

<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>PRESENTATION</b> <b>Jordan's Principle</b></p> <p><b>Infrastructure Maintenance and Renewal Update</b></p>	<p><b>Present</b></p> <p><b>10475/1223</b> <b>Bob Spitzig</b></p> <p><b>10476/1223</b> <b>Cheralan O'Donnell</b></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, DECEMBER 20, 2023, COMMENCING AT 3:16 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 Recording Secretary Rhonda Kawa</p> <p><b>Regrets</b> Deputy Superintendent Michelle MacKinnon Secretary-Treasurer Lisa Palmarin</p> <p>Board Chair Carmen Mombourquette called the December 20, 2023 Regular Board Meeting to order at 3:16 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 Blake Dolan led the Board in reciting the opening prayer provided by students from St. Michael's School, Pincher Creek.</p> <p><b>M/C That the agenda for the December 20, 2023 Board Meeting be approved, as amended.</b></p> <p>The following items were added to the agenda:</p> <p><b>B.3 ACSTA Symposium</b> <b>B.4 Professional Conduct &amp; Competency General Panel</b> <b>F.2 St. Michael's School, Bow Island Rural Small School Grant</b> <b>F.3 St. Michael's School, Bow Island Meeting Update</b></p> <p><b>M/C That the minutes of the November 29, 2023 Regular Meeting of the Board be approved, as presented.</b></p> <p>There was no business arising from the minutes.</p> <p>Director of Religious Education Aaron Skretting and Director of Support Services Crystal Lothian spoke to the grant Holy Spirit Catholic School Division received from Jordan's Principle. Jordan's Principle is federal funding for the needs of First Nations, Métis and Inuit students so they can access the products, services and supports necessary. As a division, the grant was applied for and close to six hundred (600) students were identified in Holy Spirit Catholic School Division. The division received a grant of 1.7 million dollars this year and was approved for a total of three (3) years.</p> <p>Plant Operations Coordinator Vivien Kossuth provided a review of the Infrastructure Maintenance and Renewal projects that have occurred throughout the division. She outlined to the Board how the Maintenance department operates, the priorities and how projects are managed.</p>
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**Continuous Improvement Plan Quarterly Review**

Superintendent Ken Sampson provided a quarterly review of the Board’s Continuous Improvement Plan and highlighted the ongoing work of our division in terms of addressing our Board Strategic Priorities through the lens of the Collaborative Response Model.

**ACTION ITEMS**

**Board Faith Retreat**

**B.1** As part of the Board’s Work Plan, an annual Faith Retreat is scheduled to enhance Trustee faith formation.

**10477/1223 M/C** **That the Board of Trustees schedules the Board Faith Retreat for January 24, 2024 from 9:00 a.m. to 12:00 p.m..**  
**Tricia Doherty**

Director of Religious Education Aaron Skretting will facilitate the retreat.

**Appointment of Auditor**

**B.2** The Board must appoint a new auditor as the terms for that appointment have now expired.

**10478/1223 M/C** **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.**  
**Tom Machacek**

**ACSTA Symposium**

**B.3** ACSTA will be holding a Symposium called, “*Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools*” on February 9-10, 2024 in Edmonton, Alberta. ACSTA has asked Boards to sponsor up to ten (10) delegates to attend the symposium.

**10479/1223 M/C** **That the Board of Trustees supports the paying of the registration fees for the ACSTA Symposium: Teachers as Missionary Disciples: Forming Witnesses for Catholic Schools held in Edmonton, Alberta on February 9-10, 2024, up to a total of \$1000.00.**  
**Bob Spitzig**

**Professional Conduct & Competency General Panel**

**B.4** At present, teacher complaints are handled by a Professional Conduct & Competency General Panel. A review of the process has brought to the forefront concerns which will be brought to the Minister of Education.

**10480/1223 M/C** **That the Board of Trustees directs Board Chair Carmen Mombourquette to pen a letter to the Minister of Education regarding the fundamental concerns about the teacher complaint process.**  
**Bob Spitzig**

**POLICY REVIEW**

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

**C.1** The Board reviewed *Policy 5: Role of the Board Chair* and determined that no changes were required at this time.

**10481/1223 M/C** **That the Board of Trustees approves *Policy 5: Role of the Board Chair*, as presented.**  
**Linda Ellefson**

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

**C.2** The Board reviewed *Policy 6: Role of the Vice Chair* and determined that no changes were required at this time. A change was suggested that item #6 should be revised to say that the vice chair shall review and approve the Trustee remuneration and expense claims.

**10482/1223 M/C** **That the Board of Trustees approves *Policy 6: Role of the Vice Chair*, as amended.**  
**Tricia Doherty**

**Policy 10: Board Delegation of Authority**

**C.3** The Board reviewed *Policy 10: Board Delegation of Authority* and determined that no changes were required at this time.

**10483/1223 M/C** **That the Board of Trustees approves *Policy 10: Board Delegation of Authority*, as presented.**  
**Roisin Gibb**

**ADMINISTRATIVE REPORTS**

**Superintendent's Report**

D.1 The Board reviewed the Superintendent's December 20, 2023 Report.

10484/1223  
Tricia Doherty

**M/C That the Board of Trustees receives and files the Superintendent, Deputy Superintendent and Secretary Treasurer Reports for December 20, 2023.**

**Deputy Superintendent's Report**

D.2 The Board reviewed the Deputy Superintendent's December 20, 2023 Report.

**Secretary Treasurer's Report**

D.3 The Board reviewed the Secretary Treasurer's December 20, 2023 Report.

**BOARD REPORTS**

**Board Chair's Report**

E.1 Board Chair Carmen Mombourquette provided a report about recent correspondence, planning, events, and activities.

10485/1223  
Cheralan O'Donnell

**M/C That the Board of Trustees receives and files the Board Chair, ACSTA, ASBA, GrACE, PCCELC, and TBAC Reports for December 20, 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 Trustee Linda Ellefson and Tricia Doherty, Board representatives to the GrACE committee, provided a report to the Board regarding recent GrACE business, events and activities.

**PCCELC Report**

E.5 Trustee Bob Spitzig, Board representative to the PCCELC committee, provided a report to the Board regarding recent PCCELC business, events and activities.

**TBAC Report**

E.6 Trustees Blake Dolan, Bob Spitzig and Frances Cote, Board representatives, to the TBAC committee, provided a report to the Board regarding recent TBAC business, events and activities.

**ADVOCACY**

**Individual Trustee Advocacy**

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

10486/1223  
Linda Ellefson

**M/C That the Board of Trustees receives and files individual Trustee Advocacy Reports for December 20, 2023.**

**School Council Advocacy**

F.2 School Council Advocacy is a forum to address key topics and to provide a bridge for information to be shared between school councils and the Board of Trustees. Trustee Tom Machacek brought forth an inquiry by St. Michael's School, Bow Island school council regarding the rural small school grant and when was the last time this grant was increased by the government. Superintendent Ken Sampson will look into this and come back with an answer. Trustee Tom Machacek has reached out to the local MLA for an answer as well.

**St. Michael's School, Bow Island Meeting Update**

F.3 On December 18, 2023, Board Chair Carmen Mombourquette, Vice Chair Tom Machacek and Superintendent Ken Sampson met with St. Michael's School, Bow Island school council, staff and community members to discuss the operational realities for the school and the division.

**INFORMATION ITEMS**

**Early Registration 2024/2025**

G.1 The Board reviewed a sample of the 2024/2025 Early Registration advertising campaign that will be launched in January. New student registration officially begins on February 1, 2024.

<p>December 20/23: page 4</p> <p><b>Annual Education Assurance Results Report Summary 2022/2023</b></p> <p><b>IMR Update</b></p> <p><b>Director of Learning Update</b></p> <p><b>Director of Religious Education Update</b></p> <p><b>Director of Support Services Update</b></p> <p><b>First Nations, Metis and Inuit Education Update</b></p> <p><b>Holy Spirit Stars</b></p> <p><b>Enrolment Data Update</b></p> <p><b>ADJOURNMENT</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>10487/1223</b> <b>Bob Spitzig</b></p>	<p>The Board reviewed the summary of the 2022/2023 Annual Education Assurance Results Report. The summary has been placed on the division website as well as a press release was sent out to all media outlets throughout the division.</p> <p>Prepared for Board information was an Infrastructure Maintenance and Renewal (IMR) Update that provided details on the various projects undertaken in the division this school year.</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.</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> <p>The Board received the division enrolment report for November 2023.</p> <p><b>M/C</b>      <b>That the Board of Trustees adjourns the Regular Board Meeting of December 20, 2023 at 5:54 p.m.</b></p> <p>_____</p> <p>Board Chair</p> <p>_____</p> <p>Secretary-Treasurer</p>
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