
Sept 15, 2026	Policy Committee Meeting
Sept 16, 2026	ASBA Zone 6 meeting
Sept 17, 2026	Bishop's Assurance Process at St. Catherine's
Sept 17, 2026	GrACE Board Meeting
Sept 28, 2026	Audit Meeting

BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: September 23, 2026

Date:	Brief Description:
Sept 23, 2026	Committee of the Whole
Sept 23, 2026	Public Board Meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Aug 28, 2026	Division Opening Mass and Share the Mission Awards: Gave address on behalf of the Trustees
Aug 31, 2026	Meeting with Vice-Chair Gibb, Superintendent Axani, Division Leadership, Ministers Long and Neudorf, Mayor Hyggen, Lethbridge Chair Light and Superintendent Nightingale to Tour St. Francis
Sep 15, 2026	FLVT School Council
Sep 16, 2026	New Teacher's Faith Formation and Mass
Sep 22, 2026	OLA 70th Anniversary

Active Collaboration and Advocacy (continued):

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

Date:	Brief Description:
August	Letter of Congratulations from the Board to Dr. Scott Morrison on his appointment as the 5th President of St. Mary's University
September	Note of congratulations to Jessica Thomas as Chief Superintendent of Calgary Catholic
September	Note of Congratulations to Jessica Thomas on appointment to the GrACE Board
September	Note of appreciation to Minister Neudorf for the August 31st meeting

REPORT NO: E.2

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Linda Ellefson, Board Representative

SUBJECT: ACSTA Report

BACKGROUND

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

ACSTA

Alberta Catholic School Trustees' Association

Celebrate, preserve, promote, and enhance Catholic education

ACSTA SEPTEMBER 23, 2026 REPORT

- **September 8-9:** ACSTA Board of Directors Retreat, "The Source and Summit: Eucharistic Spirituality as Catholic School Trustees" led by Bishop McGrattan

- Celebration of Mass with Bishop McGrattan at St. Mary's Cathedral with installation of Dr. Scott Morrison as 5th President of St. Mary's University.

- **September 11**: Board of Directors Evaluation led by Dawn Miller, Governance Manager

- **September 11**: Executive Director Evaluation led by Chris Smeaton

- Catholic Ed Talks Overview: The following speakers were engaged: Fr. Penna, Teresa Haykowsky, Dr. Scott Morrison, Peter Csillag, John Bahier, Dr. Dan Guernsey, Minister Dan Williams and Robert Feduccia. Talks will continue for 2026-2027 with the first one set for October. There will not be talks in May and June because of hectic division schedules.

- ACSTA Board of Directors approved the 2026 ACSTA award recipients.

- Marked by God Conference, October 15 - 16 in Edmonton

- SPICE will take place **April 29 - May 2, 2027** in Kananaskis

- Blueprints 2027 will take place **May 4 - 7** in Kananaskis

- Both events share the theme “Into the Light: Finding Healing and Freedom as God’s Children” Both retreats will feature all four sisters from The Sisters of the Queen Ship of Mary, an order of religious sisters based in Ottawa.

- Catholic Education Week: **October 17 - 23, 2026**

- Catholic Education Sunday: **October 18, 2026**

From the Alberta Catholic School Trustees' Assoication

BLUEPRINTS 2027

"*Into the Light*: Finding Healing and Freedom as God's Children"

A retreat for Catholic school leadership to encounter Christ and deepen their faith.

May 4-7, 2027 Kananaskis, Alberta

featuring the **Sisters of the Queenship of Mary**

Limited spots. Go to acsta.ab.ca/resources/blueprints-retreat

REPORT NO: E.3

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board Representative

SUBJECT: ASBA Report

BACKGROUND

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

ASBA ZONE 6 REPORT
September 23, 2026

ASBA Zones play a vital role in the Association's governance framework. They provide a regional structure that supports collaboration, encourages information sharing and ensures the voices of all member boards are represented at the provincial level. Each school board belongs to a Zone, and a Zone Representative (typically one trustee from each board) is appointed by their respective school board.

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

- Grasslands School Division
- Holy Spirit Catholic School Division
- Horizon School Division
- Lethbridge School Division
- Livingstone Range School Division
- Medicine Hat Catholic School Division
- Medicine Hat Public School Division
- Palliser School Division
- Prairie Rose School Division
- Westwind School Division

ASBA Zone 6 Meeting Agenda
Scheduled for September 16, 2026, at 10:30 AM Mountain Time
Key agenda items include call to order, land acknowledgment, introductions, and approval of previous minutes.

ASBA Reports: Summary of Advocacy and ongoing highlights available on www.asba.ab.ca

ASBA Director Report: (Alison P) Board of Directors met in June. Allison has fulfilled her 2 consecutive 2-year terms as director and so the position will be open to nominations and will be elected at the upcoming AGM.

ASBA President Report: (Shali B) Stayed very busy over the summer. Elected as President of CSBA. Have met with multiple ministries to advocate for ASBA member boards. Can refer to ongoing highlights.

ASBA Vice-President Report: (Devonna K) Advocacy committee met to discuss advocacy plans including government relations advocacy plans for upcoming election year. PDAC committee met to review position statements and upcoming FGM.

ASBA CEO Report: (Dr. Viv) Keeping an eye on ongoing and new legislation and current political landscape in the province to be able to support member boards. Watch for more emails with all upcoming PD.

Financial Report: Report was a preliminary report, based on adjusted fiscal year for information. Will be looking to approve it at the next meeting.

Zone Chair Report: Lots of work with ASBA with aligning financials. Reviewing operating procedures. Upcoming zone chairs and vice chairs meeting.

Labour Relations Coordinator: Written report with agenda.

The Consortium South Office. What PD opportunities would you like to see?

South Zone Comprehensive Health: Report attached to agenda.

ASBA ZONE 6 Foundations: Memo attached to agenda.

CSBA: Report attached to agenda.

Alberta Education Field Director: Information regarding education questions in Alberta.

Round Table: ASBA Services, Complexity team announcement feedback, Policy tracking.

Next Meeting: October 21, 2026 at 10:30 a.m. Hybrid meeting - LethSD Office and online

REPORT NO: E.4

September 23, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty and Linda Ellefson, Board representatives

SUBJECT: GrACE Report

BACKGROUND

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

inspire . invigorate . embolden

GrACE

GRATEFUL ADVOCATES for CATHOLIC EDUCATION

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

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

Catholic Education Week
October 17, 2026 - October 23, 2026

St. Pier Giorgio Frassati (1901–1925), canonized 7 September 2025 — patron of youth, friend of the poor, and the young mountaineer whose words from his final climb, “Verso l’alto” (toward the heights), still call young people upward

GrACE Youth Summit

📅 Date: Friday, October 23, 2026
📍 Venue: Our Lady of Perpetual Help Parish, Sherwood Park, Edmonton, Alberta
🕐 Time: 10:00 a.m.–3:00 p.m. (doors open at 9:30 a.m.)
🎓 Target audience: Grades 9–11 | Up to 400 students
🤝 Hosted by: GrACE, in partnership with Elk Island Catholic Schools and Our Lady of Perpetual Help Parish

What to Expect

🔥 Keynotes with Michael Chiasson — fearless, faithful and relevant
🎵 Live praise and worship led by youth musicians and Catholic performers
🎤 Testimonies from peers boldly choosing Christ
🍕 Lunch and fellowship to nourish body and spirit
✝️ Celebration of the Eucharist — the Summit’s spiritual heart
🕊️ Eucharistic Adoration and Reconciliation offered throughout the day
🎁 Sacred keepsakes — Saint Carlo Acutis medals and tiny statues of Jesus

• For all students and families: That this school year begin in the joy and peace of believing, so that every home and classroom may abound in hope
• For Catholic educators: That the Holy Spirit fill them with wisdom, patience, and joy as they open their doors to a new year
• For clergy and school staff: That their witness to the Eucharist and the sacramental life may strengthen Catholic identity in our schools
• For the intercession of St. Pier Giorgio Frassati: That our students take up his invitation to keep climbing — Verso l’alto, toward the heights

ADVOCACY NO: F.1

September 23, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Individual Trustee Advocacy

BACKGROUND

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

RECOMMENDATION

That the Board of Trustees receives and files individual Trustee Activities Reports for September 23, 2026.

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
Sundays	Regular attendance at St. Martha's Parish - 9am
July 12	Sacristan 9am - St. Martha's Church
August 16	Sacristan 9am - St. Martha's Church
Sept 20	Sacristan 9am - St. Martha's Church
Sept 16	CSM Opening Mass
Sept 23	ESM Opening Mass
Ongoing	Dynamic Catholic Daily Reflection
Ongoing	Ascension App Daily Reflections
Ongoing	The Word Among Us Daily Meditations

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	Review Alberta School Boards Association Media Summary Review
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
Aug 25	ASBA Advocacy Session with Legal Counsel - Michael Solowan
Sept 21	ASBA Lunch and Learn - Labour Law for School Boards

Board and Committee Meetings:

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

Date:	Brief Description:
Ongoing	Collaborative conversations with Board Chair Ellefson
Aug 19	ASBA Zone 6 Pre-Year planning meeting
Aug 28	Opening Mass and Board Lunch
Aug 31	Visit with Minister Long at SFJH
Sept 1	Zone 6 ASBA Agenda Setting and meeting with ASBA Finance
Sept 9	TEBA Engagement Session
Sept 14	Sept Board Meeting Agenda Setting
Sept 16	ASBA Zone 6 Meeting - Chair
Sept 23	September COW and Public Board Meeting

Active Collaboration and Advocacy:

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

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: September 23, 2026

Date:	Brief Description:
Sept 16	ESM School Council - AGM and Monthly meeting (Trustee Liaison)
Sept 17	CSM School Council - AGM and School Blessing (Trustee Liaison)
Sept 21	SFJH School Council and Welcome Back BBQ (Parent Rep)
Sept 22	OLA 70th Celebration

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
Ongoing	Weekly Mass @ St Martha's Parish
Aug 28, 2026	Division Opening Mass
Sep 21, 2026	CCH Opening Mass
Sep 22, 2026	OLA Opening Mass

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	ASBA Media Summary
Weekly	ACSTA Weekly Memo and Media Highlights
Monthly	GrACE Newsletter
Monthly	School Newsletters

Board and Committee Meetings:

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

Date:	Brief Description:
Sep 16, 2026	ASBA Zone 6
Sep 23, 2026	Committee of the Whole
Sep 23, 2026	Monthly Board Meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Sep 1, 2026	CCH Music Parents Meeting
Sep 14, 2026	CCH Music Parents Meeting
Sep 15, 2026	France Exchange Meeting
Sep 21, 2026	SFJH School Council
Sep 22, 2026	OLA 70th Anniversary Celebration

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Blake Dolan
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
Sep/ 26	Regular attendance at Mass
August 28, 2026	District Opening Mass
Sep 29, 2026	Opening Mass SMPC

Integrated Governance and Development:

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

Date:	Brief Description:
Sep 16, 2026	ASBA Zone 6 Meeting via ZOOM
Sep 16, 2026	Police Advisory Meeting

Board and Committee Meetings:

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

Date:	Brief Description:
Sep 23, 2026	COW / Board Meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Sep 26, 2026	Meet the Teacher BBQ SMPC

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Kevin Kinahan
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
Weekly	**Attended masses in Pincher Creek, Taber, Coaldale and Ireland (St. Kevin's Parish in Glendalough)**
Aug. 8	Organized and cooked breakfast at Coaldale's SummerFest for Knights of Columbus
Sep. 3	Coaldale Council Knights of Columbus meeting - Grand Knight
Sep. 13	Lector at St. Ambrose Parish
Sep. 27	Lector at St. Ambrose Parish

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	ASBA media summary
Weekly	ACSTA weekly memo and media summary
Weekly	Superintendent Sunday
Sep. 21	ASBA's session - Labour Law for School Boards

Board and Committee Meetings:

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

Date:	Brief Description:
Sep. 15	Policy Committee meeting
Sep. 23	Committee of the Whole
Sep. 23	Public Board meeting

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Aug. 28	Attend School Division's Opening Mass
Sep. 17	Attend St. Joe's Opening Mass
Sep. 17	Cooked hamburgers for Welcome Back BBQ at St. Joe's
Sep. 22	Attend OLA's 70th Anniversary BBQ
Sep. 24	St. Joe's School Council meeting

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
	Attend Mass weekly

Integrated Governance and Development:

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

Date:	Brief Description:

Board and Committee Meetings:

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

Date:	Brief Description:
Sep 23	Board mtg

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Aug 28	Opening Division Mass
Sep 10	Opening Mass SPT
Sep 18	Opening Mass SMT

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Carmen Mombourquette
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
6 Sept	Mass at St. Martha's
9 Sept	K of C BBQ at FLVT - cooked the hot dogs for the family gathering
12 Sept	Mass at St. Stephen of Hungary Church (little rural church built in 1907 and located on the road to Police Lake). Beautiful service followed by potluck in the local hall.
13 Sept	Mass at St. Martha's - Sister Jovita from the Martha Sister along with members of the Lay Martha's group were present. At one point Sister Jovita was the Chaplain at CCHS.

Integrated Governance and Development:

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

Date:	Brief Description:
9 Sept	Family Blessing at FLVT
13 Sep	Time devoted to reading and providing edits for Board Policies up for review this month
17 Sept	K of C BBQ at St. Martha's School - cooked hot dogs for the family gathering
17 Sept	St. Pat's Fine Arts Family Blessing
17 Sept	St. Pat's Fine Arts School Council Meeting

Board and Committee Meetings:

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

Date:	Brief Description:
15 Sept	Policy Committee

Active Collaboration and Advocacy:

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

Date:	Brief Description:
9 and 10 Sept	Met with school personnel from St. Martha, FLVT, and St. Kateri to set with process for K of C Coats For Kids Campaign
Late Aug/ Early Sept	Read school newsletters from St. Catherine's, St. Mike's BI, St. Pat's Taber, Catholic Central, FLVT (Weekly Update

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
August 28, 2026	Division Opening Mass
September 2, 2026	St. Catherine School Opening Mass
September 15, 2026	St. Kateri & Father Leonard Van Tighem Opening Mass
Sundays	Mass St. Catherine
September 16, 2026	Review of September Faith Resources

Integrated Governance and Development:

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

Date:	Brief Description:
Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
September 14-15	Policy Review of Divisions across Alberta

Board and Committee Meetings:

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

Date:	Brief Description:
September 9, 2026	Teacher Employer Bargaining Authority Engagement Session
September 14, 2026	Holy Spirit School Division Policy Review
September 15, 2026	Policy Committee Meeting
September 23, 2026	Committee of the Whole Board Meeting
September 23, 2026	Public Board Meeting
September 28, 2026	Audit Committee Meeting
September 28, 2026	Teacher Employer Bargaining Authority Engagement Session
September 29, 2026	Engagement Document

Active Collaboration and Advocacy:

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

Date:	Brief Description:
August 28, 2026	Coffee with Holy Spirit Staff; Lunch with Trustees, Superintendent, Deputy Superintendent
September 2, 2026	St. Catherine School welcome children and staff to Mass
September 15, 2026	St. Kateri & Father Leonard Van Teigham
September 16, 2026	St. Catherine Welcome Back BBQ
September 16, 2026	Bishop Assurance Project

TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Bob Spitzig
BOARD MEETING DATE: September 23, 2026

Model Catholic Values:

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

Date:	Brief Description:
Aug.	Ongoing Mass At All Saints
Aug. 28	Opening Mass
Sept.	Ongoing Mass at All Saints
Sept. 2	Opening Mass SCPB
Sept. 15	Funeral Mass For Connie Gross (former Trustee)
Sept. 16	All Saints PPC meeting
Sept. 17	St Paul opening Mass

Integrated Governance and Development:

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

Date:	Brief Description:

Board and Committee Meetings:

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

Date:	Brief Description:

Active Collaboration and Advocacy:

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

Date:	Brief Description:
Sept. 17	St Paul's Family Fiesta Welcome Back

ADVOCACY NO: F.2

September 23, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: School Council Advocacy

BACKGROUND

1. In order to ensure better communication between the Board of Trustees and schools, Trustees serve as School Council Liaisons for each school within the division.

2. School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between councils and the Board.

ADVOCACY NO: F.3

September 23, 2026

BOARD AGENDA ADVOCACY

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Meeting with the Ministers Long and Neudorf, Lethbridge School Division, and City of Lethbridge

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BACKGROUND

1. On August 31, 2026 Holy Spirit Catholic School Division members met with the Minister of Infrastructure and the Minister of Assisted Living and Social Services / MLA Lethbridge East, along with members from the City of Lethbridge and Lethbridge School Division to take a tour of St. Francis Junior High School.

2. Chair Linda Ellefson will speak to this item.

INFORMATION NO: G.1

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Administrative Procedures Updates

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

- AP 314: Safe and Caring Learning Environments
- AP 113: Use of Personally Owned Electronic Devices
- AP 113A: Digital Citizenship & Acceptable Use Grade K-4
- AP113B: Digital Citizenship & Acceptable Use Grade 5-12
- AP350: Student Transportation
- AP 350A: Student Transportation Fee Schedule
- AP 441: School Leaders: Principals and Associate Principals

INFORMATION NO: G.2

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Associate Superintendent

SUBJECT: Catholic Education Week

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Catholic Education Week will be celebrated from October 17-23, 2026.

2. Once again, videos highlighting Catholic works within division schools will be sent out daily.

3. On October 17-18, 2026, across the Diocese of Calgary, Catholic Education Sunday will be celebrated in our local parishes to begin Catholic Education Week.

INFORMATION NO: G.3

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Jana Boschee, Division Principal First Nations, Métis and Inuit

SUBJECT: Division Pow Wow

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. As seen in the attached poster, The Children of St. Martha School will be hosting a Piitawaani Traditional Pow Wow on Thursday, October 8, 2026. The Grand Entry will begin at 5:00 p.m.

Holy Spirit
CATHOLIC SCHOOL DIVISION

Piitawaani

Traditional Powwow

Thursday, October 8th

5:00pm-7:00pm

Grand Entry at 5:00pm

Children of St. Martha School
206 McMaster Blvd. W.

- Host drum will be paid.
- First 14 registered dancers will be paid (all dancers welcome).
- Food trucks available for purchase of dinner.

Please bring lawnchairs or blankets.

Everyone welcome!

Dancer Registration Form

INFORMATION NO: G.4

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Our Lady of the Assumption 70th Anniversary

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. As seen in the attached invitation, Our Lady of the Assumption School will be celebrating the school's 70th Anniversary on September 22, 2026.

YOU'RE INVITED!

COME CELEBRATE OLA'S 70TH ANNIVERSARY

Holy Spirit
CATHOLIC SCHOOL DIVISION

September 22 2026
OLA School
5:30 pm

Inviting former students, community members, and current families!

70 OLA
Inspiring Action for Positive Change
70th ANNIVERSARY
1956 2026

Join us for our opening blessing, meet the teacher night, and a birthday celebration!

OLA
1956-2026

COLEGIO DEL MUNDO · WORLD SCHOOL · ECOLE DU MONDE

INFORMATION NO: G.5

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Minister of Education's Back to School Letter

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND:

1. Attached for Board information is correspondence from Minister Nicolaides, Minister of Education and Childcare, welcoming Alberta students back to the classroom.

ALBERTA
Education
and Childcare

Office of the Minister
MLA, Calgary-Bow

MESSAGE FROM EDUCATION AND CHILDCARE MINISTER DEMETRIOS NICOLAIDES

Dear parents,

With the slow days of summer now behind us, I'm delighted to welcome you and your children back to school.

This year, back to school means back to more.

More teachers, more support staff and more schools.

In short, I am confident that you will find more from your government in our schools this year.

I'd like to highlight three areas where we are investing more.

Classroom complexity
Over the last four years, we welcomed more than 90,000 new students into our schools. Many came to us with diverse learning needs. To help ensure every student has the support they need, we announced the creation of new complexity teams to support students.

I am proud to report that as of today, 566 of 700 complexity teams are fully staffed and in place at schools across Alberta. These teams will support students who need a little extra help.

We've also invested $25 million to help rural and remote communities bring in specialized support staff.

These new teams will make a significant difference in our schools.

More teachers
Your government is working hard to reduce class sizes and hire more teachers. I am proud to report that as of today, new funding from the Government of Alberta has helped our school boards hire more than 2,100 net new teachers and 1,044 educational assistants.

We also created the new Class Size Reduction Grant, which has allowed our schools to hire 1,090 K-9 teachers across our province.

Funding for these new teachers was made possible by a historic 7% increase in education funding in Budget 2026.

Alberta has not seen an investment of this magnitude in a single year since the days of Premier Peter Lougheed.

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

Building more schools
This new school year means more schools opening their doors.

Since we launched the Schools Now Program in September 2024, 17 school projects have been completed, creating 12,000 more spaces.

Ten new school projects are opening their doors to students to start the school year. By this time next year, another 19 will be ready and open.

As a result of the Schools Now program, there are now 156 schools being built, modernized or replaced.

A stronger education system
This year, students will also see a more focused school system. We have taken steps to remove politics and ideology from the classroom to ensure the focus remains on reading, writing and math.

We have seen strong success with our literacy and numeracy screening, and I am proud to have announced that we will expand these screeners to students in Grades 4 and 5. This will help identify children who may need extra support earlier so they can receive help before they fall behind.

We are also continuing to work with education partners on curriculum improvements and expanding career-focused learning opportunities that allow students to explore hands-on learning and discover future career pathways while they are still in school.

Parents are the most important influence on a child's education, and keeping you informed about what is happening in our schools is something I take seriously.

Please join me on September 23 at 6 p.m. for a telephone town hall, where I will be taking your questions about education in Alberta. You can register at alberta.ca/BackToMore, where you can also learn more about what is new this school year.

Thank you for your continued support of your child's education. I wish your family a successful and rewarding school year.

Sincerely,

Demetrios Nicolaides, ECA, PhD
Minister of Education and Childcare

INFORMATION NO: G.6

September 23, 2026

BOARD AGENDA
INFORMATION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Correspondence from Board to the Dr. Scott Morrison

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND:

1. Attached for the Board's information is a copy of the official correspondence sent on behalf of the Board of Trustees to Dr. Scott Morrison.

2. The letter extends sincere congratulations to Dr. Morrison on his appointment as the 5th President of St. Mary's University in Calgary.

Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

August 18, 2026

Dr. Scott Morrison
St. Mary's University
14500 Bannister Road SE
Calgary, AB T2X 1Z4

Dear Scott,

On behalf of the Board of Trustees, it is our great joy and privilege to extend our warmest congratulations to you on your installation as President of St. Mary's University.

As you begin this important new chapter of leadership, we are grateful for the gifts you have already shared with our Holy Spirit community. During your time as our Interim Superintendent, you demonstrated an extraordinary capacity to listen carefully, discern wisely, and lead with both courage and compassion.

Your incredible insights consistently helped us see challenges from new perspectives. Your ability to solve problems thoughtfully and collaboratively strengthened our work and reminded us that even difficult circumstances can become opportunities for growth. Perhaps most importantly, your affirming messages of hope encouraged us to believe in what was possible and gave us the confidence to move forward together. You reminded us, through both your words and your example, that leadership is not simply about finding answers – it is about creating the conditions in which people can flourish, faith can deepen, and community can move forward with purpose. We are grateful for the wisdom, optimism, and steadfast faith you brought to your service with us.

The words of the prophet Jeremiah offer a fitting reminder for this new season of leadership: "*For I know the plans I have for you,*" declares the Lord, "*plans to prosper you and give you hope and a future.*"

May this promise accompany you as you lead St. Mary's University into its future. May your presidency be marked by wisdom, innovation, service and an enduring commitment to the dignity and flourishing of every member of the university community.

Please know that the Board of Trustees and the entire Holy Spirit Catholic School Division celebrates this moment with you and holds you, your leadership and the St. Mary's community in our prayers.

With our heartfelt congratulations and every good wish for your installation and presidency,

Linda Ellefson
Chair, Holy Spirit Catholic School Division (Also BIG HUGS)

The Holy Spirit Roman Catholic Separate School Division
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