

<p>CALL TO ORDER OPENING PRAYER</p>	<p style="text-align: center;">Present</p>	<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, JANUARY 28, 2026, COMMENCING AT 3:01 P.M.</p> <p>BOARD Board Chair Linda Ellefson Vice Chair Roisin Gibb Trustee Tricia Doherty Trustee Blake Dolan Trustee Kevin Kinahan Trustee Thomas Machacek Trustee Carmen Mombourquette Trustee Cheralan O'Donnell Trustee Bob Spitzig</p> <p>ADMINISTRATION Superintendent of Schools Chantel Axani Deputy Superintendent Anthea Boras Associate Superintendent Aaron Skretting Secretary Treasurer Amanda Lindemann Recording Secretary Rhonda Kawa</p> <p>Board Chair Linda Ellefson called the January 28, 2026, Regular Board Meeting to order at 3:01 p.m. Vice Chair Roisin Gibb acknowledged that the land on which we stand is the traditional territories of the Blackfoot Nations and the people of the Treaty 7 region in southern Alberta. Trustee Kevin Kinahan led the Board in prayer which was provided by a student at St. Michael's School, Bow Island.</p>
<p>Approval of Agenda</p>	<p style="text-align: center;">10886/0126 Carmen Mombourquette</p>	<p>M/C That the agenda for the January 28, 2026, Board Meeting be approved, as amended.</p>
<p>Previous Minutes</p>	<p style="text-align: center;">10887/0126 Tricia Doherty</p>	<p>M/C That the minutes of the December 17, 2025 Regular Meeting of the Board be approved, as presented.</p>
<p>Business Arising from the Minutes</p>		<p>There was no business arising from the minutes.</p>
<p><u>ACTION ITEMS</u> Staff Appreciation</p>	<p style="text-align: center;">B.1</p>	<p>It has been the past practice of the Board to show their appreciation of all staff members in the division annually.</p>
	<p style="text-align: center;">10888/0126 Roisin Gibb</p>	<p>M/C That the Board of Trustees approves the provision of a token of appreciation for all staff within the division during the 2025/2026 school year;</p>
		<p>AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to coordinate and schedule the staff appreciation acknowledgement.</p>
<p>Meeting with MLA</p>	<p style="text-align: center;">B.2</p>	<p>The Board of Trustees discussed scheduling meetings with the division's local MLAs to discuss items of mutual interest.</p>
	<p style="text-align: center;">10889/0126 Bob Spitzig</p>	<p>M/C That the Board of Trustees directs the Board Chair to invite local MLAs and the Superintendent of Schools to organize meetings with division NDP MLA and the division UCP MLAs.</p>

<p>Building and Renovations Committee</p>	<p>B.3</p> <p>10890/0126 Carmen Mombourquette</p>	<p>The Board of Trustees agreed to establish a committee focused on new construction and major renovations in buildings throughout the division providing governance support.</p> <p>M/C That the Board of Trustees implements a New Buildings and Renovations Committee to provide oversight within the school division;</p> <p>AND FURTHER, that the Policy Committee develop terms of reference and presents it at the next regular meeting of the Board of Trustees.</p>
<p><u>POLICY REVIEW</u></p>		
<p>Policy 9: Role of the Superintendent</p>	<p>C.1</p> <p>10891/0126 Tricia Doherty</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 9: Role of the Superintendent</i> and presented the recommended changes to the Board of Trustees.</p> <p>M/C That the Board of Trustees approves <i>Policy 9: Role of the Superintendent</i>, as presented.</p>
<p>Policy 10: Board Delegation of Authority</p>	<p>C.2</p> <p>10892/0126 Bob Spitzig</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 10: Board Delegation of Authority</i> and presented the recommended changes to the Board of Trustees.</p> <p>M/C That the Board of Trustees approves <i>Policy 10: Board Delegation of Authority</i>, as presented.</p>
<p>Policy 11: Staff Code of Conduct</p>	<p>C.3</p> <p>10893/0126 Cheralan O'Donnell</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 11: Staff Code of Conduct</i> and presented the recommended changes to the Board of Trustees.</p> <p>M/C That the Board of Trustees approves <i>Policy 11: Staff Code of Conduct</i>, as presented.</p>
<p>Policy 12: Teaching Staff Reduction</p>	<p>C.4</p> <p>10894/0126 Tricia Doherty</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 12: Teaching Staff Reduction</i> and presented the recommended changes to the Board of Trustees.</p> <p>M/C That the Board of Trustees approves <i>Policy 12: Teaching Staff Reduction</i>, as presented.</p>
<p>Policy 17: Awards</p>	<p>C.5</p> <p>10895/0126 Cheralan O'Donnell</p>	<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 17: Awards</i> and <i>Policy 17: Appendix A – Board Awards Terms of Reference</i> and presented the recommended changes to the Board of Trustees.</p> <p>M/C That the Board of Trustees approves <i>Policy 17: Awards</i> and <i>Policy 17: Appendix A – Board Awards Terms of Reference</i>, as presented.</p>
<p><u>ADMINISTRATIVE REPORTS</u></p>		
<p>Superintendent's Report</p>	<p>D.1</p> <p>10896/0126 Kevin Kinahan</p>	<p>The Board received the Superintendent's January 28, 2026 Report.</p> <p>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 Reports for January 28, 2026.</p>
<p>Deputy Superintendent's Report</p>	<p>D.2</p>	<p>The Board received the Deputy Superintendent's January 28, 2026 Report.</p>
<p>Secretary Treasurer's Report</p>	<p>D.3</p>	<p>The Board received the Secretary Treasurer's January 28, 2026 Report.</p>

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.

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.6 Regan Holt, Director of Technology, provided a report to the Board, apprising them of recent division activity related to the technology department.

Director of Facilities Update

D.7 Vivien Kossuth, Director of Facilities, provided a report to the Board, apprising them of recent division activity related to facilities and maintenance.

BOARD REPORTS

Board Chair's Report

E.1 Board Chair Linda Ellefson provided a report about recent correspondence, planning and events, and activity.

10897/0126
Cheralan O'Donnell

M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, and Economic Development Reports for January 28, 2026.

ACSTA Report

E.2 Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.

ASBA Report

E.3 Trustee Tricia Doherty (alternate), Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.

GrACE Report

E.4 Trustees Tricia Doherty and Linda Ellefson, representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.

Economic Development Report

E.5 Trustee Tricia Doherty, representative to the Economic Development Committee, provided a report to the Board regarding recent business, events, and activities.

ADVOCACY

Individual Trustee Advocacy

F.1 Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.

10898/0126
Tricia Doherty

M/C That the Board of Trustees receives and files individual Trustee Activities Reports for January 28, 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. Trustee Carmen Mombourquette reported on his attendance at a recent St. Patrick Fine Arts School Council meeting, where members reviewed AEAM survey data presented by the principal. The data provided insights to support continued school improvement and future planning. Trustee Tricia Doherty reported that Catholic Central High School students participated in a Battle of the Bands recently with Lethbridge Collegiate Institute and should be commended for representing the division positively both with their musical performances and their conduct.

INFORMATION ITEMS

Administrative Procedures Updates

G.1 The Board of Trustees received the following updated / revised Administrative Procedures as information:

- AP 209: Selection of Learning and Library Materials
- AP 210: Challenge to Learning Resources
- AP 203: Family Life Education
- AP 221: At-Home Learning
- AP 106: Emergency Health Issues Response
- AP 414: Staff Professional Dress

Annual Education Assurance Measures Report Summary 2024/2025

G.2 The Board reviewed the summary of the 2024/2025 Annual Education Assurance Measures Results Report. The summary has been placed on the division website.

Schollie Surveys 2026

G.3 Holy Spirit Catholic School Division conducts an annual survey of stakeholders throughout the division to measure progress toward Board priorities. The results enable the division and the schools to evaluate strategies, satisfaction, growth, and opportunities. The survey will be open from January 19 to February 6, 2025.

Enrollment Projections

G.4 Secretary Treasurer Amanda Lindemann provided to the Board of Trustees Enrolment Projections for the 2026/2027 school year to assist in planning for the next school year.

Holy Spirit Social Media Analytics Report

G.5 The Board received the Holy Spirit Social Media Analytics Report from June to December, 2025. The information provided detailed data and metrics regarding the division's social media and websites activities and performance.

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 December 2025.

ADJOURNMENT

**10899/0126
Bob Spitzig**

M/C That the Board of Trustees convenes to the Committee of the Whole Meeting at 4:39 p.m.

The Board of Trustees called a brief recess at 4:57 p.m.

The Board of Trustees reconvened at 5:23 p.m.

**10900/0126
Blake Dolan**

M/C That the Board of Trustees reconvenes into the Regular Meeting at 6:08 p.m.

**10901/0126
Bob Spitzig**

M/C That the Board of Trustees adjourns the Regular Board Meeting of January 28, 2026, at 6:08 p.m.

Board Chair

Secretary-Treasurer