



AGENDA

Lethbridge School Division School Board Regular Meeting

Tuesday, April 28, 2020

Board Room

3:30 P.M.

3:30 p.m. **1. Approval of Agenda**

3:33 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of March 24, 2020 it is recommended that the minutes be approved by the Board and signed by the Chair.

3:35 p.m. **3. Business Arising from the Minutes**

4. Presentations

5. Action Items

3:40 p.m.	5.1	Policy Review: <i>Policy 402.2 Employee Transfers</i>	Enclosure 5.1
	5.2	Approval of 2020-2021 School Fees	Enclosure 5.2

4:00 p.m. **6. Division Highlights**

7. Information Items

4:05 p.m.	7.1	Board Chair Report	
	7.1.1	Art's Alive and Well in Homes	Enclosure 7.1.1

4:10 p.m.	7.2	Associate Superintendent Reports	
	7.2.1	Business Affairs	Enclosure 7.2.1
	7.2.2	Human Resources	Enclosure 7.2.2
	7.2.3	Instructional Services	Enclosure 7.2.3

4:40 p.m.	7.3	Superintendent Report	
	7.3.1	Education Week, April 27 to May 1, 2020	Enclosure 7.3.1
	7.3.2	Junior Achievement Programs 2019-2020	Enclosure 7.3.2
	7.3.3	Calendar of Events	Enclosure 7.3.3

8. Reports

4:50 p.m.	8.1	Board Budget Committee Meeting – April 1, 2020	Enclosure 8.1
	8.2	Facilities Committee – April 17, 2020	Enclosure 8.2
	8.3	A.S.B.A. General Meeting – April 23, 2020	Enclosure 8.3

5:00 p.m. Public Forum

5:05 p.m. **9. Correspondence**

5:10 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MARCH 24, 2020.

IN ATTENDANCE:

Trustees: Christine Light; Jan Foster; Donna Hunt; Doug James; Lola Major

Administrators: Cheryl Gilmore; Rik Jesse; Morag Asquith
LeeAnne Tedder (Recorder)

Joined via video conference: Clark Bosch; Tyler Demers; Christine Lee

The Vice Chair assumed the role of Chair and called the meeting to order at 3:42 p.m.

1. Approval of Agenda *Approval of Agenda
6508/20*
Trustee Donna Hunt moved:
“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**
2. Approval of Minutes *Approval of Minutes –
Regular Meeting
6509/20*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of February 25, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**
3. Business Arising from the Minutes *Business Arising from
the Minutes*
There was no business arising from the minutes.
4. Presentations *Presentations*
5. Action Items *Action Items*
 - 5.1 International Trip Approval
Chinook High School and LCI had requested a joint international trip to Europe but staff were unable to attend this meeting.
 - 5.2 Policy Review *Policy Review*
Trish Syme, Coordinator of Learning and International Education, reviewed the following policies:
Policy 700.3 Workplace Health and Safety: Hazard Control
Policy 905.1 Disposition of Property
Policy 1002.5 Parent/Guardian Responsibilities

Trustee Lola Major moved:
“to approve Policy 700.3 Workplace Health and Safety: Hazard Control, as amended.” **CARRIED UNANIMOUSLY** *Policy 700.3
Workplace Health &
Safety: Hazard Control
6510/20*

Trustee Lola Major moved:
“to approve Policy 905.1 Disposition of Property, second” *Policy 905.1
Disposition of Property
6511/20*

reading.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:

“to approve Policy 905.1 Disposition of Property, third and final reading.”

*Policy 905.1
Disposition of Property
6512/20*

Trustee Lola Major moved:

“to approve Policy 1002.5 Parent/Guardian Responsibilities, second reading.”

CARRIED UNANIMOUSLY

*Policy 1002.5 Parent /
Guardian
Responsibilities
6813/20*

Trustee Lola Major moved:

“to approve Policy 1002.5 Parent/Guardian Responsibilities, third and final reading.”

*Policy 1002.5 Parent /
Guardian
Responsibilities
6814/20*

5.3 Second Quarter Financial Report

Director of Finance Mark DeBoer presented the 2019-20 Second Quarter Financial Report.

Trustee Donna Hunt moved:

“to approve the 2019-20 Second Quarter Financial Report, as presented.”

CARRIED UNANIMOUSLY

*2019-20 Second
Quarter Financial
Report
6815/20*

5.4 Board Budget Belief Statements and Budget Development Timeline

Board Budget Belief Statements and Budget Development Timeline were included in the agenda.

Trustee Donna Hunt moved:

“to approve the Board Budget Belief Statements for 2020-21, as amended.”

CARRIED UNANIMOUSLY

*Board Budget Belief
Statements
6816/20*

5.5 Three-Year Capital Plan

The 2020-2021 to 2022-2023 Capital Plan was reviewed.

Trustee Jan Foster moved:

“to approve the 2020-2021 to 2022-2023 Capital Plan, as presented.”

CARRIED UNANIMOUSLY

*Three Year Capital
Plan
6817/20*

6. Division Highlights

- Doug attended the Employee Recognition and the Student Advisory Committee.
- Donna attended the Senator Joyce Fairbairn festival, the funeral of Brian Walker, and Breakfast with the Board at Fleetwood Bawden.

Division Highlights

- Jan attended the Employee Recognition and the Family Centre fundraising gala with LCI Jazz Band as entertainment.
- Christine Light attended Spirit of 51 and seeing how our Division has rallied with this crisis. Christine thanked Superintendent Cheryl Gilmore and Executive Council.

7. Information Items

7.1 Board Chair Report

*Information Items
Breakfast with the
Board*

7.1.1 Breakfast with the Board

Breakfast with the Board was to be held at the Attwell Building April 8, 2020 and will be cancelled.

7.1.2 High School Graduations

Trustees may receive parent phone calls regarding high school graduations. Principals will be making those decisions soon.

*High School
Graduations*

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

*Associate
Superintendent
Reports
Business Affairs*

7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.3 Superintendent Reports

7.3.1 Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the students and staff when visiting schools.

*Superintendent Report
Acknowledgements of
Excellence*

7.3.2 Calendar of Events

The Calendar of Events was reviewed.
Remove Breakfast with the Board, Community Engagement Committee, and Division School Council.

Calendar of Events

Public Forum – none

Public Forum

8. Reports

*Reports
Division School Council*

8.1 Division School Council

Trustee Doug James provided a written report from the Division School Council meeting held March 2, 2020.

Facilities Committee

8.2 Facilities Committee

Trustee Doug James provided a written report from Facilities Committee meeting held March 3, 2020.

F.N.M.I. committee

8.3 F.N.M.I. Committee

Trustee Doug James provided a written report from the F.N.M.I. Committee meeting held March 4, 2020.

*Poverty Intervention
Committee*

8.4 Poverty Intervention Committee

Trustee Christine Light provided a written report from the Poverty Intervention Committee meeting held March 4, 2020.

A.T.A. Local 41 Council

8.5 A.T.A. Local Council

Trustee Donna Hunt provided an oral report from the A.T.A. Local Council meeting held March 4, 2020.

8.6 Division Student Advisory Council

*Division Student
Advisory Council*

Trustee Doug James provided a written report from the Division Student Advisory Council meeting held March 10, 2020.

8.7 Policy Advisory Committee

*Policy Advisory
Committee*

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held March 11, 2020.

9. Correspondence – Received - none

Correspondence

10. Correspondence – Sent - none

The meeting adjourned at 5:12 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

Division policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, each of the employee groups, and Division and school administration. Coordinator of Learning and International Education, Trish Syme coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2018-2019 school year
- Policy review (including procedures, forms, and exhibits) of the 700, 800, 900, 1000, 100 series
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Trish Syme will attend the Board meeting and provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>
402.2	Employee Transfers

<u>Action</u>
Amended

Respectfully submitted,
Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: June 14, 2001
Amended: April 14, 2011
Amended:

402.2 Employee Transfers

Policy

Employee transfer practices shall be in accordance with the Education Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Deleted: School Act,

Regulations

1. A Superintendent may, at any time during a school year, transfer an employee.
2. No employee will be assigned to a position where that employee's immediate supervisor, supervisor or the individual responsible for evaluation would be a near relative as defined in Policy 400.2.1 Employee Conflict of Interest.
3. Employees are hired to the Division rather than to a specific position or school. In deploying and transferring employees, any or all of the following criteria may be considered:
 - 3.1. Interest of the overall school community;
 - 3.2. Student and school/program needs as perceived by the Division administration;
 - 3.3. Experience and training;
 - 3.4. Interest of the employee;
 - 3.5. Contribution the employee can make in the new position;
 - 3.6. Opportunity for professional growth;
 - 3.7. Experience, general qualifications, background, and evaluation;
 - 3.8. Preference of the employee and of the prospective principal or immediate supervisor.
 - 3.9. The need for balanced, equitable staffing in terms of staff experience, general qualifications, background, and evaluation;
4. Transfer of qualified professional staff under contract with the Board shall be considered before assignments are offered to outside candidates.

Deleted: Employee transfers shall be the responsibility of the Superintendent or designate, in consultation with the principal or site administrator....

Deleted: teacher from one school operated by the board to another of its schools.

Deleted: District

Deleted: shall

Deleted: Student and school/ program needs as perceived by District administration;

Deleted: Experience and training;

Deleted: Interest of the employee;

Deleted: Contribution the employee can make in the new position;

Deleted: Opportunity for professional growth;

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Deleted: <#>Transfer of support staff shall be in accordance with the applicable collective agreement or contract.¶



LETHBRIDGE SCHOOL DISTRICT NO. 51

402.2 Employee Transfers...

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy

References

Alberta <u>Education</u> Act:	<u>212(1)</u>
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code
District Policies:	303.1 Administrative Appointments, 401.1 Staff Hiring, 402.11.1 Teacher Growth, Supervision and Evaluation, 402.11.2 Support Staff Growth, Supervision and Evaluation, 403.5 Reduction in District Staff, 404.3.1 Leaves of Absence, 400.2.1 Employee Conflict of Interest
Other:	Employee Collective Agreements

Deleted: School

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Deleted: 104

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Approval of 2020-2021 School Fees

Background

As part of budget, the Board is required to approve school fees for the 2020-2021 school year.

Each school provides fees for the 2020-2021 school year including explanations for new fees or increases to fees over 5%. Mark DeBoer, Director of Finance will be in attendance to discuss the proposed school fee schedules and answer any questions that Trustees may have.

Recommendation

It is recommended that the Board approve the 2020-2021 School Fee Schedule, as presented.

Respectfully submitted,
Christine Lee

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Art's Alive and Well in Schools

Background

Art's Alive and Well in the schools is a yearly art exhibit put on by all the Lethbridge city schools within the Holy Spirit Catholic School Board, Lethbridge School Division and École La Vérendrye. It is displayed in cooperation with the Southern Alberta Art Gallery and usually takes place in the spring.

This year looks quite different, in so many ways! Considering our current reality, we thought we'd plan "Art's Alive and Well in...Our Homes!" with a student art exhibit that will make up the 43rd annual "Art's Alive!"

The Southern Alberta Art Gallery will also be promoting this exhibition. The launch date is planned for May 1, 2020.

There will also be an opportunity for everyone to vote for their favorite works on the Lethbridge School Division website. On May 22, 2020 we'll tally the votes and announce who got the most likes!!

Recommendation

It is recommended that the Board receive this report as information and extend appreciation to Kathy Knelsen for her efforts to coordinate this celebration of student art in Lethbridge.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The April 2020 report of the Associate Superintendent Business Affairs is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Christine Lee

Facilities

- South Lethbridge Elementary School work progresses as best as possible given COVID-19. Restrictions on site access have been enforced for the safety of workers. All regular site meetings have been held virtually. Currently the project has time for completion for September 2021 opening. The floor slabs are poured and interior walls taking shape.



- The facilities department is taking the opportunity while school is out to catch up on several work ticket items and has been given the time to focus on preventative maintenance work. The team has been supporting special requests due to COVID-19 such as sheds for secure equipment drop off and pick up and work on WCHS bleachers.
- The provincial government announced that they will be doubling the amount of money they contribute to capital renewal by providing a Capital Maintenance Renewal (CMR) stimulus to get Alberta working again. School divisions have been asked to provide a list of priority projects that would have been done as part of their IMR plans in the next few years and apply for funds to accelerate the start of these projects in the next six months. Funds provided now may mean a reduction in IMR funding in the future dependent on provincial economic circumstances. The Division has provided 18 priority projects that are able to be started within the next six months. Two of the top priorities include the completion of Westminster Elementary and Senator Buchanan upgrades that were scheduled to begin in the fall. The proposed list was presented to the Facilities Committee on April 17th prior to submission. School Divisions will receive a letter on which projects will receive approval and funding in the next few weeks.
- Caretaking teams are working hard in school facilities keeping the staff that continue to work in our schools safe while getting to some of the cleaning of areas that often do not get special attention, such as book shelves and light fixtures. Summer clean protocols will begin in May where appropriate.

Transportation

- A consultant has been contracted to conduct a transportation feasibility study on behalf of Lethbridge School Division and Holy Spirit Roman Catholic School Division. The feasibility study will look at the cost and operational implications of starting school division busing operations from the ground up versus contracting a third-party transportation contractor to provide school bus transportation. The study is anticipated to be completed by May 31st, 2020.
- Although buses are currently not running, work is ongoing to plan bus schedules for the next school year. Changes were made to create efficiencies and correct concern raised in the current year related to the arrival and departure of some school buses. These schedules have been provided to schools so they may appropriately plan bell times and class schedules for the 2020-21 school year.
- The Province of Alberta, to redirect funding to support COVID-19, has reduced transportation grant funding to school divisions to reflect the costs saved related to wage and fuel costs for not running school buses. This funding reduction is \$330,800.

Finance

- The Board of Trustees were provided with an update on budget allocations to school and program sites for the development of the 2020-21 budget at the Committee of the Whole meeting on April 21st. The Instructional Budget Committee concluded their work and presented school sites with allocations on April 2nd. School and programs are currently developing budgets based on these allocations. Budget allocations were based on priorities established by the Board of Trustees. These priorities were established based on feedback provided by administrators, the town hall and online.
- The Budget will be presented via an online presentation to the public on May 19th with an opportunity for the public to view the live presentation and ask questions. The presentation will be recorded and posted for public viewing. Further details on the presentation and how to participate will be posted to the Division website.
- The Province of Alberta, to redirect funding to support COVID-19, has reduced base grant funding by 12% for the months of May and June. This funding reduction is \$1.52 million. School based support staff reductions were finalized after a thorough review of year to date expenditures as compared to budget to balance costs to the funding reduction.



Note: All division financial information and financial information graphics may be found on the [Division website](#).

Technology

- The technology department has been very busy supporting staff and schools during the COVID-19 pandemic. Much of the work has moved from purely an IT (Information Technology) function to include ET (Educational Technology) function for our technicians. The team continues to support staff and student needs while at home on using different technology platforms. There is an increased number of support tickets for employee owned devices and access to technology.
- Technology department staff have been working closely with the Division's IT security consultant to ensure that our systems continue to be safe and ensure we are taking a proactive approach to address any possible unintended security and privacy issues related to increased online activity. One result through consultations were to discontinue the use of the online meeting platform, ZOOM after the Easter break due to security and privacy concerns reported.
- The team continues to monitor and adjust server and cloud-based storage capacity for increased usage and activity.
- Evergreening technology at secondary schools as per the Division's established evergreening cycle continues. Bright link installation was completed at Victoria Park and installation has started at Chinook.
- The technology team continues to support work on the digital student records plan, supporting all schools and set up and usage of *Laserfiche* software to facilitate this process.
- The team is working on a pilot to develop online student registration forms with a few schools to make sure the forms will work well for both schools and parents. This process should take about 4 to 6 weeks to ensure that the system used is secure and works as intended.



Insurance

- Discussions continue with insurer related to COVID-19 health crisis and school travel cancellations. Schools have been provided with claim forms and a spreadsheet to complete and return to Education Centre for submission to insurers. School divisions are working together with our broker to facilitate claims with the insurance company to see if we can recover some of the non-refundable costs related to the trip cancellations. Some tour providers and airlines have offered credits which helped minimize the financial impact of the cancellations. Due to several integrated and complicating factors, this is a process that will take time to sort out by insurers.



Occupational Health and Safety

- Safety continues to be the Division's number one priority during the COVID-19 health crisis. **A big thank you goes out to our Caretaking staff** for keeping our working spaces clean and sanitized and to our staff for practicing physical distancing and good hygiene practices.
- Field Level Hazard Assessments for Maintenance and Caretaking personnel were updated and shared to include safety measures to be considered when working in our current environment.
- A new Occupational Health and Safety Management Team has been created that will manage and oversee Occupational Health and Safety in the Division. This team will connect coordinators involved in Facility Services, Instructional Services, and members of the Education Centre to support the Division's OHS program and staff safety. This management team will continue to work with Site Based Safety Reps on safety as part of the Division's Joint Workplace Health and Safety Committee. This broad-based approach will continue to reinforce **that safety is everyone's responsibility** and will support ongoing safety matters while continuing the culture of safety that has been created within the school division.
- To keep our staff and community safe and well informed, messaging has been provided by the Superintendent throughout the COVID-19 pandemic. Messaging has been provided through emails and the Division website to inform staff and parents of health monitoring, isolation requirements, and safety precautions that should be taken during this health crisis. The Division has provided daily [updates](#) and links to Alberta Health Services.

Posted on Mar 18, 2020

Lethbridge School Division continues to monitor COVID-19 situation

March 17 UPDATE:

Alberta declared a state of emergency under the Public Health Act. Learn more here: [EMERGENCY](#)

Previous updates:

For a link to previous updates, please click here: [UPDATES](#)

Letters to parents and Lethbridge School Division staff:

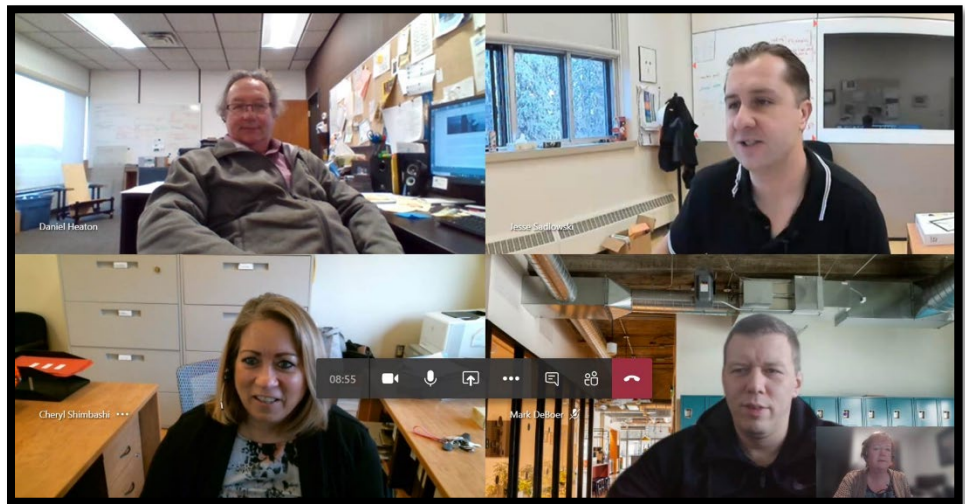


Other matters

- Work related to Insurance, legal, and labour relations matters
- Budget Development meetings and Instructional Budget Committee
- South Lethbridge Elementary School construction meetings (virtually)
- Regular TEAMS meetings with Business Affairs departments
- Attended the following virtual events/meetings:
 - USIC Risk Management and Claims Committee Meetings, March 26th & April 9th
 - Call with Broker and StudyInsured related to travel cancellation information for USIC, April 6th

- OHS Management Committee Inaugural meeting, April 8th
- Counselling model meetings, April 8th
- USIC Risk Management System procurement review committee, April 9th
- Online OHS training: Module 6 Investigations, Module 8 Violence, April 15th and 16th
- Design meeting re South Lethbridge Elementary School Indoor and Outdoor interactive spaces, April 15th
- Facility Committee meeting, April 17th
- Board Committee of the Whole, April 21st
- High School Principals Meeting, April 22
- Middle School Principals Meeting, April 22nd
- Elementary School Principals Meeting, April 23rd
- OHS Management Committee meeting, April 27th

Facilities, Technology,
Transportation, and Finance
TEAM's meeting.



April 22nd Administrative Professionals Day!

Thank you for your dedication to our School
Division you are amazing!

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The April 2020 report of the Associate Superintendent Human Resources is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Rik Jesse

Report to the Board of Trustees

April 28, 2020



Rik Jesse



Rhonda Aos



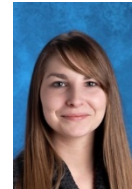
Stacey Wichers



Katie Guccione



Amber Ruest



Jolayne Prus



Carrie Fahl



Lethbridge School Division ~ Human Resources



Recruitment: Lethbridge School Division is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

HR Events – (2019/2020)

Friends of 51 - *Date of event: May 2020*

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to Lethbridge School Division. Recognition will take place at the nominating location's assembly where the individual or group will be presented an Apple of Recognition.

Years of Service - *Date of event: June 2020*

Employees are recognized in 5 year intervals. Certificates and gifts are organized and prepared by the Human Resources Department for delivery to each school. School administration at each school along with a Trustee and Executive Council member acknowledge the employee and presents the award.

Retirement Banquet - *Date of event: June 3, 2020*

All employees are invited to a banquet, hosted by the Board of Trustees thanking them for their service with the School Division. This event takes place in early June. Each employee receives a card with a gift certificate to a restaurant and a floral centerpiece.

Administrative Professional Group Professional Learning – *Date of Event: April 20, 2020*

ADMINISTRATIVE PROFESSIONALS GROUP Meeting Agenda & PL	
Date: Monday, April 20, 2020	
Time: 8:00 a.m.	
Location: Education Centre, Board Room / TEAMS	
Topic	Presenter
Open-Book Presentation (20 minutes)	Tara Leight
Relate Process re: foreign born students/families (15 minutes)	Anna
Transportation update (15 minutes)	Cheryl S.
PowerSchool / Scanning / Technology updates (80 minutes)	Tyler / Tina
School Cash / ADWI (15 minutes)	Laura
BREAK followed by Professional Learning	
"Creating Sensitive Schools" Professional Learning (80 minutes)	Kathy Mundel, Operating Coordinator
Wellness Activity (30 minutes)	Lynsey Spring, Alberta Health Services
Lockdown Drill Notifications - email Garrett Simmons and Leanne Teader "No later than 24 hours before a lockdown drill"	
Looking to learn more about EXCEL and PIVOT TABLES? Contact Laura.Kumamoto@lethcol.ab.ca	

Support Staff Timelines ~ At a Glance

April 20, 2020 – April 24, 2020 – School Staffing Visits (virtual appointments)

April 28, 2020 ~ Administrators will communicate assignments with Administrative Assistants/Support/Learning Commons Facilitators

April 28, 2020 ~ Administrative Assistants/Support/Learning Commons Facilitators posting information to be provided to HR using the new Staffing Requisition Web forms in ADW.

April 30, 2020 ~ Available Administrative Assistant/Support & Learning Commons Postings will be open by 3:30 pm ~ *Postings Close Thursday, May 7, 2020 at 10:00 am*

May 1, 2020 – May 5, 2020 ~ Administrators with Vacancies will Place Surplus Seniority Staff if required

May 1st, 2020 - Education Centre – Board Room or through Teams ~ Administrators with vacancies will Meet/Teams with Human Resources to place surplus seniority Educational Assistants or other classifications if reductions are required.

May 7, 2020 ~ HR will provide a summary for EA/AES/Student Support/Career Practitioner openings to administrators from the school staffing visits

May 8, 2020 ~ Round #1 Information Confirmation Due –EA/AES/Student Support/Career Practitioners

May 11, 2020

- Administrators will communicate assignments with EA/AES/Student Support/Career Practitioner staff
- Seniority staff are notified in writing by their Administrator if their position has any contract changes (reductions in hours, increase in hours, or position elimination).
- All staff have received the staffing process and timelines (via email) dated April 27, 2020.

May 12, 2020 - How to Use the Job Application System/ Q & A on Staffing Process

3:00 pm–4:00 pm using Microsoft Teams

Staff will RSVP to Carrie Fahl - carrie.fahl@lethsd.ab.ca or 403-380-5321

- Staff can access support on how to use WORKABLE
- Staff can ask questions regarding the staffing process

May 13, 2020 ~ Posting Round #1 All Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner employees are invited to apply for any vacancies they feel that they are qualified for.

Round #1 will close Wednesday, *May 20, 2020 at 10:00 am*

May 21, 2020 – Shortlisting Round #1 - Education Centre – Board Room

May 22, 2020 – May 28, 2020 - Interviews

May 28, 2020 – May 29, 2020 – Reference Checks

June 8, 2020 ~ Posting Round #2

All Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner employees are invited to apply for any vacancies they feel that they are qualified for.
Round #2 will close Wednesday, *June 15, 2020 at 10:00 am*

June 16, 2020 – Shortlisting Round #2 – Education Centre – Board Room

June 17, 2020 – June 19, 2020 - Interviews

June 22, 2020 – Reference Checks (if required)

Continue Posting and Hiring for Available Positions

- Any remaining positions posted and staffed
- If needed run adds over the summer.

ATA Staff Timelines ~ At a Glance

Administrator / Teacher Rounds

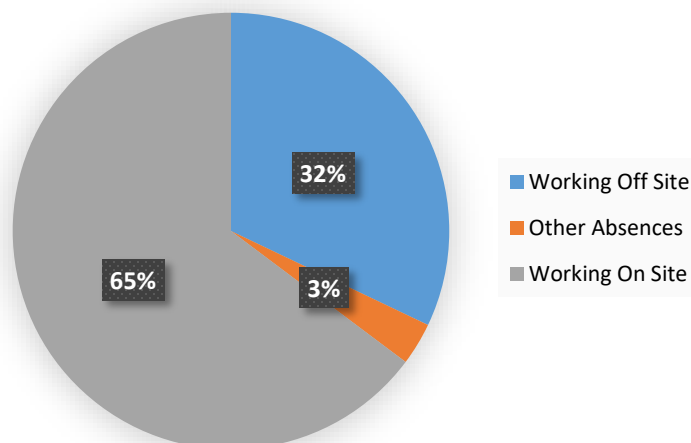
April 9, 2020	Schools declare openings and surpluses to Human Resources
April 24, 2020	Staff returning from personal leaves are placed based on available positions
April 27, 2020	School Administrators will provide their posting criteria to Human Resources
April 29, 2020	Round I postings open for competition to all Lethbridge School Division No. 51 Teachers, Substitute Teachers and External Candidates
May 6, 2020	Round I closes
May 18, 2020	Provide posting information to Human Resources (Round II)
May 20, 2020	Round II postings open for competition to all Lethbridge School Division No. 51 Teachers, Substitute Teachers and External Candidates
May 27, 2020	Round II closes

The following teacher staffing process will apply for the 2020-2021 school year.

1. To date, the Division has accepted 18 retirements, effective the end of this school year. There is the possibility of 14 teachers on continuing contracts who are eligible to return from leave or need to be placed.
2. School Administrators are requested to complete internal staffing assignments of continuing contract staff by Thursday April 9, 2020
3. School Administrators will be required to declare teacher openings and/or surpluses to Human Resources by Thursday April 9, 2020
4. Once Teacher openings and/or surpluses have been submitted to Human Resources, the Associate Superintendent will work with Principals to place those teachers (continuing contracts) on leave or in surplus and those that hold a probationary contract based on available positions.

5. School Administrators will provide their posting criteria to Human Resources by 8:00 am, Monday April 27, 2020
6. Once all continuing contract Teachers have been placed and probationary contract Teachers have been considered, the remaining positions will be posted on the Employment Page of the Division Website on Wednesday April 29, 2020. All postings will close on, Wednesday May 6, 2020 at 10:00 am. Lethbridge School Division No. 51 Teachers, Substitute Teachers and external candidates may apply in Round 1. All available positions will be posted on the Division's Employment Page (Division website). Applicants will apply directly to each posting using "Apply for this job". Applicants are invited to apply to all postings they are qualified for. A separate application is required for each posting. Once positions are posted, it is expected that applicants will not make contact with school administration.
7. All applicants will be required to include supporting documentation in addition to the completion of the application form. Applicants are required to submit or upload a cover letter and resume; including supporting documents such as letters of reference. All documents in addition of the cover letter will need to be uploaded as one document as the system will not allow for additional uploads. Reference checks applicable to any position you have held within the Division may be conducted upon submission of application. If you are applying for a position in another school, protocol would dictate that you inform your Principal about this decision. Incomplete applications will not be considered.
8. The Principal will, in consultation with the Associate Superintendent, short-list candidates. The Principal will conduct interviews, recommend a preferred candidate, and make his/her recommendation to the Associate Superintendent before any further action occurs.
9. It is the Associate Superintendent's responsibility to make the school placement and he will contact the successful applicant unless another arrangement has been mutually agreed upon. The position may not be officially offered to the Teacher by the Principal; it is the Associate Superintendent who must officially offer the position. The Principal is responsible for contacting all unsuccessful candidates.
10. Once a teacher has accepted a teaching assignment, that teacher will not be permitted to transfer to a different school for the 2020-2021. school year.
11. Human Resources will continue to post new Teacher openings for as long as the Associate Superintendent determines that the posting process is feasible.

Attendance Data: Employee Absences April 20th



MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The April 2020 report of the Associate Superintendent Instructional Services is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Morag Asquith



Associate Superintendent Report- Instructional Services April 2020

Our "New Normal"



- working online has presented many interesting new working realities - almost all staff are working from home and we use office 365 Teams to meet and touch base regularly and work together
- continuing to plan and staff for next year despite uncertainties and always adjusting sometimes daily to respond to the needs of staff, government mandates/communications and technology challenges
- as a Manager checking in with everyone looks different especially during a Pandemic !!!
- meetings look different if they are face to face

Staffing



- Counselling staffing is slowly finishing up recognizing that reductions impacted how this model will look in the 2020-21 year
- F.N.M.I. Education communication regarding staffing has been sent out to the system - Grad Coach model, F.N.M.I. FSLC and focus is new

- Inclusive Education has been rolling out EA support to schools and determining LST allocations, working with Early Education Coordinator to support the new Kindergarten piece (no longer being in PUF)
- Some staff are struggling in the "New Normal" loss of jobs, lay off notices, needing connection/supports
- Always working closely with HR regarding timelines, communication out to staff and keeping Administrators involved in the loop
- continuing evaluations of Instructional Services staff and Administrators

Specific Tasks/Endeavors



- Regional Collaborative Service Delivery shift, working with the Executive and Ann Muldoon (as she is on the Leadership side)
- Deeper dives with my Liaison Administrators looking into Karen Rancier's work on Curriculum/Instruction and online learning- meaningful conversations about feedback, assessment and grades
- Responding to Behavior Table- participating in developing a system of supporting our staff and students
- Student Engagement Conversations- continuing our conversations that started last year around engagement with Jim Kerr- now however we are accessing their feedback in different ways- we will continue to share this data to support and inform our
- Reviewing all Job Descriptions under Instructional Services- looking at alignment of duties and balancing the distribution of workload (looking for gaps or overlap)
- Retention requests- reviewing
- Reviewing Inclusive Ed, Counselling, Early Ed, Curriculum and Instruction budgets, participating in Instructional Budget Committee
- Manual revisions and updating policy/procedures- Crisis Manual and flip chart, Sexual Orientation and Identity Guidelines update, Retention procedure update.
- Connecting with Health Champs- staff wellness, student wellness, developing a Professional Learning day in May
- Rethinking how our F.N.M.I. Grads can continue to be recognized this year in our "new normal"
- "Arts Alive and well at home"- rethinking this important event in an on line experience

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Education Week, April 27 to May 1, 2020

Background:

Education Week provides all Albertans with an opportunity to highlight the important role education plays in shaping the future of our province.

The theme for Education Week is “*Learning is a Journey.*”

To celebrate Education Week at the Division level this year, the Lethbridge School Division trustees will recognize staff through correspondence and celebrate the week using the website and social media.

Recommendation:

It is recommended that the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Junior Achievement Programs 2019-2020

Background:

Junior Achievement (JA) is the world's largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs. JA Southern Alberta reaches 30,000 students per year.

Lethbridge School Division Junior Achievement Program report is attached for information.

Recommendation:

It is recommended that the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore

Lethbridge School Division

Report on Junior Achievement Programs 2019-2020

At JA Southern Alberta, we are thankful for the longstanding support we receive from Lethbridge School Division.

The 2019-2020 school year was an incredible success for JA programs in southern Alberta, and we thank you for your continued support as we move into a new school year.

We recognize the significant contribution that each school, teacher and administrator makes in encouraging imagination, citizenship and the spirit of opportunity in today's youth. Thank you for inviting JA programs into your classrooms and encouraging southern Alberta's youth to take charge of their personal and economic futures.



Junior Achievement is the world's largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs. We are spread over 122 countries around the world and reach over 9.7 million students per year.

At JA Southern Alberta, we reach over 30,000 students per year and we've got big plans to expand our reach in the coming years. This is all possible through a partnership between the business community, educators and volunteers who work together to inspire young people to reach their dreams and tap into their potential. Our approach allows volunteers to deliver our curriculum-based programs while sharing their own experiences and knowledge. The value is in the 'real world' perspective.

JA PROGRAMS ARE THE LINK between education and the business world, giving youth the confidence and knowledge they need to define personal success, enhance their workforce readiness and pursue their dreams. This year, Lethbridge School Division students took part in the following JA programs:

THANK YOU FOR WELCOMING JA PROGRAMS AND VOLUNTEERS INTO YOUR SCHOOL

	Schools	Classes	Students
GRADE 4 More Than Money	Wilson Middle School – Life Skills	1	14
GRADE 5 Our Business World	Fleetwood-Bawden School	2	40
	General Stewart School	1	21
GRADE 9-12 Investment Strategies	Chinook High School	1	31
	Lethbridge Collegiate Institute	1	25
GRADE 9-12 Be Entrepreneurial	Lethbridge Collegiate Institute	1	25
GRADE 10-12 World of Choices	Chinook High School	-	7
	Immanuel Christian Secondary School	-	12
	Lethbridge Collegiate Institute	-	15
	Winston Churchill High School	-	25

For more information, contact:

Shelly Flexhaug, Regional Coordinator | 403.331.9124 | sflexhaug@jasouthalberta.org

Gillian Dunlop, Manager of Regional Operations | 403.781.2591 | gdunlop@jasouthalberta.org

JA provides work readiness, financial literacy, and entrepreneurship programs for students grades 4 - 12. www.jasab.ca



JA Southern Alberta
A Member of JA Canada

TESTIMONIALS

“Please come back next year! Very professional delivery and great for grade 7 level.”

~ Teacher participating in DWS

“I learned about the importance of saving money and making smart choices in spending.”

~ Dollars with Sense Student

“Planning and setting goals for the future can help you succeed and get the job you want.”

~ Economics for Success Student

“The kids were very responsive and seemed to enjoy the presentation. I would volunteer again in a heartbeat!”

~ Our Business World Volunteer

“We had a great group of kids & teacher who was also very engaged. Probably one of the best classrooms I've had the pleasure to work with.”

~ Returning Volunteer



Investment Strategies – U of L Trading Room visit



“I talked to many women in professions I wouldn't have considered, but now I might!”

~ World of Choices Student

“We love seeing all the young women that will shape our future. We love this event; we wouldn't change a thing!”

~ World of Choices Mentor

World of Choices

For more information, contact:

Shelly Flexhaug, Regional Coordinator | 403.331.9124 | sflexhaug@jasouthalberta.org

Gillian Dunlop, Manager of Regional Operations | 403.781.2591 | gdunlop@jasouthalberta.org

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Calendar of Events for Board of Trustees

April	27	Education Week begins
May	6	Education Centre Leadership Team Meeting 9:00 a.m., Education Centre
	14	Administrators' Committee Meeting 1:15 p.m., via TEAMS
	18	Victoria Day
	19	Board Budget Debriefing and Public Presentation 5:30 p.m., Education Centre
	20	A.S.B.A. meeting – virtual format Edwin Parr Awards Presentation – cancelled (alternate gift card and school bell presentation to be discussed)
	20	Joint City of Lethbridge School Division 9:00 a.m., Education Centre via Skype or Zoom
	21-22	CASSIX Meetings via Google Hang Out or Zoom or Skype
	26	Board Meeting 2:00 p.m., Education Centre

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Board Budget Committee – April 1, 2020

Committee Members:

- Donna Hunt, Chair of Board Budget Committee
- Christine Light, Trustee
- Cheryl Gilmore, Superintendent
- Christine Lee, Associate Superintendent Business Affairs
- Mark DeBoer, Director of Finance

- 1) The Committee reviewed the changes of the new Provincial Funding Framework that have an impact on the Division and the budget development.
- 2) The Committee reviewed the draft Instructional Budget Committee's funding allocation for the 2020/2021 preliminary budget.
- 3) The Committee discussed the Budget Community Engagement and the presentation options available in light of COVID-19's social distancing requirements and safety, including web-based online presentation for budget feedback.

Respectively Submitted,
Donna Hunt, Board Budget Committee Chair

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – April 17, 2020

Committee Members:

Doug James, Committee Chair

Tyler Demers, Trustee

Cheryl Gilmore, Superintendent

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance



The meeting was held virtually via Microsoft TEAMS.

1. 2020-21 Capital Maintenance Funding Proposal (CMR)

The provincial government announced a doubling of CMR funding in the province to accelerate capital projects as a stimulus to get Albertans working as soon as possible.

School Divisions have been asked to submit priority IMR projects that they have on their 2 to 3-year plans for possible accelerated funding support. The projects need to be able to be started within the next six months. These projects will be reviewed, and the Minister of Education will provide school divisions with a letter indicating which projects have been approved and the funding support. This is not necessarily new funding but may be funding that may have been allocated in future years that is now accelerated which may mean future funding may be reduced.

The committee reviewed the CMR funding proposal package that will be sent on April 17th. The Division has proposed 18 priority projects worth a total of \$8.2 million. The top two priorities are the completion of Senator Buchanan and Westminster projects that would have seen the final phase begin in the fall. If approved these phases may begin immediately. Other projects include roofing, washroom upgrades, ventilation upgrades, interior work, and electrical and mechanical equipment replacement to produce better functionality and energy savings.

School Divisions will be notified in the next few weeks on which projects have been approved for accelerated funding.

Respectfully submitted, Doug James

MEMORANDUM

April 28, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – April 23, 2020

A Zone 6 General Meeting was held electronically on Zoom. Joining Zone 6 were A.S.B.A. President Lorrie Jess, Government Representative Nicole Williams and Alberta Education representative Ron Taylor.

- The number one question asked by Zone 6 was about schools reopening. A timeline of when and what it might look like.
- A task force has been set up to look at student transportation.
- Alberta Education sends a thank you to all Superintendents.

The next Zone 6 General Meeting will be May 20, 2020 on Zoom.

Respectfully submitted,
Donna Hunt