

Holy Spirit Catholic School Division

**Board Meeting
St. Basil Catholic Education Centre
Wednesday, December 20, 2023
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, Pincher Creek) – Trustee Blake Dolan

B. ACTION ITEMS

- a) Approval of Agenda
 - b) Approval of Previous Minutes
 - i) November 29, 2029 Regular Board Meeting
 - c) Presentation: Jordan's Principle (Aaron Skretting, Director of Religious Education and Crystal Lothian, Director of Support Services)
 - d) Presentation: Infrastructure Maintenance and Renewal Update (Vivien Kossuth, Plant Operations Coordinator – please reference G.3)
 - e) Presentation: Continuous Improvement Plan Quarterly Review (Ken Sampson, Superintendent of Schools)
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- B.1 Board Faith Retreat
 - B.2 Appointment of Auditors

C. POLICY REVIEW

- C.1 Policy 5: Role of the Board Chair
- C.2 Policy 6: Role of the Vice Chair
- C.3 Policy 10: Board Delegation of Authority

D. ADMINISTRATIVE REPORTS

- D.1 Superintendent's Report
- D.2 Deputy Superintendent's Report
- D.3 Secretary Treasurer

E. BOARD REPORTS

- E.1 Board Chair's Report
- E.2 ACSTA Report
- E.3 ASBA Report
- E.4 GrACE Report
- E.5 PCCELC Report
- E.6 TBAC Report

F. ADVOCACY

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

G. INFORMATION ITEMS

- G.1 Early Registration
- G.2 Annual Education Assurance Measures Report Summary 2022/2023
- G.3 Infrastructure Maintenance and Renewal Update
- G.4 Director of Learning Update
- G.5 Director of Religious Education Update
- G.6 Director of Support Services Update
- G.7 First Nations, Métis and Inuit Education Update
- G.8 Holy Spirit Stars
- G.9 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, NOVEMBER 29, 2023, COMMENCING AT 6:06 P.M.</p> <p>Present</p> <p>BOARD Board Chair Carmen Mombourquette Vice Chair Thomas Machacek Trustee Frances Cote Trustee Tricia Doherty Trustee Blake Dolan Trustee Linda Ellefson Trustee Roisin Gibb Trustee Cheralan O'Donnell Trustee Bob Spitzig</p> <p>ADMINISTRATION Superintendent of Schools Ken Sampson Recording Secretary Rhonda Kawa</p> <p>Regrets Deputy Superintendent Michelle MacKinnon Secretary-Treasurer Lisa Palmarin</p> <p>Board Chair Carmen Mombourquette called the November 29, 2023 Regular Board Meeting to order at 6:06 p.m. He 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 read the opening prayer provided by a student of St. Michael's School, Bow Island.</p> <p>Approval of Agenda 10443/1123 M/C That the agenda for the November 29, 2023 Board Meeting be approved, as amended. Cheralan O'Donnell</p> <p>The following items were added to the agenda:</p> <p style="padding-left: 40px;">B.8 ASBA Representation F.2 School Council Advocacy</p> <ul style="list-style-type: none"> • School Generated Funds • Exit Interviews <p>Previous Minutes 10444/1123 M/C That the minutes of the October 25, 2023 Regular Meeting of the Board be approved, as presented. Bob Spitzig</p> <p>Business Arising from the Minutes</p> <p>There was no business arising from the minutes.</p> <p>PRESENTATIONS NET Team</p> <p>Director of Religious Education Aaron Skretting presented the National Evangelization Teams (NET) to the Board of Trustees. NET Canada is an organization focused on sending teams of young adults to share their faith in schools and churches so youth are transformed and reengaged in their Catholic faith. The Lethbridge Team is a group of six (6) young Catholics meeting the students where they are at, in schools, sporting events, youth nights, in the churches, retreats, etc. encouraging youth to be a witness of God, both in words and actions.</p> <p>ACTION ITEMS Operating and Capital Reserves Transfers for the 2022/2023 Fiscal Year B.1</p> <p>The following transfers were required before the 2022/2023 Audited Financial Statements could be approved.</p> <p>10445/1123 M/C That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$163,775 from the Instruction Operating Reserve to fund Board funded capital additions. Thomas Machacek</p>
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November 29/23: page 2

10446/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$689,148 from the Instruction Capital Reserve to fund Board funded capital additions.
10447/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$980 from the Operations & Maintenance operating reserve to fund Board funded capital additions.
10448/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$186,970 to the Operations & Maintenance Capital Reserve for the reduction of previously funded capital additions.
10449/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$5,874 from Restricted Operating Reserves for Board and System Administration to unrestricted surplus
10450/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$258,130 from Restricted Operating Reserves for Transportation to unrestricted surplus.
10451/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$112,467 from Restricted Operating Reserves for Operations and Maintenance to unrestricted surplus.
10452/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$524,520 from Restricted Operating Reserves for Instruction to unrestricted surplus.
10453/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$127,473 from unrestricted surplus to Restricted Operating Reserves for School Generated Funds.
10454/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$748,726 from the Restricted Operating Reserves for Transportation to Restricted Operating Reserves for Instruction.
10455/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$200,000 from unrestricted surplus to Restricted Capital Reserves for Instruction.
10456/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$100,000 from unrestricted surplus to Restricted Capital Reserves for Operations and Maintenance.
10457/1123 Thomas Machacek	M/C	That the Board of Trustees of the Holy Spirit Catholic School Division transfers \$80,000 from unrestricted surplus to Restricted Capital Reserves for Board and System Administration.

Audited Financial Statement for the 2022/2023 Fiscal Year

B.2

The Board's auditors, Tawny Vincon and Dan Bosters, from KPMG, provided the audit opinion to the Board indicating that the financial statements present fairly and the Independent Practitioner's Reasonable Assurance Report also in their opinion meets required criteria, in all material respects, the financial position of the Holy Spirit Roman Catholic Separate School Division as at August 31, 2023, and the results of its operations, cash flows, change in net debt, and re-measurement gains and losses for the year ended August 31, 2023, in accordance with Canadian public sector accounting standards.

Director of Finance Amanda Lindemann presented the 2022/2023 Audited Financial Statements to the Board of Trustees.

<p>November 29/23: page 3</p> <p>2022/2023 Annual Education Assurance Report</p> <p>Teacher / Board Advisory Committee Meeting Agenda</p> <p>International Student Tuition and Fees 2024/2025</p> <p>December 20, 2023 Board Meeting Change of Time</p> <p>Locally Developed Courses</p> <p>ASBA Representation</p>	<p>10458/1123 Tom Machacek</p> <p>B.3</p> <p>10459/1123 Cheralan O'Donnell</p> <p>B.4</p> <p>10460/1123 Tricia Doherty</p> <p>B.5</p> <p>10461/1123 Frances Cote</p> <p>B.6</p> <p>10462/1123 Frances Cote</p> <p>B.7</p> <p>10463/1123 Tricia Doherty</p> <p>B.8</p> <p>10464/1123 Cheralan O'Donnell</p>	<p>M/C That the Board of Trustees reviews and approves the Audited Financial Statements for the fiscal year ended in August 31, 2023,</p> <p>AND FURTHER, authorizes that these Audited Financial Statements be submitted to Alberta Education, according to the Government of Alberta's reporting format, and posted on the division's website.</p> <p>A draft version of the 2022/2023 Annual Education Assurance Report was presented for Board consideration.</p> <p>M/C That the Board of Trustees approves the 2022/2023 Annual Education Assurance Report, authorizing the Board Chair to make any incidental corrections, as necessary;</p> <p>AND FURTHER, that the 2022/2023 Annual Education Assurance Report be submitted to Alberta Education by the November 30, 2023 deadline and posted on the division's website.</p> <p>A brief recess was called at 8:05 p.m. The Board reconvened at 8:15 p.m.</p> <p>The Teacher / Board Advisory Committee (TBAC) meets twice a year during the school year to discuss matters of mutual interest. The first TBAC meeting for the year is scheduled for Thursday, December 14, 2023.</p> <ul style="list-style-type: none"> • Automated Dispatch System • School Year Calendar 2024/2025 <p>M/C That the Board of Trustees sets agenda items for the upcoming TBAC meeting on December 14, 2023.</p> <p>The Board reviewed the draft International Student Fee Schedule for the 2024/2025 school year. A comparison chart was also presented to the Board of Trustees outlining the International Student Tuition and Fees throughout the province.</p> <p>M/C That the Board of Trustees approves the 2024/2025 International Student Fee Schedule, as presented.</p> <p>It has been requested that a change of time for the December Board meeting be considered. The public meeting would begin at 3:00 p.m. instead of the usual 6:00 p.m. start.</p> <p>M/C That the Board of Trustees changes the time of meeting of the December 20, 2023 Regular Board of Trustees Meeting from the original time of 6:00 p.m. to a new start time of 3:00 p.m.</p> <p>A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education.</p> <p>M/C That the Board of Trustees for The Holy Spirit Catholic School Division, at its November 29, 2023 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:</p> <ul style="list-style-type: none"> • Fire Rescue Services 15-3 until August 2027 <p>As Trustee Roisin Gibb, the present representative for Zone 6 ASBA, is now taking on the responsibilities of Zone 6 ASBA Chair and cannot fulfill both roles together; there is a need to elect a new representative and possible alternate for Zone 6 ASBA.</p> <p>M/C That the Board of Trustees elects a new representative for the Zone 6 ASBA as Cheralan O'Donnell and Tricia Doherty as the alternate.</p>
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November 29/23: page 4		
<u>POLICY REVIEW</u>		
Policy 8: Policy Making	C.1	The Board reviewed <i>Policy 8: Policy Making</i> , and determined that no changes were required at this time.
	10465/1123 Linda Ellefson	M/C That the Board of Trustees approves <i>Policy 8: Policy Making</i>, as presented.
Policy 9: Role of the Superintendent	C.2	The Board reviewed <i>Policy 9: Role of the Superintendent</i> and determined that no changes were required at this time.
	10466/1123 Bob Spitzig	M/C That the Board of Trustees approves <i>Policy 9: Role of the Superintendent</i> as presented.
Policy 18: Board Governance and Operations	C.3	The Board reviewed <i>Policy 18: Board Governance and Operations</i> and all associated appendices and determined that <i>Policy 18A: Trustee Compensation, Allowances and Reimbursement Rates</i> needed to reflect the six (6) percent increase in Trustee Compensation effective September 1, 2023. The correct increases are as follows: Trustees - \$16,200.00 Board Chair - \$20,000.00 Vice Chair - \$18,000.00
	10467/1123 Roisin Gibb	M/C That the Board of Trustees accepts <i>Policy 18: Board Governance and Operations</i>, as amended.
<u>ADMINISTRATIVE REPORTS</u>		
Superintendent's Report	D.1	The Board reviewed the Superintendent's November 29, 2023 Report.
	10468/1123 Frances Cote	M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and the Secretary Treasurer Reports for November 29, 2023.
Deputy Superintendent's Report	D.2	The Board reviewed the Deputy Superintendent's November 29, 2023 Report.
Secretary Treasurer's Report	D.3	The Board reviewed the Secretary Treasurer's November 29, 2023 Report.
<u>BOARD REPORTS</u>		
Board Chair's Report	E.1	The Board Chair provided a report about recent correspondence, planning and events, and activities.
	10469/1123 Tricia Doherty	M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and Audit Committee Reports for November 29, 2023.
ACSTA Report	E.2	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
ASBA Report	E.3	Trustee Cheralan O'Donnell, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
GrACE Report	E.4	Trustees Tricia Doherty and Linda Ellefson, Board representatives to the GrACE, provided a report to the Board regarding recent business, events, and activities.
PCCELC Report	E.6	Trustee Bob Spitzig, Board representative to the PCCELC, provided a report to the Board regarding recent business, events, and activities.
Audit Committee Report	E.5	Vice Chair Tom Machacek, representative to the Audit Committee provided a verbal report earlier in the meeting to the Board regarding recent business, events, and activities.

<p>ADVOCACY Individual Trustee Advocacy November 29/23: page 5</p> <p>School Council Advocacy</p> <p>INFORMATION ITEMS ATA Invitation to Advent Liturgy</p> <p>Correspondence from Minister of Mental Health and Addiction</p> <p>Annual Education Assurance Measures Results – Fall 2023</p> <p>Prime Minister’s Teaching Excellence Awards</p> <p>Holy Spirit Catholic School Division Christmas Events Schedule</p> <p>Director of Learning Update</p> <p>Director of Religious Education Update</p> <p>Director of Support Services Update</p> <p>First Nations, Metis, and Inuit Education Update</p> <p>Holy Spirit Stars</p>	<p>F.1</p> <p>10470/1123 Frances Cote</p> <p>F.2</p> <p>G.1</p> <p>G.2</p> <p>G.3</p> <p>G.4</p> <p>G.5</p> <p>G.6</p> <p>G.7</p> <p>G.8</p> <p>G.9</p> <p>G.10</p>	<p>Each Trustee provided a brief report detailing the activities they have been engaged in to advocate for the Board and school division over the past month.</p> <p>M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for November 29, 2023.</p> <p>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. School Generated Funds: Bow Island asked about money from school generated funds that are in the books for events that happened in the past but not anymore. What can be done with these leftover funds? Director of Finance Amanda Lindemann explained that the division will look back at how the funds were raised and try to have the council use them on something that is similar or a note would be sent to the parent community asking if the leftover funds can be used in a certain manner. School administration can request these funds be looked at by Business Services. Exit Surveys: In the past, school council has asked the principal to survey families that have left the schools and conduct an exit survey with these families. Is this a privacy issue? Superintendent Ken Sampson stated that at this time there is not a policy or administrative procedure in place that speaks to the conducting of exit surveys.</p> <p>The ATA Local #5 has invited the Board to attend an Advent Liturgy and Dinner on Tuesday, December 12, 2023. Mass is at 5:15 p.m. at Assumption Church. Following Mass, a turkey dinner will also be provided.</p> <p>The Board received as information correspondence from Minister of Mental Health and Addiction Dan Williams in response to the Board of Trustees letter to the Minister’s office requesting support for the permanent funding of the Mental Health Pilot Project in schools.</p> <p>Alberta Education assesses performance across all school authorities. The Alberta Education Assurance Measures (AEAMs) are used to inform the division’s education plan. Provided for information to the Board of Trustees was the AEAMs overall summary for the division for Fall 2023.</p> <p>The Board reviewed the nomination information for the Prime Minister’s Awards for Teaching Excellence recognizing exceptional teachers in all disciplines, STEM and Early Childhood Education.</p> <p>The Board received information detailing the Christmas events happening throughout the schools in the division.</p> <p>Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p> <p>Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.</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> <p>Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to First Nations, Métis and Inuit Education.</p> <p>The Board reviewed the activities and achievements of the division’s students and staff over the past month.</p>
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<p>Enrolment Data Update</p> <p>ADJOURNMENT</p>	<p style="text-align: center;">G.11</p> <p>10471/1123 Bob Spitzig</p> <p>10472/1123 Bob Spitzig</p> <p>10473/1123 Cheralan O'Donnell</p> <p>10474/1123 Bob Spitzig</p>	<p>The Board received the division enrolment report for October 2023.</p> <p>M/C That the Board of Trustees extends the November 29, 2023 Regular Meeting past 9:00 p.m.</p> <p>M/C That the Board of Trustees convenes into the Committee of the Whole at 9:02 p.m.</p> <p>M/C That the Board of Trustees reconvenes into the Regular Meeting at 9:34 p.m.</p> <p>M/C That the Board of Trustees adjourns the Regular Board Meeting of November 29, 2023 at 9:34 p.m.</p>
		<p>_____</p> <p>Board Chair</p>
		<p>_____</p> <p>Secretary-Treasurer</p>

A nativity scene featuring a wooden manger filled with straw and a white cloth. In the background, a bright, multi-pointed star shines in a deep blue sky, surrounded by smaller, out-of-focus stars. The overall lighting is soft and focused on the manger.

Dear God,

As we start this meeting

Help us to put our best foot forward
and be successful

Help us to listen well

and keep an open mind

Help us to work together
with a common goal

Help us to know what to do

with our knowledge so it helps others

Help us to be dedicated and focused

God today we give you our worries,
fears and our attention

God today we want to give you our best.

We thank you this Christmas season
for our families, our friends, our pets
and all our blessings

we have in our lives.

We also thank you

for sending your son at Christmas.

Amen.

Prayer by: Doc Bastien-Fox and Raymond Bad Eagle
St. Michael's School, Pincher Creek

ACTION NO: B.1

December 20, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Carmen Mombourquette, Board Chair

SUBJECT: Board Faith Retreat

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. As part of the Board's Work Plan, an annual Faith Retreat is scheduled in order to enhance Trustee faith formation.
2. The Director of Religious Education, Aaron Skretting, will facilitate the retreat at the Martha Retreat Centre.

RECOMMENDATION

That the Board of Trustees schedules the Board Faith Retreat for (*pending discussion*)

ACTION NO: B.2

December 20, 2023

BOARD AGENDA ACTION ITEM

TO: Board of Trustees

FROM: Thomas Machacek, Chair of the Audit Committee

SUBJECT: Appointment of Auditor

ORIGINATOR: Carmen Mombourquette, Board Chair

BACKGROUND

1. The term for the accounting firm of KPMG as the Holy Spirit Catholic School Division's Auditor has expired. A new appointment is required for the upcoming fiscal years.
2. Superintendent Ken Sampson will be available to speak to this item.

RECOMMENDATION

That the Board of Trustees appoints the accounting firm of KPMG as Holy Spirit Catholic School Division's Auditor for the 2023/2024, 2024/2025, 2025/2026, 2026/2027, 2027/2028 fiscal years.

PR NO:

C.1

December 20, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 5: Role of the Board Chair

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 5: Role of the Board Chair* and all associated appendices, are brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values 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.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 5: Role of the Board Chair* and associated appendices, 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

OUR CORE COMMITMENTS TO THE VALUE

ALL GOD'S
CHILDREN

- We nurture the inherent spiritual, moral, intellectual, social, creative, physical, and emotional giftedness of everyone in our schools.
- We honour diversity.
- Our schools provide a welcoming safe and accepting sanctuary.

EXCELLENCE IN
LEARNING

- We provide opportunities for all students to discover and become the persons God created them to be.
- We will implement best practices in education to support the learning needs of all students.
- We support and encourage the continued professional growth and reflective practice of all staff.
- We will promote continuous improvement in all schools and areas of the division to foster high quality Catholic education.

SACRAMENTALITY

- We see God and the wonder of God's work in everything we do and in all the people we encounter.
- As disciples of God, we model Christ to the world.
- We celebrate the presence of God in our schools through prayer, liturgy and symbols of our faith.
- We practice Christian fellowship.
- We promote and practice social justice, based on the teachings of Jesus Christ.
- We believe in the importance of the sacraments and encourage the participation of our students and their families in parish life.

OUR
COLLABORATIVE
COMMUNITY

- We share the responsibility of education with our students, staff, parents, parish and the community at large.
- We encourage and appreciate the active involvement of all who share in the mission of educating students in our schools.
- We are committed to engaging our stakeholders, and will be receptive to and respectful of their input.

MINISTRY

- We employ people who share our commitment to our Catholic faith and the promotion of Gospel values so that our schools provide living witness to Jesus Christ.
- We honour the commitment and effort our staff members provide to Catholic education.
- We actively participate in the mission of the Church.
- We provide opportunities for faith development.
- We encourage and support the constitutional right to Catholic education.

STEWARDSHIP

- We respect and protect God's creation.
- We ensure that our resources and efforts best serve the needs of all our students.
- We are accountable to our supporters and will operate in a fiscally responsible manner.
- We ensure that decisions are both fact and policy driven.
- We support and provide processes which promote fair and objective decision-making through a Catholic perspective.
- We are open and transparent.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 5: Role of the Board Chair*

Date: December 20, 2023

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

ROLE OF THE BOARD CHAIR

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

Specific Responsibilities

1. The Board Chair shall ensure that new trustees are familiar with the Trustee Code of Conduct as part of the new trustee orientation process.
2. The Trustee Code of Conduct is a code that must be owned by the Board members in order for the corporate Board to maximize its efficiency in exercising good governance. Consequently, the leadership of the Board Chair is incumbent upon ensuring that the Trustee Code of Conduct will be followed, and the Board Chair shall periodically review the Trustee Code of Conduct with Board members.
3. The Board Chair shall provide leadership to the Board and act as its official spokesperson except in those instances where the Board has delegated this role to another individual or group.
4. The Board Chair shall preside over all regular and special meetings of the Board.
5. The Board Chair shall ensure that the Board operates in accordance with its own policies and procedures and the requirements of provincial legislation.
6. The Board Chair shall keep the trustees and the Superintendent informed on all matters that have been brought to his/her attention that might affect the division.
7. The Board Chair shall keep informed of significant developments within the division and in education provincially.
8. The Board Chair shall be an ex-officio member, with voting privileges, to all committees created by the Board.
9. The Board Chair shall represent the Board, or arrange alternative representation, at all official meetings and functions.
10. The Board Chair shall work closely with the Vice Chair and Superintendent regarding all aspects of the division's activities and in the preparation of the agenda for meetings of the Board.
11. The Board Chair shall ensure that the Board engages in regular assessment of its effectiveness as a Board.
12. The Board Chair shall ensure that the board engages in regular assessment of the effectiveness of the Superintendent of Schools and, along with the Vice Chair, review his/her contract of employment and remuneration on a yearly basis. The Board Chair and Vice Chair will, in collaboration with the entire Board, set parameters for the Superintendent's compensation.

13. The Board Chair shall approve the distribution of any material to the public concerning the governance of the division.
14. The Board Chair shall ensure the auditor's report is brought to the Board for their review.
15. The Board Chair shall review and approve the Vice Chair remuneration and expense claims.
16. The Board Chair shall review and approve the Superintendent's expense claims.
17. The Board Chair shall review any trustee claim forms beyond the defined guidelines, and shall either approve or deny the claim, as per *Policy 18: Board Governance and Operations*.

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

PR NO: C.2

December 20, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 6: Role of the Vice Chair

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 6: Role of the Vice Chair*, is brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values 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.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 6: Role of the Vice Chair*, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 6: Role of the Vice Chair*

Date: December 20, 2023

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

ROLE OF THE VICE CHAIR

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

Specific Responsibilities

1. The Vice Chair shall act on behalf of the Board Chair, in the latter's absence.
2. The Vice Chair shall assist the Board Chair in ensuring that the Board operates in accordance with its own policies and procedures and in providing leadership to the Board.
3. The Vice Chair shall assist the Board Chair and Superintendent in the preparation of the agenda for meetings of the Board.
4. The Vice Chair shall present, on behalf of the Board, the Division's Annual Budget.
5. The Vice Chair shall be a member of the Audit Committee.
6. The Vice Chair shall review the trustees' remuneration and expense claims.
7. The Vice Chair shall assist the Board Chair in the yearly review of the Superintendent's contract and compensation.

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

PR NO:

C.3

December 20, 2023

BOARD AGENDA POLICY REVIEW

TO: Board of Trustees

FROM: Board Chair

SUBJECT: Policy 10: Board Delegation of Authority

ORIGINATOR: Board Chair

BACKGROUND

1. *Policy 10: Board Delegation of Authority*, and all associated appendices, are brought forward for Board review and discussion with respect to the need to revise or modify, if required.
2. A copy of the Board's Mission, Vision, and Values 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.
3. The Board will find attached a Policy Review Template, which will facilitate the Board's thorough review of this policy.

RECOMMENDATION

That the Board of Trustees accepts *Policy 10: Board Delegation of Authority*, and all associated appendices, as presented.



Policy Review Template

Source Document: *Policy 8: Policy Making*

Policy under review: *Policy 10: Board Delegation of Authority*

Date: December 20, 2023

Upon review, does this policy require amendment? Yes No

Nature of/reason for amendment?

Other implications or considerations?

BOARD DELEGATION OF AUTHORITY

The *Education Act* allows for the Board to delegate certain responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with section 52(4) of the *Education Act*, cannot be delegated. This delegation of authority to the Superintendent specifically includes:

- Any authority or responsibility set out in the *Education Act* and Regulations as well as authority or responsibility set out in other legislation or regulations;
- The ability to enact Administrative Procedures, practices or regulations in alignment with Board policies required to carry out this authority; and also
- The ability to sub-delegate this authority and responsibility as required.

Notwithstanding the above, the Board reserves to itself the authority to make decisions on specific matters requiring Board approval. This reserved authority of the Board is set out in Board policies, as amended from time to time.

Further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

The Superintendent of Schools is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the *Education Act*.

In addition:

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 Administrative Procedures that are consistent with the *Education Act*, Regulations and Alberta Education policies and procedures regarding 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 of 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.

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

REPORT NO: D.1

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Superintendent's Report

BACKGROUND

1. Attached is the Superintendent's Report for December 20, 2023.

RECOMMENDATION

That the Board of Trustees receives and files the Superintendent and Deputy Superintendent Reports for December 20, 2023.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Superintendent Report

December 20, 2023

1. Providing Faith Leadership

- Attended the Annual ATA Christmas Mass and Dinner sponsored by the Local ATA #5 and assisted with the distribution of the Holy Eucharist at Mass;
- Attended a penitential service leading up to Christmas;
- Prepared and sent out a Christmas video message for our divisional community;
- Attended Advent Masses in our schools;
- Commitment to weekly Mass, usually at All Saints Parish and serving as Eucharistic Minister, as scheduled;
- Continuing to work with our Director of Religious Education to implement the Catholic Leadership Program for aspiring leaders in our schools; and
- Regular and ongoing meetings with Fr. Kevin.

2. Building Effective Relationships

- Meetings with a number of individual staff members to extend appreciation and gratitude to them for the great work they do in our division;
- Continue to write approximately fifty (50) monthly electronic cards to all staff celebrating birthdays in the month of December;
- Visited a number of classrooms throughout our division to have quick conversations with teachers and engage with students in their learning process;
- Emceed a Retirement Tea to honour the twenty-two years of service of our out-going Deputy Superintendent; and
- Regular and ongoing meetings with ATA Local President to discuss matters of mutual interest.

3. Modeling Commitment to Professional Learning

- Began reading [*Educating for Eternity: A Teacher's Companion for Making Every Class Catholic*](#), by Dr. Brett Salkeld; and
- Continued work with LLT Professional Learning whose focus is on developing best practices for ethical Artificial Intelligence (AI) usage, dispelling unfounded fears surrounding AI adoption, facilitating resource sharing, and exploring diverse applications of this technology.

4. Visionary Leadership

- Finalized initial meetings with individual principals to review Leadership Professional Growth Plans (LPGPs). These plans will be reviewed in in-person meetings three times over the course of the school year;
- Facilitated and participated in a number of Collaborative Response meetings at our schools to help inform their Continuous Improvement Plans and support the work of schools in living our Board priorities; and



Holy Spirit Catholic School Division

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- Set up a meeting with our Alberta Education representative to discuss our submitted Annual Education Assurance Report;

5. Leading Learning

- Led our Learning Leadership Team through a process to examine key indicators and possible measures in support of our new strategic priorities;
- Continued ongoing monthly meetings with new principals who are undergoing evaluations this year; and
- Individual meetings with principals to discuss their supervision and evaluation plans as well as their professional growth plans for the year.

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

- Continuing to review and study the ever-evolving resource, [Guide to Relationships and Learning with the Indigenous Peoples in Alberta](#), an online study guide to support system leaders in understanding the ways of knowing, being and doing of Indigenous Peoples; and
- Encouraging and supporting the work of our Coordinator of FNMI Education as she continues to direct our Facilitators in providing a variety of learning opportunities for our students.

7. School Authority Operations and Resources

- Reviewed and approved batches of salaries for certificated and support staff, as well as expense claims across the division, in the absence of our Secretary-Treasurer;
- Advertised for our position of Deputy Superintendent, as well as shortlisted and interviewed a number of candidates;
- Attended the monthly Finance Committee Meeting; and
- Met with our Student Information System Coordinator to discuss elements of the registration process for the 2024-25 school year.

8. Supporting Effective Governance

- Attended and participated in the first of two Teacher Board Advisory Committee (TBAC) meetings for the year, where we continue to build relationships and discuss matters of mutual interest;
- Attended an engagement session with the St. Michael's School Council in Bow Island;
- Met with the Board of Directors at the Pincher Creek Community Early Learning Centre to discuss the issues they are currently facing; and
- Met with the Board Chair to set the agenda for the monthly board meeting.

REPORT NO: D.2

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Michelle MacKinnon, Deputy Superintendent

SUBJECT: Deputy Superintendent's Report

BACKGROUND

1. Attached is the Deputy Superintendent's Report for December 20, 2023.



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Deputy Superintendent Report to the Board of Trustees December, 2023

Embodying Catholic Leadership

- Leading prayer at St. Basil Catholic Education Centre, before interviews and other meetings;
- Participated in the Learning Leadership Team's Advent Retreat led by Aaron Skretting at the Martha Retreat Center.

Building Effective Relationships

- Met with the President of CUPE 1825 and 290 along with the national CUPE representative to discuss specific items brought forward from the membership;
- Connecting regularly with Administrative Teams to support various issues and concerns they are facing;
- Attended various Advent celebrations with our school communities;
- Connecting with others in Zone 6 with similar roles to collaborate on like issues.

Modeling Commitment to Professional Learning

- Participated in Collaborative Team Meeting with senior administration. This was a planning meeting focused on preparing for our Collaborative Response supporting schools with continuous improvement this year.

Visionary Leadership

- Ongoing Executive and Senior Administrative weekly meetings to discuss supporting schools with the Board priorities.

Leading Learning

- Connecting regularly with school administrators to support with any matters that may surface. This includes the components of teacher growth, supervision and evaluation;
- Organized a two day session on Teacher Growth, Supervision and Evaluation for school administrators. This session will be facilitated by the Alberta Teachers Association in February;
- Continuing to observe probationary teachers to provide feedback centered on the competencies of the Teaching Quality Standard.

Supporting School Authority Operations and Resources

- Ensure weekly Here in Spirit newsletter is up to date with relevant detailed job postings for all positions available in the division;
- Ongoing interviewing of substitute teachers and casual education assistants;
- Attended the University of Lethbridge job fair for graduating teachers;
- Working closely with legal counsel to assist in making decisions around confidential labor decisions;
- Ensure equitable distribution of resources based on individual school need;
- Oversaw the implementation of the PowerSchool Automated Dispatch System for substitute teachers;
- Working with SALT and principals to develop the 2023/2024 school calendar. This process includes working closely with coterminous divisions who provide transportation for our students.



Holy Spirit Catholic School Division

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Supporting Effective Governance

- Attended the Pincher Creek Community Early Learning Centre board meeting to discuss possibilities for the Sage Childcare Center associated with St. Michael's School.

REPORT NO: D.3

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Lisa Palmarin, Secretary-Treasurer

SUBJECT: Secretary-Treasurer's Report

BACKGROUND

1. Attached is the Secretary-Treasurer's Report for December 20, 2023.

Update on Capital Projects and Maintenance

New Elementary School, West Lethbridge

- Fifth Consultant meeting held December 12, 2023
- The current schedule anticipates issuing for Tender to Contractors in July 2024

Catholic Central High School West, Lethbridge – Dual Credit Enhancements

- Construction deficiencies are being addressed.

IMR Projects

A detailed report of ongoing IMR projects is provided for review.

Update on Technology Projects

- **Helpdesk Requests**

- September - December, Total - 910 service requests
- HR tickets - 234

- **Projects**

- In progress - List of schools implementing various technologies through donations and grants.
 - Grant Recipients
 - a. Kid Doodle - \$10,000 each
 - Catholic Central High School
 - École St. Mary
 - Children of St. Martha School
 - Father Leonard Van Tighem School
 - Our Lady of the Assumption School
 - St. Francis Junior High School
 - St. Michael's School, Bow Island
 - St. Joseph School, Coaldale
 - St. Mary's School, Taber
 - St. Teresa of Calcutta School

- **Maintenance Projects**

- In progress - we are actively helping the Maintenance Dept with various projects listed above, including PA, cameras, door access, AV, and other system enhancements.

REPORT NO: E.1

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees
FROM: Board Chair
SUBJECT: Board Chair's Report

BACKGROUND

1. Board Chair Carmen Mombourquette 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, PCCELC, and TBAC Reports for December 20, 2023.



BOARD CHAIR REPORT

Date: December 20, 2023

Submitted by: Dr. Carmen Mombourquette

EVENTS AND ACTIVITIES:

Date	Activity
27 Nov	Teacher Salary Qualifications Board meeting
27 Nov	Finance Committee meeting
27 Nov	School Council Meeting
29 Nov	Committee of the Whole meeting
29 Nov	School Board meeting
29 Nov	Letter out to ACTSA Executive Director
30 Nov	Letter to St. Michael's Bow Island School Council
1 Dec	Blackfoot Naming Ceremony St. Paul
1 Dec	St. Michael's Bow Island Fundraising Dinner and Auction
7 Dec	CCHS Christmas Cheer Concert - Fabulous
8 Dec	Cal O'Brien Classic Basketball Tournament - CCHS
8 Dec	Interview - Lethbridge Herald
12 Dec	CSM Turkey Lunch
12 Dec	ATA/Board Advent Mass
12 Dec	ATA/Board Christmas Dinner

CORRESPONDENCE:

Month	Description
24 Nov	Notice of meeting TQSB - to hear appeal
24 Nov	Notice of board meeting package availability
24 Nov	St. Francis Newsletter
24 Nov	Superintendent weekly update
24 Nov	CCH Christmas Cheer Concert invite
27 Nov	ASBA - budget input invitation
27 Nov	Invitation to CCHS Advent Mass and blessing
28 Nov	Invitation to St. Mike's BI fundraising dinner and auction
29 Nov	Invitation to CSM turkey lunch
29 Nov	Invitation to St. Paul Blackfoot Naming Ceremony
29 Nov	GrACE Newsletter
29 Nov	Minister of Education - New funding announcement
30 Nov	ASBA - New funding announcement
30 Nov	ASBA - Funding Manual update - transfers announcement
30 Nov	Speakers Corner

30 Nov	St. Catherine Newsletter
30 Nov	OLA Newsletter
1 Dec	CCH Newsletter
1 Dec	St. Mike's BI Newsletter
1 Dec	FLVT Newsletter
1 Dec	Advent Video #1
1 Dec	SMT Newsletter
1 Dec	Connections Newsletter
1 Dec	Saints of the World Journal
1 Dec	Letter from High Prairie School Division - re: walk limits and transportation
1 Dec	Letter from High Prairie School Division - unprofessional conduct and disputes
2 Dec	GrACE invitation to parish reconnection
2 Dec	Superintendent Weekly Update
5 Dec	Invitation to do newspaper interview
5 Dec	St. Paul Newsletter
5 Dec	CSM Newsletter
7 Dec	ASBA Zone info
7 Dec	AMA - invitation for board chairs and superintendents to meet re: sharing of services
7 Dec	Minister - Sharing of security notification
7 Dec	SPFA - copies of the Assurance Report and School Plan - two thumbs up
7 Dec	Christmas Greeting from Wolf Creek Public Schools
7 Dec	Invitation to Deputy Superintendent Interviews
7 Dec	Catholic Education Symposium Invitation
7 Dec	SPFA Newsletter
8 Dec	Advent Video #2
9 Dec	Invitation to St. Francis Advent Mass
11 Dec	NSBA rural education summit information
11 Dec	Christmas Card from CCSD Administration and Trustees
11 Dec	Christmas Card from Minister of Education
12 Dec	St. Francis Newsletter
14 Dec	Advent Video #3

REPORT NO: E.2

December 20, 2023

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 Report for December 20, 2023

Celebrate, Preserve, Promote, Enhance Catholic Education.

We are committed to a UNIFIED VOICE providing spiritual and political leadership for publicly funded Catholic education.

To Know:

February 9 and 10th, 2024

CATHOLIC EDUCATION SYMPOSIUM: Forming Witnesses for Catholic Schools

At: Corpus Christi Parish Hall, 2727 34th Street NW, Edmonton, AB

Boards are encouraged to sponsor up to 10 people representing a cross section from their education community; especially religious education teachers and consultants, administrators but also student leaders, parents, clergy and trustees who have the knowledge, skills and formation to contribute to this activity.

The expected outcome is an opportunity to dialogue with stakeholders and create a resource that supports the formation of pre-service and in-service teachers that can be used for recruitment of pre-service teachers, best practices in faith formation and professional development for in-service teachers at the school, division and provincial levels.

COST of Registration is \$99

2024 ACSTA Catholic Education Symposium

**Corpus Christi Parish Hall
2707 34 St NW, Edmonton**

February 9-10

TENTATIVE PROGRAM

Friday, February 9

6:00 p.m.	Registration
6:30	Welcome Opening Prayer Land Acknowledgement
6:55	Presentation – Archbishop Smith
7:45	Break
7:55	Focus
8:00	Presentation – Dr. Matt Hoven
8:45	Table talk - Exit passes
9:15	Night Prayer

Saturday, February 10

8:30	Coffee & Light Breakfast Items/Fellowship
9:00 – 9:15 a.m.	Welcome Morning Prayer Land Acknowledgement Overview
9:15 – 9:45	Focus/Group Work
9:45 – 10:30	Presentation – Dr. Roisin Coll
10:30 – 11:00	Q&A with Dr. Roisin Coll
11:00 - 11:15	Break

11:15 – 12:15	Group Work at Tables/Discussions/Evidence
12:15 – 1:00	Lunch
1:00 – 1:15	Focus
1:15 – 2:15 p.m.	Presentation – Paul Corrigan/Ryan Ledene
2:15 – 2:45	Group Work
2:45 – 3:00	Break
3:00 - 3:45	Panel Q&A Dr. Hoven, Archbishop Smith, Paul Corrigan and Ryan Ledene
3:45 – 4:00	Group Work
4:00	Wrap – Up
4:30	Closing Eucharistic Liturgy

REPORT NO: E.3

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Cheralan O'Donnell, Board Representative

SUBJECT: ASBA Report

BACKGROUND

1. Cheralan O'Donnell, Board representative to the ASBA, will provide a report to the Board regarding recent ASBA business, events, and activities.

ASBA Zone 6 General Meeting - December 13, 2023

ASBA President (Marilyn Dennis):

- Feedback opportunities on budget 2024, encourage to take advantage of opportunity
- Enrollment growth funding released. ASBA shared public statement, supplement offers 2 funding options, school board's use whatever calculation grants more
- Extended transportation amendment regulation by a year, opportunity to connect with minister's office if changes create roadblocks, cc ASBA
- Funding for religious schools who are dealing with vandalism and harassment
- Upcoming Friday December 15 - skilled trades & cost of electricity for school boards topic of discussion with Minister Jean
- High level discussion re: election act December 1, will stay up to date on discussion occurring with municipalities on this topic
- CSBA - national nutrition program being advocated for
- Question re: High Prairie letter regarding Teacher Complaints Process: Speakers Corner past Monday night regarding that, video to be posted soon through ASBA website - only available for 2 weeks. Participants asked to send follow-up questions for further questions by Wednesday, December 13. Anyone can submit around conduct of an educator, within 30 days, goes to the school division / educator. Feedback says it's fairly slow, and leaving teacher and the school division in a limbo. It is a new process, suspect that feedback from school divisions will bring more details to light. Report of committee to be provided annually, but unsure when available.

ASBA Vice President (Shali Baziuk)

- FGM: successful, already thinking of SGM.
- Draft Position Statement Framework approved, so will be updating
- PDAC: Correspondence to 5 ministries advocating collaboration; letter for Federal Government advocating Carbon Tax returned to school divisions; ASBA talking about advocating for rural boards; continue to use liaison Allison Purcell as she can bring items directly to the table; raising awareness of need for high-speed internet, skilled trades, development of shortened teaching certificate education program, promotion of career Education Scholarships,
- MLA breakfast: good attendance, went well and hope this continues. Any feedback on resources, please let ASBA know.
- Advocacy: Please remember to cc any correspondence with ministers as included in meeting packages. Local context is important to structure advocacy approaches.
- Questions: Feedback FGM - make read only option on ClaroVote live on screen as difficult to read from center of room
- FGM Position Paper, specifically ones in direct conflict with each other: predates all of us. When a proposal is rejected by PDAC, contrary Position Statements are stopped at that gate, but when brought to floor as emergent, this bypasses that step where checks and balances exist. As merge/ update / retire / keep position statements will all be flagged if in opposition, then recommendations made as to the important issues of the day. As able to now evaluate annually, should assist with this.
- Carbon Tax: What is estimated cost for school divisions? Hard to define as hits in various places. Anecdotally, transportation / utilities bills have doubled, but need to verify facts of where it is hitting with specifics. **Sizable impact - add to roundtable discussion for Zone 6 with factual data**

ASBA CEO (Dr. Vivian Abboud)

- Resources sent out over the past few weeks; Submit feedback on Framework by January - Please offer feedback whenever possible
- Dr. S McGregor (U of C) - Engagement important as government making framework for resources available
- January 22, 2024: Presentation on educational patterns in the USA. Allows us to be proactive and see what is potentially coming our way, and see potential benefits. Asked for information on hot topics in Education in Alberta (currently not getting recorded)
- Awards available for application on website
- Question: concerned about streaming children too early for Trades vs. University or College and basing on the German Model - current conversation is about exposure as opposed to streaming students towards a career path. International sharing is happening, others are looking at Alberta as a model

ASBA Zone Director (Allison Purcell)

- Board of Directors meeting last week, good opportunity for information & dialogue. Position Statement Framework - please offer by deadline of January 31st
- Zone Chairs meeting coming up
- Attended Speakers Corner - suggest that you listen to the recording when it becomes available.

Zone 6 Chair Report (Roisin Gibb)

- Orientation was helpful; appreciated the inclusion of zone chairs in meeting to learn more and about ASBA and our purpose

Labour Report - no volunteers, leave open for another month, may ask members if no one volunteers

SAPDC (Lorelie Bexte - Palliser) - No Report

Handbook Election: Lori Hodges (Livingstone Range) elected as Handbook Coordinator

- Email proposed changes to Handbook Coordinator by January 5th so can approve at January Meeting

Financial Report (Pam Boyson - Secretary) - attached to Agenda Package (approved)

- Looking at connecting with ASBA to see what others do to ensure transparency; potential template

Round Table

- (LSD) Housing for Newcomers - community impact discussion: Melody Gardner would like to connect with divisions regarding challenges related to housing in our areas. Look at a presentation / discussion for the zone. Allison will contact to set up
- Technology & Bandwidth: Do your schools have tech or infrastructure to run all students on this? Please bring a response to the January meeting as easier to discuss in person. Pilot project is happening this year; no flexibility in date or time, both PAT & Diploma are on the same day in June, so anticipating issues. Anything with SuperNet is under the Education Minister portfolio, and has nothing to do with the technology ministry. Medicine Hat Public School Division is piloting in the spring for 6 schools, Livingstone does not anticipate issues, Prairie Rose computers are one-on-one told all will be well. Marie - no problem with bandwidth, may have issues with number of computers at one school, Holy Spirit did old style for November so no feedback as of yet

Advocacy Committee Discussion (Roisin Gibb)

- Discussed with other board chairs, planning to leave as standing item on agenda and allow for board sharing as opposed to committee (all agree)

FGM Feedback (Allison Purcell)

- Need enough rooms secured in venue to accommodate all boards
- Look at booking venue with more options for extra curriculars / restaurants close by
- MLA breakfast - need to be a little bit longer, hard to share MLA's when arrive later - MLA's are given table numbers of boards in area, look at making more organized
- Appreciated the securing on Premier's presence / Minister's presence & questions
- Have live read only screen in ClaroVote
- SGM in Calgary - June 2-4, 2024
- Can see how school divisions voted in ClaroVote, but cannot see overall passing / defeating of bill - suggest this is added
- Asked for discounted rate for parking
- Rural Caucus- felt included having time at the FGM, room a little small
- Any further feedback please send to Allison

AHS Vaping Presentation

- Carla Gimble (Livingstone) said good information, if can condense, perhaps present at a zone meeting. Roisin to look into.

Ideas for next month around Board Sharing

- Suggest around Hot Topic Issues: Plan what going to talk about the next month so can plan accordingly, and also have option for emerging items of interest
- Transportation: Walking School Bus Project (Grasslands); report back on delays, or if / when ready for roll out / implementation
- Continue Technology / Bandwidth Discussion

Next meeting January 17, 2023 - In Person / Virtual Meeting at Palliser

REPORT NO: E.4

December 20, 2023

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.

GrACE Report for December 20, 2023

GrACE Facebook: www.facebook.com/GrACE4cathed

GrACE Instagram: @grace4catholiceducation

Mission: *To inspire, invigorate and embolden the spirit of Catholic education in order to:*

UNITE, EDUCATE, COMMUNICATE with ONE voice.

Goals of GrACE:

- *To Unite stakeholders in a common vision and message*
- *To engage supporters around the history, value and promotion of Catholic education*
- *To Educate supporters so that they might speak on behalf of Catholic schools*
- *To Communicate the message and value of Catholic education*

GrACE committee met and discussed how we envision GrACE in the division this year.

- *Communication:*
 - Continue to work on getting the word of GrACE through the parishes with social media, parish bulletins, K of C and CWL as well as with school councils/newsletters
- *We are planning to do another poster campaign:*
 - What does “Courage to Lead” look like? The goal is to bring awareness to GrACE. We will be working on this for early in the new year.
- *Save the Date:*
 - April 17, 2024 we would like to hold an evening of GrACE incorporating the Faith Plan “Build” year.
 - GrACE Summit planned for May 10th, 2024, location TBD
- *May:*
 - GrACE will look to having a connection during Catholic Education Week



Message from GrACE Executive Director

Dear GrACE Advocates and Friends in Christ,

Catholic education is uniquely protected by denominational rights enshrined in Canada's Constitution.

This constitutional protection recognizes the historical and ongoing importance of Catholic education within the Canadian education system.

Defending these rights involves advocating for and ensuring the continued recognition and provision for Catholic education within the broader educational landscape.

Raising our Catholic education profile involves enhancing the visibility and understanding of Catholic education.

Sharing the unique benefits and contributions of Catholic Schools helps to increase support and awareness among the public.

Catholic education is not only about academic learning but also about instilling values, ethics, and a sense of community.

This theme for this year's Catholic education, 'Courage to Lead', underscores both the challenge and responsibility that comes with maintaining and advancing Catholic education in a rapidly changing and increasingly secular society.

As Catholics we share a commitment to maintain the distinctive character and mission of Catholic education.

We are called to practice and promote the teachings and values of Catholicism within the School environment and also in the wider community.

Each and everyone of us is invited to actively live and serve our faith.

We are challenged to defend our rights; raise our Catholic education profile and spread its good word as people of hope.

Jesus said to his Disciples 'you will be my witness to the ends of the earth'.

This is still our mission..

What is Your Catholic Legacy?

As Jesus said,

'The Kingdom of God is as if some-one would scatter seed on the ground, and would sleep and rise night and day, and the seed would sprout and grow, yet he does not know how'.

Please share GrACE's Newsletter and also advise me further how GrACE might truly come alive in service and support of Catholic education.

Together, let's extend our reach to ensure that every member of our Catholic Community is connected and enrolled in our shared vision of Catholic excellence in education; nurturing hearts, minds and souls.

Kate

Executive Director GrACE
gracedirector7@gmail.com



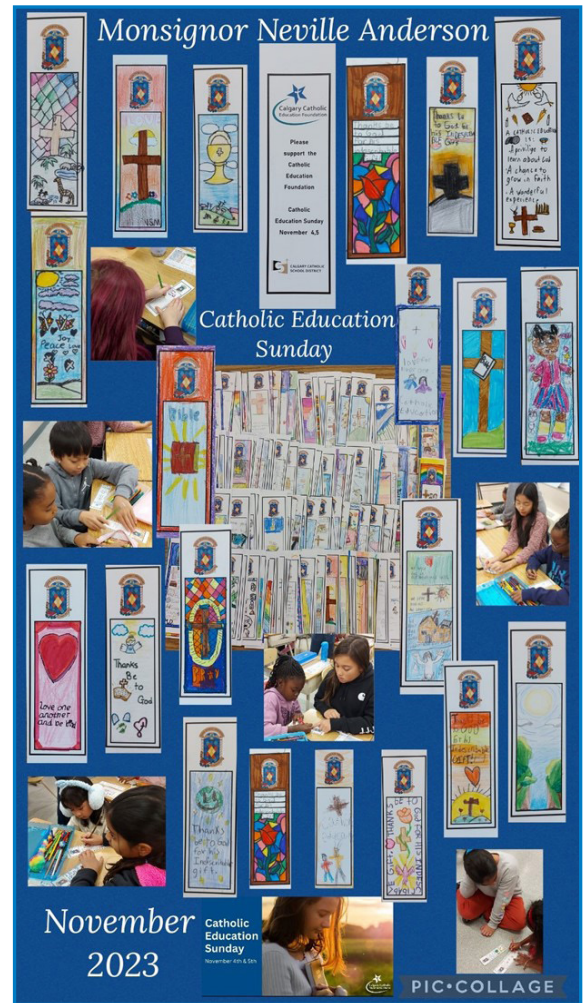
Rooted in the synodal practices of listening, dialogue and discernment, let us pray for our year's theme 'Courage to Lead'.

Celebrating Catholic Education Sunday; Catholic education and Catholic Educators for making a difference in the lives of our Students; our Families and our Communities!

Pope Francis, who was a teacher himself, said that ‘educating is an act of love; it is like giving life’.

GrACE thanks all Catholic Teachers; Educators; Trustees; Superintendents; Administrators; Staff and Clergy for their time; energy and effort in honouring the diversity of every Student; for supporting the well-being of all and for their daily commitment to academic excellence.

STAR Catholic is a Christ-centred Catholic School Community of 12 Schools across six central Alberta communities and is grateful ‘for our Catholic Schools that reveal the Glory of God in all that we do.



To thank God for His indescribable gift of Catholic education, Monsignor Neville Anderson Students in Calgary coloured bookmarks and shared them with the whole Catholic Community throughout Alberta and beyond!

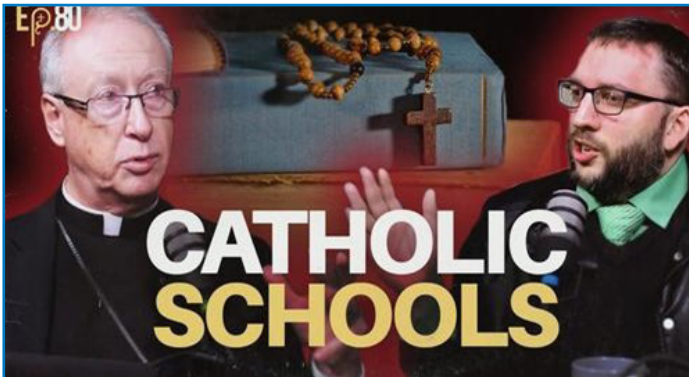
Upfront with the Archbishop

Upfront with Archbishop Smith is a weekly podcast where we seek to bridge the gap between the hierarchy and the faithful by discussing the beauty, truth, and challenges of our Catholic faith.



Celebrating Catholic Education Sunday: Leading Courageously throughout Alberta and beyond

‘Whoever brings blessing will be enriched, and one who waters will himself be watered’ —Proverbs 11:24-25



For Catholic Education Sunday. Archbishop Smith and Chair of GrACE, along with Teacher Brett Fawcett from Elk Island Catholic Schools, Chesterton Academy discussed the Catholic School system, the role of teachers in proclaiming the Gospel and the role of parents as primary educators.

[Click here](#)



Vice Chair of GrACE and Chief Superintendent of Calgary Catholic, Dr. Bryan Szumlas celebrated the gift of Catholic education in advance of Catholic Education Sunday.

Speaking with Janet Lymer, Executive Director of Calgary Catholic Education Foundation about the importance of Catholic Education Sunday and how we can all support Catholic education.

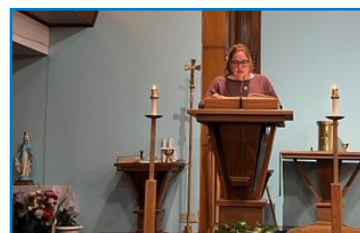
Calgary Catholic proudly serves approximately 61,000 Students in 118 Schools in Calgary and the surrounding area and also offers online learning for Alberta Students in Grades 1-12.

[Chief's Vlog—Catholic Education Sunday](#)



Fr. Julian Bilyj, an Edmonton Catholic Schools Chaplain, also talks about Courage to Lead in advance of Catholic Education Sunday, November 05, 2023

[Click here](#)



In parishes throughout Alberta, NWT and the Yukon representatives from Catholic Schools gave witness to Catholic Education at Sunday Masses in all of our Parishes on November 04 and 05, 2023.

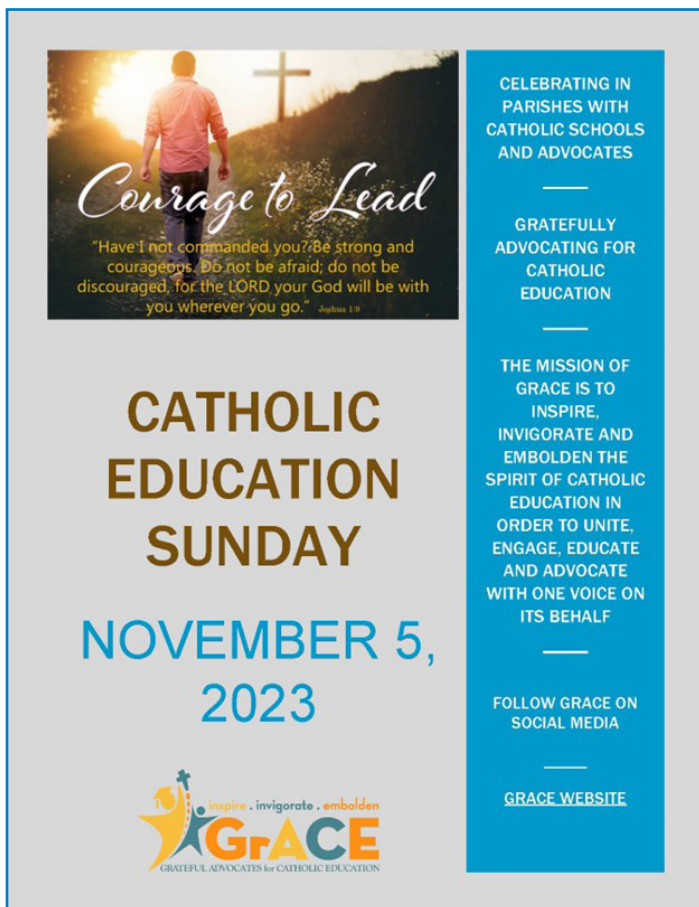
Northwest Territories: Yellowknife Catholic School's Catholic Education Sunday, Nurturing Leadership with a Mass of Hope.

**Catholic education Sunday took place
on November 04 and 05, 2023**

Almighty God bless all people involved in
Catholic education

Northern Alberta

Serving 7,000 Students in 13 Schools, **Fort Mc Murray Catholic Schools** marked Catholic Education Sunday as a day of hope and a reminder to all Catholics of the enduring strength that our Faith provides us!



COURAGE TO LEAD
"Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the LORD your God will be with you wherever you go." *Joshua 1:9*

CATHOLIC EDUCATION SUNDAY
NOVEMBER 5, 2023

GrACE
GRATEFUL ADVOCATES for CATHOLIC EDUCATION

CELEBRATING IN PARISHES WITH CATHOLIC SCHOOLS AND ADVOCATES

GRATEFULLY ADVOCATING FOR CATHOLIC EDUCATION

THE MISSION OF GRACE IS TO INSPIRE, INVIGORATE AND EMBOLDEN THE SPIRIT OF CATHOLIC EDUCATION IN ORDER TO UNITE, ENGAGE, EDUCATE AND ADVOCATE WITH ONE VOICE ON ITS BEHALF

FOLLOW GRACE ON SOCIAL MEDIA

GRACE WEBSITE

Southern Alberta

Holy Spirit Catholic School Division took a stroll down memory lane and posted for Catholic Education Sunday 'Public Education - The Catholic Way' - a video created to highlight the importance of Catholic Education in southern Alberta.

[Click here for video](#)

Edmonton

Madonna Catholic School, a newly modernized French Immersion Pre-Kindergarten to Grade 4 Catholic School located centrally in Sherwood Park as part of Elk Island Catholic Schools, celebrated Catholic Education Sunday.

[Click here](#) [Click here](#)

Further Students; Parents; Family and Parishioner Engagement:

How can we more actively involve even more Parents and Families in our Student's education?

What can we do to foster a strong home-school partnership and provide Parent's with further support for their Child's Catholic School experience?

GrACE continues to emphasize the unique benefits and contributions of Catholic education, providing a holistic education that combines academic excellence with faith-based values.

As we champion our commitment to reach Catholic Parents and supporters, GrACE provides an inclusive and welcoming environment that encourages dialogue and understanding.

Parents are the first educators and in a synodal Church where we are invited to listen to not only the voice of the magisterium but also the whole people of God.

In seeking to discern the action of the Holy Spirit, we must fully appreciate our Catholic Parents who chose for their children an education rooted securely in a deep and compassionate, Christ-centred understanding of service and sharing both within and beyond the Catholic Community.

Aligned with GrACE's core values, let's explore innovative strategies that will enhance engagement with your Student bodies; Catholic Parents and Parishioners; and all stakeholders within the wider Catholic education movement in Alberta and beyond.

The Gift of public funded Catholic Education

Our Catholic Faith is at the centre of all our efforts, fostering an environment that nurtures academic excellence; spiritual growth and a sense of collective responsibility in upholding the mission and values of Catholic education in our shared society.

Listen to the history of our publicly funded Catholic education system and its role in the development of our great country told by Justice Feehan.

[Click here for video](#) [ACSTA Post on X](#)

Celebrate Catholic Education

Publicly funded Catholic education in Alberta is a unique and cherished historical gift for which we are all grateful.

It is an invaluable offering to both the Catholic Community and wider society, carrying growing responsibility in an increasingly secular world.

Catholic Schools provide an education that goes beyond academic subjects and fosters character development, empathy, and compassion.

With the evolving landscape of education, it is increasingly important to celebrate Catholic Schools and to extol those aspects that have made the Catholic Schools and education system influential and valued throughout Alberta and beyond.

GrACE's Newsletter seeks to build a provincial Catholic community by celebrating Catholic education across Alberta.

Student Faith Day Inspires Gratitude and Reflection at John Costello School

Calgary, October 19, 2023

Students at John Costello School recently came together to celebrate Student Faith Day, a special event designed to encourage spiritual growth, gratitude, and reflection. With a theme centered around "We are grateful for all that God gives us," the day was filled with activities that fostered a deeper appreciation for life's blessings. The half-day event focused on the main presentations given by guest Sarah Simoni (Religious Education Special Project Staff Teacher) to each division and the Gratitude Walk, which was a highlight of the day.

The preparation began with thought-provoking questions to guide students, prompting them to think about their own God-given gifts and talents and the importance of sharing these with others. The presentations started with Sarah teaching the students a song about gratitude (with actions!), and they also explored the concept of thanksgiving and its connection to the Eucharist, deepening their understanding of faith.

Following the presentations, students engaged in personal reflection, using various creative methods to express their gratitude for God's gifts in the categories of creation, talents, and the people who enrich their lives.

There are so many positive stories to celebrate Catholic Schools and Education in Alberta and beyond.

Holy Spirit Catholic Separate School Division

Twenty First Century Faith by Caryn Swark, Associate Principal at Our Lady of the Assumption School

How does our faith find a place in the rapidly shifting and changing cultural and educational landscape of the twenty first century? Our Lady of the Assumption School in Lethbridge, Alberta is making that connection. For the last several years, OLA has held monthly STEAM days. Students participate in a wide variety of activities in Science, Technology, Engineering, Art, and Math with the aim of fostering critical thinking and creativity. As always, everything we do is through the lens of our Catholic faith. For the month of October, the theme of our STEAM Day was Building the Church, in keeping with our Holy Spirit faith theme of Build: Pilgrims of Hope! Older students constructed model churches out of found materials while younger students did an amazing job of showing how they can build the church now and when they are older through their artwork. Here are some examples of these amazing student works!



The Gratitude Walk, an outdoor visual journal activity, encouraged students to connect with the beauty of God's creation and appreciate the natural world around them. This activity was a chance for students to record their observations and later engage in a class discussion about the wonders of nature.

Buddy classes came together for a heartwarming postcard activity, where students expressed their gratitude to people who have made a positive impact on their lives. This exercise reinforced the importance of showing appreciation for others.

In the midst of these activities, Father Edmund from St. Michael's Parish paid a visit to the classrooms, answering questions and laying the foundation for building stronger connections with the parish in the future.

The day concluded with a final prayer, emphasizing the importance of using one's gifts and talents to make the world a better place. Students left Student Faith Day with hearts full of gratitude and a deeper understanding of the blessings that surround them.

The Student Faith Day planning team of Marianne Murray, Dannielle Korol and Alison McDonald concluded the event was a resounding success, demonstrating that gratitude and reflection can inspire students to embrace the values of faith and thankfulness in their lives. Student Faith Day at John Costello School is set to become a cherished tradition, fostering spiritual growth and community engagement.



We ask you to help us celebrate Catholic Education throughout Alberta and beyond

Assist GrACE:

- † Sign up for GrACE's Monthly Newsletter
- † Share GrACE's Monthly Newsletter
- † Celebrate Catholic Schools and education
- † Provide information to share in GrACE's Monthly Newsletter
- † Tell your positive stories and benefits from your Catholic School and education
- † Subscribe to GrACE's Facebook; Twitter and social media pages
- † Enrol Parents to become more actively involved in GrACE
- † Support local GrACE groups in your Parish
- † Ensure the GrACE Database has your correct contact information
- † Encourage a sense of collective responsibility in upholding the mission and values of Catholic Education in our shared society
- † Make a stand for Catholic Schools and education in Alberta and beyond
- † Assert your choice in favour of Catholic Schools and education and its values
- † Champion the benefits of Catholic Schools and education, alongside its broader implications for the spiritual, intellectual, and social development of individuals and society as a whole
- † Action a movement
- † Provide information to share in GrACE's Monthly Newsletter
- † Subscribe to GrACE's Facebook; Twitter and social media pages
- † Share your positive stories and benefits from your Catholic School and education
- † Post your pictures and tag us so we can share them and celebrate too

November – all Saints Day and all Souls Day

‘Eternal rest grant unto them, O Lord, and let perpetual light shine upon them. May the souls of all the faithful departed, through the mercy of God, rest in peace. Amen’.

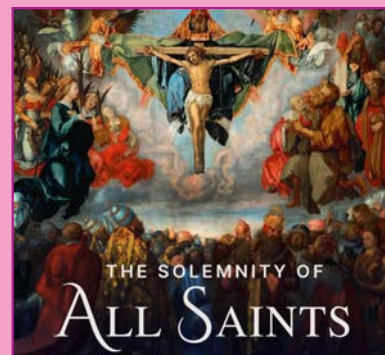
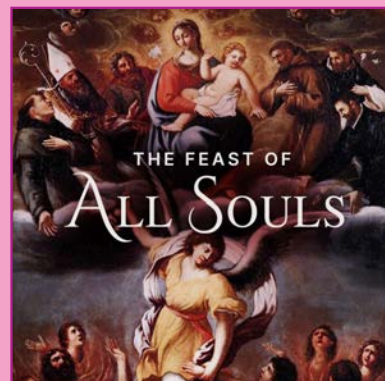
On this day, the Commemoration of All the Faithful Departed, we remember and pray for those who have gone before us and especially those who have been forgotten or have no one to pray for them.

‘Come, brothers and sisters, let us at length spur ourselves on. . . Let us long for those who are longing for us, hasten to those who are waiting for us, and ask those who look for our coming to intercede for us. We should not only want to be with the saints, we should also hope to possess their happiness’.

– St. Bernard, Abbot

On the Solemnity of All Saints (also known as All Hallows’ Day), we celebrate and honor all known and unknown saints.

All you holy men and women, pray for us!

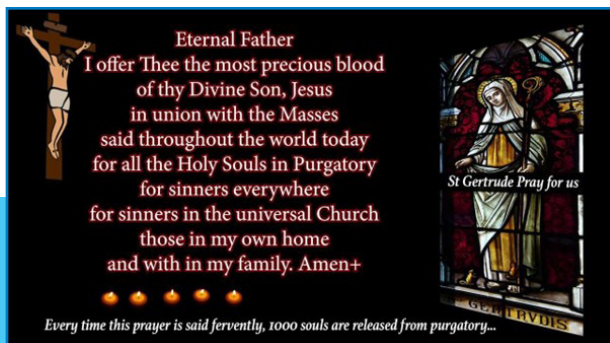
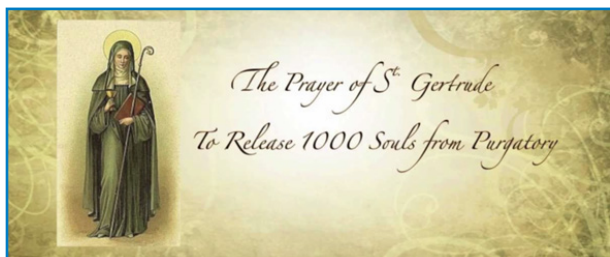


Also in November:

We prayed the Novena of St. Gertrude in advance of her Feast Day on November 16, 2023

St. Gertrude the Great was told by Our Lord that each time she piously recited the prayer below, it would release 1,000 souls from their suffering in purgatory.

[St. Gertrude the Great Novena - Pray More Novenas - Novena Prayers & Catholic Devotion](#)



Lest we forget Remembrance Day, November 11, 2023

In 1897 Rudyard Kipling (d. 1936) composed a poem entitled ‘Recessional’, where he reminds readers not to forget what is not to be obliterated. In the poem, he underscores the phrase ‘lest we forget’.

‘God of our fathers, known of old,
Lord of our far-flung battle-line,
Beneath whose awful Hand we hold
Dominion over palm and pine—
Lord God of Hosts, be with us yet,
Lest we forget—lest we forget!’

On this day, we paused in a silent moment of remembrance for the individuals who have served during times of war, conflict and peace



On November 08, 2023, Veterans Day, we especially honoured and remembered the significant contributions made by First Nations, Metis and Inuit soldiers and veterans and their long distinguished legacy in service to Canada

<https://www.veterans.gc.ca/eng/remembrance/history/a-day-of-remembrance>

Later in the month, during Métis Week, November 13-19, 2023, the Métis people brought us together to share their history, culture and stories with people across Alberta and Canada.

Every year, at this time, in memory of Louis Riel's wrongful execution, the Métis people honour and celebrate the Métis Nation.

The Métis are, and have always been, a distinct people with a shared past and a shared future.

Recognizing the role of reconciliation in our shared future, we are called, once again, by Archbishop Smith to listen and to love during his key note presentation at the recent Braiding Together 2023 Conference where he summarized progress in what has been a historic year for listening, learning and working to rebuild longstanding relationships that have been profoundly damaged by the legacy of Residential Schools.

His Grace reminded us of the meaningful steps towards a more loving future including the fact that Pope Francis apologized on behalf of the Church for the sins of her children; acknowledged the catastrophic impact of the residential school system; called on us to promote the rights of Indigenous Peoples and to favour processes of healing and reconciliation.

Archbishop Smith reaffirmed the long-term commitment to walk with Indigenous Partners in Canada's long journey for healing and reconciliation.

O Blessed Virgin, Our Lady of Guadalupe Intercede for us with your Son That we who live in this land, Indigenous and non-Indigenous together may experience healing and reconciliation, on a renewed journey for justice and peace for our children. Mother of the Church, pray for us.



GrACE Says Thank You...

Special thank you to the dedicated GrACE volunteers for their tireless efforts to support the work of GrACE. You are SO appreciated by us all!



Michelle Collette
GrACE Treasurer



Jolyne deMarco
GrACE Instagram Administrator



Grant Gay
GrACE Facebook Administrator

Further Opportunities to Volunteer

Student Volunteers are warmly invited to represent their School in GrACE's social media campaign; GrACE's new outreach and GrACE's database development.

All thoughts on how we can better utilize technology platforms to ensure even more timely communication channels between and within the wider Catholic education Family and beyond gratefully received.

Please email gracedirector7@gmail.com to express interest and suggestions.

Connect with GrACE Online

Follow GrACE on Facebook and Twitter. Post your pictures and tag us so we can share them and celebrate too. Thanks for being a grateful advocate in support of Catholic education! @GrACE4cathed

- † GrACE Facebook address is www.facebook.com/GrACE4cathed
- † Grace email is gracedirector7@gmail.com
- † GrACE Twitter address is [@GrACE4cathed](https://twitter.com/GrACE4cathed)
- † Instagram: [@grace4catholiceducation](https://www.instagram.com/grace4catholiceducation)

'Pray as if everything depends on God and work as if everything depends on you.'

*Adapted saying of
my old Irish Dominican
Parish Priest*

Catholic Education Prayers of the Faithful for December 2023

- † For Catholic education: That during this season of Advent we may prepare our heart, minds and lives to welcome the Baby Jesus
- † For Catholic Teachers: That their witness to hope in the Lord will be manifest daily, we pray to the Lord
- † For Catholic education: That each one of our Catholic School Districts will seek to build Bethlehem in our Schools and our hearts, we pray to the Lord
- † For Catholic education: That JOY may be manifest in our every word, action and thought, we pray to the Lord

Synod

Let us continue to pray for Catholics having the 'Courage to Lead' in the Synod and in the safe space it creates to listen and to dialogue around 'the joys and the hopes, the griefs and the anxieties of the people of this age' as laity and clergy together take responsibility for a faithful response to the Church's mission. Prayer for the synod is a way of asking for the guidance of the Holy Spirit in the process of discernment and decision-making of the Church.

Good and gracious God, heavenly Father, we thank You for the wisdom and grace You have given us through Your Son, Jesus. Increase our faith so that we may hear the voice of our Good Shepherd and joyfully follow the path His love illuminates before us.

YOU ARE CALLED.
YOU MATTER.
YOU belong
catholiccyc.ca/RENEWAL

LOS CATÓLICOS
EN LA DIÓCESIS DE CALGARY
ESTÁN LLAMADOS A:
FORMAR DISCÍPULOS EN LA MISIÓN

TAKE SMALLER STEPS, BUT TOGETHER

Bishop McGrattan has returned to Calgary after spending a month at the Synod of Bishops in Rome. Brimming with enthusiasm and a renewed spirit of hope, he shares his experiences from the Synod floor and conveys his anticipation for our Pastoral Renewal upon his homecoming.

[READ HIS MESSAGE](#)

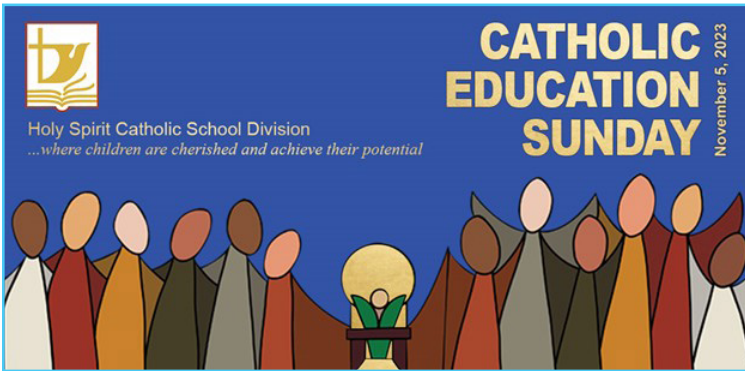
Faithfully
FAITH. LIVED. FULLY.

Let us also pray for the Pope, so that in the exercise of his mission, he may continue to accompany in the faith the flock entrusted to him by Jesus, always with the help of the Holy Spirit.

For the Pope
November 2023

THE POPE VIDEO
Catholic Education Pastoral Renewal

Social Media from around the Province...

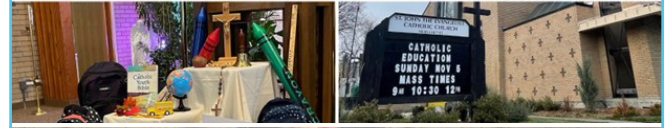
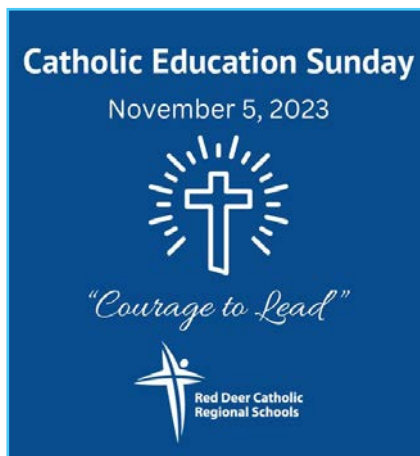


Holy Spirit Catholic School Division provides exceptional Catholic education and gathered together in its Parishes to recognize and celebrate the gift of Catholic education on November 04 and 05, 2023.



School Administrator, Shelley Gornte shared the gift of Catholic education in Alberta on behalf of St. Mark CCSD

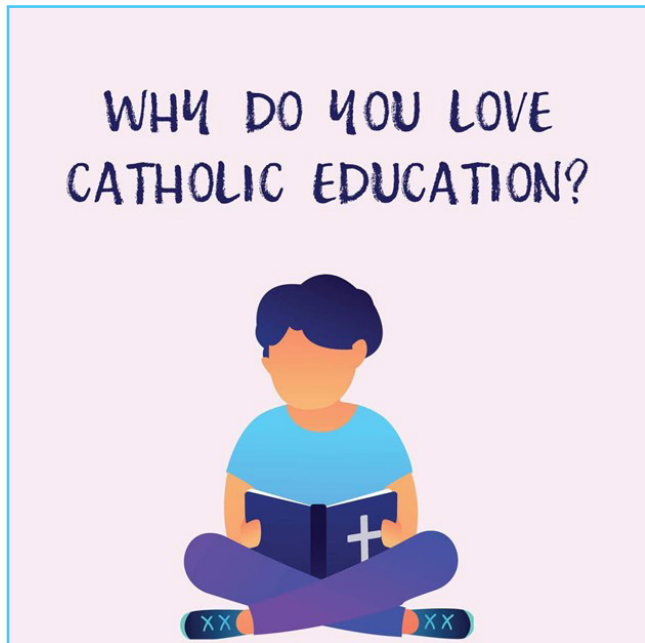
Red Deer Catholic Regional Schools celebrated Catholic Education Sunday on November 05, 2023 as a day to come together to celebrate the gift of Catholic education.



Edmonton Catholic School District feels blessed in Alberta to have publicly funded Catholic education and celebrated on Catholic education Sunday the partnership between School, Home and Parish as partners in an outstanding Christ-centred learning experience for its Students.



St. Nicholas Catholic School within EICS is an English and Ukrainian Bilingual Elementary School providing quality education for Students in K-4 and is grateful for the many wonderful visits with Father Vince.



Lakeland Catholic School Division loves Catholic education because it embeds our Catholic Christian values into everyday learning!

Why do you love Catholic education?

[Share your reason in the comments section!](#)



REPORT NO: E.5

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Board Representative

SUBJECT: Pincher Creek Community Early Learning Centre Report

BACKGROUND

1. Trustee Bob Spitzig, Board representative to the Pincher Creek Community Early Learning Centre (PCCELC), will provide a report to the Board regarding the recent business, events, and activities.



**Special Board Meeting Agenda
December 1st, 2023 at 12 PM**

- 1) Call to Order**
- 2) Approval of Agenda**
- 3) Introductions**
 - i) Introduction of the PCCELC board members
 - ii) Introduction of Holy Spirit School Division members
- 4) Opening Statement from chair of PCCELC**
 - i) Statement on closure, attendance, staffing issues.
- 5) Feedback from Holy Spirit School Division**
 - i) Needs of the school
 - ii) Potential impacts on registration and enrollment
 - iii) Reopening a room
- 6) Recruitment Process**
 - i) Ola - Staff rehiring process
- 7) Round Table**
 - i) Open floor Q&A
- 8) Adjournment**

REPORT NO: E.6

December 20, 2023

BOARD AGENDA REPORT

TO: Board of Trustees

FROM: Bob Spitzig, Frances Cote, and Blake Dolan, Board Representatives

SUBJECT: Teacher/Board Advisory Committee (TBAC) Report

BACKGROUND

1. TBAC held the first meeting of the year on Thursday, December 14, 2023 at 5:00 p.m.
2. Trustee Bob Spitzig, Trustee Frances Cote, and Trustee Blake Dolan, the Board's representatives to the Teacher/Board Advisory Committee, will provide a report to the Board regarding recent business, events, and activities.

TBAC Meeting Summary:

Meeting held at Moxie's December 14th.

Topics discussed included:

- **Automated Substitute Teacher Dispatch System** - Teacher feedback was generally positive. When booking a sub, teachers have to add CCHS West or East to the booking system. If a teacher finds themselves sick and books a sub early in the day the automated system may not find a sub. To avoid unpleasant outcomes, the teacher in this situation should also text their administration that they will not be in on that day.
- **Extra-curricular Fund** - Teachers wanted clarity as to which activities and who exactly is able to access this fund. Ken suggested a better term is *extracurricular*. He also said allocation will be made according to a formula that acknowledges the balance needed to be fair to both schools with small and large populations. Said formula will be presented to the Board for approval, followed by both Policy and the matching Administrative Procedure.
- **SPACES** - Teachers said the site lags when trying to upload videos of student work. The amount of time to do the task is onerous. Should the time required to do this task be included in assignable time constraints? Also, there is a perceived lack of parent access to these videos. Teachers would like to get data and find ways to improve parent engagement with SPACES.
- **2024/25 School Calendar** - Ken shared the fixed dates of August 28th as first day for teachers, students first day after Labour Day, Christmas break starts on December 20th and so on. Easter Break or Spring Break to be decided. He also explained the complexity of one calendar having to meet the diverse needs across the district. Board approves next year calendar at May Board Meeting.
- **OHS** - Teachers understood the need for doing the OHS courses online. Their question was why the signoff was needed for some sections. Ken explained that this was a Public Safety issue as well as an OHS condition. Teachers wanted to know what happens to the data and who handles a hazard or accident that has been reported using the online system. They also questioned the injury report protocol. Ken answered these questions.

ADVOCACY NO: F.1

December 20, 2023

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 December 20, 2023.



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Thomas Machacek

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
07/12/23	SPT School Council
21/12/23	SPT Christmas Lunch
01/12/23	SMBI Annual Supper and Fundraiser

PARISH COMMITMENTS:

Date:	Key Discussions:
05/12/23	St Augustine Parish Council Meeting
16/12/23	Carving of Turkeys for Food Bank Christmas Dinner
monthly	Attend Mass and help at Mass as Lector

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
12/12/23	ATA Mass and Christmas Dinner
14/12/23	SPT Christmas Concert
18/12/23	Finance Committee Meeting
18/12/23	SMBI Community Engagement Meeting
20/12/23	Board of Trustees December Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Frances Cote

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec 7	Christmas Concert

PARISH COMMITMENTS:

Date:	Key Discussions:
December	Attendance at Mass/On-going conversation with parish priest

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 12	ATA/Board Christmas Liturgy
Dec 14	TBAC
Dec 20	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Tricia Doherty

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Nov 30, 2023	SFJH Musical Performance team meeting
Dec 1, 2023	Blackfoot Naming Ceremony SPS
Dec 7, 2023	CCH Christmas Cheer Concert
Dec 12, 2023	SPS Christmas Concert
Dec 12, 2023	ESM School Council Social
Dec 14, 2023	CCH Parent Teacher Interviews
Dec 18, 2023	ESM Turkey Dinner
Dec 18, 2023	SFJH School Council
Dec 20, 2023	SFJH Christmas Concert

PARISH COMMITMENTS:

Date:	Key Discussions:
ongoing	Weekly Mass
Dec 6, 2023	SPS Advent Mass
Dec 13, 2023	CCH Advent Mass
Dec 13, 2023	SFJH Advent Mass
Dec 20, 2023	ESM Advent Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec 13, 2023	ASBA Zone 6

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 12, 2023	ATA Liturgy and Dinner
Dec 18, 2023	GrACE Meeting
Dec 18, 2023	Finance Meeting
Dec 20, 2023	Board Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Blake Dolan

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec 5/23	SMPC School Council Meeting
	Some items discussed :
	<input type="checkbox"/> Christmas events - Elementary Carnival, Jr High Drama Event & Christmas Banquet
	<input type="checkbox"/> Discussed new funding from Alberta Ed to help with higher enrollments - how will funds be spent?
	<input type="checkbox"/> Joint Use Agreement with the Town of Pincher Creek - ???
	<input type="checkbox"/> The group thought that hosting a School Board Meeting at St. Mike's would be a great idea

PARISH COMMITMENTS:

Date:	Key Discussions:
	Regular attendance at weekly Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec 13/23	ASBA Zone 6 Meeting (Virtual)

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 12/23	Advent Mass & ATA Dinner
Dec 14/23	TBAC Meeting at Moxie's
Dec 15/23	"Best Christmas Pageant Ever" - Jr. High Play at SMPC
Dec 18/23	Finance Committee Meeting
Dec 20/23	COW / School Board Monthly Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Linda Ellefson

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec.	OLA no school council because of Advent celebrations and Turkey Dinner
Dec. 12	FLVT Council but did not attend as I attended ATA Mass and Dinner

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec.3-17	Regular Mass attendance at St. Catherine's Parish
Dec. 17	Hospitality for children's party

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec. 5	Virtual Provincial Meeting of GrACE discussed Grace Summit for 2024 and Catholic Education Sunday and Week
Dec. 6	Virtual ACSTA Faith Formation. Planning of Feb. 9/10 Symposium on Teacher Formation
Dec. 7	Virtual Meeting of ACSTA on Advocacy
Dec. 14	ACSTA Special Board of Directors Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec. 1	St. Paul School Blackfoot naming of three staff members
Dec. 2	Vox Musica at Southminster
Dec. 7	CCH Choir at Southminster
Dec. 8	CCH meet with Emily Fox
Dec. 11	FLVT read to the Kindergarten class
Dec. 12	CSM Turkey dinner and Edith Cavel to listen to ESM choir
Dec. 12	ATA Divine Liturgy and Dinner
Dec. 18	Finance Meeting
Dec. 18	GrACE meeting with Aaron and Tricia
Dec. 20	ESM Advent Mass
Dec. 21	OLA Advent Celebration and Turkey Dinner
Dec.	Read all ASBA Briefs and School Council Newsletters
Dec.	Registered in Newman course on Catholic Trusteeship (Cohort Group)
Dec.	Advent Reflection reading Father Ron Rolheiser writings



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Roisin Gibb

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
Dec 12/23	CSM Turkey Dinner
Dec 12/23	ESM School Council Social
Dec 14/23	ESM Christmas Ball
Dec 18/23	ESM Turkey Dinner
Dec 18/23	SFJH School Council

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec 10/23	Sacristan - 9am St. Martha's Parish
ongoing	Regular attendance at 9am St. Martha's Church
ongoing	Dynamic Catholic daily email + Feed Your Soul Weekly update

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec 7/23	ASBA Director/Alt Director/Chair Orientation
Dec 13/23	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec 12/23	ATA Mass and Christmas Dinner
Dec 18/23	Finance Meeting
Dec 20/23	ESM Advent Mass
Dec 20/23	Public Board Meeting and COW
Dec 7-9	Cal Classic Basketball Tourney Spectator CCH



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Cheralan O'Donnell

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:
December 6	School Council Meeting <ul style="list-style-type: none">- Reviewed Assurance Results- Reviewed Workshops regarding Role of Councils & Role of Trustees- Discussed Current / upcoming athletic opportunities- Discussed Planned Wellness Evening for January
November	Read to Pre-K at St. Catherine's

PARISH COMMITMENTS:

Date:	Key Discussions:
Sundays	Mass St. Catherine Parish <ul style="list-style-type: none">- Children's Christmas Party Dec 17

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
	ASBA Daily Briefs
	ACSTA Weekly Summaries
December 13	ASBA Zone 6 Meeting

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
December 12	Holy Spirit ATA Advent Liturgy & Dinner
December 18	Finance Committee Meeting
December 20	Board Meeting: Committee of the Whole
December 20	Board Meeting: Public General Meeting



INDIVIDUAL TRUSTEE ADVOCACY REPORT

TRUSTEE NAME: Bob Spitzig

BOARD MEETING DATE: December 20, 2023

SCHOOL COUNCIL MEETINGS:

Date:	School and Key Discussions:

PARISH COMMITMENTS:

Date:	Key Discussions:
Dec.	On Going Mass at All Saints
Dec. 6	St. Paul Advent Mass
Dec. 7	St Teresa Advent Mass

PROVINCIAL MEETINGS:

Date:	Name and Key Discussions:
Dec. 8	TEBA

OTHER MEETINGS AND ADVOCACY:

Date:	Name and Key Discussions:
Dec. 1	PPCELC and Holy Spirit
Dec. 7	CCH Christmas Cheer Concert
Dec. 12	ATA/Board Advent Mass and Dinner
Dec. 13	CCH Advent Mass
Dec. 13	St. Francis Advent Mass
Dec. 14	TBAC
Dec. 18	Finance Committee
Dec. 18	Bow Island School Council / Public Meeting
Dec. 19	PCCELC
Dec. 20	Board Meeting

ADVOCACY NO: F.2

December 20, 2023

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

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Early Registration for 2024/2025

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. In order to prepare for the 2024/2025 school year, new student registrations will be accepted beginning February 1, 2024.
2. An advertising campaign will be launched in January 2024 with re-registration of students beginning January 15, 2024.
3. The newsletter registration notice, newspaper adverts and social media posts are provided for Board information detailing the timeline for the re-registration of current students as well as registration for new students.



Take the next step with...

Holy Spirit Catholic School Division

2024/2025 REGISTRATION

Re-Registration Starts January 15, 2024

Families with students currently enrolled in our system should expect an email during the week of January 15-19, 2024 asking that the online "Registration Update Form" be completed for each child attending one of our schools in the 2024/2025 school year.

Parents/guardians who are hoping to register younger siblings new to the division will also have the opportunity to do this at the same time that they re-register older students.

New Student Registration Starts February 1, 2024

All Early Learning to Grade 12 students who are new to the division and wish to enroll for the 2024/2025 school year are invited to register online starting on Thursday, February 1, 2024.

- Through play, our **Early Learning Program** is designed to stimulate the growing curiosity of children 3 and 4 years of age.
- **Kindergarten** is designed for children 5 years of age on, or before, December 31, 2024.
- **Grade 1** registrants must be 6 years of age on, or before, December 31, 2024.
- **French Immersion** is also available. Enrollment starts:
 - in Kindergarten/Grade 1 at École St. Mary in Lethbridge.
 - in Grade 1 at St. Michael's School in Pincher Creek.

For More Information

Contact our Early Learning Supervisor to discuss Early Learning or your child's specialized programming requirements by phone (403-381-8495) or email (earlylearning@holyspirit.ab.ca).

To inquire about Kindergarten, you can contact your local school.

Contact our French Language Consultant to discuss French Immersion programming by phone (403-331-4458) or email (urquhartw@holyspirit.ab.ca).

Contact your child's school, or visit the division's website (holyspirit.ab.ca), if you need assistance with the online registration process or have any questions.



Holy Spirit Catholic School Division
...where children are cherished and achieve their potential.



Take The Next Step With...

Holy Spirit

CATHOLIC SCHOOL DIVISION

Registration Begins February 1, 2024

We welcome you to come and take your next step in education with the Holy Spirit Catholic School Division where children are cherished and achieve their potential. Registration for the 2024/2025 school year will open online **Thursday, February 1, 2024** for families of students new to the school division - including those interested in our amazing Early Learning and Kindergarten Programs!

- Through play, the **Early Learning Program** is designed to stimulate the growing curiosity of children 3 and 4 years of age.
- **Kindergarten** is designed for children 5 years of age on, or before, December 31, 2024.

To discuss our Early Learning Programs, or your child's specialized programming requirements, contact the Supervisor of Early Learning at earlylearning@holyspirit.ab.ca or 403-381-8495.

To inquire about Kindergarten Programs, you can contact your local school.

French Immersion Programming is also available. To learn more, contact the French Language Consultant at urquhartw@holyspirit.ab.ca or 403-331-4458.

If you need assistance with the online registration process or have any other questions, visit the division's website at www.holyspirit.ab.ca or contact your neighbourhood school.



INFORMATION NO: G.2

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Annual Education Assurance Results (AEAR) Report Summary
2022/2023

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND:

1. Attached for Board information is a summary of the *2022/2023 Annual Education Assurance Results Report*.
2. The AEAR Report and Summary have been posted to the division website.



Holy Spirit Catholic School Division

Annual Education Assurance Report Summary 2022/2023

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 2022/2023 actual operating expenditures for the school division were \$65,412,762. Of this total, nearly 77% was focused on ECS to Grade 12 instruction:

ECS	\$3,043,467
Grades 1-12 Instruction	\$47,218,941
Operations & Maintenance	\$10,055,664
Board & System Administration	\$2,455,496
Transportation	\$2,639,194
TOTAL OPERATING EXPENDITURES	\$65,412,762

Priorities and Successes

Priority 1: Staff and students will grow in their faith and experience the richness of Catholic Education.

In 2022/2023, the division began a new Three Year Faith Plan, "Arise! Pilgrims of Hope."

Results we are most proud of:

- 98.5% of staff felt the Faith Plan theme inspired and helped.



Indicator (OurSchool Survey)	Elem(4-6)		Jr./Sr. High	
	21/22	22/23	21/22	22/23
Their school is a Catholic community that helps them understand the Catholic Faith	94%	95%	88%	89%
They are encouraged & given the opportunity to live their faith in the school & community.	95%	95%	87%	87%

Priority 2: First Nations, Métis and Inuit education for all.

Our Graduation Coaches, First Nations, Métis and Inuit Facilitators, administrators and staff, continue to support and build strong relationships with our FNMI students. In 2022-2023, we continued to engage in reconciliation practices within our schools and the community by renewing and fostering relationships with FMNI Elders, parents, families and students, both on- and off-reserve to support this priority.

Measure	Holy Spirit	Province
3-Year High School Completion	73.6%	57.0%
6-Year Transition Rate to Post-Secondary	41.9%	35.5%
Rutherford Scholarship Eligibility	68.9%	43.9%

Priority 2: High quality instruction rooted in sound research and effective assessment practices to support growth for all learners.

Our staff continues to recognize the importance of foundational skills by providing multiple opportunities for real life learning. Our results show the success we've had through deep dives into the curriculum and engaging our students in relevant learning experiences.

Measure	Holy Spirit	Province
Education Quality	90.7%	88.1%
Welcoming, Caring, Respectful & Safe Learning Environment	89.3%	84.7%
Students engaged in their learning	86.9%	84.4%
Access to Supports & Services	82.3%	80.6%
3-Year High School Completion	90.4%	80.7%

Division Profile

- 16 schools and 1 outreach centre
- 5,076 students from Kindergarten to Grade 12
- 225 children in Early Learning Programs
- 498.33 FTE staff members
- Proudly serving the communities of Bow Island, Coaldale, Lethbridge, Picture Butte, Pincher Creek, Taber and surrounding areas

For More Information

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

Division Reports, Plan and Financial Information can be found on the division's website at:
www.holyspirit.ab.ca

Follow us on social media: HolySpiritRCSD



Priority 4: Foster a culture of wellness that is foundational to support learning.



Fostering a holistic approach to support students' spiritual, physical, mental, emotional, and academic health, we work closely with a variety of provincial and local partners to devise targeted initiatives that build student capacity in this area.

Indicator (OurSchool Survey)	Elementary		Jr./Sr. High	
	21/22	22/23	21/22	22/23
Students with a positive sense of belonging	74%	71%	63%	65%
Students with positive relationships	81%	83%	79%	81%
Students that value school outcomes	91%	91%	65%	69%

INFORMATION NO: G.3

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Vivien Kossuth, Plant Operations Coordinator

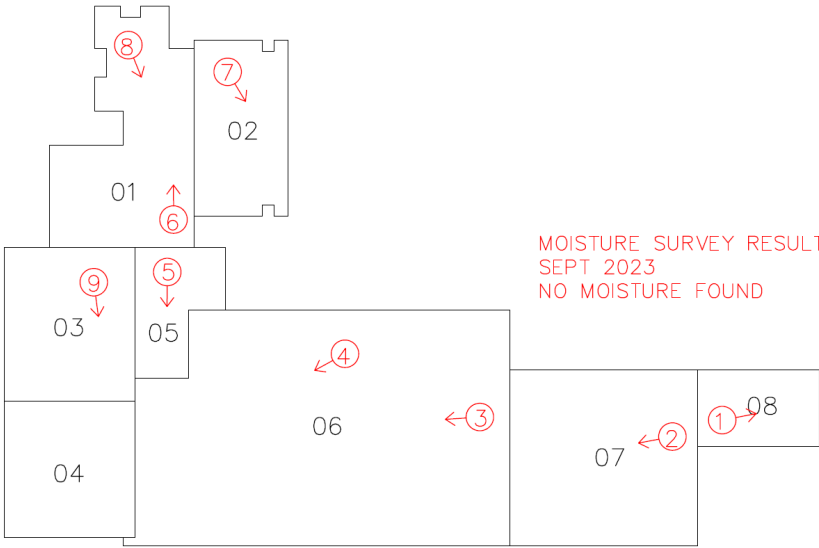
SUBJECT: Infrastructure Maintenance and Renewal (IMR) Update

ORIGINATOR: Ken Sampson, Superintendent of Schools


BACKGROUND

1. Prepared for Board information is an "IMR Update," providing details and information on the various projects undertaken in the division for the 2023/2024 school year up until December 2023.


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

Project GL #	Project Name	Project Description	Photo examples of Work Done
St. Teresa of Calcutta			
.IM243401	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM243402	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	Faucets replaced.
St. Michael's Bow Island			
.IM243801	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	 <p>MOISTURE SURVEY RESULTS SEPT 2023 NO MOISTURE FOUND</p>
.IM243802	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs (such as fan belt replacements).



December 2023 Board Meeting – IMR Update
Compiled by Vivien Kossuth

Trinity E-Learning School			
.IM244201	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	 A photograph of an HVAC motor, likely a compressor, mounted on a metal surface. The motor is black and cylindrical with a silver-colored terminal box. Several colored wires (red, yellow, blue, green) are connected to the terminal box. A blue circular sticker with the number '083' is on the metal surface to the left of the motor. Below the sticker, the number 'B-42' is handwritten in black marker. A white label with technical specifications is attached to the side of the motor. The background shows a metal panel with some wiring and a brass fitting.


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

Our Lady of the Assumption			
.IM244101	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM244102	PM Lift Inspection and Servicing	Repairs from AEDARSA directives	Required by provincial regulations. AEDARSA - Alberta Elevating Devices Amusement Rides Safety Association
.IM244103	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs (such as fan belt replacements).
.IM244104	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Portable classroom furnace issues.


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

Ecole St. Mary's			
.IM244301	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	<p>Fire Exit Map shown below has areas of leak issues circled in red.</p> 
.IM244302	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244303	PM Lift Inspection and Servicing	Repairs from AEDARSA directives	Required by provincial regulations. AEDARSA - Alberta Elevating Devices Amusement Rides Safety Association
.IM244304	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Server Room Air Conditioning Repair.
.IM244305	Electrical Repairs	Replace light fixtures, electrical components, motors	Replacing soon-to-be obsolete light fixtures with LED.
.IM244306	Existing Rooftop Ductwork Repairs	Repair existing rooftop ductwork	

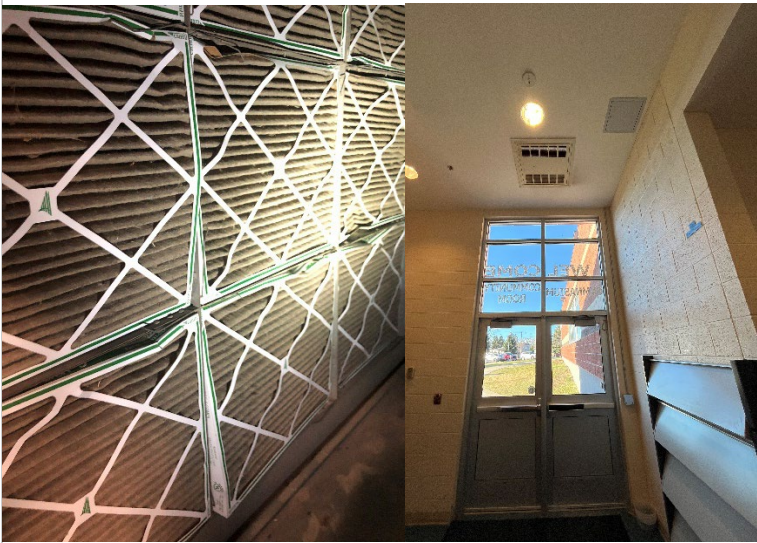

December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

.IM244307	Exterior Entrance Handrail	Fabricate and install railing for exterior entrance	
.IM244308	Roof Repairs	Repairs to rooftop	Patch and repair to roof leak areas.


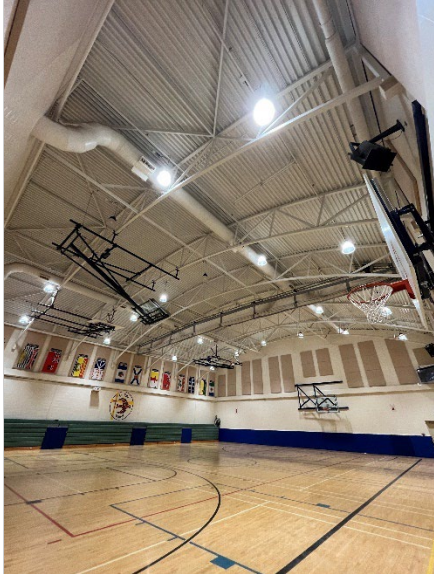
December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Patrick's Fine Arts			
.IM244401	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM244402	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244403	Plumbing Repairs	Replace plumbing fixtures and associated parts	Replacing flush valves and water closet repairs.



December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Paul's			
.IM244501	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	
.IM244502	General and Safety Interior Repairs	Repairs to interior finishes, partitions, and assemblies including modifications for audited safety items	
.IM244503	Plumbing Component Repair and Replacement	Replace plumbing fixtures and associated parts	Replaced faucets.


December 2023 Board Meeting – IMR Update
Compiled by Vivien Kossuth

<p>.IM244504</p>	<p>Annual Boiler Maintenance and ABSA Compliance</p>	<p>Repairs and service work to comply with ABSA inspection recommendations</p>	
<p>.IM244505</p>	<p>Electrical Lighting Upgrades</p>	<p>Change fluorescent light fixtures to LED due to life cycle replacement and obsolescence</p>	



December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

CCH East			
.IM244601	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM244602	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244603	PM Lift Inspection and Servicing	Repairs from AEDARSA directives	Required by provincial regulations. AEDARSA - Alberta Elevating Devices Amusement Rides Safety Association
.IM244604	Roof Repairs	Re-seal and make repairs on the roof	

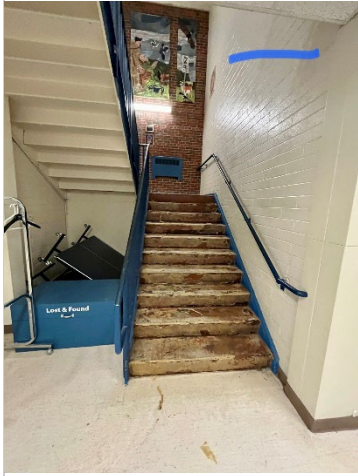
December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

.IM244605	Building Envelope Repair	Parging Repairs	
.IM244606	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	
.IM244607	Fire Alarm System Repairs and Replacements	Repair and replace devices of fire alarm systems	Replacing devices such as duct detectors.
.IM244608	Semi-Annual Kitchen Fire Inspection	Kitchen Inspection	Regulatory compliance.
.IM244609	Boiler System Component Repair and Replacement	Repair and replace major components of boiler system including BMS components	Replaced boiler pump and added isolation valves.

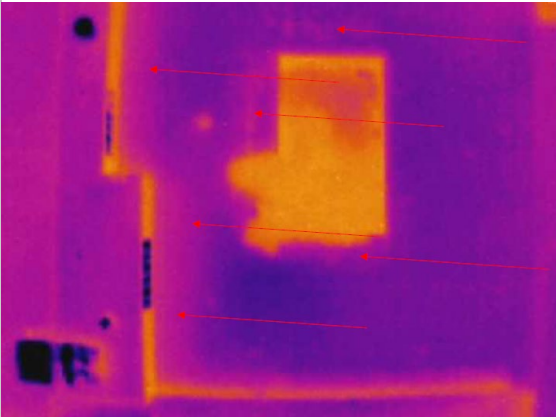


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Francis Junior High			
.IM244701	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	 <p>Core cut - coverboard and insulation was soaking wet.</p>
.IM244702	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244703	Planned Maintenance on Elevators & Lifts	Inspection and servicing elevators and lifts	Regulatory requirement.
.IM244704	Program Functional Change Bandroom and E-Sports Room	Install computer desks and reconfigure electrical outlets	
.IM244705	Paint Booth Inspection	Inspect and Service Fire Suppression System - Paint Booth	Regulatory requirement.
.IM244706	General and Safety Interior Repairs	Repairs to interior finishes, partitions, and assemblies including modifications for audited safety items	Programming improvements and wall repair/painting.
.IM244707	Barrier Free Upgrades and Repairs	Includes door auto-operator upgrade for barrier free main entrance	Installed new auto-operator for southwest door and installed controller for main entrance.


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

.IM244708	Lighting Upgrade	Install new light strip fixture to stairwell	
.IM244709	Plumbing Repairs	Replace plumbing fixtures and associated parts	Replacing water closet parts and repairing pin hole leaks in copper piping.

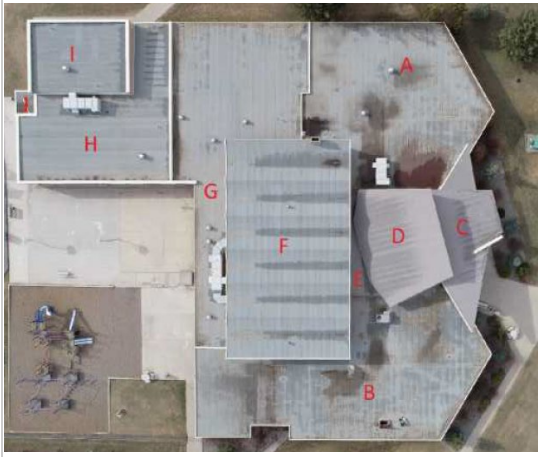

December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

Children of St. Martha's			
.IM244801	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM244802	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244803	Roof Repairs	Re-fasten metal flashings, seal top flashings	<p>71) CSM- Metal detail along the cinder block wall has become dislodged and could be the reason for some of the leaks in the hallway below.</p> 
.IM244804	Plumbing Repairs	Replace plumbing fixtures and associated parts	

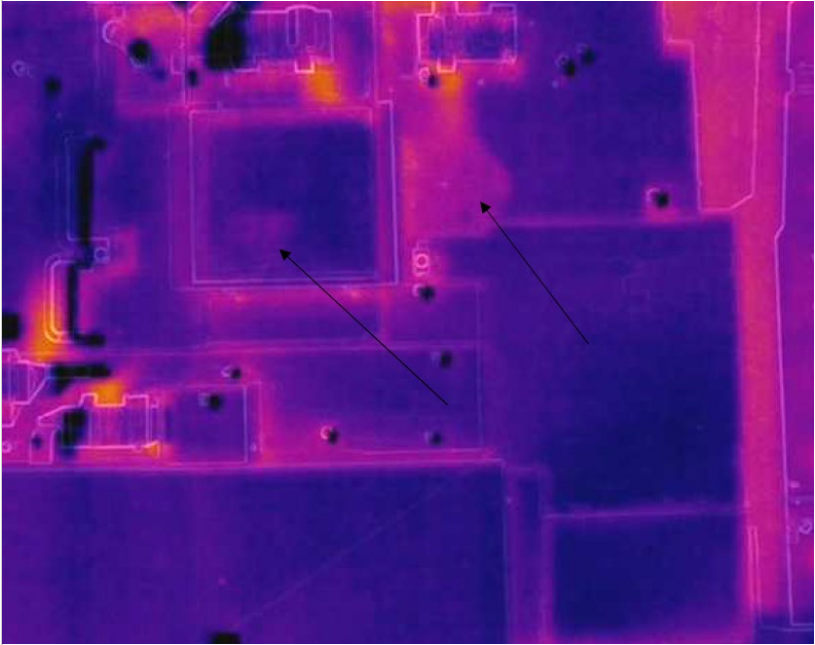
December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

Father Leonard Van Tighem			
.IM244901	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	 <p>Large buckles in membrane - monitor the buckles running cross-seam. This roof membrane has evidence of ponding water and build up of dirt and debris.</p>
.IM244902	Classroom Modernization, Network Upgrades, Paging Upgrades	Data drops, whiteboards for classroom AV	Removed blackboards, installed whiteboards and projectors, and ran new data lines to classrooms.
.IM244903	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM244904	Plumbing Repairs	Replace plumbing fixtures and associated parts	Replaced water closets and flush valves.
.IM244905	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Replace furnace fan for portable classroom.



December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Catherine's Picture Butte			
.IM245001	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM245002	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM245003	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Replace motors and fan wheels for furnaces and RTU.
.IM245004	Upgrade and Replace Boiler BMS Controls	Upgrade and replace BMS controller and associated wiring for January 2023 boiler installation	

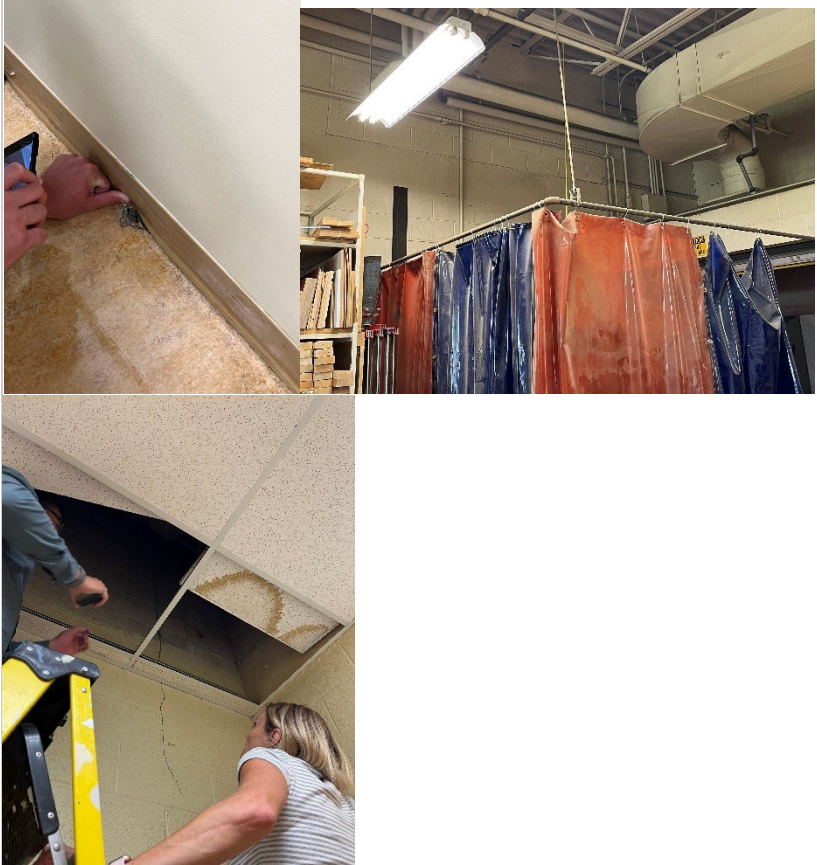
December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Joseph's Coaldale			
.IM245101	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	
.IM245102	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM245103	Barrier-Free Exterior Door Upgrade	Add auto-operator to West Entrance Door	Request from School Administration.


December 2023 Board Meeting – IMR Update
Compiled by Vivien Kossuth

<p>.IM245104</p>	<p>Flooring Repairs and Replacements</p>	<p>Repairs to floor finishes and replacements for matting</p>	
<p>.IM245105</p>	<p>Roof Repairs</p>	<p>Repair roof leaks</p>	


December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Mary's Taber			
.IM245201	Foundation Wall Structural Study		
.IM245202	Plumbing Repairs	Replace plumbing fixtures and associated parts	Replaced multiple water closets and flush valves.
.IM245203	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM245204	Fire Alarm System Repairs and Replacements	Repair and replace devices of fire alarm systems	Duct detector replacement.
.IM245205	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Replaced multiple failed controllers for RTU and heating valves.



December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

St. Michael's Pincher Creek			
.IM245301	Classroom and Emergency Light Upgrade	Replace T5 classroom and emergency lights with LEDs	
.IM245302	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM245303	General and Safety Interior Repairs	Repairs to interior finishes, partitions, and assemblies including modifications for audited safety items	Gym Equipment repairs.
.IM245304	Floor Protection	Install new floor mats for safety and protection	Entrance mats.
.IM245305	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	Controller replacements.
.IM245306	Annual Boiler Maintenance and ABSA Compliance	Repairs and service work to comply with ABSA inspection recommendations	Replace neutralizer cartridges.
.IM245307	Semi-Annual Kitchen Fire Inspection	Kitchen Inspection	Regulatory requirement.

December 2023 Board Meeting – IMR Update
Compiled by Vivien Kossuth

St. Patrick's Taber			
.IM245401	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.
.IM245402	Concrete Slab Structural Study		

December 2023 Board Meeting – IMR Update
 Compiled by Vivien Kossuth

CCH West			
.IM247701	Thermal Roof Scan Assessment	Aerial thermal imagery of roof for understanding extent of proposed roof repairs	<p>Holy Spirit Round Two Roof Review Catholic Central Highschool West Leak areas have been pointed out in red.</p> 
.IM247702	Program Functional Upgrade - Welding Receptacle Replacement	Change receptacle from 3 phase to 240V	
.IM247703	HVAC Component Repair and Replacement	Repair and replace major components of HVAC systems including BMS components	RTU damper actuator controller and reprogramming.
.IM247704	HVAC Preventative Maintenance	HVAC Preventative Maintenance includes quarterly inspections and repairs, filter replacements.	Routine quarterly inspections and repairs.

INFORMATION NO: G.4

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Carmen Larsen, Director of Learning

SUBJECT: Director of Learning Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Carmen Larsen, Director of Learning, has prepared the attached report to apprise the Board of recent division activity related to Learning.



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Learning
Board Report - November 2023

Board Strategic Priority: Learning Through Quality Teaching

All students demonstrate growth in literacy & numeracy.

- On Thursday, November 30, Charlie Kraig, an education consultant with ARPDC, facilitated a session for junior high language arts teachers focused on ways to support the development of foundational reading skills within their regular classes while still addressing grade-level outcomes. Learning Services provided this opportunity as a result of the information gathered at many of our meetings where junior high school administrators noted that our English teachers are seeing increasingly complex needs where students are lacking foundational reading skills.
- In the Fall of 2023, teachers once again used the Fountas & Pinnell Benchmark Assessment system to assess students (grades 4-7) on their beginning-of-the-year reading skills. Assessments were to be completed by November 30th. Teachers use the data collected to inform instruction and planning to support ongoing growth in literacy.

Grade Level	Meeting Expectations	Approaching Expectations	Not Yet Meeting Expectations
4	47.0%	11.1%	41.8%
5	48.7%	14.2%	37.2%
6	46.1%	14.3%	39.6%
7*	29.9%	13.2%	56.8%

**Only those grade 7 students who have not achieved the final level of the F&P assessment are included in this number, so results are only indicative of those assessed, not all Grade 7 students.*

Schools reflect collaborative teaching and learning environments.

- On Monday, December 11 our Spaces Lead Teachers met for the first time this year. Our time together focused on sharing best practices and innovative strategies for assessment and reporting, using the Spaces platform. In addition to the opportunity for sharing, Lead Teachers also engaged in some professional learning focused on strategies to engage students with their portfolios. Teachers explored student self-reflection, portfolio presentations, and student curation of artifacts as possible strategies to increase student engagement in the assessment and learning process. Lead Teachers left the meeting with a handful of strategies to use, as well as a commitment to share their learning with colleagues back at each of their schools.

We prepare students for career pathways.

- On Friday, December 1st, Learning Services supported nine teachers (from six different schools) to attend Lethbridge College's 'More to Explore | Educator Edition' teacher exploration day. Participants engaged in three sessions of their choosing, experiencing the programs as a student would. This exciting day allowed our teachers to gain hands-on experience with some of the programs available to our students as dual credit and post-secondary opportunities. Sessions included Graphic Design, STEM, Welding, Carpentry, Wildlife Science, Agriculture Science, Engineering, Pipe Trades, Wind Turbine, and many, many more.

INFORMATION NO: G.5

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: Director of Religious Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

1. Aaron Skretting, Director of Religious Education, has prepared the attached report to apprise the Board of recent division activity related to Religious Education.



**Director of Religious Education
Report to the Board of Trustees
December 2023**

Board Strategic Priority - Strengthening Our Catholic Faith

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

- **LLT Retreat** - Members of the Learning Leadership Team were able to gather in early December for an afternoon Advent retreat, based on the theme *Come to the Manger*. Participants enjoyed the setting and hospitality of the Martha Retreat Centre and reflected on how the journey to the manger at Bethlehem parallels both their personal lives and school leadership.
- **Build! Pilgrims of Hope - Advent Videos** - Thanks to the hard work of each school's District Religious Education Committee representative and Sean Marks, we have completed our series of Advent reflections that are shared with staff, students, and community. We are grateful for the role that these play in supporting a Catholic worldview during the Advent season.

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

- **Probationary Teacher Faith Formation** - This month we have concluded our in-person sessions for probationary teachers, which focus on the Marks of an Excellent Catholic Teacher and the Teaching Quality Standard. We have been blessed to have guest presentations from local clergy as well as the members of the Senior Administrative Leadership Team throughout the fall. The spring sessions are conducted as an online formation course through Newman Theological College.
- **Catholic Leadership** - Our second session of Catholic Leadership was offered in early December. We were grateful for our guest presenters, Director of Support Services Crystal Lothian and Associate Principal Josh Gatner, who spoke to our evening themes of Permeation (Mark 3) and the LQS areas of Leading a Learning Community, Modeling Commitment to Professional Learning, and Providing Instructional Leadership. Our next session is on January 17, 2024.

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

- **Catholic Education Symposium on Teacher Formation** - ACSTA will be hosting a [symposium](#) on Catholic education entitled *“Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools”* on February 9-10, 2024 in Edmonton. We are looking forward to this opportunity and creating a delegation from Holy Spirit to pursue this conversation. I have also added my name as a member of the CCSSA working sub-committee on teacher faith formation as well; I anticipate our first meeting in the new year. This work is also being supported through the Religious Education Network, which is developing resources for use with Alberta teachers.
- **Upfront with the Archbishop** - A question that we receive intermittently is around the congruence between Indigenous Spirituality and Catholicism, often around smudging as an initial concern. On a recent edition of the Upfront with the Archbishop podcast, Archbishop Smith and Fr. Cristino Bouvette discussed the role that culture plays in liturgy, particularly referencing Indigenous cultures, as well as a discussion of smudging. We reviewed and discussed this edition, online [here](#), as part of our most recent DREC meeting.

INFORMATION NO: G.6

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Crystal Lothian, Director of Support Services

SUBJECT: Director of Support Services Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



Holy Spirit Catholic School Division

...where children are cherished and achieve their potential

Director of Support Services
Report to the Board of Trustees
December 2023

Board Strategic Priority: Belonging in our Diverse Community

We will assist students in navigating various pathways of support

- **Wellness, Resilience and Partnership (WRaP 2.0) Project** - The WRaP 2.0 FASD Coaching Partnership Project is an initiative in Alberta that supports students with Fetal Alcohol Spectrum Disorder (FASD). Running from February 2021 to January 2026, it's a collaboration between the Ministry of Education, Ministry of Community and Social Services, and Alberta's 12 FASD Service Networks. The goal is to help students with FASD reach their full potential by working with educators across the province. The project emphasizes the importance of healthy relationships in fostering a sense of belonging and academic success. Holy Spirit Catholic School Division staff will benefit from the services of FASD Instructional Coach, Kaitlyn Rebmann, who offers assistance and professional development through staff presentations, training sessions, and tailored site based learning opportunities.

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

- **Low Incident Support Services Grant** - In the fall of 2023, Alberta Education offered school authorities the chance to apply for the Low Incident Support Services (LISS) Grant, designed for the 2023/24 school year. The targeted funds aim to assist with the high costs related to providing specialized support and services for learners with low incidence disabilities, such as those who are blind or visually impaired, deaf or hard of hearing, deafblind, or have complex communication needs. Holy Spirit successfully secured \$39,219.00 in LISS grant funding, which will be used to support learners with low incidence disabilities through assistive technology, materials, resources, professional development, and services provided by specialists. Crystal Lothian, *Director of Support Services*, will work with school administration to assess equipment needs for LISS grant-identified students. Support Services will also collaborate with Zone 6 partners and Southwest Collaborative Support Services (SWCSS) to optimize funding use for assistive technology, materials, and professional development opportunities.

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

- **Ordinary Heroes** - Our Family First program, operating at Children of St. Martha and École St. Mary Schools, supports students and families in building protective factors and understanding brain development to enhance parental capacity. On November 27th, 2023, Family First Facilitators held an event at St. Martha's Parish, recognizing ordinary heroes identified by students who have had a significant impact in their lives. This event concluded the 'Ordinary Heroes' program, a six-week initiative designed to increase youth resilience by engaging adults in building protective factors. Resilience, crucial for overcoming challenges, was the focus, with the facilitators aiming to help students identify and appreciate the caring adults positively influencing their lives.

INFORMATION NO: G.7

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Aaron Skretting, Director of Religious Education

SUBJECT: First Nations, Métis and Inuit Education Update

ORIGINATOR: Ken Sampson, Superintendent of Schools

BACKGROUND

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



First Nations, Métis and Inuit Education
Report to the Board of Trustees
December 2023

Board Strategic Priority: Living Truth and Reconciliation

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

- **Jordan's Principle** - We continue to operationalize our Jordan's Principle group application. We have hired many of the Educational Assistants funded through this application, as well as an administrative assistant who is building out our tracking and data processes. We have also started to flow money into the Elder visits and other supports that are key components of the funding.
- **Post-secondary Information Night** - Our students and parents at Catholic Central High School will be able to attend an Information Night on January 31, 2024 at which various institutions will be presenting opportunities and information.

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

- **Valley of the Birdtail Series** - We are continuing to offer our book study of Valley of the Birdtail. We have 22 participants, and at our closing session (Tuesday, February 13, 2024), we will have an in-person gathering with Elder Kevin Healy as well as a virtual visit with the authors of the book Andrew Stobo Sniderman and Douglas Sanderson. The Board is welcome to attend that evening (4-6) at St. Basil Catholic Education Centre. Please contact Shelley Kirkvold for more information.

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

- **External Presentations** - As part of deepening our own understanding, we continue to create presentations on our work for external stakeholders. At present, we are creating a Speaker's Corner presentation for ASBA (*Itsinika'si - Authenticity and Story in Holy Spirit Catholic School Division*- February 26, 2024). We are also submitting a proposal for the CASS FNMI Gathering on Blackfoot language revitalization partnerships (April 2024), and are working collaboratively with SWATCA to support them in offering sessions that are focused on First Nations, Métis and Inuit Education, including one that employs our Blood Bus Coop documentary.
- **External Collaborations** - We are also currently in the process of two external collaborations with educational partners. A number of Palliser teachers are going to be joining us at our January Learn-Build-Go Mathematics edition. Additionally, we have been invited to meet with the curators of the University of Lethbridge Blackfoot Digital Library on January 19, 2024 to support them with a review of their materials and advice on how to utilize the resources with teachers.
- **Literature Kits** - Over the course of the past year, we have been developing (in collaboration with the Learning Coaches) a series of Literature Kits for various grade levels. These are thematic, and are connected to the new curriculum. At present, we have no less than 30 various kits that are available to teachers; in the new year, we are going to have these kits travel to various schools to encourage their use and exploration by teachers.

INFORMATION NO: G.8

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Holy Spirit Stars

ORIGINATOR: Ken Sampson, 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

December 2023

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

NAME	SCHOOL	ACHIEVEMENT
Dyllan Thurston	St. Michael's School, Bow Island	Earned her first-degree black belt.
David Vereshchaka	Father Leonard Van Tighem School	Nominated for the Dedicated and Hard-Working Student Program for handling responsibilities with grace and a positive attitude as an English as an Additional Language student.
Mikayla Gentile	Father Leonard Van Tighem School	Nominated for the Dedicated and Hard-Working Student Program for her commitment to social justice projects for those in need this Christmas season.

INFORMATION NO: G.9

December 20, 2023

BOARD AGENDA INFORMATION ITEM

TO: Board of Trustees

FROM: Ken Sampson, Superintendent of Schools

SUBJECT: Enrolment Data Update

ORIGINATOR: Ken Sampson, 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 29 2023	% Difference in FTE	Difference in FTEs	Total FTEs Sept 29, 2022	% Difference Sept 29, 2022	
CARE				0				0	1	1	4	6				0	6			0	6	6	6	0.0%	0	5	20.0%	
CCHS ENG				0				0				0	307	286	292	885	885			0	885	885	881	0.5%	4	865	2.3%	
CCHS FI				0				0				0	16	19	20	55	55			0	55	55	55	0.0%	0	53	3.8%	
ESM ENG	21	25	22	68	35	22	26	83				0				0	151	8	14	22	173	162	158.5	2.2%	3.5	140	15.7%	
ESM FI	31	27	35	93	31	29	34	94				0				0	187	7	32	39	226	206.5	207	-0.2%	-0.5	204	1.2%	
FLVT	47	53	53	153	48	58	51	157	112	101	114	327				0	637	14	30	44	681	659	654.5	0.7%	4.5	611.5	7.8%	
ASSUMPTION	26	17	27	70	27	29	27	83				0				0	153	12	15	27	180	166.5	171.5	-2.9%	-5	162	2.8%	
ST FRANCIS ENG				0				0	174	151	154	479				0	479			0	479	479	478	0.2%	1	462	3.7%	
ST FRANCIS FI				0				0	27	15	30	72				0	72			0	72	72	72	0.0%	0	69	4.3%	
ST MARTHA	36	36	24	96	21	32	23	76				0				0	172	14	44	58	230	201	205	-2.0%	-4	188.5	6.6%	
ST PATRICK FA	38	40	39	117	46	44	43	133				0				0	250		29	29	279	264.5	261.5	1.1%	3	261	1.3%	
ST PAUL	30	35	51	116	39	35	35	109				0				0	225	15	36	51	276	250.5	243.5	2.9%	7	223	12.3%	
ST TERESA	57	53	69	179	59	63	45	167				0				0	346	28	41	69	415	380.5	375	1.5%	5.5	354.5	7.3%	
TRINITY				0				0			3	3	10	8	18	36	39			0	39	39	34	14.7%	5	41	-4.9%	
Sub Total City	286	286	320	892	306	312	284	902	314	268	305	887	333	313	330	976	3657	98	241	339	3996	3826.5	3802.5	0.6%	24	3639.5	5.1%	
ST CATHERINE	15	15	33	63	22	21	18	61	20	19	23	62				0	186	15	10	25	211	198.5	199	-0.3%	-0.5	186	6.7%	
ST JOSEPH	35	46	35	116	32	39	27	98	24	30	20	74				0	288	22	27	49	337	312.5	315.5	-1.0%	-3	286.5	9.1%	
ST MARY(T)				0				19	19	31	26	27	84	26	27	28	81	184			0	184	184	181	1.7%	3	214	-14.0%
ST MICHAEL PC ENG	20	16	13	49	21	10	18	49	14	27	17	58	29	24	22	75	231	19	31	50	281	256	255	0.4%	1	225.5	13.5%	
ST MICHAEL PC FI	10	9	7	26	8	4	5	17				0				0	43			0	43	43	43	0.0%	0	44	-2.3%	
ST MICHAEL BI	3	6	8	17	3	9	6	18	4	3	5	12	0	5	3	8	55		4	4	59	57	57.5	-0.9%	-0.5	62.5	-8.8%	
ST PATRICK T	35	39	33	107	30	39		69				0				0	176	16	30	46	222	199	193	3.1%	6	183.5	8.4%	
Sub Total Rural	118	131	129	378	116	122	93	331	93	105	92	290	55	56	53	164	1163	72	102	174	1337	1250	1244	0.5%	6	1202	4.0%	
TOTALS	404	417	449	1270	422	434	377	1233	407	373	397	1177	388	369	383	1140	4820	170	343	513	5333	5076.5	5046.5	0.6%	30	4841.5	4.9%	

PreK FEE PAYING	
ASSUMPTION	7
ESM ENG	4
ESM FI	8
FLVT	25
ST PAUL	4
ST MARTHA	5
ST TERESA	20
Sub Total City	73
ST CATHERINE	6
ST JOSEPH	31
ST MICHAEL PC	28
ST PATRICK T	22
Sub Total Rural	87
Total Pre K	160

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	5	2	12	12
FLVT		2	1		3					0	3
ST FRANCIS					0						0
Sub Total City	0	2	1		3	5	5	2	12	15	
ST JOSEPH					0					0	0
ST CATHERINE					0					0	0
ST MARY (T)					0	1	2	1	4	4	4
ST MICHAEL PC	1				1		2		2	3	3
ST MICHAEL BI					0					0	0
Sub Total Rural	1	0	0		1	1	4	1	6	7	7
Total	1	2	1		4	6	9	3	18	22	22

FUNDED				NON FUNDED				ENROLLED
PreK	ECS	1 - 12	TOTAL	PreK NF	Tuition NF	Exchange	TOTAL	TOTAL
170	343	4820	5333	160	22	2	184	5517

INTERNATIONAL EXCHANGE											
SCHOOL	Gr 7			Gr 8	Gr 9	SUB Total	Gr 10	Gr 11	Gr 12	SUB Total	Total
	CCHS					0		1	1	2	2
SMT					0					0	0
SMPC					0					0	0
Total	0	0	0		0	0	1	1	2	2	2