

<p><b>CALL TO ORDER</b> <b>OPENING PRAYER</b></p> <p><b>Approval of Agenda</b></p> <p><b>Previous Minutes</b></p> <p><b>Business Arising from the Minutes</b></p> <p><b>PRESENTATIONS</b> <b>Year 2: Build! Pilgrims of Hope</b></p> <p><b>ACTION ITEMS</b></p> <p><b>Board Self-Evaluation</b></p>	<p><b>Present</b></p> <p>10405/0923 Linda Ellefson</p> <p>10406/0923 Bob Spitzig</p> <p>10407/0923 Tricia Doherty</p> <p>B.1</p> <p>10408/0923 Cheralan O'Donnell</p>	<p>MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE HOLY SPIRIT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION, HELD AT THE ST. BASIL CATHOLIC EDUCATION CENTRE ON WEDNESDAY, SEPTEMBER 27, 2023, COMMENCING AT 6:02 P.M.</p> <p><b>BOARD</b> 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><b>ADMINISTRATION</b> Superintendent of Schools Ken Sampson Deputy Superintendent Michelle MacKinnon Secretary-Treasurer Lisa Palmarin Recording Secretary Rhonda Kawa</p> <p>Chair Carmen Mombourquette called the September 27, 2023 Regular Board Meeting to order at 6:02 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 and led the Board in the opening prayer.</p> <p><b>M/C That the agenda for the September 27, 2023 Board Meeting be approved, as presented.</b></p> <p><b>M/C That the minutes of the June 28, 2023 Organizational Meeting of the Board be approved, as presented.</b></p> <p><b>M/C That the minutes of the June 28, 2023 Regular Meeting of the Board be approved, as presented.</b></p> <p>Trustee Tom Machacek let the Board of Trustees know that the committee met to review <i>Policy 17: Awards</i> in September and seeing as Policy 17 is under review in October as per the 2023/2024 Policy Review Schedule, the committee will be bringing forth any recommendations at that time.</p> <p>Aaron Skretting, Director of Religious Education, spoke to the Board about Year 2 of the division's 3 Year Faith Plan 2022-2025 entitled "Build! Pilgrims of Hope". The division is in the second year of the Faith Plan and the theme is "Build!". The faith focus for this year is <i>God is in Our Minds</i>. We are called to look outward and take action as individuals and as a collective faith community; to participate in our community, serving the needs of others, to build relationships and a city based on the love of God as our foundation.</p> <p>The Board reviewed its annual self-evaluation, which took place on August 30, 2023.</p> <p><b>M/C That the Board of Trustees approves the Board Self-Evaluation Report, as conducted with the online questionnaire from May 23-June1, 2023;</b></p> <p><b>AND FURTHER, that the Board Chair be authorized to monitor the goals and suggestions agreed to and bring items forward for Board consideration, as deemed appropriate.</b></p>
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September 27/23: page 2		
<b>Superintendent Evaluation</b>	<b>B.2</b>	The Board reviewed its annual evaluation of the Superintendent, which was conducted on August 30, 2023.
	<b>10409/0923</b> <b>Tricia Doherty</b>	<b>M/C</b> <b>That the Board of Trustees approves the Superintendent’s Evaluation Report, as established in the evaluation meeting of August 30, 2023, as an accurate accounting of the Superintendent’s performance for the period June 1, 2022 to May 31, 2023;</b>  <b>AND FURTHER, that the Board of Trustees authorizes the Board Chair to make any technical edits and to sign the report on the Board’s behalf.</b>
<b>Audit Committee</b>	<b>B.3</b>	As stated in <i>Policy 7A: Audit Committee: Terms of Reference</i> the committee will consist of two (2) public members who are not employees. The public members would sit for a two-year term with the option to reappoint for a second term.
	<b>10410/0923</b> <b>Tom Machacek</b>	<b>M/C</b> <b>Pending their acceptance to these positions, that the Board of Trustees appoint Shelley Taylor, CPA, CA as a public member to the Audit Committee for an additional two-year term ending August 31, 2025;</b>  <b>AND FURTHER, that the Board of Trustees appoint Sonya von Heyking, CPA, CA, CIA as a public member to the Audit Committee for an additional two-year term ending August 31, 2025.</b>
<b>Mass for Retired Staff</b>	<b>B.4</b>	The Board of Trustees discussed their role in formally recognizing our retirees and their service to our division by sponsoring the annual Mass for Retired Staff. Our Mass for Retired Staff for the 2023/2024 school year will be held November 9, 2023.
	<b>10411/0923</b> <b>Linda Ellefson</b>	<b>M/C</b> <b>That the Board of Trustees sponsors the annual Mass for Retired Staff and Trustees.</b>
<b>Locally Developed Courses</b>	<b>B.5</b>	A list of locally developed/acquired courses was presented for Board consideration and approval before being submitted to Alberta Education.
	<b>10412/0923</b> <b>Tricia Doherty</b>	<b>M/C</b> <b>That the Board of Trustees for The Holy Spirit Catholic School Division, at its September 27, 2023 Regular Meeting, approves the use and implementation of the following Locally Developed Courses and their accompanying learning resources:</b>  <ul style="list-style-type: none"> <li>• <b>Competencies in Math 15-3 and 15-5 until August 2026.</b></li> </ul>
<b><u>POLICY REVIEW</u></b>		
<b>Policy Review Schedule for 2023/2024</b>	<b>C.1</b>	The Board examined the Policy Review Schedule for the 2023/2024 school year adopted in June 2023.
<b>Policy 1: Board Mandate, Mission, Vision, Values, and Goals</b>	<b>C.2</b>	<i>Policy 1: Board Mandate, Mission, Vision, Values, and Goals</i> was brought forward for Board review. It was determined that no changes were required.
	<b>10413/0923</b> <b>Linda Ellefson</b>	<b>M/C</b> <b>That the Board of Trustees accepts <i>Policy 1: Board Mandate, Mission, Vision, Values and Goals</i>, as presented.</b>
<b>Policy 2: Role of the Board</b>	<b>C.3</b>	The Board reviewed <i>Policy 2: Role of the Board, with Appendix A, Board Annual Work Plan</i> and determined that no changes were required.
	<b>10414/0923</b> <b>Cheralan O'Donnell</b>	<b>M/C</b> <b>That the Board of Trustees accepts <i>Policy 2: Role of the Board and its appendices</i>, as presented.</b>

September 27/23: page 3		
<b>Policy 3: Role of the Trustee</b>	<b>C.4</b>	The Board reviewed <i>Policy 3: Role of the Trustees</i> , and associated appendices and determined that no changes were required at this time.
	<b>10415/0923</b> Linda Ellefson	<b>M/C</b> <b>That the Board of Trustees accepts <i>Policy 3: Role of the Trustee and its appendices</i>, as presented.</b>
<b>Policy 4: Trustee Code of Conduct</b>	<b>C.5</b>	The Board reviewed <i>Policy 4: Trustee Code of Conduct</i> , and associated appendices and determined that no changes were required at this time.
	<b>10416/0923</b> Linda Ellefson	<b>M/C</b> <b>That the Board of Trustees accepts <i>Policy 4: Trustee Code of Conduct and its appendices</i>, as presented.</b>
<b><u>ADMINISTRATIVE REPORTS</u></b>		
<b>Superintendent's Report</b>	<b>D.1</b>	The Board reviewed the Superintendent's September 27, 2023 Report.
	<b>10417/0923</b> Tricia Doherty	<b>M/C</b> <b>That the Board of Trustees receives and files the Superintendent, Deputy Superintendent, and Secretary Treasurer Reports for September 27, 2023.</b>
<b>Deputy Superintendent's Report</b>	<b>D.2</b>	The Board reviewed the Deputy Superintendent's September 27, 2023 Report.
<b>Secretary Treasurer's Report</b>	<b>D.3</b>	The Board reviewed the Secretary-Treasurer's September 27, 2023 Report.
<b><u>BOARD REPORTS</u></b>		
<b>Board Chair's Report</b>	<b>E.1</b>	Board Chair Carmen Mombourquette provided a report about recent correspondence, planning and events, and activities.
	<b>10418/0923</b> Cheralan O'Donnell	<b>M/C</b> <b>That the Board of Trustees receives and files the Board Chair, ASBA, ACSTA, GrACE, PCCELC and the Audit Committee Reports for September 27, 2023.</b>
<b>ACSTA Report</b>	<b>E.2</b>	Trustee Linda Ellefson, Board representative to the ACSTA, provided a report to the Board regarding recent business, events, and activities.
	<b>10419/0923</b> Linda Ellefson	<b>M/C</b> <b>That the Board of Trustees formally nominate Kelly Whalen for the position of President of the Alberta Catholic School Trustees' Association (ACSTA).</b>
<b>ASBA Report</b>	<b>E.3</b>	Trustee Roisin Gibb, Board representative to the ASBA, provided a report to the Board regarding recent business, events, and activities.
<b>GrACE</b>	<b>E.4</b>	Trustees Tricia Doherty and Linda Ellefson, Board representatives to GrACE, provided a report to the Board regarding recent business, events, and activities.
<b>PCCELC</b>	<b>E.5</b>	Trustee Bob Spitzig, Board representative to PCCELC, provided a report to the Board regarding recent business, events, and activities.
<b>Audit Committee</b>	<b>E.6</b>	Vice Chair Thomas Machacek, Chair of the Audit Committee, provided a report to the Board regarding recent business, events, and activities.
<b><u>ADVOCACY</u></b>		
<b>Meeting with Minister of Education</b>	<b>F.1</b>	On July 6, 2023, a virtual meeting was held with the Minister of Education, the Board of Trustees, and Superintendent Ken Sampson. The discussion centered around funding, specifically the Weighted Moving Average framework, enrolment, transportation and budget deficits.

<p>September 27/23: page 4</p> <p><b>Individual Trustee Advocacy</b></p> <p><b>School Council Advocacy</b></p> <p><b>INFORMATION ITEMS</b></p> <p><b>Correspondence from Premier Smith</b></p> <p><b>Truth and Reconciliation Week</b></p> <p><b>Alberta Education Assurance Measure Results</b></p> <p><b>Dual Credit Grant</b></p> <p><b>Minister of Education's Back to School Letter</b></p> <p><b>Minister of Education's Youth Council 2023/2024</b></p> <p><b>Bearing Witness Presentation</b></p> <p><b>Save the Date: Teachers as Missionary Disciples Symposium</b></p> <p><b>Holy Spirit Chamber of Commerce Award</b></p> <p><b>Valley of the Birdtail Book Study</b></p> <p><b>IMR and CMR Expenditure Report</b></p> <p><b>Director of Learning Update</b></p>	<p><b>F.2</b></p> <p><b>10420/0923</b> <b>Linda Ellefson</b></p> <p><b>F.3</b></p> <p><b>G.1</b></p> <p><b>G.2</b></p> <p><b>G.3</b></p> <p><b>G.4</b></p> <p><b>G.5</b></p> <p><b>G.6</b></p> <p><b>G.7</b></p> <p><b>G.8</b></p> <p><b>G.9</b></p> <p><b>G.10</b></p> <p><b>G.11</b></p> <p><b>G.12</b></p>	<p>Each Trustee provided a brief update about the activities they have been engaged in to advocate for the Board and school division over the past month.</p> <p><b>M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for September 27, 2023.</b></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.</p> <p>The Board of Trustees received correspondence by the Premier Smith in response to the division letter congratulating Premier Smith on her reappointment as Premier of Alberta.</p> <p>Over the course of the September 25-29, 2023 week, Holy Spirit Catholic School Division will be focusing on recognizing and providing opportunities for our school communities to honour and learn about our First Nations, Métis and Inuit people ways of knowing, doing and being. The division will be providing resources and activities for our schools throughout the week that are focused on the division's strategic priority: Living Truth and Reconciliation.</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 Spring 2023.</p> <p>Holy Spirit Catholic School Division recently received a Dual Credit Enhancement Grant of \$83,000.00 to be put toward the construction, purchasing of equipment and / or upgrading of facilities for the Trades Hub located at Catholic Central High School West Campus.</p> <p>The Minister of Education, Demetrios Nicolaidis, welcomed the students of Alberta back into the classroom with a letter to the parents and guardians throughout the province.</p> <p>A letter of congratulations was sent to St. Mary's School, Taber, student Sophia Reyes as she was selected to be part of the Minister of Education's Youth Council for the 2023/2024 school year.</p> <p>The Board of Trustees reviewed the invitation that was sent to the division's school council chairs and vice chairs to the upcoming Bearing Witness Presentation on September 28, 2023 from 6:00 – 8:30 p.m. at St. Basil Catholic Education Centre.</p> <p>The Board of Trustees received as information the Save the Date invitation from the Alberta Catholic School Trustee Association (ACSTA) for a symposium titled, "Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools" being held February 9-10, 2024 in Leduc, Alberta.</p> <p>Holy Spirit Catholic School Division was recently recognized as a Long-Standing Member of the Lethbridge Chamber of Commerce for our 25 year-long partnership.</p> <p>Holy Spirit Catholic School Division will be hosting a book study on the Valley of the Birdtail by Andrew Stobo Sniderman and Douglas Sanderson.</p> <p>Provided for Board information is the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) Expenditure Report for the year ending August 31, 2023.</p> <p>Carmen Larsen, Director of Learning, provided a report to the Board, apprising them of recent division activity related to Learning.</p>
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September 27/23: page 5

**Director of Religious Education Update**

**G.13** Aaron Skretting, Director of Religious Education, provided a report to the Board, apprising them of recent division activity related to Religious Education.

**Director of Support Services Update**

**G.14** Crystal Lothian, Director of Support Services, provided a report to the Board, apprising them of recent division activity related to Support Services.

**First Nations, Métis and Inuit Education Update**

**G.15** 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.

**Holy Spirit Stars**

**G.16** The Board reviewed the activities and achievements of the division's students and staff over the past month.

**ADJOURNMENT**

**10421/0923  
Blake Dolan**

**M/C That the Board of Trustees convenes into the Committee of the Whole at 8:03 p.m.**

A brief recess was called at 8:03 p.m. The Board reconvened at 8:10 p.m.

**10422/0923  
Tom Machacek**

**M/C That the Board of Trustees reconvenes into the Regular Meeting at 8:50 p.m.**

**10423/0923  
Tom Machacek**

**M/C That the Board of Trustees adjourns the Regular Board Meeting of September 27, 2023 at 8:51 p.m.**

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**Board Chair**

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**Secretary-Treasurer**