

		<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</p> <p>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. Tom Machacek</p>
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10446/1123 Tom 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 Tom 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 Tom 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 Tom 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 Tom 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 Tom 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 Tom 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 Tom 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 Tom 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>B.4 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 set agenda items for the upcoming TBAC meeting on December 14, 2023.</p> <p>B.5 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>B.6 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>B.7 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>B.8 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 elect a new representative for the Zone 6 ASBA as Cheralan O'Donnell and Tricia Doherty as the alternate.</p>
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POLICY REVIEW

**Policy 8:
Policy Making**

C.1 The Board was scheduled to review *Policy 8: Policy Making*, and determined that no changes were required at this time.

**10465/1123
Linda Ellefson**

M/C **That the Board of Trustees approves *Policy 8: Policy Making*, as presented.**

**Policy 9: Role of the
Superintendent**

C.2 The Board reviewed *Policy 9: Role of the Superintendent* and determined that no changes were required at this time.

**10466/1123
Bob Spitzig**

M/C **That the Board of Trustees approves *Policy 9: Role of the Superintendent* as presented.**

**Policy 18: Board
Governance and
Operations**

C.3 The Board reviewed *Policy 18: Board Governance and Operations* and all associated appendices and determined that *Policy 18A: Trustee Compensation, Allowances and Reimbursement Rates* 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 *Policy 18: Board Governance and Operations*, as amended.**

**ADMINISTRATIVE
REPORTS**

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.

BOARD REPORTS

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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