

My Favorite Prayer

In the name of the father, ~~son~~ and of ^{the} Son

and of the holy spirit. Dear God,

please help us make smart choices

and understand what's going on and

give us guidance. bless Directors,

Principals, Teachers, Eas, Librarians, Students and parents.

through Christ our Lord Amen.



Holy Spirit Catholic School Division

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, January 28, 2026
3:00 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 (St. Michael's School, Bow Island) – Trustee Kevin Kinahan

B. ACTION ITEMS

- a) Approval of Agenda
- b) Approval of Previous Minutes
 - i) December 17, 2025 Regular Board Meeting
- c) Business Arising/Unfinished Business from the Minutes

- B.1 Staff Appreciation
- B.2 Meeting with MLA

C. POLICY REVIEW

- C.1 Policy 9: Role of the Superintendent
- C.2 Policy 10: Board Delegation of Authority
- C.3 Policy 11: Staff Code of Conduct
- C.4 Policy 12: Teaching Staff Reduction
- C.5 Policy 17: Awards

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 Support Services Update
- D.6 Director of Technology Update
- D.7 Director of Facilities Update

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 Economic Development Report

F. ADVOCACY

- F.1 Individual Trustee Advocacy
- F.2 School Council Advocacy

G. INFORMATION ITEMS

- G.1 Administrative Procedures Update
- G.2 Annual Education Assurance Measures Report Summary 2024/2025
- G.3 Schollie Survey 2026
- G.4 Enrolment Projections
- G.5 Holy Spirit Social Media and Web Analytics Report
- G.6 Holy Spirit Stars
- G.7 Enrolment Data Update

H. ADJOURNMENT

		<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, DECEMBER 17, 2025, COMMENCING AT 3:17 P.M.</p> <p>Present</p> <p>BOARD</p> <table> <tr><td>Board Chair</td><td>Linda Ellefson</td></tr> <tr><td>Vice Chair</td><td>Roisin Gibb</td></tr> <tr><td>Trustee</td><td>Tricia Doherty</td></tr> <tr><td>Trustee</td><td>Blake Dolan</td></tr> <tr><td>Trustee</td><td>Kevin Kinahan</td></tr> <tr><td>Trustee</td><td>Thomas Machacek</td></tr> <tr><td>Trustee</td><td>Carmen Mombourquette</td></tr> <tr><td>Trustee</td><td>Cheralan O'Donnell</td></tr> </table> <p>ADMINISTRATION</p> <table> <tr><td>Superintendent of Schools</td><td>Chantel Axani</td></tr> <tr><td>Deputy Superintendent</td><td>Anthea Boras</td></tr> <tr><td>Secretary-Treasurer</td><td>Amanda Lindemann</td></tr> <tr><td>Associate Superintendent</td><td>Aaron Skretting</td></tr> <tr><td>Recording Secretary</td><td>Rhonda Kawa</td></tr> </table> <p>Regrets</p> <table> <tr><td>Trustee</td><td>Bob Spitzig</td></tr> </table> <p>CALL TO ORDER OPENING PRAYER</p> <p>Board Chair Linda Ellefson called the December 17, 2025, Regular Board Meeting to order at 3:17 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 Thomas Machacek led the Board in the opening prayer provided by students from St. Patrick School, Taber.</p>	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	Superintendent of Schools	Chantel Axani	Deputy Superintendent	Anthea Boras	Secretary-Treasurer	Amanda Lindemann	Associate Superintendent	Aaron Skretting	Recording Secretary	Rhonda Kawa	Trustee	Bob Spitzig
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Approval of Agenda	10875/1225 Tricia Doherty	M/C That the agenda for the December 17, 2025, Board Meeting be approved, as presented.																												
Previous Minutes	10876/1225 Roisin Gibb	M/C That the minutes of the November 26, 2025, Regular Meeting of the Board be approved, as presented.																												
Business Arising from the Minutes		There was no business arising from the minutes.																												
ACTION ITEMS																														
Board Faith Retreat	B.1	As part of the Board's Work Plan, an annual Faith Retreat is scheduled to enhance Trustee faith formation.																												
	10877/1225 Roisin Gibb	M/C That the Board of Trustees schedules the Board Faith Retreat for Friday, January 9, 2026 from 11:00 a.m. to 3:00 p.m.																												
		Director of REN and Curricular Resource Development Stacey MacNeil-Ayeh will facilitate the Board retreat.																												
2024/2025 Annual Education Assurance Measures Report	B.2	A draft version of the 2024/2025 Annual Education Assurance Report was presented for Board consideration. Superintendent Chantel Axani and senior administration gave a collaborative overview of the report, speaking to division results in relation to Board priorities.																												
	10878/1225 Tricia Doherty	M/C That the Board of Trustees approves the 2024/2025 Annual Education Assurance Measures Report, authorizing the Board Chair to make any incidental corrections, as necessary;																												
		AND FURTHER, that the 2024/2025 Annual Education Assurance Measures Report be submitted to Alberta Education by the December 19, 2025 deadline and posted on the division's website.																												

<p>December 17/25: page 2</p> <p>POLICY REVIEW</p> <p>Policy 2: Role of the Board</p> <p>Policy 3: Role of the Trustee</p> <p>ADMINISTRATIVE REPORTS</p> <p>Superintendent's Report</p> <p>Deputy Superintendent's Report</p> <p>Secretary Treasurer's Report</p> <p>Associate Superintendent's Report</p> <p>Director of Support Services Update</p>	<p>B.3</p> <p>10879/1225 Kevin Kinahan</p> <p>Seconded by Tricia Doherty</p> <p>C.1</p> <p>10880/1225 Tricia Doherty</p> <p>10881/1225 Roisin Gibb</p> <p>D.1</p> <p>10882/1225 Tricia Doherty</p> <p>D.2</p> <p>D.3</p> <p>D.4</p> <p>D.5</p>	<p>The Alberta Catholic School Trustees' Association (ACSTA) encourages its member boards to exercise their right to opt out of the Alberta School Foundation Fund (ASFF). We are given the right to reassert our intention to opt out after:</p> <ol style="list-style-type: none"> Following a provincial election The appointment of a new Minister of Education A change in Education Legislation A municipal election <p>The ACSTA will be compiling all of the resolutions and forwarding to the Minister of Education.</p> <p>M/C That the Board of Trustees reaffirms the position of Holy Spirit Roman Catholic Separate School Division to opt out of the Alberta School Foundation Fund, AND FURTHER, be it resolved that Division 4 of Part 6 of the Education Act (2012) s. 164(1-5) does not apply to Holy Spirit Roman Catholic Separate School Division.</p>
		<p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 2: Role of the Board</i> and its appendix <i>Policy 2: Appendix A: Board Work Plan</i> and presented the recommended changes to the Board of Trustees.</p>
		<p>M/C The Board of Trustees accepts <i>Policy 2: Role of the Board</i> and <i>Policy 2: Appendix A: Board Work Plan</i>, as presented.</p> <p>The Board's Policy Development and Review Committee have completed a thorough review of <i>Policy 3: Role of the Trustee</i> and its appendices <i>Policy 3: Appendix A: Services and Materials Provided to Trustees</i>, <i>Policy 3: Appendix B: Communications Protocol for Holy Spirit Catholic School Division</i>, <i>Policy 3: Appendix C: Trustee Activities Report</i>, and <i>Policy 3: Appendix D: Board Chair Activities Report</i>, and presented the recommended changes to the Board of Trustees.</p>
		<p>M/C The Board of Trustees accepts <i>Policy 3: Role of the Trustee</i>, <i>Policy 3: Appendix A: Services and Materials Provided to Trustees</i>, <i>Policy 3: Appendix B: Communications Protocol for Holy Spirit Catholic School Division</i>, <i>Policy 3: Appendix C: Trustee Activities Report</i> and <i>Policy 3: Appendix D: Board Chair Activities Report</i>, as presented.</p>
		<p>The Board reviewed the Superintendent's December 18, 2024 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 December 17, 2025.</p>
		<p>The Board reviewed the Deputy Superintendent's December 18, 2024 Report.</p>
		<p>The Board reviewed the Secretary Treasurer's December 18, 2024 Report.</p>
		<p>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.</p>
		<p>Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to the Support Services Department.</p>

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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, events, and activities.	
	10883/1225 Kevin Kinahan	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, Economic Development, and TBAC Reports for December 17, 2025.	
ACSTA Report	E.2	Board Chair Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent 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 business, events, and activities.	
GrACE Report	E.4	Board Chair Linda Ellefson and Trustee Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent GrACE business, events, and activities.	
Economic Development Report	E.5	Trustee Tricia Doherty, Board representative, to the Economic Development committee, provided a verbal report to the Board, as the meeting occurred December 17, 2025, regarding recent Economic Development business, events, and activities. The new supportive housing that opened recently is already full with a waiting list. Cattle prices remain high, but the drought situation is affecting cattle farmers. Angel tree is hoping to serve up to 3500 families this year again. They will be doing income testing going forward. The Brighter Together survey is now open. Lethbridge unemployment is high, especially in the young adult and teenage demographic.	
TBAC Report	E.6	Trustees Kevin Kinahan (alternate), Cheralan O'Donnell, and Bob Spitzig, Board representatives to the TBAC committee, provided a report to the Board regarding recent TBAC business, events, and activities.	
ADVOCACY			
Individual Trustee Advocacy	F.1	Each Trustee provided a written report about the activities they have been engaged in to advocate for the Board and school division over the past month.	
	10884/1225 Tricia Doherty	M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for December 17, 2025.	
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.	
“A Day with Leadership” with Bishop McGrattan	F.3	On December 9, 2025, the Holy Spirit Catholic School Division held its second annual “A Day with Leadership” with Bishop McGrattan in attendance along with division priests and deacons, Board of Trustees, Senior Administration and division principals. Each of our schools highlighted the wonderful work happening within their school communities. Bishop McGrattan spoke to the Bishop’s Assurance Plan. His Excellency also had the opportunity to tour three (3) of our division schools in the afternoon.	
INFORMATION ITEMS			
Administrative Procedures Update	G.1	The Board of Trustees received the following updated / revised Administrative Procedures as information: <ul style="list-style-type: none"> • AP 406: Duties and Responsibilities of Substitute Teachers • AP 125: School Councils 	
		The updated Administrative Procedures have been placed on the division website.	

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Early Registration 2026/2027	G.2	The Board reviewed the planning materials of the 2026/2027 Early Registration advertising campaign that will be launched in January. New student registration officially begins on February 2, 2026.
First Quarter Financial Report	G.3	The Board reviewed the division's First Quarter Fiscal Accountability Report from the period between September 1, 2025 to November 30, 2025.
IMR Update	G.4	Prepared for Board information was an Infrastructure Maintenance and Renewal (IMR) Update that provided details on the various projects undertaken in the division up until December 2025.
Holy Spirit Stars	G.5	The Board reviewed the activities and achievements of the division's students and staff over the past month.
Enrolment Data Update	G.6	The Board received the division enrolment report for November 2025.
ADJOURNMENT	10885/1225 Kevin Kinahan	M/C That the Board of Trustees adjourns the Regular Board Meeting of December 17, 2025, at 4:56 p.m.
		<hr/> <hr/>
	Board Chair	Secretary-Treasurer

ACTION NO: **B.1**

January 28, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Staff Appreciation

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. It has been the practice of the Board to provide an annual gesture of staff appreciation at all schools within the division, as well as the St. Basil Catholic Education Centre.
2. The Board of Trustees will determine annually the manner in which staff appreciation will be recognized.

RECOMMENDATION

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;

AND FURTHER, that the Board of Trustees directs the Superintendent of Schools to coordinate and schedule the staff appreciation acknowledgement.

ACTION NO: **B.2**

January 28, 2026

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Linda Ellefson, Board Chair

SUBJECT: Meeting with MLA

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Each school year it is recommended that meetings be set up with the Board of Trustees and division MLAs to discuss matters of mutual interest.

RECOMMENDATION

(pending discussion)

PR NO: C.1

January 28, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 9: Role of the Superintendent

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 9: Role of the Superintendent* 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, and Values.

RECOMMENDATION

That the Board of Trustees accepts *Policy 9: Role of the Superintendent*, as presented.

ARTICULATING OUR PURPOSE



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

HOLY SPIRIT CATHOLIC SCHOOLS' MISSION STATEMENT

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

"What are we here to do together?"

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

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

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

Our Catholic faith is the foundation of all that we do

THE VISION OF HOLY SPIRIT CATHOLIC SCHOOLS

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

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

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

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

VALUES AND CORE COMMITMENTS

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

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

WE VALUE

ALL GOD'S CHILDREN

OUR CORE COMMITMENTS TO THE VALUE

- 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.



ROLE OF THE SUPERINTENDENT

The Superintendent of Schools as referred to in the *Education Act*, is accountable for the demonstration of all of the competencies identified within the Superintendent Leadership Quality Standards. The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division, reporting directly to the corporate Board, and is accountable to the Board of Trustees for the conduct, management, operations, and leadership within the division. All Board authority delegated to the staff of the division is delegated through the Superintendent.

Specific areas of responsibility for the Superintendent are designated within faith leadership and managerial responsibilities. The Superintendent's professional practice is regulated by the *Superintendent Leadership Quality Standard* (SLQS). The Superintendent is expected to meet this standard through practice within the division. In any given context, reasoned professional judgement must be used to determine whether the SLQS is being met. Indicators are deemed to be the methods taken to ensure that competencies are addressed.

The Superintendent is designated as the ATIA Head under the *Access to Information Act* (ATIA).

1. Faith Leadership

The Superintendent shall:

- 1.1 Model involvement in a Catholic faith community and ensure students and staff are provided opportunities for spiritual development within the division.
- 1.2 Promote collaboration and communication between the schools, the parishes, and the diocese.

2. SLQS

Quality Superintendent leadership occurs when the Superintendent's ongoing analysis of the context, and the Superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

Definitions

Definitions as they apply to the attainment of the SLQS are as follows:

- a) **“board”**, in this document, means the governing body of a separate school authority;
- b) **“competency”** means an interrelated set of knowledge, skills, and attitudes developed overtime and drawn upon and applied to a particular leadership context in order to support quality leadership, teaching and optimum learning as required by the *Superintendent Leadership Quality Standard*;

- c) “**indicators**” means actions that are likely to lead to the achievement of the competency and which, together with the competency, are measurable and observable;
- d) “**local community**” means community members residing in or near the school authority who have an interest in education and school authority operations, including neighbouring Métis settlements, First Nations and other members of the public;
- e) “**principal**” means, for the purposes of this standard, principal as defined in the *Education Act*, assistant principal, associate principal, or vice principal;
- f) “**reconciliation**” means the process and goal of creating societal change through a fundamental shift in thinking and attitudes, increasing inter-cultural understanding to build a better society through learning about First Nations, Métis and Inuit perspectives and experiences, including residential schools and treaties;
- g) “**school authority**” means separate school board;
- h) “**school community**” means the staff of the school authority, along with students, parents/guardians and school council members;
- i) “**school council**” means a school council established under the *Education Act*;
- j) “**school jurisdiction leader**” means a central office staff member in a school authority, other than the Superintendent, required by their leadership position to hold an Alberta teaching certificate;
- k) “**staff**” means all certificated and non-certificated persons whose role in the school authority is to provide educational and support services to students;
- l) “**student**” means, for the purposes of this standard, an individual enrolled in a school or required by law to attend, and includes a child younger than 6 years of age who is enrolled in an early childhood services program;
- m) “**Superintendent**” means a Superintendent appointed by a board pursuant to the *Education Act* as referred to in the *Teaching Profession Act*; and,
- n) “**teacher**” means an individual who holds a certificate of qualification as a teacher issued under the *Education Act*.

3.1. Competencies

In fulfillment of the SLQS, the Superintendent shall demonstrate competent practice in the following areas as defined:

3.1.1. Building Effective Relationships

A Superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

3.1.2. Modeling Commitment to Professional Learning

A Superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

3.1.3. Visionary Leadership

A Superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

3.1.4. Leading Learning

A Superintendent establishes and sustains a learning culture in the school

community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

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

A Superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

3.1.6. School Authority Operations and Resources

A Superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

3.1.7. Supporting Effective Governance

A Superintendent of schools as referred to in the *Education Act*, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the Superintendent as identified in the *Education Act* and other provincial legislation.

3.2. Indicators

Achievement of these competencies is demonstrated by indicators such as:

3.2.1. Building Effective Relationships

- a) collaborating with community and provincial agencies to address the needs of students and their families;
- b) employing team-building strategies and using solution-focused processes to resolve challenges;
- c) building and sustaining relationships with First Nations, Métis and Inuit parents/guardians, Elders, local leaders and community members;
- d) modeling ethical leadership practices, based on integrity and objectivity;
- e) establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and
- f) facilitating the meaningful participation of members of the school community and local community in decision-making.

3.2.2. Modeling Commitment to Professional Learning

- a) communicating a philosophy of education that is student-centered and based on sound principles of effective teaching and leadership;
- b) collaborating with teachers, principals, school jurisdiction leaders and other Superintendents to build professional capacities and expertise;
- c) actively seeking out feedback and information from a variety of sources to enhance leadership practice;
- d) seeking and critically-reviewing educational research and applying it to decisions and practices, as appropriate;
- e) providing leadership to support school authority research initiatives, where appropriate; and

- f) engaging teachers, principals, school jurisdiction leaders, school community and local community members to establish a shared understanding of current trends and priorities in the education system.

3.2.3. Visionary Leadership

- a) ensuring that the vision is informed by research on effective learning, teaching and leadership;
- b) promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration;
- c) promoting in the school community a common understanding of and support for the school authority's goals, priorities, and strategic initiatives; and
- d) ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation, and incorporates the school community's perspectives.

3.2.4. Leading Learning

- a) fostering in the school community equality and respect with regard to rights as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms;
- b) providing learning opportunities, based on research-informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles;
- c) ensuring that all instruction in the school authority addresses learning outcomes outlined in programs of study;
- d) promoting collegial relations, collaboration, critical thinking and innovation in the school community;
- e) ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students;
- f) building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices; and
- g) ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.

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

- a) supporting staff in accessing the professional learning and capacity-building needed to meet the learning needs of First Nations, Métis, Inuit and all other students;
- b) engaging and collaborating with neighbouring First Nations and Métis leaders, organizations and communities to optimize learning success and development of First Nations, Métis, Inuit and all other students;
- c) understanding historical, social, economic, and political implications of:
 - treaties and agreements with First Nations;
 - legislation and agreements negotiated with Métis; and
 - residential schools and their legacy;

- d) aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and
- e) pursuing opportunities and engaging in practices to facilitate reconciliation within the school community.

3.2.6. School Authority Operations and Resources

- a) providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
- b) ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan;
- c) delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness;
- d) providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- e) establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts;
- f) respecting cultural diversity and appreciating differing perspectives expressed in the school community;
- g) recognizing student and staff accomplishments; and
- h) implementing programs and procedures for the effective management of human resources in support of mentorship, capacity-building and succession planning.

3.2.7. Supporting Effective Governance

- a) establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;
- b) ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- c) ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education;
- d) ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- e) ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements;
- f) supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms;
- g) implementing board policies and supporting the regular review and evaluation of their impact;
- h) ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;
- i) facilitating collaboration among the board, staff and First Nations, Métis and Inuit leaders, organizations and communities to establish strategic policy directions in support of First Nations, Métis and Inuit student achievement and development;

- j) building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends;
- k) supporting the board in its engagement with the school community to develop a vision of a preferred future for student success;
- l) facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities; and
- m) promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations.

References

**Sections 14, 33, 222, 224 *Education Act*,
Superintendent Leadership Quality Standard, 2018
Alberta Regulation 98/2019**

PR NO: C.2

January 28, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 10: Board Delegation of Authority

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 10: Board Delegation of Authority* 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 10: Board Delegation of Authority*, as presented.



BOARD DELEGATION OF AUTHORITY

The *Education Act* permits the Board to delegate certain responsibilities and powers to others. Accordingly, the Board authorizes the Superintendent to perform any act, fulfill any responsibility, or exercise any power that the Board may or must carry out, except for those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated.

This delegation of authority to the Superintendent includes:

- All responsibilities and authorities assigned under the *Education Act*, its Regulations, and any other applicable legislation or regulations;
- The ability to develop and implement Administrative Procedures, practices or regulations that align with Board policies necessary to carry out the delegated authority; and
- The authority to sub-delegate responsibilities or powers as required to ensure effective administration of the school division.

The Board retains the authority to make decisions on specific matters that require Board approval. These matters are outlined in Board policies, and may be amended from time to time.

Any new provincial, regional or local initiatives must be presented to the Board for initial discussion and determination of the appropriate decision-making authority.

The Superintendent of Schools is directed to develop Administrative Procedures to fulfill the Board's obligations stemming from any federal or provincial legislation other than the *Education Act*.

1. The Superintendent is authorized to suspend from the performance of the teacher's duties or to terminate the services of a teacher. The suspension or termination shall be conducted in accordance with the requirements of the *Education Act*, and the decision shall not be appealable to the Board.
2. The Superintendent is authorized to suspend from the performance of duties or to terminate the services of any non-certificated staff member. The suspension or termination shall be in accordance with all relevant legislation, and the decision shall not be appealable to the Board
3. The Superintendent is delegated the authority to develop, implement, revise, and rescind all Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and guidelines.

To support the Board's governance role, the Superintendent will ensure that Administrative Procedures are developed in all operational areas of the division. The Superintendent's authority covers all operational areas, and the Superintendent will ensure that Administrative Procedures exist for the following areas:

- 3.1 Locally Developed / Acquired and Authorized Junior and Senior High School Complementary Courses, and to advise the Board accordingly
- 3.2 French as a Second Language and French Immersion

- 3.3 Inclusive Education
- 3.4 Services for Students and Children
- 3.5 Home Education
- 3.6 Early Childhood Services
- 3.7 Outreach Programs
- 3.8 Knowledge and Employability Programs
- 3.9 Off-Campus Education
- 3.10 English as a Second Language
- 3.11 Guidance and Counselling
- 3.12 Student Evaluation
- 3.13 Teacher Growth, Supervision and Evaluation

4. The Superintendent is delegated the authority to act in the absence of Board policy in cases where an emergency action must be taken in accordance with the following:
 - 4.1 The action must be taken with regard to the tenor of the Board's philosophy.
 - 4.2 The Superintendent must inform the Board promptly of such emergency action.
 - 4.3 The Superintendent shall inform the Board of the need for a policy in the event of future occurrences.
5. 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.
6. The Superintendent is delegated the authority to deal with appeals under Section 42 of the *Education Act*.
7. Without restricting, in any way, the general authority of the Board of Trustees, the Superintendent has been delegated the management of the school division.
8. Notwithstanding, the Superintendent may be delegated other duties, as assigned by the Board of Trustees.

References

Sections 33, 42, 51, 52, 53, 202, 203, 204, 206, 208, 209, 210, 211, 213, 214, 215, 217, 218, 219, 222 *Education Act*

PR NO: C.3

January 28, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 11: Staff Code of Conduct

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 11: Staff Code of Conduct* 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 11: Staff Code of Conduct*, as presented.



STAFF CODE OF CONDUCT

As per Section 33(1) of the *Education Act*, Holy Spirit Catholic School Division Board of Trustees affirms the rights of staff to be provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Further, Section 196 of the *Education Act*, states the responsibilities of teachers while providing instruction or supervision and that teachers must; subject to any applicable collective agreement and the teacher's contract of employment carry out those duties that are assigned to the teacher by the Principal and/or the Superintendent.

Catholic schools are mandated to provide to their students a fully- permeated Catholic education that is Christ-centred, an instrument of the Catholic Church, dedicated to the development of the students as a whole person, mentally, physically, and spiritually. Catholic schools exist to affirm the growth and worth of people, and model for students' social and human relationships that will fulfill this outcome.

As Pope John Paul II reminds us:

Community is at the heart of all Catholic education, not simply as a concept to be taught, but a reality to be lived. (To Teach as Jesus Did, 1972, #23)

All staff within the Holy Spirit Catholic School Division have the responsibility to:

1. Support achieving the mission and educational goals established by the division and the school.
2. Convey through word and action respect for the legitimate actions and responsibilities of students, parents, teachers, support staff, trustees, administrators, and all other employees.
3. Understand the organizational structure of the school division, the rationale for inherent authority within this structure, and communication and actions that are necessary to preserve its purpose.
4. Act within the school division's Communication Protocol (See Policy 3, Appendix B).
5. Exhibit professional behaviour and demonstrates professionalism through conduct, communication, and interactions with others.
6. Maintain a safe and caring learning environment for all, free from all types of harassment, intimidation, bullying, substance abuse, physical violence, mental or emotional abuse, and/or any other forms of inappropriate conduct.
7. Ensure actions and language are free from bias or discrimination towards (but not limited to) race, religious beliefs, colour, gender, sexual orientation or identity, physical or mental limitations, ancestry / place of origin, marital status of parents or family circumstances.

8. Act within the employment standards prescribed by legislation, contracts of employment, affiliated professional associations, and the divisional policy / administrative procedure framework.
9. Conduct oneself so as to sustain a positive and hopeful view of the work of others, so as to further the greater objective of employees being unencumbered in the pursuit of their goals, roles, and responsibilities.

References	Sections 33, 196, 198, 201, 218 <i>Education Act</i> ATA <i>Code of Conduct Employment Standards Code</i> Section 23 <i>Teaching Profession Act</i> <i>Canadian Charter of Rights and Freedoms</i> <i>Supporting Safe, Secure and Caring Schools in Alberta (1999)</i>
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PR NO: C.4

January 28, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 12: Teaching Staff Reduction

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 12: Teaching Staff Reduction* 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 12: Teaching Staff Reduction*, as presented.

TEACHING STAFF REDUCTION

The *Education Act* requires that the school division deliver appropriate educational programming that meets the needs of all students while ensuring responsible stewardship of division resources. The detailed requirements for balanced budgets are established through legislation such as the *Fiscal Planning and Transparency Act* and the financial regulations set by Alberta Education. From time to time, reductions in staffing may be necessary based on the resources available to the school division and the needs of its educational programs and services.

Reduction in the number of teaching staff members will be undertaken in accordance with the following:

1. A reduction in the number of teachers employed in the division may be considered by the Board when the division's ability to provide educational services has been, or will be, affected by any or more of the factors listed below:
 - 1.1 Student enrolments — both current and projected;
 - 1.2 Government and/or local financial support for education;
 - 1.3 Student educational needs;
 - 1.4 New and/or revised curricula;
 - 1.5 Changes in the function of existing physical facilities; and
 - 1.6 Other factors that may be considered relevant by the Board.
2. The Superintendent may apply this policy as deemed appropriate on a school-by- school or jurisdiction-wide basis, or in a geographic region of the school division.
3. Should a reduction in the number of teaching staff members become necessary, the Superintendent shall make every effort to affect the reduction through, first, voluntary attrition, resignation, retirement, voluntary transfer, or changes in employment status (i.e., reduction in FTE), and second, transfer of staff to other assignments.
4. If voluntary or normal attrition and transfer does not result in the required number of staff reductions, the Superintendent will terminate contracts of employment in accordance with the following criteria, listed in priority:
 - 4.1 Teachers on temporary contracts of employment will be the first to be released.
 - 4.2 Teachers on probationary or interim contracts may be released through the expiration of the terms of their current contracts.
 - 4.3 The appropriateness of the academic and experience qualifications and the application of such qualifications to the needs and programs of the division.
 - 4.4 The relative assessed competence of the staff member based upon the written performance appraisals by the division's administrative and supervisory staff.

- 4.5 The philosophical requirements and demands for teaching in a Catholic school system.
- 4.6 The staffing requirements of the division.
- 4.7 Where personal qualification and experience, program needs, relative competence and commitment to Catholic education are deemed equal, then years of service with the division will be the determining criterion. Years of service will be calculated from the first day of employment on a continuous contract and will include maternity and sick leaves only.
5. Notwithstanding the above, teachers on temporary, probationary, or interim contracts may be retained and continuous contract teachers released if the teacher holds a specialized teaching assignment. For example, in the areas of second language, special programming, counseling, specialized career and technology studies, fine arts, and essential core subjects at specific grade levels, it may be necessary to retain teachers on temporary, interim and probationary contracts in order to maintain these programs.
6. The Deputy Superintendent of Schools is responsible for applying the criteria noted in 4 above and for recommending to the Superintendent of Schools which contracts of employment should be terminated.
7. When the Deputy Superintendent has determined which continuous contracts of employment will be recommended to the Superintendent for termination, the Deputy Superintendent shall inform each of the teachers, in writing, of:
 - 7.1 The recommendation to terminate the contract of employment and the reason for the recommendation.
 - 7.2 The date, time and location of a meeting at which the Superintendent will consider the recommendation.
 - 7.3 The right of the teacher to attend the meeting referenced in 7.2 and make representations to the Superintendent.
 - 7.4 The right to seek representation from the Alberta Teachers' Association and legal counsel.
8. Recommendations to terminate teacher contracts of employment should be provided to the Superintendent at least sixty calendar days prior to the conclusion of a semester or a school term. However, it is recognized that if there are circumstances that make adhering to this time line impractical and unreasonable the Superintendent will consider these recommendations.
9. The Superintendent's decision with respect to teaching staff reduction and any resulting termination of teachers' contracts of employment is a final decision and there will be no procedural right of appeal of such decisions by the Superintendent to the Board. The right of appeal of such decisions by the Superintendent will be to the Board of Reference as outlined in the *Education Act*.
10. The Superintendent is not required to assign a teacher whose contract of employment has been terminated to any vacant position.

References

Sections 33, 196, 197, 204, 205, 206, 207, 209, 210, 211, 212, 214, 215, 217, 218, 219, 232 *Education Act*

PR NO: C.5

January 28, 2026

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board of Trustees

SUBJECT: Policy 17: Awards

ORIGINATOR: Board of Trustees

BACKGROUND

1. *Policy 17: Awards* and *Policy 17 - Appendix A: Board Awards Terms of Reference* 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 17: Awards* and *Policy 17 - Appendix A: Board Awards Terms of Reference*, as presented.



POLICY 17

Revised January 2026

RECOGNITION AND AWARDS

Section 34 of the *Education Act* indicates that trustees should engage parents, students, and the community in matters related to education. In keeping with this responsibility, the Board wishes to acknowledge community members, parents, students, and staff members who have contributed to the division's success and enhanced the educational programs and opportunities available to students.

The Board of Trustees will specifically recognize:

Staff – for long term service and retirement.

Community Members – for modeling Catholic values within the school system.

Schools – through annual recognition in a form approved by the Board.

Policy 17 - Appendix A

Added November 2024

BOARD AWARDS TERMS OF REFERENCE

1. Share the Mission Award

The Board appreciates the diligent efforts made by community members, parents, students, and staff members in achieving the division's mission statement, goals, and objectives. As a result, the Board wishes to bestow the Share the Mission Award, a prestigious award that recognizes:

- Outstanding service offered for the benefit of our students, our schools, or our community
- Rising to demanding challenges and setting new standards for the rest of us to follow
- Contributions, through their actions and deeds, which enhance the Catholic atmosphere of our schools and parishes
- Involvement and leadership in community/parish organizations

Procedures

1. The Board will request nominations for the Share the Mission Award beginning in March of each year and will make its decision prior to June 30 of that year.
2. Nominations for the Share the Mission Award may be submitted by any member of the Holy Spirit Community to the Superintendent's Office in writing.
3. All nominations must include a description of the service or contribution made by the individual being nominated. Additional endorsements are encouraged.
4. The presentation of the Share the Mission Award will normally be made at the opening school mass for the school year.
5. The Share the Mission Award may be presented posthumously.
6. If there are no nominations found acceptable by the Board or there are no nominations for the award, the Share the Mission award will not be awarded in that year.
7. The Share the Mission award cannot be awarded to the same recipient more than once.

Retirement and Long Service Awards

The Board appreciates the contribution made by its employees and trustees to the success of the division and wishes to publicly recognize those employees and trustees that have rendered long- term service.

1. Funds will be budgeted on an annual basis for the recognition of employees that are retiring or who have provided long-term services.
2. For retiring employees, the Board shall:
 - 2.1 Host a retirement banquet to honor retiring employees.
 - 2.2 Present to employees who retire after age 50, and have a minimum of ten years of active service¹ with the Board, a watch or suitable alternative gift.
 - 2.3 Present two complimentary banquet tickets to all those who are retiring.
3. Past trustees will also be recognized at the retirement banquet for their years of service to the division and be provided two complimentary banquet tickets.
4. If an employee retires, and then resumes work with the division, he/she will no longer be eligible for retirement or long service awards.
5. For employees that have provided long service to the division, the Board shall:
 - 5.1 Provide a suitable gift along with a suitably inscribed certificate signed by the Board Chair and the Superintendent.
 - 5.2 Recognize employees for every five-year increment of active service completed with the division. (E.g., 5, 10, 15, 20 years, etc.)

2. Arts Alive and Well in the Schools Award

1. The Board of Trustees will sponsor an award for the “Arts Alive and Well in the Schools” event. The award will be \$100 in value.

3. Edwin Parr Award

1. The Alberta School Boards Association (ASBA) recognizes annually exceptional first-year teachers who display outstanding skills and performance in their initial year.

- 1.1 The school administrators within Holy Spirit Catholic School Division will nominate a worthy candidate that meets the criteria of the Edwin Parr Award to the Deputy Superintendent.
- 1.2 The Deputy Superintendent will put in a process to select the final nominee for Holy Spirit Catholic School Division and put forward that nominee to the ASBA Edwin Parr Award Committee.

4. Other Recognition and Awards

1. Individual schools and the school division often celebrate student and staff achievements and successes throughout the school year. (E.g., Holy Spirit Stars, School Based Recognition, etc.)

¹ Effective September 1, 2023, the division calculates a year for an employee as: Active service in Holy Spirit Catholic School Division to a minimum of 140 operational days in a continuous, probationary or temporary contract.

REPORT NO: D.1

January 28, 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 January 28, 2026.

RECOMMENDATION

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.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Superintendent

Report to the Board of Trustees

January 2026

Embodying Catholic Leadership

- Attend Sunday Mass at St. Basil's
- Led daily prayer at CEC (Dec 8- 12)
- Attending daily prayer at CEC when present
- Monthly lunch with Fr. Kevin
- Attended LLT Advent Retreat (Dec 2)
- Attended "Day With Leadership" with Bishop McGrattan (Dec 9)
- Attended CEC Staff Christmas Retreat (Dec 19)
- Faith reflections in, "Superintendent Sunday"
- Attended Board Faith Retreat (Jan 9)

I sincerely appreciated the opportunity to participate in the Board Faith Retreat led by Stacey MacNeil-Ayeh. This experience fostered meaningful conversation and reflection, allowing us to draw upon our faith, roles as governors and Superintendent, to consider how we can best serve our stakeholders. Although it was unfortunate that the session was cut short, I am looking forward to rescheduling and having the opportunity to participate in the second part.

Building Effective Relationships

- Met with SPS and toured, 'Principals for a Day'
- Attended SPS Turkey Dinner
- Staffing Conversations with Director of Support Services, Deputy Superintendent (SFJH/CSM)
- Enrolment meetings with Principals/Acting Secretary Treasurer (Jan 5-8)
- SALT Talks (SPT, CSM, SMBI)
- Attended CEC Staff Christmas Retreat
- Commenced SALT bi-weekly Superintendent 1:1 meetings

At the heart of any successful school division is a culture rooted in authentic relationships and mutual trust. Recognizing that our collective mission is only as strong as the connections between its leaders, I have intentionally prioritized spaces for meaningful, intentional engagement. Specifically, the implementation of SALT 1:1 meetings with the Senior Team and the successful commencing of our second annual SALT talks have proven to be highly effective. By fostering a climate of open dialogue and shared vulnerability, these interactions ensure that our leadership remains unified, resilient, and deeply committed to the shared vision of our school communities.

Visionary Leadership

- Met with Principals and Secretary Treasurer: re: Enrolment projections
- Weekly SALT meeting
- Commenced SALT bi-weekly Superintendent 1:1 meetings
- Finance Committee Meeting
- Board Policy Committee Meeting
- Schollie Survey Meetings (Dec 19, Jan 6, Jan 8)
- Director of Educational Services Interviews (Jan 12)
- FLVT Visioning/Organizational Meeting with Principal, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (Jan 14)
- Exit meetings with Communications Officer and Executive Secretary (ONGOING throughout January)
- Posted: Communications Coordinator - NEW
- Meetings with Associate Superintendent of Learning, Secretary Treasurer, Communications Coordinator re: Grandfathering/Boundary/Registrations (ONGOING)
- Kindergarten Information Gathering Meeting, Associate Superintendent, Lethbridge Principals, Sheri Thomas (Jan 9)
- Boundary/Grandfathering/Registrations Meeting with Lethbridge Principals (Jan 6)
- AERR Meeting with Joe Clark (Jan 7)

Visionary leadership is not defined by a single act, but by the continuous, strategic alignment of our operational goals with our shared educational mission. Throughout December and January, this commitment has been evident in our intensive focus on long-term planning, including the Father Leonard Van Tighem (FLVT) Visioning meeting, the Annual Education Assurance Measures Report (AEAM) review, and critical discussions regarding enrolment projections. Our leadership capacity is further strengthened through deliberate human resource management and organizational transitions, highlighted by the Director of Educational Services interviews, the

recruitment of a new Communications Coordinator, and the commencement of bi-weekly SALT 1:1 meetings that foster mentorship and professional growth. Simultaneously, we have prioritized transparency and community trust through extensive, ongoing consultations regarding boundaries, grandfathering, and registration timelines, alongside the thoughtful preparation for the Schollie surveys and Kindergarten information gathering. By integrating these diverse elements—from high-level governance to the granular operational planning conducted with our principals—we ensure that our division remains proactive, responsive, and steadfastly focused on the future success of all Holy Spirit students.

Modeling a Commitment to Professional Learning

- Actively reviewing Administrative Procedures and Board Policies through SALT meetings and Board Policy Committee
- Ongoing meetings with CCSSA Board and Executive Director

Actively reviewing our Administrative Procedures and Board Policies through my engagement with the SALT team is ongoing work that is incredibly important. I view the process of reviewing and revising these procedures with my Senior Team as a fundamental way to develop our collective capacity and deepen our shared understanding of our work. By dissecting these documents together, we gain a much more profound insight into documents such as the *Education Act*, ensuring that our local governance is both legally sound and educationally purposeful. This intentional practice not only strengthens my leadership but also empowers my team to navigate the complexities of provincial legislation with confidence and clarity.

Leading Learning

- Continuing to collaborate with CASS Mentor, Dr. Andrea Holowka
- Enrolment conversations with Secretary Treasurer and Principals
- Weekly SALT meeting
- Commenced SALT bi-weekly Superintendent 1:1 meetings

Leading learning requires a deliberate balance of personal growth, strategic alignment, and the disciplined stewardship of resources. I prioritize my own professional development by continuing to collaborate with my CASS mentor, Dr. Andrea Holowka, attending CCSSA, CASS provincial meetings. Effective learning environments also depend on sustainable infrastructure, which I address through ongoing enrolment conversations with my Secretary Treasurer and Principals to align staffing and space with student needs. To ensure our instructional vision is enacted across the division, I facilitate weekly SALT meetings to maintain strategic momentum, and I have

commenced bi-weekly 1:1 meetings with my senior team. These 1:1 sessions are essential for building leadership capacity and fostering the high-trust relationships necessary to drive meaningful academic improvement throughout my schools.

Ensuring First Nations, Métis and Inuit Education for All Students

- Visited the FNMI team during their FNMI team meeting
- Signed up for Holy Spirit Catholic School Division book study, *One Story, One Song*

I recognize that ensuring excellence in First Nations, Métis, and Inuit education is a foundational priority that requires my active presence and a genuine commitment to building authentic relationships. My leadership in this area is rooted in listening and learning, which is why I made it a priority to visit my FNMI team during their regular meeting to show support for their vital work. To further deepen my own understanding of Indigenous perspectives, I have signed up for our division book study, *One Story, One Song*. Although I was unfortunately unable to attend the first meeting due to a scheduling conflict, I remain dedicated to this collaborative learning journey.

School Authority Operations and Resources

- Met with Secretary Treasurer re: Budget Advisory Committee
- Budget Advisory Committee meeting (Jan 20)
- Meeting with Deputy Superintendent, Secretary Treasurer, Associate Superintendent of Learning and Director of Student Services (re: budget/staffing) (ONGOING)
- Met with Principals and Secretary Treasurer: re: Enrolment projections
- Engaging SALT/LLT re: Schollie surveys
- Kindergarten Information Gathering Meeting, Associate Superintendent, Lethbridge Principals, Sheri Thomas (Jan 9)
- FLVT Visioning/Organizational Meeting with Principal, Associate Superintendent, Deputy Superintendent, Secretary Treasurer (Jan 14)
- Met with Principals and Secretary Treasurer: re: Enrolment projections

Effective stewardship of school operations and resources is rooted in a proactive, collaborative approach to fiscal and strategic planning. To ensure long-term sustainability, we have prioritized the analysis of enrolment projections in direct consultation with our principals and gathered critical information during the Kindergarten meeting. These operational insights, paired with high-level strategic exercises like the Father Leonard Van Tighem (FLVT) visioning and organizational meeting, allow us to manage our physical and educational assets with precision and foresight. Furthermore,

by engaging our SALT and LLT teams in the administration of the new Holy Spirit Schollie surveys, we ensure that our operational management remains data-driven and responsive to the evolving needs of our school communities. This disciplined approach to managing resources ensures that Holy Spirit remains a robust, well-maintained, and fiscally responsible division focused on student success.

Supporting Effective Governance

- Attended Board Agenda setting meeting with Chair, Vice Chair, and Executive Secretary
- Attended Finance Committee Meeting
- Attended Board Policy Committee Meeting
- Attended Boundary Engagement meeting with Lethbridge Principals
- COW and Board meeting with Board of Trustees (ONGOING)
- Coordinated and attended Board Faith Retreat (Jan 9)

The Superintendent serves as the link between my division's operational reality and the strategic oversight provided by the Board of Trustees, and with this knowledge I hold this responsibility in high regard. By participating in Board Agenda setting meetings with the Chair, Vice Chair, and Executive Secretary, I ensure that the Board's focus remains aligned with the most pressing educational and administrative priorities. This support for effective governance is further evidenced by my regular attendance at Finance and Board Policy Committee meetings, as well as Committee of the Whole (COW) and monthly Board meetings. In these sessions, I provide the data and professional expertise necessary for informed decision-making. Whether facilitating Boundary Engagement meetings with principals or maintaining ongoing communication during Board deliberations, my close collaboration with both the administrative staff and the Board of Trustees equips the Board to lead the division with clarity, transparency, and a steadfast focus on the Holy Spirit mission.

REPORT NO: D.2

January 28, 2026

BOARD AGENDA REPORT

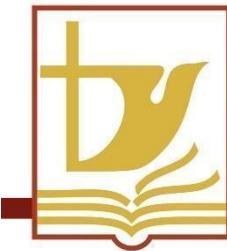
TO: Board of Trustees

FROM: Anthea Boras, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for January 28, 2026.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Deputy Superintendent Report to the Board of Trustees January, 2026

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre before interviews and meetings, fostering a faith-centered atmosphere for colleagues and participants;
- Participating in my parish by attending weekly Sunday Mass at St. Martha's and serving as a lector, demonstrating ongoing personal commitment to faith;
- Anchored by my Catholic values, I navigate challenging conversations and make difficult decisions with my Catholic faith and my mission of "Lead With Love" at the core.

Building Effective Relationships

- Collaborating with others in Zone 6 in the planning of the 2026/2027 Division Calendar to ensure alignment and smooth operations;
- Engaging collegially with staff and unions through regular Labour Management Meetings with CUPE 1825, fostering open dialogue and shared problem-solving;
- Participating in Senior Administrative Learning Team (SALT) Talks and integrating insights gathered to inform decision-making and guide the division's future direction;
- Providing individualized support to staff, including prioritizing time with teachers at Father Leonard Van Tighem School this month as their school community prepares for upcoming changes, ensuring they feel heard and supported.

Modeling Commitment to Professional Learning

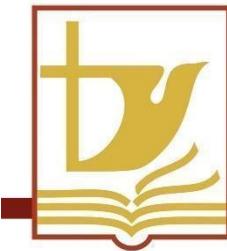
- I intentionally connect with colleagues across the province, especially in Zone 6, who share similar leadership roles. Collaborative dialogue is a meaningful part of my professional learning and is often where my greatest growth occurs.

Visionary Leadership

- Engaging in ongoing Senior Administrative Team meetings to strategically align supports for schools with Board priorities and long-term division goals;
- Continuous refinement of the *New Teacher Checklist*, informed by feedback, to clearly articulate a coherent, division-wide approach to hiring, welcoming, supervising, supporting, and evaluating new teachers.

Leading Learning

- Connecting regularly with school administrators to support any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- Facilitating learning and collaborative conversations on a variety of topics during the Learning Leadership Team (LLT) meetings;
- Continuing to use our HS Forecast as an anchor for our LLT culture and connection.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Supporting First Nations, Métis and Inuit Education for All

- Although I was unable to attend the first session of the *One Story, One Song* book study by Richard Wagamese, I continue to engage with the text and the reflective questions that ground the group's conversations. The first section, which focuses on **EAST—Humility**, calls leaders to recognize themselves as part of something larger and to approach learning with openness and respect. Practicing humility creates space for Indigenous voices, experiences, and ways of knowing to inform decision-making, curriculum, and relationships. In this way, Wagamese's teaching reinforces the importance of relational leadership, cultural respect, and ongoing learning as foundational to advancing FNMI education for all students.

Supporting School Authority Operations and Resources

- Ensuring clear and timely communication by working with my team to keep the weekly *Here in Spirit* newsletter current, including detailed and accurate job postings for all positions across the division. This supports transparency, informed decision-making, and efficient staffing processes;
- Contributing to strategic recruitment and selection of staff by participating in interviews for a variety of positions. This month, significant time was devoted to ensuring the right leadership was in place for the role of Director of Education through the development of thoughtful interview questions, participation in interviews, follow-up conversations, and collective discernment;
- Supporting effective staffing and placement decisions by posting and clearly communicating information for teachers requesting transfers. The transfer request period was extended until the end of February in recognition of shifting school boundaries and the opening of a new school, allowing more time for our division to gather accurate enrollment and staffing information before final placements;
- Supporting teacher growth and quality practice through ongoing observations of teachers on probationary contracts, providing feedback and guidance aligned with the Teaching Quality Standard (TQS).

Supporting Effective Governance

- Engaging in the process of selecting Holy Spirit's 2025 Edwin Parr nominee. This involves ensuring candidates meet eligibility criteria—including a minimum of 100 full-time equivalent teaching days and holding an interim professional certificate—selecting the teacher that exemplifies the qualities of this award, and supporting the school administration team in completing the nomination package prior to the deadline. The selected teacher will represent Holy Spirit Catholic Schools at the Zone 6 ASBA award evening in May;
- Ensuring governance practices remain current and effective through the ongoing review of Administrative Procedures in collaboration with the Senior Administrative Learning Team (SALT), ensuring alignment with Board policies, provincial requirements, and the division's Catholic mission.

REPORT NO: D.3

January 28, 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 January 28, 2026.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Report to the Board of Trustees January 2026

UPDATE FROM THE SECRETARY TREASURER'S OFFICE (AMANDA)

- Completed and submitted enrolment projections for the 2026/2027 school year by analyzing Baragar data and collaborating with school Principals to gain local knowledge of each school
- Met with SALT and Principals to discuss upcoming boundary changes and transportation impacts
- Attended SALT talks at St. Patrick Taber, The Children of St. Martha St. Michaels Bow Island, Our Lady of the Assumption, and St. Mary Taber
- Attended Labour Management meetings with our Cupe unions
- Attended TEBA monthly engagement session
- Contributed to weekly SALT Meetings
- Participated in LLT meeting
- Attended Construction Meetings for St. Kateri Elementary School
- Lead Business Services and TTMFSH team meetings
- Attended Joint City and School Boards Committee Meeting
- Continued collaboration with Lethbridge School Division on upcoming transportation contract
- Met with Principals to discuss upcoming budget consultations
- Continued work with Director of Facilities and consultant on 10 year capital plan finalization
- Worked with Director of Technology on upcoming Technology Plan
- Attended the annual ASBOA issues forum

TRANSPORTATION, INSURANCE AND RISK MANAGEMENT UPDATE (CASSANDRA)

- Participated in the monthly USIC Risk Management committee meetings and attended the monthly USIC IT subcommittee meetings reviewing cyber and IT related topics
- Began the annual insurance application
- Reviewed for approval all risk assessments, volunteer, chaperone and driver applications
- Monitored all student and staff accident reports and site specific incident reports
- Attended annual ASBOA issues forum

- Collaborated with Transportation Coordinator on upcoming boundary changes and transportation impacts
- Attended Safe Travel Planning meetings for Our Lady of the Assumption, St. Patrick Fine Arts, St. Teresa of Calcutta and Ecole St. Mary
- Continued monitoring of WCB files and claims, return to work plans and modified work plans



REPORT NO: D.4

January 28, 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 Learning, Religious Education, and First Nations, Métis and Inuit Education.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Associate Superintendent of Learning Board Report - January 2026

Board Strategic Priority - Strengthening Our Catholic Faith

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

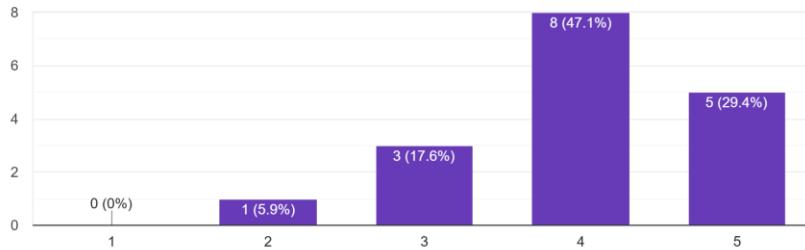
- **Knights of Columbus Keep Christ in Christmas Poster Contest** - We had over 120 posters submitted this year to both KC2647 (Pincher Creek) and KC10547 (Lethbridge) this year, a substantial increase over last year's totals. Local and District poster winners were awarded just prior to Christmas, with some moving on to State and Supreme Council in the spring. Many thanks to our administrators and teachers who supported this venture, as well as to our local councils for their ongoing support.

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

- **Probationary Teacher Faith Formation** - We were informed on January 12 that, effective immediately, Newman Theological College would be ceasing delivery of the current CCS modules, including the module that our probationary teachers engage in. This came as a surprise to us, having organized the course for delivery in December. Deputy Superintendent Anthea Boras and I will review the possibilities for the spring in the upcoming days to establish how we might best support this element for our teachers.
 - Selected feedback from the cohort on our in-person fall sessions follows:

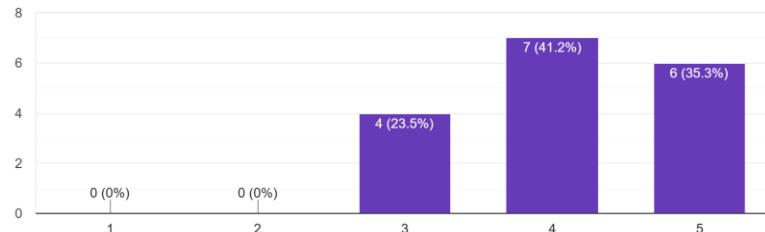
The sessions led me to a deeper understanding of the Catholic faith.

17 responses



The sessions led me to a better understanding of authentic Catholic identity in our schools.

17 responses





Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

- **Spiritual Development Day** - On Friday, March 13, we will be hosting our annual Spiritual Development Day, which was postponed due to labour action in the fall. Mass will be celebrated with our local clergy, and our keynote speaker will be Katie Patrizio, speaker most known for her talks on scripture. This aligns nicely with our faith plan call to know God through encounters in the Word. We are finalizing details and will provide further information next month.

Board Strategic Priority - Learning Through Quality Teaching

We prepare students for career pathways.

- **Off Campus Update** - We are excited to welcome our new career practitioner, Lize Bam, to the district this month. The career practitioner role is key in our support of the Off Campus program, working collaboratively with Coordinator Mark Boschee and our high school administration to support the needs of students in career internships, dual credit courses, work experience, and more.

All students demonstrate growth in literacy and numeracy.

- **SPACES and Reporting** - On January 26, 2026, we will be distributing first term reporting to parents on student achievement. Reporting in this term will highlight both growth as a learner (non-academic attributes) as well as proficiency in each core area. Reporting was completed using templates in SPACES, and will be emailed to parents.

Schools reflect collaborative teaching and learning environments.

- **Holy Spirit Professional Learning** - Starting in February, we will be relaunching ongoing professional learning that was delayed by labour action in the fall. These include the Career Education Task Force, Numeracy and Literacy lead teachers, junior high subject area meetings for Mathematics, Social Studies and Physical Education & Wellness in advance of curriculum implementation, and junior high Outcomes-Based Assessment.

Board Strategic Priority - Living Truth and Reconciliation

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

- **Niitsitapi Facilitator Connections** – Following seasonal breaks, student attendance often dips; during these periods, FNMI facilitators and administrators respond with patience and consistency, prioritizing reconnection, collaborative problem-solving, and relationship-based outreach with students, families, and school teams to support re-engagement and belonging.
- **Jordan's Principle** – A formal request was submitted to appeal a denial under Jordan's Principle. This appeal reflects our commitment to advocacy addressing barriers that continue to affect Indigenous children and families as a result of historical and ongoing inequities.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

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

- **Blackfoot 1000 Dual Credit** - There are around ten students between CCH and Trinity who have expressed interest in the course which begins this week. Tuition is fully funded through the University of Lethbridge Insiskim Mastercard Foundation Fund.
- **Blackfoot Language Family Nights** – Changing Horses Society sponsored and coordinated an evening of games and sharing a meal at St. Francis Junior High on January 22. They plan to arrange three more similar evenings within our division over the spring.
- **Feather Blessing Protocol** – On February 11, CCH will welcome Indigenous graduates and families to learn about the Feather Blessing Ceremony to be held just prior to graduation, strengthening cultural understanding, belonging, and celebrating pathways to completion.

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

- **Learn, Build and Go** - This past Monday, January 26, we welcomed approximately 16 staff and trustees for a day of learning about the role of story within Blackfoot tradition and within the Catholic faith. Bobby Plume, Father Kevin Tumback, and Sheldon Day Chief each shared perspectives on teachings offered through story and our responsibilities when receiving story.
- **Book Study** - We have held two of our four sessions on Richard Wagamese's *One Story, One Song*. Our participants engaged in thoughtful dialogue connected to our faith plan and the responsibilities and gifts connected to Humility and Trust.
- **Community Committees** – We continue to be represented on committees such as The Alberta Professional Learning Consortium FNMI Advisory Team and Niitsitapiisiinii Wellness, strengthening our commitments to Truth and Reconciliation in our community. The Eagle Spirit Nest Community Association in Taber is currently seeking a Holy Spirit representative to join its board, a role previously held by Pat Bremner. Their next meeting will be held on Tuesday, February 10.

REPORT NO: D.5

January 28, 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

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

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

Early Learning/ Kindergarten File Verification - Each year, Alberta Education reviews Early Learning and Kindergarten programs across the province to support consistency, accountability, and the responsible use of public funding. While Holy Spirit Catholic School Division was exempt from this process last year, it has been confirmed that all school divisions will participate in the 2025–2026 Early Learning and Kindergarten PUF verification process. This review involves a small sample of student files and focuses on ensuring that required documentation is accurate and up to date. Holy Spirit School Division has submitted all requested documentation as part of this process.

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

Family and Community Support Services Lethbridge - The 2024/25 final report detailing Children of St. Martha and École St. Mary school program objectives, success metrics, school narratives and financials were submitted ensuring compliance with grant funder reporting requirements.

English as an Additional Language - As required by Alberta Education and outlined in the *Alberta Education Funding Manual*, Holy Spirit Catholic School Division completes English as an Additional Language (EAL) Benchmarks to accurately determine students' English language proficiency and ensure appropriate instructional supports and funding eligibility. During the months of November and December, teachers across the division completed EAL Benchmarks for English language learners, demonstrating a strong commitment to consistent assessment practices and equitable supports. This work ensures that programming decisions are informed, responsive, and aligned with provincial requirements, supporting student growth and success across our schools.

Bell Let's Talk - In January 2026, the Holy Spirit Catholic School Division, guided by the Mental Health Capacity Building (MHC) Team, launched its annual Kindness Campaign in preparation for Bell Let's Talk Day. This campaign emphasized kindness and mental health awareness through a series of the following initiatives:

- **Community Engagement:** The Coffee Sleeve Initiative engaged students in decorating blank coffee sleeves with positive messages. The MHC team collected these sleeves and distributed them to seven local coffee shops across Holy Spirit communities.
- **School-Based Activities:** In MHC-supported schools, students participated in decorating coffee sleeves during lunch groups, classes, and other activities, fostering creativity and conversations about kindness.
- **High School Engagement:** At both CCH campuses, interactive booths offered mental health resources and featured a photo booth to encourage student participation and engagement.

Together, these initiatives underscored the importance of kindness and connection in fostering mental health and wellness within schools and communities.

REPORT NO: D.6

January 28, 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

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Director of Technology

Board Report

January 2026

Technology - Executive Summary

We have been able to visit all schools this month addressing helpdesk requests across the division as we move into exam season.

Recent cybersecurity report assessments from our insurance providers indicate an improvement in our security posture within Holy Spirit. We align and collaborate with other divisions on this initiative working on the best practices

We are working with stakeholders to form a school technology committee that will help align and guide upcoming technology purchases into learning initiatives. This includes representation from multiple roles including teachers from rural and city schools that represent all grades.

Technology - Monthly Update

- Technicians are visiting schools to help teachers and support staff access technology in their learning spaces.
- Disaster Recovery upgrades were performed in various sites to ensure continued reliability and compliance.
- Collaborating with other divisions in a Generative AI cohort to work on governance solutions for school divisions
- Working with school stakeholders to form a school technology committee that will help guide upcoming technology initiatives in schools.
- Recent Cyber Reporting Assessments from our insurance providers indicate an improvement in our security posture within Holy Spirit.
- Coordination of operational technology projects with the new St Kateri Elementary School is ongoing.

REPORT NO: D.7

January 28, 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

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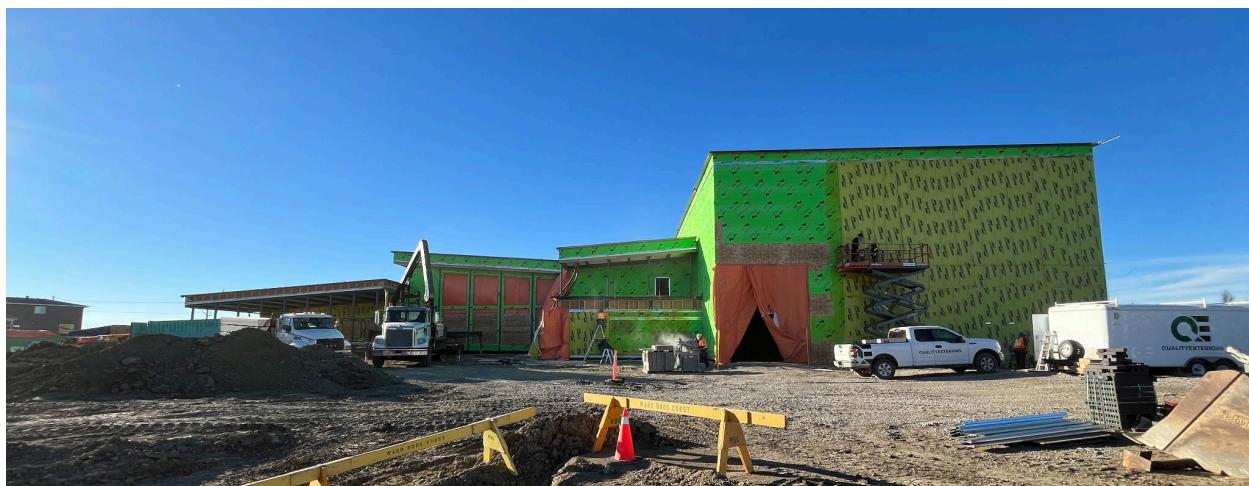
Director of Facilities Report to the Board of Trustees January 2026

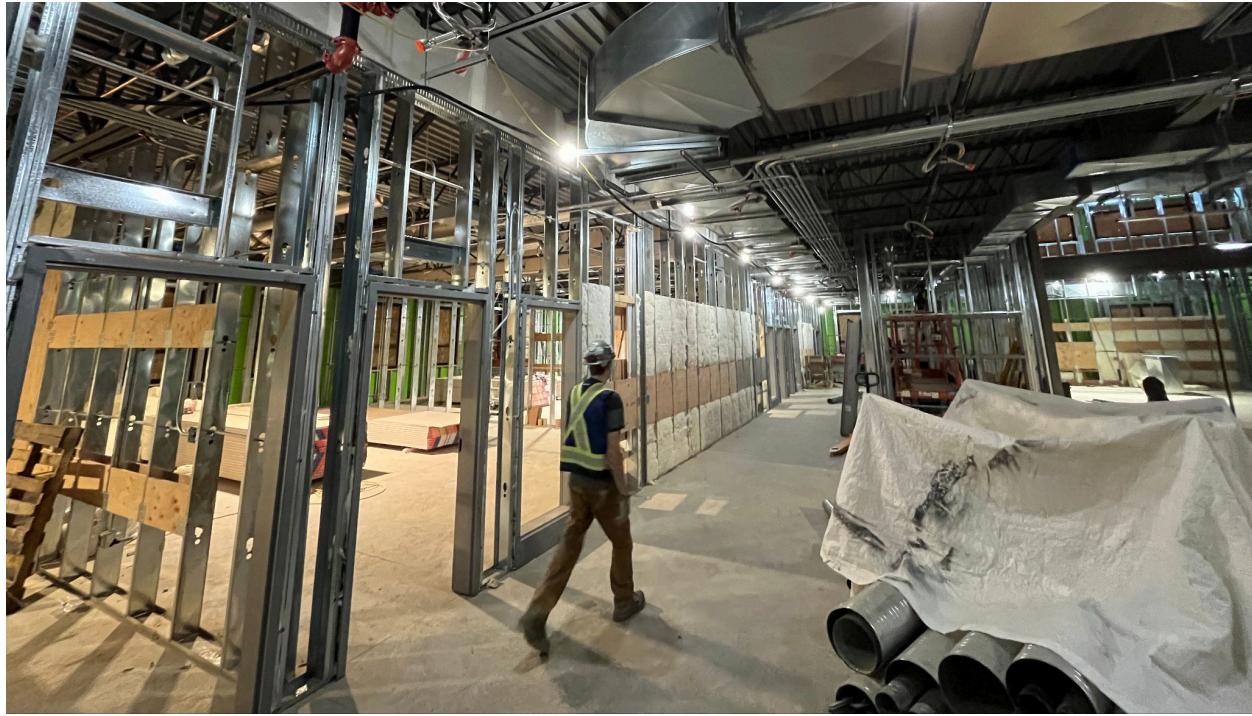
NEW ELEMENTARY SCHOOL, WEST LETHBRIDGE

The construction progress photos below were taken on January 14, 2026.



Top: South Face View, Bottom: East Face View

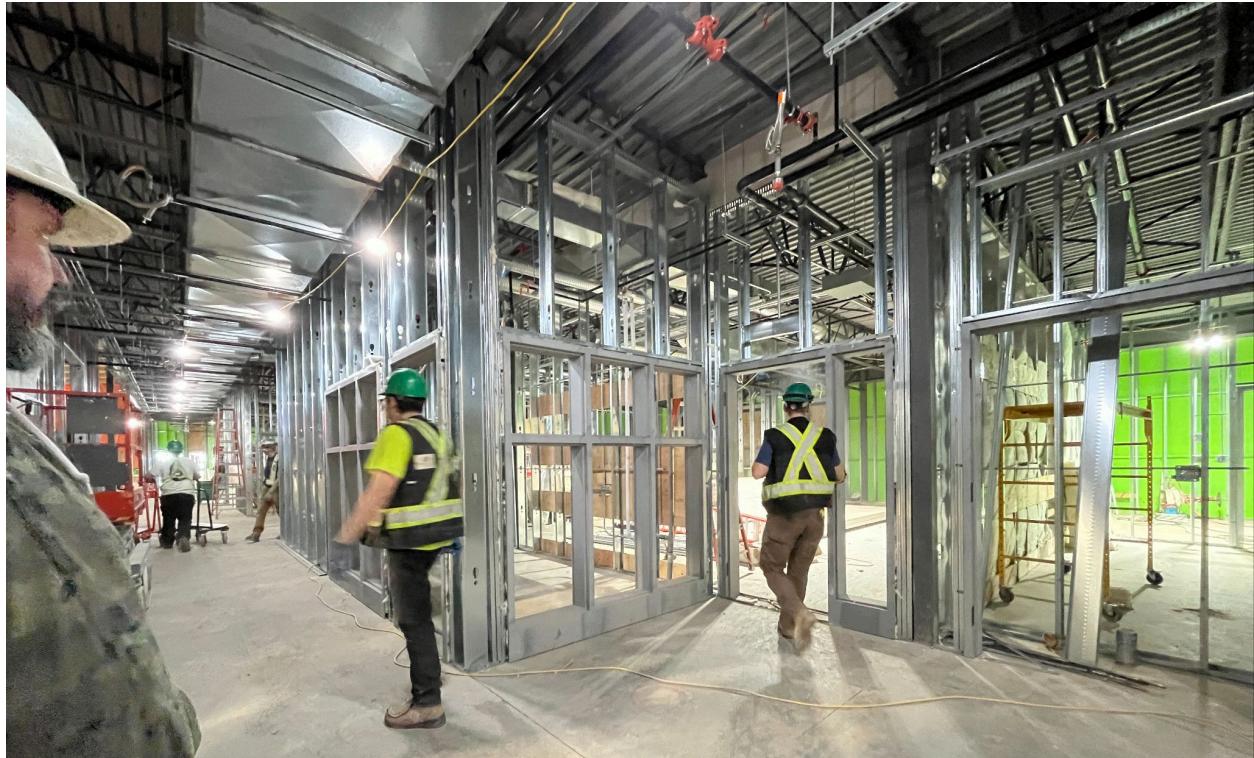




Top: Looking northwest - West Classrooms

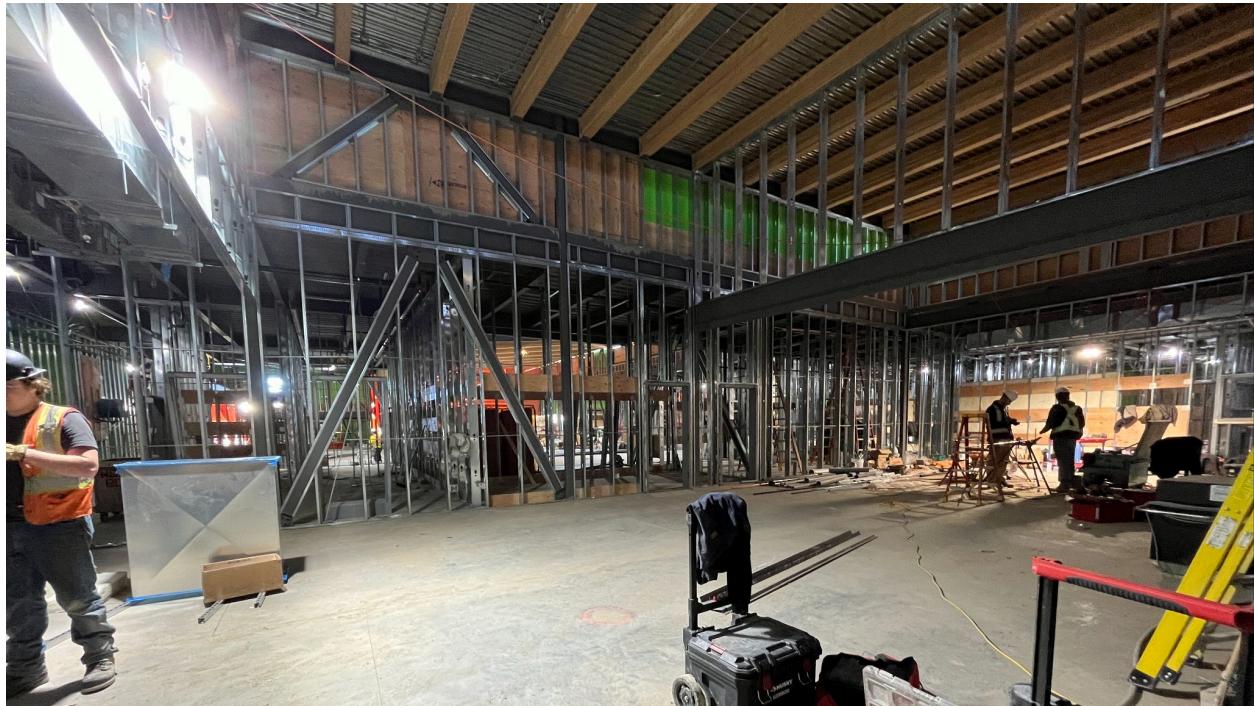
Bottom: Looking southeast - Admin Offices and Staff Room





Top: Looking southeast - Kindergarten Classrooms

Bottom: Looking east - Ancillary Classrooms





Top: Looking southeast - Gathering Space, Servery (left foreground), Stage (far left)

Bottom: Looking north - Gym (background), Stage (foreground), Gym Storage (bottom right), door to Balcony (top right)





Top: Looking southeast - Storage from Gym-side underneath Stage (area with cinderblocks)

Below: Looking southwest - Learning Commons, North Washroom (bottom right), Mechanical Mezzanine (top right)



10-YEAR CAPITAL PLAN

We are working on the draft 10-Year Capital Plan to present to the Board. It highlights the vision we have throughout the Division for: (1) space utilization, programming and community demands, (2) school boundaries and municipal growth and infrastructure planning, (3) building life cycle, modernization and replacement needs.

FURNITURE & EQUIPMENT RENEWAL

Principals will submit furniture and equipment requests (new and replacement items) from January 16 to March 27, 2026.

END OF REPORT



REPORT NO: E.1

January 28, 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, GrACE, and Economic Development Committee Reports for January 28, 2026.



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Sundays	Regular Mass at St. Catherine's where I serve in music ministry, hospitality and as lector
January 8	Funeral Mass for former Holy Spirit Principal, Val Leahy
January 14	Mass with Grade 4 Students from St. Paul School at St. Basil's
January 21	School Mass at St. Paul School
January	Regular School Visits at FLVT

Integrated Governance & Development:

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

Daily	Review ASBA Media Summary and Vatican Newsletter
Weekly	Review ACSTA Memo and Media Scan and Parish Newsletter and Superintendent Sunday
January 13	Letter from Capital Planning re: St. Francis Value Scoping
January 13	ASBA Strategic Plan Engagement Video
January 14	ATA Zoom session on School Trustees and the Alberta Teachers' Association as partnership
January 14	Catholic Ed Talk with Dr. Scott Morrison on Effective Governance

Board & Committee Meetings:

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

January 9	Board Retreat on Five Marks of an Excellent Catholic Teacher and how that relates to work of Trustee
January 20	Agenda Setting
January 20	Survey on ASBA Strategic Planning with Vice Chair Gibb
January 21	ASBA Zone 6 Meeting at Lethbridge School District
January 21	Cabinet Committee Update on Classroom Size and Complexity
January 28	COW and Public Board Meeting

Active Collaboration and Advocacy:

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

January 12	Division Book Study on "One Song, One Story" by Richard Wagamese (Humility)
January 13	FLVT School Council
January 26	Learn, Build and Go: Song, Symbol, Ethical Guide
January 26	Division Book Club Session 2 on Trust (Richard Wagamese)
January 28	Read for Family Literacy at Children of St. Martha's



BOARD CHAIR ACTIVITIES REPORT

BOARD CHAIR: Linda Ellefson

BOARD MEETING DATE: January 28, 2026

Active Collaboration and Advocacy (continued):

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

January	Follow up letter to Capital Planning regarding St. Francis as #1 Priority
January 9	Alberta Education and Children Provincial Satisfaction Survey
January 12	Canadian/Alberta National School Program Agreement
January 13	Leader of Learning Series
January 14	Respond to request from MLA Rob Miyashiro for meeting with Trustees
January 16	ACSTA GrACE Report for February meeting

REPORT NO: E.2

January 28, 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

January 28, 2026 Report

- January 14, Catholic Ed Talk with Dr. Scott Morrison (virtual) on “Effective Governance”
- January 28, Mass of Installation: The Most Reverend, Stephen Andrew Hero, Archbishop of Edmonton
- February 2, February 3, Board of Directors Meeting (virtual)
- February 18 Catholic Ed Talk with Peter Csillag on “Do’s and Don’ts of Advocating to the Provincial Government.”

ACSTA Communications Partners:

- The Council of Catholic School Superintendents of Alberta (CCSSA)
- Grateful Advocates for Catholic Education (GrACE)
- Canadian Catholic School Trustees' Association (CCSTA)
- Conseil de l'éducation de la foi catholique chez les francophones de l'Alberta (CEFFA)
- Archdiocese of Edmonton
- Diocese of Calgary
- Archdiocese of Grouard-McLennan
- Diocese of St. Paul
- Saskatchewan Catholic School Boards Association
- Ontario Catholic School Trustees 'Association (OCSTA)

REPORT NO: E.3

January 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty (alternate), Board Representative

SUBJECT: ASBA Report

BACKGROUND

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



ASBA Zone 6 Report Jan 28, 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 January 21, 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 chairs engagement session coming up, shared feedback about FGM from zone with ASBA.

ASBA President Report: (Shali B) Held orientation for new and returning directors and first board of directors meeting. Will be attending CSBA in Saskatoon, a great opportunity for federal collaboration.

ASBA Vice-President Report: (Devonna K) Appointed members to committees, planning for upcoming SGM.

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.

ASBA Sustainability and 2026-2029 Strategic Plan Engagement Session

Financial Report: With new alignment with ASBA the zone will have a short fiscal year.

Zone Chair Report: Zone chairs and vice chairs had a zone orientation meeting, a great opportunity to learn from other zones.

Labour Relations Coordinator: Written report with Agenda

Handbook Memo: Proposed alignment document has been created and presented to zones, awaiting feedback before final approval.

SAPDC is now referred to as **The Consortium South Office**. What PD opportunities would you like to see?

ASBA awards

South Zone Comprehensive MOU: Proposed MOU but needs further discussion.

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

Round Table: AI, Transportation, elections 2025 - proposed to remove from roundtable

Position Statements: More info on deadlines for FGM will be coming shortly.

Next Meeting: February 11, 10:30 am Online meeting

REPORT NO: E.4

January 28, 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.



Report for January 28, 2026

GrACE Champions

School Division Submissions Calendar

As a grateful advocate for Catholic education and a leader in our Catholic education system, we welcome your submissions to our "Grace Champions" spotlight that celebrates, showcases, and highlights the faith within your schools and division!

September <ul style="list-style-type: none">St. Paul SDLakeland CSSDLiving Waters CSSD	January <ul style="list-style-type: none">Conseil Scolaire Franco SudGreater St. Albert RCSSD	March <ul style="list-style-type: none">Conseil Scolaire Centre-EstMedicine Hat CSSD
October <ul style="list-style-type: none">Holy Spirit RCSSDYukon Catholic Schools	February <ul style="list-style-type: none">Calgary CSSDConseil Scolaire du Nord-OuestEvergreen CSSD	April <ul style="list-style-type: none">Grande Prairie RCSSDRed Deer CSSD
November <ul style="list-style-type: none">Conseil Scolaire Centre-NordEast Central Alberta CSSDSt. Thomas Aquinas RCSSD		May <ul style="list-style-type: none">Elk Island CSSDLloydminster RCSSDYellowknife Catholic Schools
December <ul style="list-style-type: none">Christ the Redeemer CSSDFt. McMurray RCSSD		June <ul style="list-style-type: none">Edmonton CSSDHoly Family CSSD

Submissions due by the 15th of each month.
To access template use QR code or click this link:
https://docs.google.com/presentation/d/1N5EFNkEr14pSPPYqZ_NXH14Udn3LeAMW2p0FGwUICFmc/edit#usp-sharing

Month	Theme	Schools Assigned	Deadline
Jan 2026	New Year Reflections and Renewal	Conseil Scolaire Franco Sud, Greater St. Albert Catholic Schools	25 Jan 2026
Feb 2026	Catholic Education Success Stories	Calgary Catholic School District, Conseil Scolaire du Nord-Ouest, Evergreen Catholic Schools	15 Feb 2026
Mar 2026	Lent and Service in Action	Conseil Scolaire Centre-Est, Medicine Hat Catholic Schools	15 Mar 2026
Apr 2026	Easter Joy and Renewal	Grande Prairie Catholic Schools, Red Deer Catholic Schools	15 Apr 2026
May 2026	Marian Devotions and Catholic Identity	Elk Island Catholic Schools, Lloydminster Catholic Schools, Yellowknife Catholic Schools	15 May 2026
Jun 2026	Year-End Celebrations and Graduations	Edmonton Catholic Schools, Holy Family Catholic Schools	15 Jun 2026

GrACE Prayer Intentions for January 2026

- **For Catholic Education:** That Christ be the anchor and beginning of all our resolutions this new year
- **For students:** That they may be filled with hope and purpose as missionary disciples
- **For families:** That they may be strengthened in their role as first teachers of the faith
- **For Catholic schools:** That they remain faithful to the teachings of Christ and the Church

REPORT NO: E.5

January 28, 2026

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Tricia Doherty, Board representative

SUBJECT: Economic Development Committee Report

BACKGROUND

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

Sector reports:

Shannon Frank - Old Man Watershed

Snow pack in the mountains at the higher end of normal which should keep from drought conditions come spring. Lower elevations are still quite dry farmers/ranchers hoping for more moisture. There are concerns around fire risks.

Rural Renewal Stream – Alberta Immigration (AAIP) made significant changes to the Rural Renewal Stream and is limiting community allocations as of 2026. EDL has been informed that Lethbridge will no longer qualify for Rural Renewal Stream. The requirements were for a population under 100K, using updated census data has put Lethbridge above this threshold. This will have material consequences for the local program as it may throttle new candidate endorsement applications.

Business Retention -

Lethbridge Manufacturing Association – EDL met with MLA Neudorf to discuss the concerns surrounding immigration changes and the need to address access to enhanced permanent residence pathways for manufacturers. Employers remain concerned about a shortage of PR pathways and how this will impact their workforce moving forward. Employers continue to face labour shortages, skills gaps, and retention challenges. Recent changes to immigration pathways have further intensified these pressures, impacting productivity and the sector's ability to scale and expand. Ongoing concerns regarding lengthy processing times for immigration programs and for work permit renewals.

Employment metrics have diminished compared to the same time one-year ago. Year-to-date housing starts are trending downwards as well.

Canada Premier Food Corridor - Participated on behalf of Economic Development Lethbridge in an Alberta Chambers of Commerce-led interprovincial trade mission to Winnipeg, hosted by the Manitoba Chambers of Commerce, focused on strengthening Alberta-Manitoba manufacturing, logistics, and supply-chain connections. The two-day mission included site visits to advanced manufacturing and logistics facilities, meetings with federal ministers, and a supply-chain panel with industry and post-secondary leaders.

Brighter Together Survey is complete and the information will be released shortly.

Defence Sector Discussions – Continued participation in discussions with various stakeholders including City of Lethbridge, Polytechnic, UofL, PrairiesCan, and Chamber of Commerce to determine how best we can capitalize on the Federal Defence spending priorities. There are new grants and funding opportunities for businesses to get involved in the Defence supply chain, so we are trying to ensure our local companies are aware of the opportunities and can participate. Have to be strategic with our approach and how it may fit with EDL.

ADVOCACY NO: F.1

January 28, 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 Advocacy Reports for January 28, 2026.



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Sunday	Regular attendance at St. Martha's Parish - 9am or 11am
Dec 21, 2025	Sacristan St. Martha's 9am
January 18, 2026	Lector training St. Martha's
January 25, 2026	Sacristan 9am and Lector Commissioning

Integrated Governance & Development:

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

Daily	Review Alberta School Boards Association Media Summary Review
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
Jan 14	ATA Trustee Information Session
Jan 14	ACSTA Speaker's Corner - Dr. Scott Morrison

Board & Committee Meetings:

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

Jan 5	ASBA Zone 6 Agenda Setting
Jan 9	Board Retreat
Jan 19	ASBA Zone Chairs and Vice Chairs orientation and meeting
Jan 20	Agenda Setting for COW and Public Meeting
Jan 21	ASBA Zone 6 Meeting - Chair
Jan 26	Joint City School Division Meeting
Jan 28	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

Jan 6	OLA School Council
Jan 20	SFJH School Council



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Ongoing	Weekly mass at St Martha's Parish
Dec 20, 2025	Rorate Mass at St Martha's Parish @7am
Dec 21, 2025	Lector @11am Mass
Jan 11, 2026	Lector @11am Mass
Jan 18, 2026	Lector training with Fr. Valentine
Jan 25, 2026	Commissioned as Lector @11am Mass

Integrated Governance & Development:

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

Jan 13, 2026	Zone 6 Handbook Alignment Committee Meeting
Jan 14, 2026	ATA Information Session for Trustees
Jan 14, 2026	Catholic Ed Talks with Dr Scott Morrison - Effective Governance Strategies
Jan 21, 2026	ASBA Zone 6 - Sustainability and 2026-2029 Strategic Plan engagement session
Daily	Review of ASBA Media Briefs
Weekly	Review of ACSTA Weekly Memo and Media Scan
Monthly	Review GrACE Newsletter

Board & Committee Meetings:

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

Jan 9, 2026	Board Retreat
Jan 21, 2026	Economic Development Lethbridge
Jan 21, 2026	ASBA Zone 6 Meeting
Jan 26, 2026	Joint City and School Board meeting

Active Collaboration and Advocacy:

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

Dec 18, 2025	CSM Turkey Lunch
Jan 20, 2026	SFJH School Council
Jan 26, 2026	CCH Music Parents Association



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Jan , 2026	Returned to Regular Mass on Jan 17th- post knee surgery
Jan 25, 2026	Help Knights of Columbus put on Pancake Breakfast after Sunday Mass
Jan 21, 2025	Attended " <i>The Importance of Being Earnest</i> " play at St. Michael's Pincher Creek

Integrated Governance & Development:

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

Jan 21, 2026	ASBA ZONE 6 meeting via ZOOM

Board & Committee Meetings:

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

Jan 9, 2026	Board Retreat at CEC
Jan 28, 2026	COW / Monthly 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: Kevin Kinahan

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Jan. 7/8	Attended prayers and funeral for Val Leahy
Jan. 8	Coaldale Knights of Columbus meeting - Grand Knight
Jan. 10	Lector at St. Ambrose 5pm Mass
Jan. 20	Meet with Fr. Iqbal about Altar Servers and Knights business
Jan. 24	Lector at St. Ambrose 5pm Mass

Integrated Governance & Development:

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

Jan. 9	Board Retreat with Stacey MacNeil-Ayeh
Jan. 14	Catholic Ed Talk through ACSTA with Dr. Scott Morrison
Jan. 26	Learn, Build and Go PD with Dr. Jana Boschee

Board & Committee Meetings:

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

Active Collaboration and Advocacy:

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

Jan. 19	School Council meeting at St. Michael's Bow Island
Jan. 20	School Council meeting at St. Joseph School



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Jan 20	SMT School Council
Jan 21	St Augustine Parish Council

Integrated Governance & Development:

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

Board & Committee Meetings:

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

Active Collaboration and Advocacy:

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



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Carmen Mombourquette

BOARD MEETING DATE: January 28, 2026

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Jan 8	St. Pat's Fine Arts School - Principal presentation of AEM data and parent workshop digging deep into the data

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec 20	K of C Pancake Breakfast at St. Martha's for special early morning Mass - very neat event
Jan 8	Attended the funeral Mass for former Holy Spirit principal, Val Leahy
Jan 11	Mass at St. Martha's
Jan 18	Mass at St. Martha's

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Jan 12	TEBA Engagement Meeting - Sat in on the meeting - Trustee O'Donnell was not available
Jan 14	ATA Zoom presentation on Trustee Partnership
Jan 14	January Catholic Ed Talk with Dr. Scott Morrison - Dr. Scott was his usual brilliance

OTHER MEETINGS AND ADVOCACY:



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Sundays	Mass St. Catherine
January 9, 2026	Board Faith Retreat
January 19, 2026	Review of January Faith Plan

Integrated Governance & Development:

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

Daily	Review Alberta School Boards Association Media Summary
Weekly	Review Alberta Catholic Trustee Association Weekly Memo & Media Scan
Monthly	Review Grace Reports
January 14, 2026	ATA Trustee Information Session
January 15, 2026	Review Ministry Letter regarding Immunization
January 28, 2026	Lunch and Learn with the Alberta School Employee Benefit Plan

Board & Committee Meetings:

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

January 9, 2026	ASBA 2026 Student Awards review https://www.asba.ab.ca/awards-and-recognition
January 12, 2026	Board Representative on Interview Committee
January 13, 2026	Teacher Employer Bargaining Authority Representative: AGM & Elections
January 19, 2026	Policy Committee: Policies to be reviewed at January Board Meeting - Review Edits made Dec 2025
January 19, 2026	Review 2024-25 Alberta Education Assurance Measure (AEAM) Report for School Division
January 21, 2026	Alberta School Boards Association: General Meeting
January 28, 2026	Committee of the Whole Board Meeting
January 28, 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

Sundays	Review Superintendent Sunday Messages
December 18, 2025	St. Catherine School Christmas Play and Concert
December 21, 2025	IS Christian Reformed Church Christmas Play & Concert
January 28, 2026	Children of St Martha's Literacy Day



TRUSTEE ACTIVITIES REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: January 28, 2026

Model Catholic Values:

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

Jan	On going Mass at All Saints
Jan 14	All Saints PPC
Jan 21	All Saints Renew Meeting
Jan 22	Mass at St Paul

Integrated Governance & Development:

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

Jan 9	Board Faith Retreat

Board & Committee Meetings:

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

Active Collaboration and Advocacy:

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

Dec/Jan	Work with CCH Students on Work Experience

ADVOCACY NO: F.2

January 28, 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.

INFORMATION NO: G.1

January 28, 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 have been reviewed and updated this month:

- 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](#)

INFORMATION NO: G.2

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Annual Education Assurance Measures Results (AEAM) Report Summary 2024/2025

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is a summary of the 2024/2025 Annual Education Assurance Measures Results Report.
2. The AEAM Report and Summary have been posted to the division website.

Annual Education Assurance Measures Summary 2024/2025



Division Profile

- 16 schools and 1 outreach centre
- 5361 total students, K to Grade 12
- 287 children in Early Learning Programs
- 832 full and part-time staff

Proudly serving the communities of:

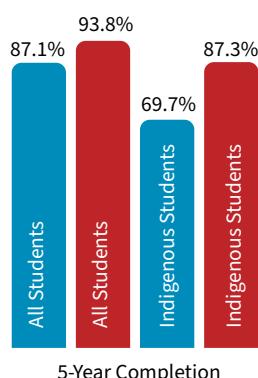
- Bow Island • Pincher Creek
- Coaldale • Taber and
- Lethbridge surrounding areas
- Picture Butte



Living



These results reflect the division's commitment to supporting every student, closing achievement gaps, and ensuring all learners succeed, belong, and graduate ready for the future.



Strengthening

93%

Students report their school helps them understand and live their faith

91%

Staff say the Faith Plan directly inspired their personal spiritual growth

Holy Spirit Catholic School Division's culture is evident in daily school life, helping students grow in their faith. This shared experience strengthens community, supports family values, and ensures faith is an active, lived part of education for all students.

Belonging

88.2%

Community feels our schools are safe, caring, and respectful

84.4%

Provincial Average

Community feedback shows strong confidence in Holy Spirit schools. Families view schools as safe, caring, and respectful places where students receive a high-quality education, reinforcing trust, and confidence in the division's commitment to student well-being and learning.

Learning

56.5%

Reduction of at risk students in Grade 1 Literacy

55.6%

Reduction of at risk students in Grade 2 Numeracy

Early, targeted supports are helping students succeed when it matters most. Significant reductions in at-risk literacy and numeracy show that timely interventions are working, ensuring young learners build strong foundational skills, and receive the support they need to thrive in the classroom.

Fiscal Stewardship

Our finances must always reflect our values. To support excellence in learning and ensure that all students receive the opportunities to become the persons God created them to be, financial allocations must support a maximum allotment of dollars to the classroom, and equity in the distribution of these dollars.

The 2024/2025 actual operating expenditures for the school division were \$70,391,192.

Of this total, 78.4% was focused on ECS to Grade 12 instruction.

ECS	\$2,880,499
Grades 1-12 Instruction	\$52,290,787
Operations & Maintenance	\$9,843,429
Board & System Admin	\$2,571,123
Transportation	\$2,805,354
Total Operating Expenditures	\$70,391,192

For more information

View our [Division Reports, Plan and Financial Info](#) webpage

St. Basil Catholic Education Centre
620 12B Street North, Lethbridge, AB T1H 2L7
403-327-9555

Follow us



INFORMATION NO: G.3

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Schollie Surveys 2026

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND:

1. Holy Spirit Catholic School Division conducts an annual survey of students, parents and staff to measure progress toward Board priorities. The results enable the division and individual schools to evaluate strategies, monitor satisfaction, and identify opportunities for growth.
2. Attached is information that has been shared with our school communities and posted to school websites outlining the importance of the survey.



Why the Education Assurance Survey Matters: Helping Shape Decisions Across Our Division

Each year, Holy Spirit Catholic School Division seeks meaningful feedback from students, parents, and staff through online surveys to help guide planning and decision making. This year, the division is using the Schollie Survey. This survey is developed specifically for Holy Spirit Catholic School Division to reflect the unique needs of our schools.

The Schollie Survey provides division and school leaders with direct insight into school-based and divisional priorities. Feedback gathered through the survey helps inform our three-year planning, budget decisions, resource allocation, and professional learning across the division.

Simply put, the voices of our school communities help guide the decisions that shape student learning and supports.

While provincial surveys offer valuable information, participation from parents is often limited. The Schollie Survey allows families, students, and staff to share feedback that is specific to Holy Spirit Catholic School Division, ensuring decisions are informed by the people who know our schools best.

Input from parents, students, and staff is invaluable. The feedback shared helps us strengthen learning environments, improve supports, and plan for the future in a way that reflects the needs of our community.

Survey Timeline

The Schollie Survey is completed online and takes approximately 10 to 15 minutes to complete.

- **Parents:** The survey opens on January 19 and closes February 6, 2026. Parents will receive an email from the division with a link or QR to complete the survey.
- **Students:** Grades 4 to 12 will complete an age-appropriate survey at school, between January 19 and February 6. Schools will provide access to the survey.
- **Staff:** Teaching and staff will complete the survey at their school, between January 19 and February 6, 2026. Schools will provide access to the survey link.

We encourage all families to take part. Your feedback plays a meaningful role in shaping the future of our schools and division.

INFORMATION NO: G.4

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Amanda Lindemann, Secretary-Treasurer

SUBJECT: Enrolment Projections

ORIGINATOR: Linda Ellefson, Board Chair

BACKGROUND

1. Secretary-Treasurer Amanda Lindemann has prepared the attached Enrolment Projections to assist the Board in planning for the 2026/2027 school year.

ENROLMENT PROJECTIONS

2026-2027

January 14, 2026

Summary Analysis

The assumptions made in these projections result in an increase of approximately 36 students in 2026. These projections were submitted to the province on January 9, 2026.

- Early Learning enrolment is projected to **increase** by approximately 7 students
- 1-9 enrolment is projected to **decrease** by approximately 6 students.
- 10-12 enrolment is projected to **increase** by approximately 35 students.

The overall change in funded enrolment in 2026 is estimated to be distributed as follows:

	Actual Sept 30-25	Estimated Sept 30-26	Change
Catholic Central High School	987	1033	46
Trinity	49	47	-2
St. Francis Junior High	706	709	3
Care Program	10	11	1
Ecole St. Mary	400	429	29
Our Lady of Assumption	193	193	0
St. Paul	315	364	49
St Teresa of Calcutta	412	339	-73
Father Leonard Van Tighem	677	375	-302
St. Kateri Elementary	0	171	171
Children of St. Martha	214	251	37
St. Patrick Fine Arts	295	387	92
St. Michael's Pincher Creek	270	263	-7
St. Catherine	178	176	-2
St. Joseph	302	302	0
St. Patrick Taber	194	193	-1
St. Mary Taber	171	168	-3
St. Michael's Bow Island	41	39	-2
	5414	5450	36

The numbers above are projections of Alberta Education funded students and included local knowledge from our division principals, determining either increase or decrease values from Baragar Demographics. As we are in the process of changing our boundaries, the fluctuations that you see from school to school are a direct result of that change. Although not required as part of our provincial enrolment projection, there are an estimated 126 federally funded students, 21 international students, as well as 131 fee paying pre-k children, bringing total estimated enrolment for 2026 to 5,728 students.

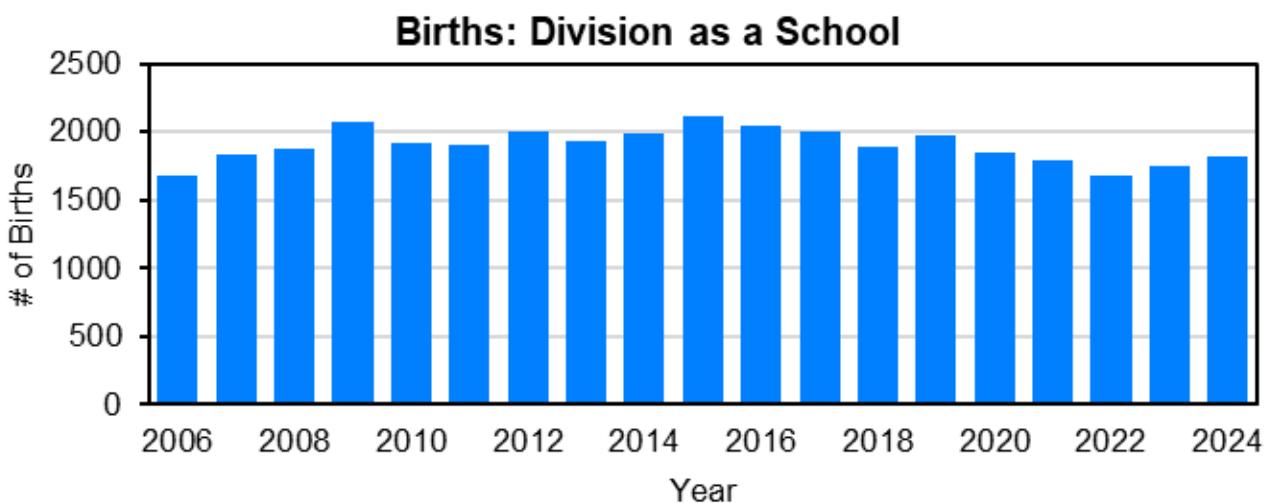
Looking towards the future, moderate growth is expected for the foreseeable future until 2031 when we see estimates trend towards a gradual decline. At its peak, enrolment levels will continue to rise over 2025 by an additional 147 students. The change, however, fluctuates significantly at the various grade levels.

- Grade ELP - 6 enrolment is projected to **decrease** by approximately 211 students.
- Grade 7 - 9 enrolment is projected to **increase** by approximately 39 students.
- Grade 10-12 enrolment is projected to **increase** by approximately 140 students.

Births

Historic changes in the number of births are an important factor impacting past, present, and future enrolments.

The Holy Spirit Catholic School Division has seen a consistent decline in the number of births among women living in the area. Uncertainty during Covid, saw a significant decline in birth rates, approx. 100 kids per year, from 2020 to 2022, but we do see a rebound in the last 2 years. Although they have trended upward recently the number of children born continues to be lower than those prior to 2020. 1854 in 2020, 1794 in 2021, 1680 in 2022, 1757 in 2023 and most recently 1786 is estimated between 2024 and 2025. These smaller groups of children have affected our enrolments starting in the 2025/2026 school year, we see evidence of this with a decline of approximately 40 students enrolled in kindergarten this year. This will continue to be seen as the cohort of children move through our division.



Immigration

Immigration to the area via refugees, student visas, permanent residency and migration have had a significant impact on our division in the past few years. We saw significant growth in refugee students as well as those receiving English as an Additional Language (EAL). When preparing our enrolment projections, we looked at the trends since 20/21. While we expect additional growth, changes to the immigration policies, as well as caps placed on student visas, will impact the rate at which these students will come to our division. While EAL funding, seems to be following the predicted trends, our refugee students have not followed a set pattern. To determine enrolment estimates, utilized current refugee student count, rolled forward, and adjusted new student estimates down by 21% in line with the reduction in immigration policy change.

EAL Funding

	20/21	21/22	22/23	23/24	24/25	25/26	26/27
	517.5	514	595.5	793.5	943.5	1086	1238
Difference		-3.5 (-1.4%)	81.5 (16%)	198 (33%)	150 (19%)	142.5 (15%)	152 (14%)

Refugee Funding

20/21	21/22	22/23	23/24	24/25	25/26	26/27
39.5	42.5	43	62	73	97.5	118
3(7%)	.5(1%)	19(48%)	11(18%)	24.5(34%)	20.5 (21)%	

Detailed Enrolment Projection

The following is a detailed enrolment projection for all schools for the next 5 years from Baragar Demographics.

A Projection of Total Enrolment: ALL Programs											
Grade	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
PK	138	99	150	287	272	272	281	266	270	272	274
K	340	339	340	394	330	334	323	326	324	323	326
1	395	386	398	409	440	383	386	374	378	375	374
2	373	418	414	424	405	452	395	397	385	389	386
3	402	392	450	422	431	410	458	400	402	391	394
4	355	414	420	460	432	443	422	470	412	414	402
5	394	371	434	427	451	430	442	418	466	408	410
6	361	396	381	421	404	435	412	423	400	449	390
7	389	356	408	381	447	415	448	421	434	409	461
8	380	392	373	429	395	463	429	461	434	447	422
9	367	380	394	379	454	401	470	436	466	439	452
10	348	375	387	385	362	444	385	458	422	452	425
11	379	345	368	416	416	381	464	403	476	440	470
12	359	404	377	414	460	460	424	508	446	520	483
K to 6	2620	2716	2837	2957	2893	2887	2838	2808	2767	2749	2682
7 to 9	1136	1128	1175	1189	1296	1279	1347	1318	1334	1295	1335
10 to 12	1086	1124	1132	1215	1238	1285	1273	1369	1344	1412	1378
PK to 12	4980	5067	5294	5648	5699	5723	5739	5761	5715	5728	5669
Total	4980	5067	5294	5648	5699	5723	5739	5761	5715	5728	5669
Change from 2025:											
K to 6						-6	-55	-85	-126	-144	-211
7 to 9						-17	51	22	38	-1	39
10 to 12						47	35	131	106	174	140
PK to 12						24	40	62	16	29	-30
Total						24	40	62	16	29	-30

INFORMATION NO: G.5

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Social Media and Web Analytics Report

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

1. Attached for Board information is the Holy Spirit Social Media and Web Analytics Report for June to December 2025. The data and metrics provide details on the division's recent social media activity and performance on Facebook and Instagram, along with an overview of Google Analytics data for Holy Spirit websites.



Holy Spirit Catholic School Division

...where students are cherished and achieve their potential

Social & Web Analytics Report

June 2025 - December 2025

Facebook and Instagram Overview Statement:

The June 2025 - December 2025 reporting period reflects a year of strategic refinement across Holy Spirit Catholic School Division's social media channels.

Compared to the same period in 2024, overall performance shows a clear shift from passive engagement (likes, reactions) toward intent-driven actions such as link clicks, profile visits, and follows. This indicates that while some surface-level engagement softened, our content increasingly motivated families to seek more information and take next steps.

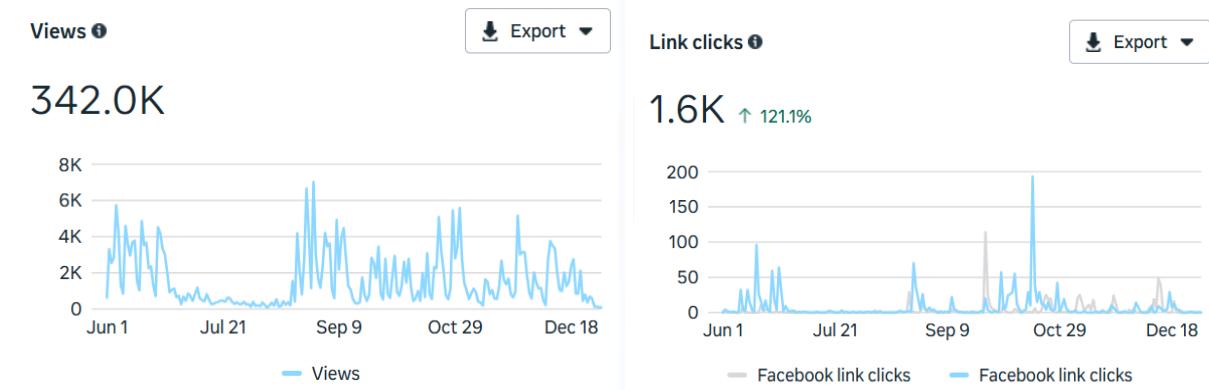
It is also important to note that job action occurring between October and November 2025 had a direct impact on social media activity and performance during this period. Content volume, storytelling opportunities, and community-focused coverage were more limited than in the same months of 2024, which should be considered when reviewing year-over-year comparisons.

Areas of Growth

- Increase use of video, Reels, and Stories to boost discoverability
- Pair informational posts with more human-centred visuals and prompts
- Balance information delivery with storytelling-driven engagement
- Expand short-form video content

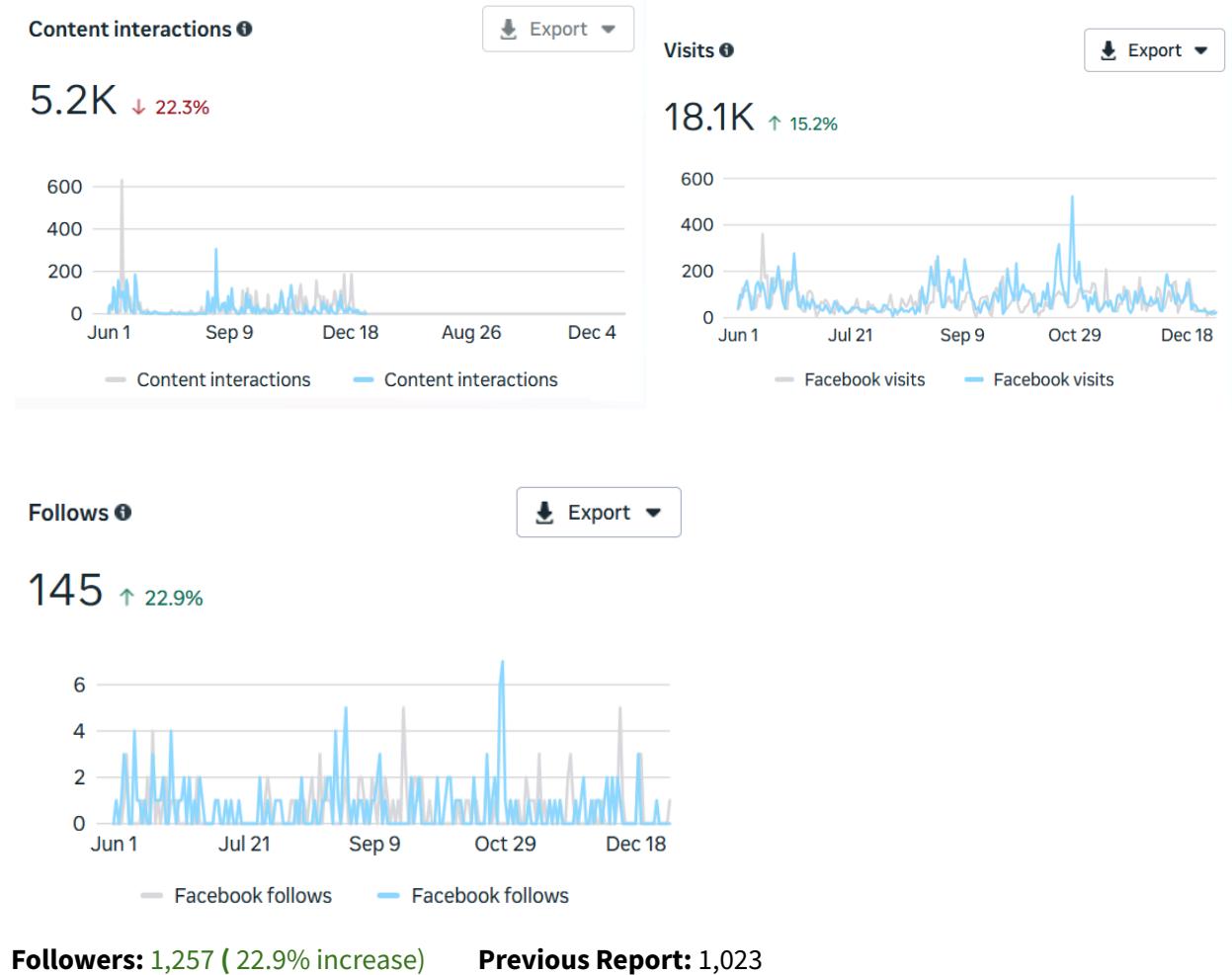
Facebook June 1, 2025 - Dec 31, 2025 comparison to June 1, 2024 - Dec 31, 2024

*Blue is 2025 and Grey is 2024



Facebook June 1, 2025 - Dec 31, 2025 comparison to June 1, 2024 - Dec 31, 2024 (con't)

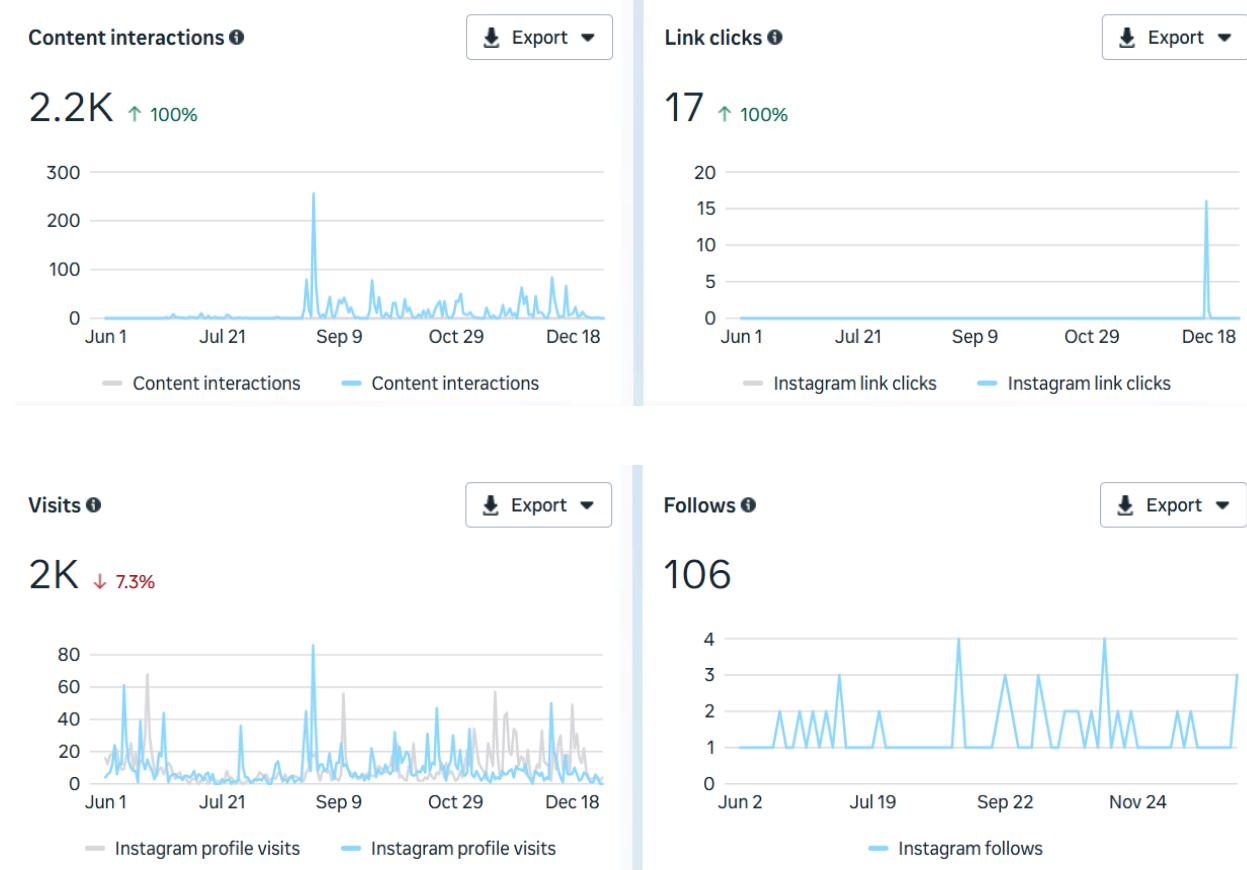
*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.



Instagram June 1, 2025 - Dec 31, 2025 comparison to June 1, 2024 - Dec 31, 2024



Instagram June 1, 2025 - Dec 31, 2025 comparison to June 1, 2024 - Dec 31, 2024 (con't)



Month by Month Social Overview

June 2025

Platform	The number of individual pieces of content shared or posted
Facebook	81
Instagram	41

Top 5 Posts with Highest Reach

Title	Date published	Views  	Reach  
 Summer is here, and so is our Mental Healt... Photo •     	Jun 30, 2025	1,037	544
 Summer is here, and so is our Mental Healt... Photo •     	Jun 30, 2025	929	379
 Holy Spirit Catholic School Division's Board... Photo • Crossposted •     	Jun 27, 2025	1,515	420
 In preparation of the opening of our new w... Photo •     	Jun 26, 2025	1,220	453
 In preparation of the opening of our new w... Photo •    	Jun 26, 2025	2,224	1,164

Monthly Content Interactions, Visits and Follows Vs. June 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions 	Content interactions 
1.7K  5.5%	12  100%
Visits 	Visits 
3.3K  2.1K%	425  12.2%
Follows 	Follows 
33  83.3%	15

Summary: June was a high-volume and high-visibility month, particularly on Facebook, with strong reach driven by end-of-year celebrations, school activities, and community storytelling. Compared to June 2024, engagement shifted away from passive reactions and toward more intentional actions such as page visits and link clicks, indicating growing interest in information-seeking content.

July 2025

Platform	The number of individual pieces of content shared or posted
Facebook	11
Instagram	11

Top 5 Posts with Highest Reach

Title	Date published	Views ⓘ ↑↑	Reach ⓘ ↓
 Make your child's first school bus ride a fun... Boost ...	Jul 9, 2025	2,106	1,122
 Back-to-school can be overwhelming—but ... Boost ...	Jul 24, 2025	1,247	643
 First-time bus rider in the family? We've go... Boost ...	Jul 23, 2025	1,681	603
 First-time bus rider in the family? We've go... Boost ...	Jul 23, 2025	1,041	579
 We're rolling into Week 2 of our Mental Hea... Boost ...	Jul 7, 2025	780	474

Monthly Content Interactions, Visits and Follows Vs. July 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ 76 ↓ 36.1%	Content interactions ⓘ 52 ↑ 100%
Visits ⓘ 1.3K ↓ 15.9%	Visits ⓘ 145 ↑ 88.3%

Follows 	Follows 
12  50%	17

Summary: July reflected a seasonal slowdown with significantly reduced posting volume across both platforms. Despite fewer posts, content continued to reach audiences effectively, showing that even light summer content maintained visibility. Engagement trends suggest audiences remained connected but were less active overall, which aligns with typical summer patterns.

August 2025

Platform	The number of individual pieces of content shared or posted
Facebook	7
Instagram	6

Top 5 Posts with Highest Reach

Title	Date published	Views  	Reach  
  Welcome to our newest teachers!   Multi media •  Holy Spirit Catholic Scho...   Aug 26, 2025 7,242 3,439	Aug 26, 2025	7,242	3,439
  With school starting on September 2, 2...  Photo •  Holy Spirit Catholic School Divi...   Aug 25, 2025 5,626 3,250	Aug 25, 2025	5,626	3,250
  We are excited to celebrate Mr. Chris Ha...  Multi media •  Holy Spirit Catholic Scho...   Aug 29, 2025 8,121 3,081	Aug 29, 2025	8,121	3,081
  Today our Learning Leadership Team ca...  Multi media •  Holy Spirit Catholic Scho...   Aug 22, 2025 7,192 2,937	Aug 22, 2025	7,192	2,937
  Congratulations to Mr. Chris Hartman o...  Carousel •  holyspiritrcsd   Aug 29, 2025 6,561 2,066	Aug 29, 2025	6,561	2,066

Monthly Content Interactions, Visits and Follows Vs. August 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ	Content interactions ⓘ
726 ↑ 81.5%	462 ↑ 100%
Visits ⓘ	Visits ⓘ
2K ↓ 0.4%	309 ↑ 79.7%
Follows ⓘ	Follows ⓘ
27 ↑ 58.8%	13

Summary: August continued the quieter summer trend with minimal posting, but content performance began to stabilize as families prepared for back-to-school. Engagement remained modest, with early signs that informational content related to the upcoming school year was beginning to resonate.

September 2025

Platform	The number of individual pieces of content shared or posted
Facebook	39
Instagram	18

Top 5 Posts with Highest Reach

Title	Date published ↑↓	Views ⓘ ↑↓	Reach ⓘ ↓	
 🔥 Sparking futures, one weld at a time! Ye... Multi media •  Holy Spirit Catholic Scho...	Boost ...	Sep 23, 2025	5,383	2,389
 🎉 Our Holy Spirit Catholic School Divis... Multi media •  Holy Spirit Catholic Scho...	Boost ...	Sep 8, 2025	4,105	1,990
 🎉 Leadership Announcement The Holy Sp... Photo •  Holy Spirit Catholic School Divi...	Boost ...	Sep 11, 2025	3,596	1,630
 🌟 A Joyful Start to the School Year! ... Photo •  Holy Spirit Catholic School Divi...	Boost ...	Sep 8, 2025	3,015	1,608
 We have been informed by Lethbridge Poli... Text •  Holy Spirit Catholic School Divisi...	Boost ...	Sep 10, 2025	3,327	1,567

Monthly Content Interactions, Visits and Follows Vs. September 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ 857 ↑ 9.3%	Content interactions ⓘ 482 ↑ 100%
Visits ⓘ 3K ↑ 41.1%	Visits ⓘ 280 ↑ 15.7%
Follows ⓘ 17 ↓ 45.2%	Follows ⓘ 13

Summary: September marked a strong rebound in activity and engagement as the school year began. Increased posting volume supported renewed interest, with content focused on school openings, student life, and division updates. Compared to September 2024, performance reflected more purposeful engagement, including profile visits and follows.

October 2025

Platform	The number of individual pieces of content shared or posted
Facebook	30
Instagram	22

Top 5 Posts with Highest Reach

Title	Date published	Views ⓘ ↑↓	Reach ⓘ ↓
 Our Schools are alive with the sounds o... Boost ... Oct 31, 2025 4,656 2,447	Oct 31, 2025	4,656	2,447
 Unity, support and connection ❤️ that is w... Boost ... Oct 22, 2025 5,140 2,389	Oct 22, 2025	5,140	2,389
 ⚠️ Attention Families A provincial job actio... Boost ... Oct 3, 2025 5,653 2,196	Oct 3, 2025	5,653	2,196
 We are carefully reviewing all information a... Boost ... Oct 28, 2025 3,858 1,632	Oct 28, 2025	3,858	1,632
 We are halfway there — have you voted ... Boost ... Oct 15, 2025 3,173 1,588	Oct 15, 2025	3,173	1,588

Monthly Content Interactions, Visits and Follows Vs. October 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ 910 ↑ 9.2%	Content interactions ⓘ 473 ↑ 100%
Visits ⓘ 4.3K ↑ 107%	Visits ⓘ 441 ↑ 91.7%

Follows 	Follows 
33  230%	17

Summary: October maintained consistent posting across both platforms; however, job action during this period impacted content opportunities and engagement levels. Despite these constraints, audiences continued to engage with available updates, and performance should be viewed in context given reduced storytelling capacity compared to 2024.

November 2025

Platform	The number of individual pieces of content shared or posted
Facebook	29
Instagram	22

Top 5 Posts with Highest Reach

Title	Date published	Views  	Reach  
 The St. Basil Catholic Education Centre wa...   Nov 25, 2025 4,685 2,437			
 Our senior administration team and trustee...   Nov 18, 2025 3,477 1,828			
 Host a Student, Inspire a Future!  Fa...   Nov 26, 2025 3,097 1,601			
 Catholic Central High School has started it...  Photo • holyspiritrcsd   Nov 20, 2025 5,740 1,434			
 Operation: Sock it to 'em is underway!  Photo • holyspiritrcsd   Nov 19, 2025 1,905 1,358			

Monthly Content Interactions, Visits and Follows Vs. November 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ	Content interactions ⓘ
421 ↓ 70.2%	348 ↑ 100%
Visits ⓘ	Visits ⓘ
2.1K ↓ 19.2%	208 ↓ 62.7%
Follows ⓘ	Follows ⓘ
10 ↓ 44.4%	16

Summary: November showed steady content output and stable engagement, again influenced by ongoing job action. While overall interactions were lower than the previous year, content continued to support awareness and information needs, reinforcing the shift toward utility-driven engagement rather than high reaction counts.

December 2025

Platform	The number of individual pieces of content shared or posted
Facebook	53
Instagram	23

Top 5 Posts with Highest Reach

Title	Date published ↑	Views ⓘ ↑	Reach ⓘ ↓
 A huge round of applause for our Acad... Multi media •  Holy Spirit Catholic Scho... Boost ...	Dec 9, 2025	4,260	2,181
 A huge round of applause for our Acad... Carousel •  holyspiritrcsd Boost ...	Dec 9, 2025	7,790	2,019
 This week we focus on hope. In our sch... Multi media •  Holy Spirit Catholic Scho... Boost ...	Dec 2, 2025	2,964	1,537
 Peace can be found in music, in la... Multi media •  Holy Spirit Catholic Scho... Boost ...	Dec 10, 2025	2,405	1,360
 As we continue in the First Week of Adv... Photo •  holyspiritrcsd Boost ...	Dec 4, 2025	1,965	1,240

Monthly Content Interactions, Visits and Follows Vs. December 2024

*Content Interactions: the number of likes or reactions, saves, comments, shares and replies on your content.

Facebook	Instagram
Content interactions ⓘ 483 ↓ 63.1%	Content interactions ⓘ 397 ↑ 100%
Visits ⓘ 2.1K ↑ 4.7%	Visits ⓘ 220 ↓ 48.4%
Follows ⓘ 15 ↓ 6.3%	Follows ⓘ 15

Summary: December was a strong close to the year, with increased posting volume and improved reach across both platforms. Seasonal content, celebrations, and community moments performed well, helping re-energize engagement and reinforce positive sentiment heading into the new year.

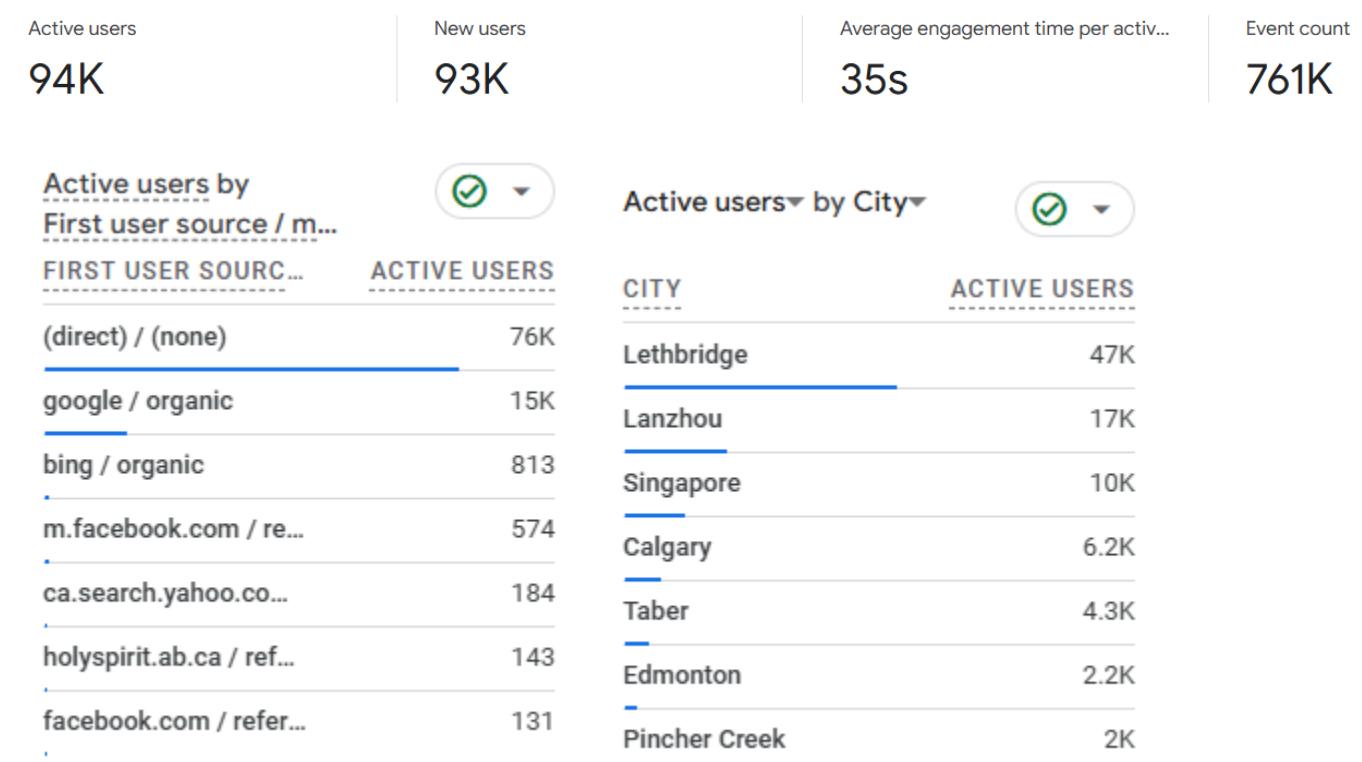
Website Overview Statement:

Website Google Analytics was re-established in October 2025, limiting year-over-year comparison; however, early results are encouraging. In its first three months, the website was accessed by 94,000 unique users, meaning 94,000 individual people visited the site at least once during this period. Of those users, 93,000 were first-time visitors, indicating that the website is successfully reaching new families, staff, and community members rather than relying solely on repeat visits from the same users.

Traffic was driven primarily by direct access, indicating strong brand recognition and reliance on the site as a trusted information source.

Engagement time averaged 35 seconds per user, suggesting users are finding what they need quickly, but also highlighting an opportunity to deepen engagement through clearer navigation, featured content, and calls-to-action. School-specific pages dominated page views, reinforcing the importance of localized school content, while division-level pages present an opportunity for greater visibility.

Looking ahead, this initial data provides a strong baseline. Priorities moving forward should include improving search visibility (SEO), increasing cross-promotion from social media, monitoring international traffic patterns, and using this data year-over-year to track growth in engagement depth, not just traffic volume.



Top pages/screens

PAGE TITLE AND SCREEN CLASS	VIEWS	ACTIVE USERS
Home - St. Francis Junior High School	34K	20K
Home - Catholic Central High School	25K	12K
Home - Father Leonard Van Tighem School	20K	8.9K
Home - Holy Spirit Catholic School Division	20K	6.2K
- Holy Spirit Catholic School Division	9.4K	8.3K
Staff Portal - Holy Spirit Catholic School Division	8.5K	1.5K
Home - St. Joseph School	7.6K	3.4K

INFORMATION NO: G.6

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

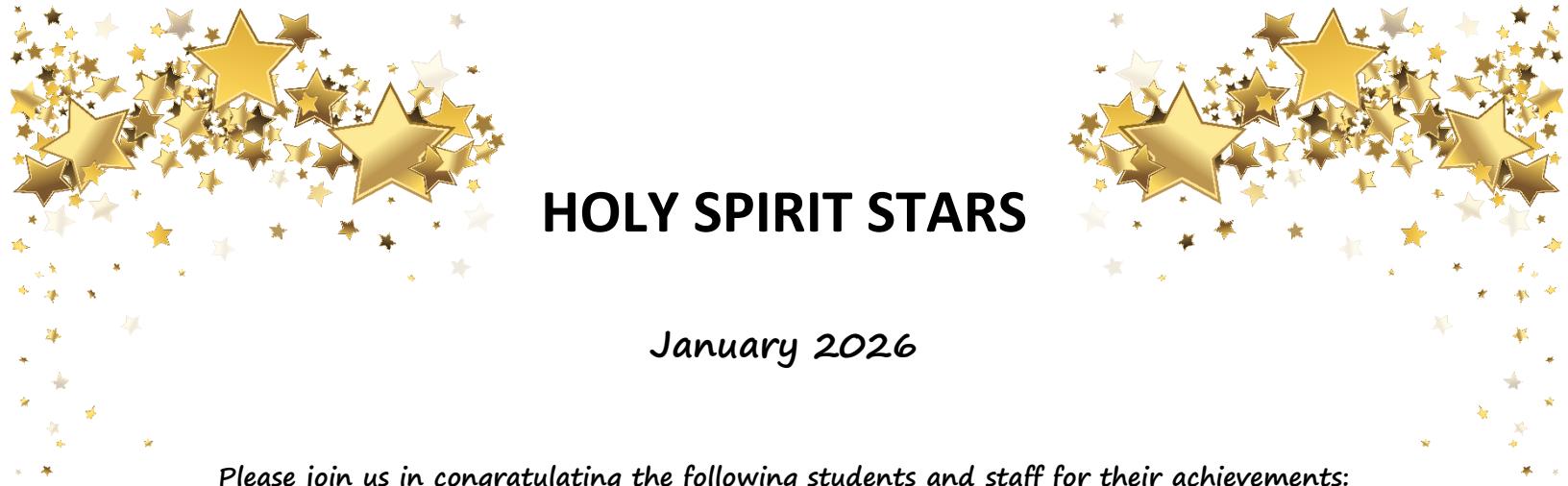
FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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



HOLY SPIRIT STARS

January 2026

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

NAME	SCHOOL	ACHIEVEMENT
Joaquin Rauda Maximus Reibin Rylan Broadhead Harris Kenway Lukas Patching Carter Shakotko Alacai Toth Holt Walker Thijs Timmerman Ronin Reibin Judah Leray Ramiro Medicine Crane Thomas Duplantis Topher Beloin Elie Aljaber	St. Francis Junior High School	U15 Junior Cougars Football team are the Provincial Champions.
Bennett Robison Lucas Lam Hugh Prather Jack Kolebaba Leo Driver Ty Whalen Carter Moore Caden Barnett Ryder Van Nistelrooy	St. Joseph School, Coaldale Father Leonard Van Tighem School	
Luise Koppert	St. Patrick Fine Arts Elementary School	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge and won 3 rd place in the district contest.
Amaya Kinyua	St. Patrick Fine Arts Elementary School	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge.
Isla Nakama	St. Patrick Fine Arts Elementary School	Won 3 rd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge.

NAME	SCHOOL	ACHIEVEMENT
Everett Broughton	Father Leonard Van Tighem School	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge and won 3 rd place in the district contest.
Paulo Antonio Suarez	Father Leonard Van Tighem School	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge.
Brynn Wickwire	Father Leonard Van Tighem School	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge and 2 nd place in the district contest.
Ayla Hussey	Father Leonard Van Tighem School	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge and won 3 rd place in the district contest.
Macky Vera Cruz	Father Leonard Van Tighem School	Won 3 rd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge and won 1 st place in the district contest.
Eizher Catre	St. Paul Elementary School	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge.
Shelovmeil Asrat	St. Francis Junior High School	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for Lethbridge.
Emalyn Whitfield	St. Michael's School, Pincher Creek	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.
Erin Franco	St. Michael's School, Pincher Creek	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.
Tommy Dowdell	St. Michael's School, Pincher Creek	Won 3 rd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.
Lena Wynder	St. Michael's School, Pincher Creek	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.
Rylan Williams	St. Michael's School, Pincher Creek	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.

NAME	SCHOOL	ACHIEVEMENT
Meg Wynder	St. Michael's School, Pincher Creek	Won 1 st place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.
Jayda Oyortey	St. Michael's School, Pincher Creek	Won 2 nd place for their age group in the Knights of Columbus "Keep Christ in Christmas" poster contest for the district.

INFORMATION NO: G.7

January 28, 2026

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Chantel Axani, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Chantel Axani, Superintendent of Schools

BACKGROUND

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

	Gr 1	Gr 2	Gr 3	SUB Total	Gr 4	Gr 5	Gr 6	SUB Total	Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	1-12 TOTAL	Coded Pre K	Kinder-garten	Total ECS	Total Enrolled	Total FTEs	Total FTEs Sept 26, 2025	% Difference in FTE	Difference in FTEs	Total FTEs Sept 27, 2024	% Difference Sept 27, 2024	
CARE				0				0	2	6	2	10				0	10			0	10	10	10	100.0%	0	7	42.9%	
CCHS ENG				0				0				0	281	324	341	946	946			0	946	946	948	99.8%	-2	921	2.7%	
CCHS FI				0				0				0	14	28	17	59	59			0	59	59	58	101.7%	1	65	-9.2%	
ESM ENG	16	19	27	62	34	22	30	86				0				0	148	14	18	32	180	164	165.5	99.1%	-1.5	170.5	-3.8%	
ESM FI	49	49	26	124	25	35	31	91				0				0	215		31	31	246	230.5	229.5	100.4%	1	221.5	4.1%	
FLVT	55	40	54	149	53	58	54	165	115	98	107	320				0	634	20	30	50	684	659	661	99.7%	-2	639.5	3.0%	
ASSUMPTION	29	28	29	86	25	32	33	90				0				0	176	10	13	23	199	187.5	182	103.0%	5.5	173	8.4%	
ST FRANCIS ENG				0				0	211	182	227	620				0	620			0	620	620	619	100.2%	1	532	16.5%	
ST FRANCIS FI				0				0	30	34	29	93				0	93			0	93	93	92	101.1%	1	82	13.4%	
ST MARTHA	38	32	40	110	39	31	14	84				0				0	194	11	21	32	226	210	208	101.0%	2	205.5	2.2%	
ST PATRICK FA	46	42	41	129	40	47	43	130				0				0	259		37	37	296	277.5	277	100.2%	0.5	272.5	1.8%	
ST PAUL	45	47	44	136	44	51	52	147				0				0	283	13	34	47	330	306.5	296	103.5%	10.5	288.5	6.2%	
ST TERESA	66	54	58	178	54	67	49	170				0				0	348	19	45	64	412	380	380	100.0%	0	380.5	-0.1%	
TRINITY				0				0				0	5	11	37	53	53			0	53	53	52	101.9%	1	50	6.0%	
Sub Total City	344	311	319	974	314	343	306	963	358	320	365	1043	300	363	395	1058	4038	87	229	316	4354	4196	4178	100.4%	18	4008.5	4.7%	
ST CATHERINE	15	9	21	45	16	26	20	62	15	14	16	45				0	152	8	18	26	178	165	165.5	99.7%	-0.5	181.5	-9.1%	
ST JOSEPH	35	28	29	92	41	31	29	101	28	19	19	66				0	259	21	21	42	301	280	281	99.6%	-1	320.5	-12.6%	
ST MARY(T)				0				19	19	23	22	30	75	26	24	28	78	172			0	172	172	171	100.6%	1	174	-1.1%
ST MICHAEL PC ENG	16	21	20	57	18	12	24	54	14	15	17	46	27	20	33	80	237	13	29	42	279	258	264.5	97.5%	-6.5	270.5	-4.6%	
ST MICHAEL PC FI	6	8	6	20	7	5	6	18				0				0	38			0	38	38	38	100.0%	0	37	2.7%	
ST MICHAEL BI	3	2	4	9	7	7	1	15	4	5	5	14				0	38		4	4	42	40	39	102.6%	1	45	-11.1%	
ST PATRICK T	28	28	35	91	34	25		59				0				0	150	15	32	47	197	173.5	171.5	101.2%	2	182.5	-4.9%	
Sub Total Rural	103	96	115	314	123	106	99	328	84	75	87	246	53	44	61	158	1046	57	104	161	1207	1126.5	1131.5	99.6%	-5	1211	-7.0%	
TOTALS	447	407	434	1288	437	449	405	1291	442	395	452	1289	353	407	456	1216	5084	144	333	477	5561	5322.5	5309.5	100.2%	13	5219.5	2.0%	

PreK FEE PAYING	
ESM ENG	8
FLVT	22
ASSUMPTION	10
ST MARTHA	8
ST PAUL	2
ST TERESA	9
Sub Total City	59
ST CATHERINE	11
ST JOSEPH	13
ST MICHAEL PC	24
ST MICHAEL BI	6
ST PATRICK T	16
Sub Total Rural	70
Total Pre K	129

INTERNATIONAL NON-FUNDED TUITION PAYING											
SCHOOL			Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
CCHS					0	5	3	4	12	12	
FLVT					0				0	0	
ST FRANCIS			1	1	2					0	2
Sub Total City	0	1	1	2	5	3	4	12	14		
ST JOSEPH					0				0	0	
ST CATHERINE					0				0	0	
ST MARY (T)					0			1	1	1	
ST MICHAEL PC					0		1		1	1	
ST MICHAEL BI					0				0	0	
Sub Total Rural	0	0	0	0	0	1	1	1	2	2	
Total	0	1	1	2	5	4	5	14	16		

FUNDING				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
144	333	5084	5561	129	16	1	146	5707

INTERNATIONAL EXCHANGE											
SCHOOL			Gr 7	Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
CCHS					0		1		1	1	
SMT					0				0	0	
SMPC					0				0	0	
Total	0	0	0	0	0	1	0	0	1	1	