



# AGENDA

## Lethbridge School Division School Board Regular Meeting

**Tuesday, May 26, 2020**

**Board Room**

**3:30 P.M.**

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

3:32 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of April 28, 2020 and the Special Meeting of May 15, 2020; it is recommended that the minutes be approved by the Board and signed by the Chair.

3:36 p.m. **3. Business Arising from the Minutes**

**4. Presentations**

**5. Action Items**

3:40 p.m. 5.1 Policy Advisory:  
*Policy 502.1 Appendix A Student Code of Conduct*  
*Policy 700.3.1 Workplace Health and Safety-Use of Private Vehicles and Volunteer Drivers*  
*Policy 700.4 Workplace Health and Safety-Ongoing Inspections*  
*Policy 700.5 Workplace Health and Safety-Orientations and Training*  
*Policy 700.8 Workplace Health and Safety-Refusal to Work* Enclosure 5.1  
5.2 Authorization of Middle School Locally Developed Courses Enclosure 5.2  
5.3 Authorization of High School Locally Developed Courses Enclosure 5.3  
5.4 Transportation Service Feasibility Study Enclosure 5.4  
5.5 Elementary School Naming Enclosure 5.5

4:45 p.m. **6. Division Highlights**

**7. Information Items**

4:50 p.m. 7.1 Board Chair Report  
7.1.1 Response to May Public Forum Enclosure 7.1.1

**5:00 p.m. Public Forum**

5:00 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
5:15 p.m.	7.3	Superintendent Report	
	7.3.1	School Liaisons for 2020-21	Enclosure 7.3.1
	7.3.2	Donations and Support	Enclosure 7.3.2
	7.3.3	School Graduation / Yearend Celebrations	Enclosure 7.3.3
	7.3.4	Calendar of Events	Enclosure 7.3.4
	<b>8. Reports</b>		
5:20 p.m.	8.1	Policy Advisory Committee – May 6, 2020	Enclosure 8.1
	8.2	Board Budget Committee – May 15, 2020	Enclosure 8.2
	<b>9. Correspondence - Received</b>		
5:30 p.m.	9.1	Alberta Education, Field Services – March 30, 2020	Enclosure 9.1
	9.2	Alberta Education, Minister – May 20, 2020	Enclosure 9.2
	<b>10. Correspondence – Sent</b>		
5:35 p.m.	None at this time.		
5:35 p.m.	<b>Adjournment</b>		

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD APRIL 28, 2020.

### IN ATTENDANCE:

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

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

Joined via video conference: Tyler Demers; Christine Lee

The Board Meeting was live streamed via YouTube to facilitate public attendance while maintaining physical distancing related to COVID-19.

The Chair called the meeting to order at 4:00 p.m.

1. Approval of Agenda

Trustee Jan Foster moved:

“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**

*Approval of Agenda  
6519/20*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the Regular Meeting of March 24, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6520/20*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations - none

*Presentations*

5. Action Items

*Action Items  
Policy Review*

5.1 Policy Review

Trish Syme, Coordinator of Learning and International Education, reviewed Policy 402.2 Employee Transfers

Trustee Lola Major moved:

“to approve Policy 402.2 Employee Transfers, as amended.”

**CARRIED UNANIMOUSLY**

*Policy 402.2 Employee  
Transfers  
6521/20*

5.2 Approval of 2020-2021 School Fees

Director of Finance Mark DeBoer presented the 2020-2021 school fee schedule.

Trustee Donna Hunt moved:

“to approve the 2020-2021 School Fee Schedule, as presented.”  
**CARRIED UNANIMOUSLY**

2020-2021 School Fee  
Schedule  
6522/20

6. Division Highlights

*Division Highlights*

- Clark received nothing but praise for staff in this new form of delivering education.
- Donna attended the ASBA General Meeting via Zoom.
- Jan thanked staff. Hearing positive comments from parents.
- Christine offered cheers to staff during Education Week. DeeAnna Presley Roberts and her team supporting families at home. Huge applause to the parent community of our Division.

7. Information Items

*Information Items*

7.1 Board Chair Report

7.1.1 Arts Alive and Well

Arts Alive and Well will be hosted virtually this year. Thanks to Kathy Knelsen for her efforts to coordinate this celebration of student art in Lethbridge.

*Arts Alive & Well*

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*

Board Chair Clark Bosch left the meeting at 4:55 p.m. to attend a Conference call with the Minister of Education.  
Vice Chair Christine Light took over the role of Chair.

7.3 Superintendent Reports

*Superintendent Report  
Education Week*

7.3.1 Education Week

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

7.3.2 Junior Achievement Program 2019-2020

Lethbridge School Division Junior Achievement Program report was included in the agenda.

*Junior Achievement  
Program report*

7.3.3 Calendar of Events

The Calendar of Events was reviewed.

*Calendar of Events*

**Public Forum**

*Public Forum*

Norine: How is the division addressing the cuts recently made to funding for this school year? I believe ed assistants were, at first, going to go on EI for the remainder of the school year... but were called back due to the change in cuts.

How are caretakers affected?

Are teachers required to be in physically in the schools each day?

I heard recently that schools in Lethbridge might “reopen” at the beginning of June. Is that a rumor or something being considered?

And finally, how have schools addressed the need for laptop/tablet access in order to complete online learning...for those students who do not have access to such hardware?

Allison Purcell-Pike: I am sad that I not able to say these words myself, from my heart.

I often come before the board to speak about issues I have with decisions or issues within the division, but it’s also important to bring forward when there are great decisions made and the positive impact of such.

The recent decision for the Division to retain the services and figure out how to best support all students within the division, by keeping a large number of Educational Assistants in the daily lives of students. The services that they provide are key to the ongoing success of many students within the division.

I have first hand seen the amazing creativity of these phenomenal employees as they figured out ways to best support students, through daily check ins, through book studies, and dissecting the details of each chapter every couple of days. Doing so in similar fashion as they would if they were sitting beside them in the classroom, but now doing so virtually. Helping students brainstorm ideas for their assignment, helping them get that down on paper and then helping them craft sentences and paragraphs. Assisting students to manage the schedules and the life skills required to move from one class to the next through the day. The entire staff at schools have figured out ways to connect and work together with the students to get their best work done as they would have in the classroom.

These EAs are creating schedules and formatting them in the way each student responds and functions. These EAs know the students and are

able to continue such important work. They along with the teachers are adapting and keeping the schedules fluid as students and families grow into this new way of learning.

The EAs are reading with students virtually, and as the student has problems reading a word, the student holds the book up to the screen. Then the EAs are helping the students with understanding what they read and applying that to different aspects of life to make it impactful for the student.

I would be remiss to not take this opportunity to also give a huge shout out to the teachers and staff at schools in the Division. I have seen remarkable work done, to collaborate with parents and multiple teachers to find what works for each individual student and family. These teachers and staff have been so creative and innovative and all without a single rule book or manual. And the amazing mental health check ins, have been appreciated, we are all in this together.

Huge kudos to the Division, the teachers, all the staff and of course the parents as everyone continues to work together to make the best of this current situation and ensure student success continues to be at the forefront of every decision being made.

Thank you for the bottom of my heart

## 8. Reports

### 8.1 Board Budget Committee

Trustee Donna Hunt provided a written report from the Board Budget Committee meeting held April 1, 2020.

*Reports  
Board Budget  
Committee*

### 8.2 Facilities Committee

Trustee Doug James provided a written report from Facilities Committee meeting held April 17, 2020.

*Facilities Committee*

### 8.3 A.S.B.A. General Meeting

Trustee Donna Hunt provided a written report from the A.S.B.A. General meeting held April 23, 2020.

*A.S.B.A. General  
Meeting*

## 9. Correspondence - none

*Correspondence*

The meeting adjourned at 5:11 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL  
DIVISION HELD MAY 15, 2020.**

**IN ATTENDANCE:**

Trustees: Clark Bosch, Christine Light, Tyler Demers, Jan Foster, Donna Hunt,  
Doug James, Lola Major

Administrators: Cheryl Gilmore, Rik Jesse  
LeeAnne Tedder (Recording Secretary)

**Connection via video conference:**

Division Administration legal counsel: Yvon Prefontaine  
ATA Representation: Genevieve Blais

Board Chair called the meeting called to order at 9:33 a.m.

**1. Move to In-Camera**

**Trustee Donna Hunt moved:**

“that the Board move this hearing into in-camera.”

**CARRIED UNANIMOUSLY**

*Action Items  
Move to In-  
Camera  
6523/20*

The meeting reconvened at 4:13 p.m.

**2. Teacher Transfer Appeal**

Trustee Donna Hunt moved:

“The Board moves that the teacher transfer decision, referenced as  
2020-001, made by the Superintendent is overturned.”

**CARRIED**

*Teacher Transfer  
Appeal  
6524/20*

**IN FAVOR: Clark Bosch, Christine Light, Donna Hunt, Lola Major**

**OPPOSED: Jan Foster, Tyler Demers and Doug James**

**Adjournment** at 4:13 p.m.

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Clark Bosch  
Board Chair

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LeeAnne Tedder  
Recording Secretary

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**MEMORANDUM**

May 26, 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>	<u>Action</u>
502.1	Appendix A Student Code of Conduct	Review
700.3.1	Workplace Health and Safety-Use of Private Vehicles and Volunteer Drivers	Amended
700.4	Workplace Health and Safety-Ongoing Inspections	Amended
700.5	Workplace Health and Safety-Orientations and Training	Amended
700.8	Workplace Health and Safety-Refusal to Work	First Reading

Respectfully submitted,  
Cheryl Gilmore





## LETHBRIDGE SCHOOL DISTRICT NO. 51

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Approved: December 15, 2015

Amended: March 22, 2016

Amended: March 27, 2018

### **502.1      Appendix A      Student Code of Conduct**

#### **Purpose**

In order to establish and maintain a welcoming, caring, respectful, and safe learning environment, this Code of Conduct establishes expectations and consequences for student behaviour while at school, at school sponsored activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe learning environment in the school.

The Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

The Code of Conduct is also intended to help students learn how to address issues of dispute, develop empathy, and become good citizens within and outside the school community.

#### **Definitions**

1. Bullying: The *School Act* defines bullying as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.” Bullying behavior also includes behaviour that targets a student because of the actual or perceived sexual orientation, gender identity or gender expression of parents or other family members.
2. Discrimination: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act* (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.
3. Harassment: Any behavior that in effect or intent disparages, humiliates, or harms another person or class of persons. It is behaviour that denies dignity and respect, and is demeaning and/or humiliating to another person or class of persons. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender,



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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### **502.1      Appendix A      Student Code of Conduct, cont'd**

gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Sexual harassment is any unwelcome behavior that is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a student's well-being and/or learning environment. The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

#### **Procedures**

1. The District and schools' Student Codes of Conduct, and their enforcement through consequences, shall apply to students
  - 1.1. in school;
  - 1.2. on the school grounds;
  - 1.3. during any recess or lunch periods on or off school property;
  - 1.4. at school sponsored or authorized activities;
  - 1.5. on school busses or other forms of approved transportation; or
  - 1.6. when the student's conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) regardless of where that conduct occurs.
2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the school building, during the school day or by electronic means.
3. The Board encourages compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:
  - 3.1. respect yourself and the rights of others in the school;
  - 3.2. make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects yourself, the rights of others, diversity, and fosters a sense of belonging for others in your school;
  - 3.3. refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours, or digitally;



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### 502.1      **Appendix A**      **Student Code of Conduct, cont'd**

- 3.4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school;
  - 3.5. act in ways that honour and appropriately represent you and your school;
  - 3.6. attend school regularly and punctually;
  - 3.7. be ready to learn and actively engage in, and diligently pursue, your education;
  - 3.8. know and comply with the rules of your school;
  - 3.9. cooperate fully with everyone authorized by the Board to provide education programs and services;
  - 3.10. be accountable for your behaviour to your teachers and other staff;
  - 3.11. contribute positively to your school and community; and
  - 3.12. be responsible digital citizens.
4. Examples of unacceptable behaviours include, but are not limited to:
- 4.1. behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
  - 4.2. acts of bullying, harassment, discrimination, coercion, or intimidation;
  - 4.3. physical violence;
  - 4.4. retribution against any person in the school who has intervened to prevent or report bullying or any other incident of safety concern;
  - 4.5. illegal activity such as:
    - 4.5.1. possession and/or misuse of controlled substances;
    - 4.5.2. possession or use of weapons;
    - 4.5.3. theft or damage to property;
  - 4.6. contravention of District policies and regulations;
  - 4.7. willful disobedience and/or open opposition to authority;
  - 4.8. use or display of improper or profane language;
  - 4.9. interfering with the orderly conduct of class(es) or the school;
  - 4.10. contravention of the Code of Conduct as set out in the *School Act*, Section 12;
  - 4.11. Contravention of the provisions of Section 27 of the *School Act* related to trespassing, loitering, and causing a disturbance;
  - 4.12. Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.

## Appendix



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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### **502.1      Appendix A      Student Code of Conduct, cont'd**

5. Rules governing student conduct while being transported on school busses or other approved transport, shall be developed by the District in consultation with the school administration and/or transit provider.
6. The following consequences of unacceptable behaviour shall apply taking into account the severity and magnitude of the incident(s) and the student's age, maturity, and individual circumstances:
  - 6.1 school-based intervention
  - 6.2 consequences as outlined in the school's Code of Conduct;
  - 6.3 Violence Threat Risk Assessment;
  - 6.4 suspension;
  - 6.5 expulsion;
  - 6.6 involvement of police authorities
7. Parents and guardians play a vital role in developing student behavior and conduct. It is the District's expectation that a parent or guardian has the responsibility to:
  - 7.1. take an active role in the student's educational success, including assisting the student in complying with Regulation 3 of this policy;
  - 7.2. ensure that the parent or guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment;
  - 7.3. co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student;
  - 7.4. encourage, foster and advance collaborative, positive and respectful relationships with students, teachers, principals, other school staff and professionals providing supports and services in the school; and
  - 7.5. engage in the student's school community
  - 7.6. collaborate with the VTRA Protocol.
8. The school shall provide support for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. Schools may consult with the Division of Instructional Services for determining support mechanisms.
9. Complaint Procedures.
  - 9.1. Should a student be subject to or witness of: bullying, harassment, discrimination, unwanted behaviors as described in procedure 4, or conduct that interferes with maintaining a welcoming, caring, respectful, and safe learning environment in the school, that student should contact a classroom teacher, their advisor, school counsellor, or any other staff member with whom they feel comfortable. A parent or guardian may make contact regarding a complaint or concern.
  - 9.2. All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner.



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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### 502.1      **Appendix A**      **Student Code of Conduct, cont'd**

- 9.3. Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.
- 9.4. A complaint or concern may be communicated informally through oral communication or formally in writing with a professional staff member or principal. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident or incidents, the dates, and names of any witnesses.
- 9.5. Complaints shall follow the channels of communication as outlined in Policy 1003.1 *Channels of Communication and Dispute Resolution*, Regulation #11 (start with closest source such as teacher or counsellor, to school administrator with principal the highest school level, to Associate Superintendent, to Superintendent, to Board). Policy 505.9 *Appeals* can be followed if a student or parent/guardian is dissatisfied with the decision at the level of the school principal.
- 9.6. The professional staff member or principal will investigate the complaint and apply the appropriate consequences as delineated in number (6) including the School's Student Code of Conduct.
- 9.7. The principal will determine whether the level of seriousness requires an investigation and/or police involvement. If the principal determines that the incident(s) requires police involvement, Policy 504.8 *Involvement with Authorized Agencies* will be followed.
- 9.8. The professional staff member and/or school administrator and/or District administrator will document the investigation and outcome, including any disciplinary action and supports as described in number (8). Policy 609.5 *Student Records* applies for record retention and disposition.
- 9.9. Retaliation. No member of Lethbridge School District No. 51 school community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.
10. Schools shall have a Student Code of Conduct that aligns with the District Student Code of Conduct. The Student Code of Conduct will include the following elements:
  - 10.1. a statement of purpose that provides a rationale for the Code of Conduct, with a focus on welcoming, caring, respectful and safe learning environments;

## Appendix



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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### **502.1      Appendix A      Student Code of Conduct, cont'd**

- 10.2. definitions of bullying, discrimination (including one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*), and harassment;
  - 10.3. one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means (see Procedures #3 and #4);
  - 10.4. consequences of unacceptable behaviour which take into account the student's age, maturity, and individual circumstances. On the continuum of consequences, it shall be noted that a student may be suspended or expelled.
  - 10.5. Possible supports that may be provided to students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.
  - 10.6. Fair Notice for VTRA Protocol.
11. The Board shall ensure the following:
- 11.1. Make the policy and Code of Conduct available throughout the year in a prominent location on a publicly accessible website maintained by or on behalf of the Board;
  - 11.2. Display in a place clearly visible to students in each school the Uniform Resource Locator (URL) of the policy and Code of Conduct on the publicly accessible website;
  - 11.3. On request, provide a copy of the policy or Code of Conduct to an individual;
  - 11.4. By June 30 of each year, review the policy and Code of Conduct, confirm the review by a Board resolution, and post or repost the policy and Code of Conduct on the publicly accessible website after review; and
  - 11.5. Comply with any further requirements respecting a policy or Code of Conduct established by the Minister by order.

Approved: November 26, 2002  
Amended: February 8, 2005  
Amended: March 12, 2009  
Amended: April 23, 2012  
Amended:

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### **700.3.1 Use of Private Vehicles and Volunteer Drivers**

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#### **Policy**

The Board authorizes the use of private vehicles and volunteer drivers, including employees, parents/ guardians or other volunteers, when this method of transportation is the only or best option.

#### **Regulations**

1. When other options are not available, private vehicles may be used to transport a sick or injured student or employee from the school or school activity to their homes or for medical attention when the situation demands immediate transportation as long as the vehicle and the driver are properly licensed and insured.
2. The principal may authorize the use of private vehicles to transport students on field trips, excursions or community based activities, providing that:
  - 2.1. the driver has an appropriate driver's license for the vehicle to be used;
  - 2.2. the documentation provided indicates that the driver has a sufficiently safe driving record;
  - 2.3. an Employee or Volunteer Driver's Authorization form is completed on an annual basis (Form 700.3.1);
  - 2.4. the driver is notified that they require a minimum level of third party liability insurance;
  - 2.5. proof of insurance is collected (e.g., driver's declaration or submission of copy of pink slip);
  - 2.6. the driver is directed to notify their insurer of intent to drive students on an occasional basis;
  - 2.7. the driver is notified that their auto liability insurance is primary; the Board's insurance only applies to cover an amount in excess of the limit of the driver's policy;
  - 2.8. the driver agrees to follow the *Traffic Safety Act*;
  - 2.9. the driver confirms that the vehicle is operating safely;
  - 2.10. the driver agrees to report driving suspensions / convictions;
  - 2.11. the driver agrees to report license / insurance changes and/or accidents where they are at fault;
  - 2.12. the driver agrees to refrain from smoking or vaping while students are in the vehicle;
  - 2.13. the driver agrees to enforce seatbelt use;
  - 2.14. the driver agrees to limit the number of passengers to the number of seat belts;
  - 2.15. the driver agrees to ensure that all children are transported according to Alberta Infrastructure and Transportation guidelines.

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3. Employees shall inform parents/guardians in writing of the mode of transportation to be used. They should also advise volunteer drivers of their responsibilities.
  - 3.1. Written permission of a parent/guardian is required before a student may be authorized to ride in private vehicles.
  - 3.2. In the case of drivers who are students, written consent shall be secured from:
    - 3.2.1. the parents/guardians of the student(s) who will be passengers in the vehicle;
    - 3.2.2. the parents/guardians of the student(s) who will be drivers.
4. In the case of drivers who are students enrolled in the District:
  - 4.1. students are required to fill out a volunteer driver (Form 700.3.1 Volunteer Authorization Form);
  - 4.2. written consent shall be secured from the parents/guardians of the student(s) who will be drivers;
  - 4.3. written consent shall be secured from the parents/guardians of the student(s) who will be passengers in the vehicle.
5. It is the responsibility of the teacher-in charge of any field trip, excursion or community based activity to:
  - 5.1. report to the principal any instance of a volunteer driver's apparent incapacity to drive in a competent and safe manner;
  - 5.2. make alternate arrangements for transporting students at the time of the incident.
6. The use of private vehicles and volunteer drivers shall adhere to the guidelines in the Division Licence Protocol (Exhibit 700.3.5).

**Deleted:** District Transportation Safety and Maintenance Program...

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

## References

<u>Education Act:</u>	<u>52</u>
<u>Division Policies:</u>	502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 503.5 Student Activities, 604.2 Off-Campus Education, 607.1 Field Trips, Off-Campus Activities and Student Travel
Other Statutes:	Traffic Safety Act
Other:	<u>Form 700.3.1 – Employee or Volunteer Driver Authorization, Exhibit 700.3.5 – Driver License Protocol</u>

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## 700.4 Workplace Health and Safety – Ongoing Inspections

### Policy

An ongoing process of both formal and informal health and safety inspections of all facilities and job sites shall be developed and implemented.

### Regulations

1. The frequency of formal inspections shall be based on the level of risk in the operation of equipment or the activities conducted at the facility.
2. Access to sensitive or restricted areas for the purpose of completing a formal inspection shall be granted to the inspection team with the provision that the team is accompanied by an appropriate escort designated by the senior administrator/supervisor for that building.
3. All Division employees are responsible for participating in and contributing to the inspection program by conducting informal inspections (visual/observational) on a daily basis and prior to the commencement of work.
4. All deficiencies noted from the inspection process shall be documented and reported to the appropriate person so corrective measures are put in place and subsequently monitored for completion.
5. Head Caretakers are responsible for ensuring that formal inspections are completed monthly at their designated building sites.
6. Supervisors are responsible for directing and documenting formal inspections on job sites that they oversee and for involving workers in such inspections.
7. The principal or designate for each school building site will participate in at least one formal inspection every year.
8. Site specific Workplace Health and Safety Committee members shall participate in quarterly formal inspections.
9. Supervisors and administrators are responsible for conducting ongoing informal inspections of areas where their employees are working to monitor safe work practices and procedures.
10. For each school, the principal or designate shall review and sign off on all formal inspections.

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## LETHBRIDGE SCHOOL DIVISION

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11. For the Education Centre, the Associate Superintendent, Business Affairs shall review and sign off on all formal inspections.
12. For the Attwell Building, the Manager, Operations and Maintenance shall review and sign off on all formal inspections.
13. All employees who take the lead in the formal inspection process shall receive training in performing inspections. Training can include formal training through an accredited agency or take place in-house.

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

▼

### References

Other: Alberta Occupational Health and Safety Act [Regulation and Code](#)

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LETHBRIDGE SCHOOL DISTRICTDIVISION NO. 51 ¶

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## 700.5 Workplace Health and Safety – Orientation and Training

### Policy

All Division employees will receive appropriate orientation and training for their jobs or assigned tasks.

### Regulations

1. In the selection of new employees, every effort shall be made to hire qualified candidates.
2. Job-specific training shall be implemented in situations when it is determined that an employee fails to demonstrate competency in their assigned tasks. Such training shall also be conducted, when appropriate, when an employee is:
  - 2.1. newly hired;
  - 2.2. assigned to new or different tasks; or
  - 2.3. moved to a new site or location.
3. Job-specific training shall be documented.
  - 3.1. Training documentation must be forwarded to the Department of Human Resources.
4. All new employees shall receive an appropriate orientation to the Division.
  - 4.1. The orientation to the Division shall be provided by Division personnel.
  - 4.2. The orientation to a school or worksite shall be provided by the employee's administrator/supervisor.
  - 4.3. A substitute employee shall receive an appropriate orientation to the Division and to the specific school, program or site on or before arrival.
5. All orientations for new employees must incorporate a safety orientation which shall include but is not limited to:
  - 5.1. an introduction to Division Workplace Health and Safety Policies, Procedures and Rules;
  - 5.2. emergency procedures and how to obtain first aid assistance;
  - 5.3. a review of hazard assessments and controls relevant to their new position;
  - 5.4. procedures and requirements for reporting hazards or incidents;
  - 5.5. a review of the Division Transportation and Maintenance Program and Volunteer Driver Policies;
  - 5.6. Right of refusal of dangerous work, subject to the Alberta Occupational Health and Safety Act;
  - 5.7. where to obtain more health and safety information;

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## LETHBRIDGE SCHOOL DIVISION

- 5.8. Alberta Occupational Health and Safety Responsibilities; and  
5.9. a method to determine the new employee's level of comprehension regarding the orientation materials.

6. Employee orientations shall be documented.  
6.1. Completed and signed orientation forms will be forwarded to the Associate Superintendent, Human Resources.

7. Mentorship programs may be provided for employees where appropriate and shall be the responsibility of the Superintendent or designate.

8. A contractor services safety orientation shall be provided to a contractor representative prior to the commencement of any work done by a contractor who is new to working within the Division.

9. Contractor orientations shall be documented.  
9.1. Completed and signed orientation forms shall be forwarded to the Associate Superintendent, Business Affairs.

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

### References

Division Policies: 700.3.1 Use of Private Vehicles and Volunteer Drivers  
Other: Alberta Occupational Health and Safety Act

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## **700.8 Workplace Health and Safety - Refusal to Work**

### **Policy**

Having a healthy and safe work environment is a goal everyone shares and each person on a work site is responsible for working towards this. The internal responsibility system is a foundational principle of OHS legislation that allows this to happen. Its core premise is that every work site party is accountable for workplace health and safety and as such both the Division and all Division employees have responsibilities and obligations. Division staff shall take reasonable care to protect the health and safety of themselves at or in the vicinity of the worksite while working. Every worker shall, at all times, when the nature of the work requires, use all devices and wear all personal protective equipment designated and provided for their own protection or required to be used when worn by this Act, regulations or code.

An employee may refuse to work or to do particular work at a work site if the employee believes on reasonable grounds that there is a dangerous condition at the work site or that the work constitutes a danger to the employee's health and safety or to the health and safety of another employee that are outside the specific field of work and normal duties or tasks.

### **Regulations**

An employee who refuses to work or to do particular work, shall promptly report the refusal and the reasons for it to their immediate supervisor. The employer shall remedy the dangerous condition immediately or when it is reasonably practical to do so. Reasonably practical is taking precautions that are not only possible, but that are also suitable or rational, given the particular situation.

Work may be refused under four conditions:

1. The employee sincerely believes there is a danger: any worker can refuse work if they honestly believe that it would pose a danger to their own or another person's health and safety.
2. The employee's belief is reasonable: the health and safety concern must be reasonable. In other words, the hazard must be one that an average, everyday worker would consider dangerous.
3. The danger is unusual: Work refusals don't apply to dangers that are a normal part of the job.
4. The refusal doesn't endanger anyone else: refusals are not permitted if they endanger the health and safety of another person.

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

### References

Other:                      Section 5, Section 31(1-10), Section 32(1-4) of the  
Alberta Occupational Health and Safety Act, Regulations  
and Code, January, 2020.

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Division of Instructional Services

**Re: Authorization of Locally Developed Courses**

**Background**

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. As the middle schools and high schools have expanded their educational opportunities for students, it has become necessary to create a number of locally developed courses to adhere to Alberta Education policy. Karen Rancier, Director of Curriculum and Instruction, has worked closely with the secondary schools to develop course outlines and student learning outcomes for each course. Although the courses are categorized by school, it is recommended that the courses be approved for use in all Division schools. A full description of all courses can be found at the following link: [Middle School Locally Developed Courses](#)

**Recommendation**

That the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses in all Division middle and high schools from September 1, 2020 to August 31, 2024:

**GS Lakie Middle School**

Card Board Boat Races 8  
Dance Grooves 6 & 7  
Drivers Ed 8  
Exploring Creativity 6-8  
Film Studies 8  
Forensics 6  
Math 4 Life 6-8  
Numeracy 6-8  
Outdoor Education 6  
Strength and Conditioning 6-8  
Yoga 6-8

**Gilbert Paterson Middle School**

Ages of Empires History 7  
Book Club 6-8  
Claymation 6  
Cosmetology 8

Drivers Education 8  
Film Studies 8  
Foodology 7  
Outdoor Games 6-8  
Puzzles, Problems & Games 6  
Soccer 6-8  
Technical Theatre 8  
Travel & Tourism 6

**Lethbridge Christian School**

Bible 6-8

**Chinook High School**

Environmental Science 9  
Forensic Science 9  
History Through Film 9  
Ice Hockey 9  
Leadership 9  
Military History 9  
Soccer 9  
Sports Management 9  
Yoga 9

**Winston Churchill High School**

English IB Prep 9

Respectfully submitted,  
Morag Asquith



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**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Division of Instructional Services

**Re: Authorization of Locally Developed Courses**

**Background**

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Division high schools would like to use **English Literature 35 for 3 and 5 credits newly acquired from Calgary School Division from September 1<sup>st</sup>, 2020 to August 31<sup>st</sup>, 2024** to enhance program offerings to students.

Alberta Education has extended the end date for all of the Division's currently authorized locally developed courses set to expire on August 31<sup>st</sup>, 2020 to August 31<sup>st</sup>, 2021 due to class cancellation resulting from the Covid Pandemic. In light of this directive, we ask the Board of Trustees to authorize the continued use of the following locally developed courses until August 31<sup>st</sup>, 2021 in all Division high schools to enhance program offerings to students:

LDC 3219	Biology 35 (AP) for 3 credits
LDC 1299	Dance Performance 15 for 3 and 5 credits
LDC 2299	Dance Performance 25 for 3 and 5 credits
LDC 3299	Dance Performance 35 for 3 and 5 credits
LDC 2468	Directing 25 for 5 credits
LDC 3468	Directing 35 for 5 credits
LDC 1513	ESL Expository English 15 for 5 credits
LDC 2513	ESL Expository English 25 for 5 credits
LDC 1350	ESL Intro to Math 15 for 5 credits
LDC 3187	European History 35 (AP) for 3 credits
LDC 3147	Extended Essay 35 (IB) for 3 credits
LDC 3754	Forensic Science Studies 35 for 5 credits
LDC 2569	Forensic Studies 25 for 3 credits
LDC 3569	Forensic Studies 35 for 3 credits
LDC 1431	Instrumental Jazz 15 for 3 and 5 credits
LDC 2431	Instrumental Jazz 25 for 3 and 5 credits
LDC 3431	Instrumental Jazz 35 for 3 and 5 credits
LDC 1509	Leadership, Character and Social Responsibility 15 for 3 and 5 credits

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LDC 2509	Leadership, Character and Social Responsibility 25 for 3 and 5 credits
LDC 3509	Leadership, Character and Social Responsibility 35 for 3 and 5 credits
LDC 1979	Musical Theatre 15 for 5 credits
LDC 2979	Musical Theatre 25 for 5 credits
LDC 3979	Musical Theatre 35 for 5 credits
LDC 1148	Reading 15 for 3 and 5 credits
LDC 2148	Reading 25 for 3 and 5 credits
LDC 1433	Vocal Jazz 15 for 3 and 5 credits
LDC 2433	Vocal Jazz 25 for 3 and 5 credits
LDC 3433	Vocal Jazz 35 for 3 and 5 credits

**Recommendation:**

That the Board of Trustees approve the use of **English Literature 35 for 3 and 5 credits acquired from Calgary School Division from September 1, 2020 to August 31, 2024** in all Division high schools.

That the Board of Trustees approve the continued use of Biology 35 (AP) (LDC3219) for 3 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Dance Performance 15, 25, and 35 (LDC1299, LDC2299, LDC3299) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Directing 25 and 35 (LDC2468, LDC3468) for 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of ESL Expository English 15 and 25 (LDC1513, LDC2513) for 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of ESL Intro to Math 15 (LDC1350) for 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of European History 35 (AP) (LDC3187) for 3 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Extended Essay 35 (IB) (LDC3147) for 3 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Forensic Science Studies 35 (LDC3754) for 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Forensic Studies 25 and 35 (LDC2569, LDC3569) for 3 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Instrumental Jazz 15, 25, and 35 (LDC1431, LDC2431, LDC3431) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Leadership, Character and Social Responsibility 15, 25, and 35 (LDC1509, LDC2509, LDC3509) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Musical Theatre 15, 25, and 35 (LDC1979, LDC2979, LDC3979) for 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Reading 15, and 25 (LDC1148, LDC2148) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.

That the Board of Trustees approve the continued use of Vocal Jazz 15, 25, and 35 (LDC1433, LDC2433, LDC3433) for 3 and 5 credits until August 31, 2021 for use in all Division high schools.

Respectfully submitted,  
Morag Asquith

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Transportation Services Feasibility Report**

**Background**

The City of Lethbridge who is the current transportation service provider for Lethbridge School Division and Holy Spirit Catholic School Division served notice to terminate the provision of these services effective July 2020. The City, after an operational review, determined that it should not be providing school busing operations and that school boards should be responsible for operating their own busing operation.

After presentation and discussion with City Council on the need for additional time to determine the best course of action for school boards and to effectively transition service, City Council granted a one-year extension for city operated school busing to July 2021. There was much public commentary on the cost effectiveness of school board owned and operated transportation services that could be operational in a very short time period.

The Board of Trustees is interested in making a decision that is in the best interest of students in a fiscally responsible matter, therefore it was necessary to determine if it is feasible for the two school boards to start bussing operations from scratch vs contracting with an experienced bussing contractor. The Board of Trustees authorized administration to engage the services of a consultant to conduct a feasibility study into the options available.

Evans Safety Solutions has prepared the report “Analysis of Lethbridge School Bus Service Options” for the school divisions.

This very detailed report offers all the requirements to start a bussing operation, considerations for third party contractors, as well as interviews of other school boards who have considered the same question that is before the divisions related to transportation services.

*Section 6* of the report provides a two-page summary which is attached. The summary concludes that it would be in the school divisions’ best interests to contract out bussing services to a qualified transportation service provider.

**Recommendation**

The Board accepts the information provided in the transportation feasibility study: “Analysis of Lethbridge School Bus Service Options” and authorizes administration, in conjunction with Holy Spirit Roman Catholic Separate School Division, proceed with a Request for Proposal for School Bus Transportation Services to commence for the 2021-2022 school year, or sooner, if determined to be operational in an efficient and effective manner without disruption to transportation services.

Respectfully submitted,  
Christine Lee

## Summary

The objective of this report has been to provide the Lethbridge School Division and Holy Spirit Catholic School Division with the information needed for them to make a well grounded decision on whether to start their own school bus transportation system, or to outsource this service to a private contractor.

The following are highlights from each section of this report.

### **School Division Provided Bus Service Section:**

- Starting up and equipping a school bus operation, with an office, shop, and yard is a detailed and complex project
- Likewise the application process to become a school bus carrier, to become a MELT certified training school, and to have the shop approved to perform CVIP bi-annual safety inspections is again a detailed and complex process
- Experienced bus transportation management, operations, shop, safety, and training professionals will be required
- Although many of the existing City school bus drivers would likely transition to the new system, in the future it will become increasingly difficult to recruit new drivers and retain current drivers
- In addition to a driver shortage, the bus industry is also experiencing a serious shortage of technicians and mechanics

### **Contractor Provided Bus Service Section:**

- Successful outsourcing starts with a properly qualified contractor verified through evidence of Capability, Stability, Quality, and Safety
- The Contractor delivers the day to day service of transporting students to and from school safely and on time, while the Division's role is to oversee the Contractor by ensuring operational outcomes and service goals are delivered
- Effective oversight is accomplished through regular communication and monitoring of Contractor performance metrics

### **Costs Section:**

- The costs of moving into and setting up a newly acquired facility and yard can vary considerably depending on the building's and yard's prior use
- The Lethbridge School Division, the Holy Spirit Catholic School Division, and the City of Lethbridge all use slightly different categories to capture and present transportation costs, which will make direct comparisons difficult
- It is likely that not all the shared costs across the School Divisions and/or City have been entirely captured and apportioned, and again will make direct comparisons difficult

- It is suggested that an “apples to apples” comparison be performed by breaking down and reorganizing costs categories from Division run vs. Contractor run service into a “per school bus route” analysis which would provide a more meaningful evaluation of the two options being considered

### **Industry Observations Section:**

- The number of School Divisions across North America that are opting to contract out school bus service is steadily increasing
- The majority of Divisions who contract out find they save money and have no regrets
- Contractors often provide newer buses, using their benefit of scale are more flexible with capital and more efficient in their operations
- Contractors employ experts in specialized fields, such as management, safety, and training
- Contractors proactively embrace emerging technologies
- Many School Divisions have recognized that during this time of budget cutbacks resulting in potential school funding deficits, education dollars should be going to the classroom, not towards running a school bus company
- Opinions about outsourcing can sometimes run strong with those opposed feeling that Contractors are not as committed to the community, that the Division will lose control, or that existing jobs will be lost (this in particular from the unions)
- Those who have gone through a successful transition to a Contractor point out that a comprehensive change management plan, and a well carried out communication strategy will address many of these concerns and ensure a smooth implementation

### **Conclusion:**

Ultimately, the School Divisions will have to consider and weigh all of the factors at their disposal against the social, cultural, and economic environment within their School Divisions.

However, from the research cited in this report, it appears that many of those who have previously gone through this process eventually decided to contract out school bus service.

The main reason for this decision appears to be that a school bus Contractor has one primary focus...which is to provide safe, cost-effective, reliable, and timely transportation. While a School Division has a different focus...which is to provide education through classrooms, teachers, and textbooks.

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Elementary School Naming**

**Background**

The School Naming Committee met on Monday, April 6, 2020 to shortlist the submissions for the south east elementary school name. The committee comprised of the principals, a student, and a parent from Lakeview School and Ecole Agnes Davidson School, the Superintendent, Communications Officer, and a representative from the Lethbridge Historical Society. The Board reviewed the final selection process during the April In-camera Board meeting and is pleased to announce the school name at this regular board meeting.

**Recommendation**

It is recommended that the Board approve the name of the school and that communication regarding the new school name go out to Division staff, students, school community members and the public.

Respectfully submitted,  
Cheryl Gilmore



**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Clark Bosch  
Board Chair

**RE: Response to May Public Forum**

**Background**

At the April Board meeting, two individuals submitted public forum statements. It is the practice of the Board to provide a response to the individuals and include any responses in the form of a report at the following month's Board meeting. The response to the April public forum statements are attached.

**Recommendation**

It is recommended that the Board receive this report as information

Respectfully submitted,  
Clark Bosch

**Norine**

**May 13, 2020**

**Re: Response to Public Forum Submission at the April 28, 2020 Board Meeting**

Question 1: How is the division addressing the cuts recently made to funding for this school year? I believe ed assistants were, at first, going to go on EI for the remainder of the school year... but were called back due to the change in cuts.

Response: On April 1, government announced that there would be a reduction of funding to school divisions for the remainder of this school year by 14%. The communication identified education assistants as one category of staff that may be considered for lay-off. Given this information, we calculated that we would have enough funding left for 45 education assistants. Lay off notices were given to education assistants, Learning Commons Facilitators, and some office personnel. Following this announcement there were a number of factors that combined to enable us to retain more education assistants than first calculated. First, the funding reduction moved from 14% to 12% recognizing the cost of retaining benefits for all personnel laid off. Second, further drilling down and elimination of all possible expenses such as EI and CPP, as well as substitute costs found further cost savings that could be applied to retaining EAs. Finally, the most significant impact to dollars available for retaining more EAs was the change in requirements for Program Unit Funding (PUF) allocations. It enabled us to access funds that would have been returned to the province at the end of the year. The outcome was being able to cancel 120 lay-off notices rather than 45.

Question 2: How are caretakers affected?

Response: Caretakers are supported by a different funding allocation than teachers and assistants. The funding envelope is call Plant Operations and Maintenance (POM). The government did not reduce this envelope, and as such, caretaking has not been affected.

Question 3: Are teachers required to be in physically in the schools each day?

Response: No, teachers may choose a “work at home” options and are responsible for ensuring that all learning at home instruction is delivered according to expectations.

Question 4: I heard recently that schools in Lethbridge might “reopen” at the beginning of June. Is that a rumor or something being considered?

Response: There has not been any communication from Alberta Education or Health Services that schools are opening in June. Government has recently confirmed that schools will be closed for the rest of the school year.

Question 5: And finally, how have schools addressed the need for laptop/tablet access in order to complete online learning...for those students who do not have access to such hardware?

Response: Some students have been able to access some available devices at the school level, but this is not the case across all schools. For students who do not have access to technology for on-line learning, schools prepare packages of learning materials (hard-copy) and arrange for pick up and return of the learning resources.

**Allison Purcell-Pike**

**May 13, 2020**

**Re: Response to Public Forum Submission at the April 28, 2020 Board Meeting**

The submission of Allison Purcell-Pike is copied below. The Board extends its appreciation for voicing support for the important role of Education Assistants. Trustees also value the positive feedback regarding decisions that are in the best interest of all students. It is our goal that learning continues to be a priority for all students during these challenging times, and this includes working hard to provide the support necessary for students with instructional support needs to access curriculum.

Allison Purcell-Pike's Submission

I am sad that I not able to say these words myself, from my heart.

I often come before the board to speak about issues I have with decisions or issues within the division, but it's also important to bring forward when there are great decisions made and the positive impact of such.

The recent decision for the Division to retain the services and figure out how to best support all students within the division, by keeping a large number of Educational Assistants in the daily lives of students. The services that they provide are key to the ongoing success of many students within the division.

I have first hand seen the amazing creativity of these phenomenal employees as they figured out ways to best support students, through daily check ins, through book studies, and dissecting the details of each chapter every couple of days. Doing so in similar fashion as they would if they were sitting beside them in the classroom, but now doing so virtually. Helping students brainstorm ideas for their assignment, helping them get that down on paper and then helping them craft sentences and paragraphs. Assisting students to manage the schedules and the life skills required to move from one class to the next through the day. The entire staff at schools have figured out ways to connect and work together with the students to get their best work done as they would have in the classroom.

These EAs are creating schedules and formatting them in the way each student responds and functions. These EAs know the students and are able to continue such important work. They along with the teachers are adapting and keeping the schedules fluid as students and families grow into this new way of learning.

The EAs are reading with students virtually, and as the student has problems reading a word, the student holds the book up to the screen. Then the EAs are helping the students with understanding what they read and applying that to different aspects of life to make it impactful for the student.

I would be remiss to not take this opportunity to also give a huge shout out to the teachers and staff at schools in the Division. I have seen remarkable work done, to collaborate with parents and multiple teachers to find what works for each individual student and family. These teachers and staff have been so creative and innovative and all without a single rule book or manual. And the amazing mental health check ins, have been appreciated, we are all in this together.

Hugeudos to the Division, the teachers, all the staff and of course the parents as everyone continues to work together to make the best of this current situation and ensure student success continues to be at the forefront of every decision being made.

Thank you for the bottom of my heart

Allison Purcell-Pike

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

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

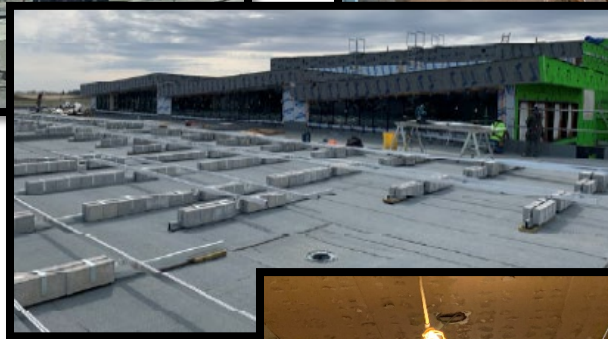
**Recommendation**

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 is on schedule for completion for September 2021 opening. The eight modular classrooms have been brought into Lethbridge and the inside of the school continues to take shape.



- The facilities department is taking the opportunity while school is out to accelerate IMR planning and work on some of the schools. Both Senator Buchanan and Westminster have their final phases in progress which were originally scheduled for late summer/early fall. Planning work has begun on completing the south wing of Wilson Middle School that was not originally within the scope of the school modernization.



Westminster Elementary School  
Lower Floor

- 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. The Division has received news that we will receive \$4.253 million of requested funds from the CMR stimulus.



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## Transportation

- Evans Safety Solutions was contracted to conduct a transportation feasibility study on behalf of Lethbridge School Division and Holy Spirit Roman Catholic School Division. The study is now complete. The feasibility study looks 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. Trustees have been provided a complete copy of the report. Report summary and recommendations that result from this study are included in the May 26<sup>th</sup> Board Meeting package.



## Finance

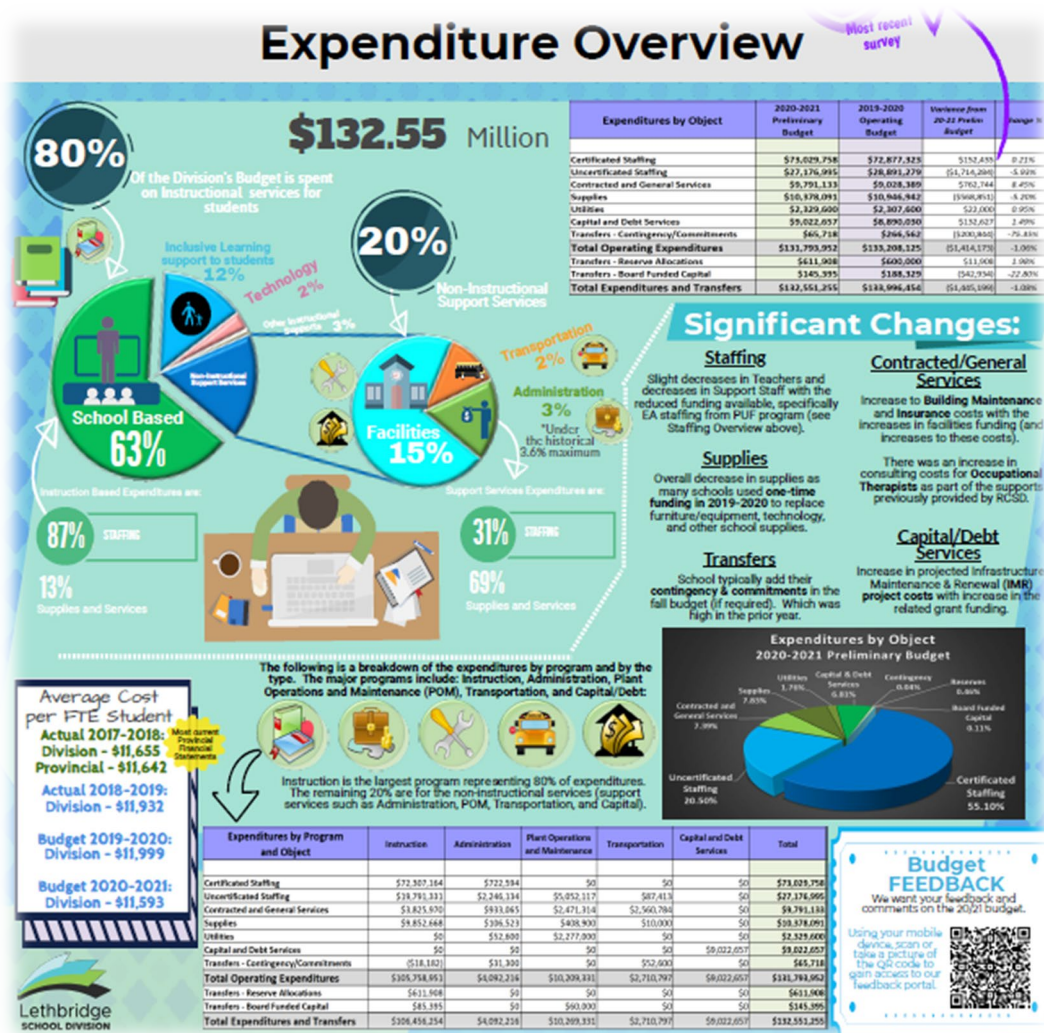


- The Budget was presented via an online pre-recorded presentation to the public on May 19<sup>th</sup> with an opportunity for the public to view the presentation and ask questions. The pre-recorded presentation will be on the website for public feedback. An online feedback form will also be available on the website until Friday, May 22<sup>nd</sup>. The following is a link to the **pre-recorded video of the budget presentation**:

<https://www.lethsd.ab.ca/download/268790>

(note that this video is currently easiest to watch on a PC/Laptop – 497MB)

- The Board will debate and approve the 2020-2021 budget on May 26<sup>th</sup> at 1:00 p.m.



Note: All district 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. Since COVID-19 the team has responded to **250 ET tickets** and **713 IT tickets**.
- The Technology Team has been supporting several professional learning opportunities for teachers, including enhanced application of Microsoft TEAMS and assessment Apps such as Flipgrid, Nearpod, and Pear Deck to support teacher assessment practices.



Microsoft acquired Flipgrid, the leading video discussion platform for millions of PreK to PhD educators, students, and families around the world, in June 2018. Flipgrid promotes fun and social learning by giving every student an equal and amplified voice on the topics you define!



Nearpod Inc. provides a cloud-based platform to enhance the learning process in classrooms and distance learning. It offers Nearpod, a solution for the synchronized use of iPads in the classroom that enables instructors to launch interactive multimedia presentations to engage their students and assess their work with the use of



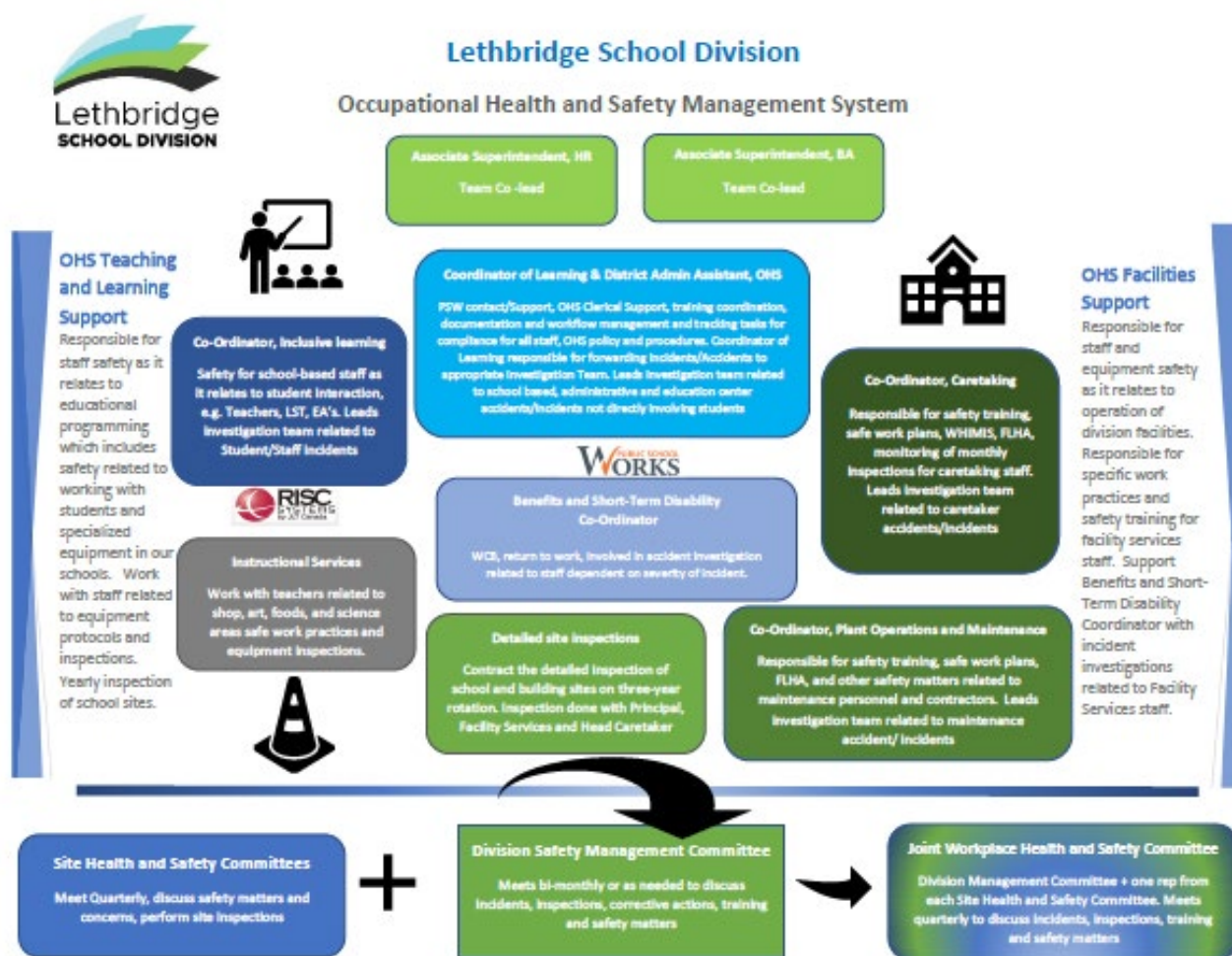
Pear Deck Slides are very similar to a PowerPoint or Google Slides presentation. But instead of simply static, informational slides, you get to create Interactive Slides that let every student respond to your questions or prompts. When you present your Deck, students get a unique Join Code to enter your presentation right from their own devices.

- Instructional videos have been created to support parents and teachers on several online learning applications.
- 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 Chinook High School and installation has started at GS Lakie Middle School. Where it was not possible to put Bright links in at Chinook, a pilot project to test 85-inch interactive TV screens has been put in place. Three of these TV's will be installed.
- 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 continues work on developing online student registration forms with a few schools to make sure the forms will work well for both schools and parents.



## 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. Planning begins for preparing our schools for the safe return of staff and students in the fall.
- 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
- Risk Management Information System evaluation committee meetings for USIC
- South Lethbridge Elementary School construction meetings (virtually)
- OHS Management Committee meetings
- Generative Dialogue meetings, Buchanan, MMH, Galbraith, General Stewart
- Regular TEAMS meetings with Business Affairs department
- Insurance Renewal documentation
- Attended the following virtual events/meetings:
  - Various meeting with Alberta Education, ASBA, ASBOA meetings re school year reentry planning
  - Board Budget Committee meeting, May 15<sup>th</sup>
  - Online lunch PL webinars: Insurance and Risk Management, Post COVID, Legal concerns, Labour Relations, Student Records paper to digital
  - 2020-21 Budget Presentation, May 19<sup>th</sup>
  - Board Budget Debate, May 26<sup>th</sup>.

## How to Hand Wash

© 2019 Alberta Health Services.

If you have any questions or comments regarding this information please contact the Infection Prevention & Control Hand Hygiene Program at [hand.hygiene@ahs.ca](mailto:hand.hygiene@ahs.ca)



- Roll up long sleeves and push up any wrist accessories
- Wet hands with warm water
- Apply enough soap to cover surfaces of the hands



- Vigorously rub soap over palms, backs of hands and wrists
- Include space between fingers, fingertips and thumbs
- Procedure should take 15 to 30 seconds



- Rinse under warm, running water
- Pat hands dry with disposable towel
- Turn tap off with the disposable towel

\*Periodically apply AHS-provided hand lotion for skin integrity.\*

Adapted with permission from The World Health Organization

Original date: May 2017  
Revised date: June 2019



**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

The May 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

May 26, 2020



Rik Jesse



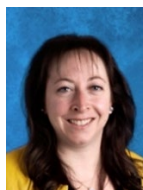
Rhonda Aos



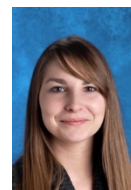
Stacey Wichers



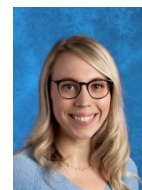
Katie Guccione



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.

## Support Staffing Update



## CUPE 2843 ~ Round 1

Position Name	Positions	Applications	Interviewed	Hired
Administrative Assistant	1	14		
Learning Commons / Library Facilitator	1	19		
Student Support Worker	2	21		
Advance Educational Support	1	2		
Educational Assistant – Secondary Team	27	41		
Educational Assistant – Elementary Team	13	68		
Educational Assistant – Faith Based	2	12		
Educational Assistant – Team – Casual	2	16		
Educational Assistant – Early Learning – Casual	5	19		
Educational Assistant – Faith Based – Casual	2	11		

## Non-Union ~ Round 1

Position Name	Positions	Applications	Interviewed	Hired
District Administrative Assistant – International Services	1	20	4	1

Executive Assistant – Instructional Services	1	49	5	1
Early Learning Educator	5	7	7	5
Early Learning Educator – Faith Based (Part Time)	1	6	3	
Grad Coach/First Nations, Metis and Inuit Liaison	1	1		

### Timelines at a Glance

**Round #1** closed 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

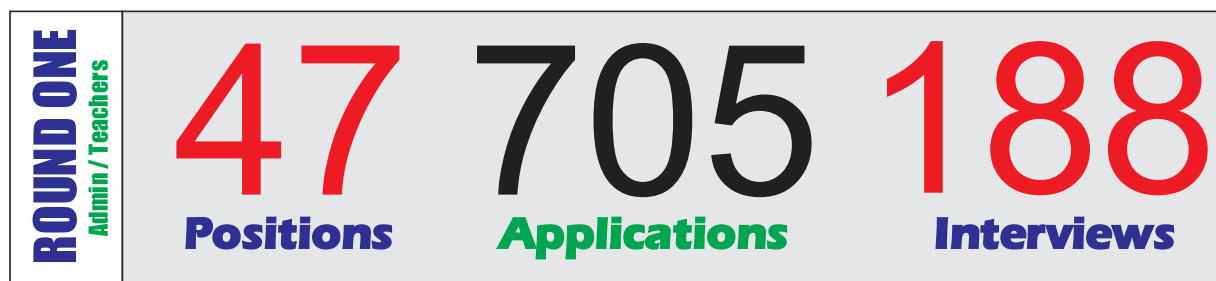
**June 17, 2020 – June 19, 2020** - Interviews

**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 Staffing Update



Position	Location	Successful
Principal	Lethbridge Christian School	Sean Alaric
Principal	Dr Probe Elementary School	Keith van der Meer

Vice Principal	Chinook High School	<a href="#">Cam Hall</a>
Vice Principal/LST	Lethbridge Christian School	<a href="#">Lois Van Roon</a>
Vice Principal/LST	Immanuel Christian Secondary School	<a href="#">Laura Witten</a>
Grade Two/Three Spanish	Coalbanks Elementary School	<b>Extended</b>
Grade Two/Three Spanish	Coalbanks Elementary School	<b>Extended</b>
Grade Four Spanish	Coalbanks Elementary School	<b>Extended</b>
Grade One Spanish	Coalbanks Elementary School	<b>Extended</b>
Grade Three French Immersion	Ecole Nicholas Sheran Elementary School	Emily Croy
Grade Four & Five French	Ecole Nicholas Sheran Elementary School	Simon Lyon
Grade Two French Immersion	Ecole Nicholas Sheran Elementary School	Danielle Low
Teacher – Grade 6-8 (Generalist)	Senator Joyce Fairbairn	Tyler Green
Grade 6-8 - LA and Social Studies	Senator Joyce Fairbairn	Jennifer Griffioen
Teacher Counsellor	Senator Joyce Fairbairn	Rebecca Chmelyk
Biology	LCI	Dustin McCubbing
Physics	LCI	Cilena Mathieu
LST/Yoga	LCI	Kendall Bowes
Choir	LCI	Erinn Roberts
Grade 3	ICES	Jordan Cardamone
English	Winston Churchill High School	<a href="#">Alexa Koshman</a>
Food Studies - Temporary	Winston Churchill High School	Trena Parkyn
French	Winston Churchill High School	Jena Ursel Semach
Math and Science	Winston Churchill High School	Gibion Makiwa
Grade 2 French Immersion	Ecole Agnes Davidson Elementary School	Kyla Sacrey
Math and Science	Immanuel Christian Secondary School	<a href="#">Danielle Friesen</a>
P.E/Generalist/Athletics Director	Immanuel Christian Secondary School	Jonathon Vande Griend

### ATA Timelines at a Glance

**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

**\*\* Continue Posting and Hiring for Available Positions \*\***



**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

The May 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 – Instructional Services- May/June 2020**

### **Important Dates- May/June**

May 21<sup>st</sup>- Health Champ Meeting- Education Centre  
May 25<sup>th</sup>- Wellness Committee- 1-3- Education Centre  
May 27<sup>th</sup>- Karen Rancier travels out to year end meetings with schools for following 2 weeks  
May 29<sup>th</sup>- LST Meeting- 8-11- Education Centre  
June 2<sup>nd</sup>/3<sup>rd</sup> – FNMI Graduation meetings scheduled  
June 2<sup>nd</sup> - Wellness Grant applications into Morag for 2020/21  
June 11<sup>th</sup>- Diversity and Inclusion Table 1-3- Education Centre  
June 10<sup>th</sup>- DIS Bar-b-que- Education Centre  
June 21<sup>st</sup>- National Indigenous Peoples Day

### **First Nations, Metis and Inuit Education**

We have almost completed hiring our whole team for the 2020-21 school year! We have one interview pending for our Elementary Teacher- FNMI Education and one Graduation Coach, FNMI Education. Once these positions have been hired our team will be composed of:

4 Graduation Coaches

1 Coordinator

2 Teachers- 1 Elementary Teacher- FNMI Education, 1 Middle School Teacher- FNMI Education (it was decided in lieu of an unsuccessful FSLC hire that we would hire a Middle School Teacher instead). This is an exciting “reset” for our team and we look forward to re-visioning, rebranding and renaming our Department to reflect the new and changing work we have been doing. As we move into the next year we will be using a new name for the FNMI Education Department- Indigenous Education. John will be working with the FNMI Education team (Indigenous Education Team), the FNMI Committee (Indigenous Education Committee), Administrators and community on this endeavor over the next month and working into the next year.

June 2<sup>nd</sup> and June 3<sup>rd</sup> we have our FNMI Graduation ceremonies scheduled. We will be setting up the Division Tipi and using the Back entrance to the Vic Park gym and schedule visits for families and students.

### **Wellness**

Wellness Committee Grant Applications have been sent out to all schools for the 2020/21 school year. The deadline for applications is June 2nd. Schools are eligible for funding up to \$2500 for Wellness initiatives- special consideration will be given to Outdoor Literacy/Learning requests.

Health Champ meeting was hosted on the 21<sup>st</sup> Kathy Mundell and DeeAnna Presley-Roberts presented on covid work we are doing in our Division, Terra Leggat presented on Nutrition Programming and ideas for next year and Trauma Informed Practices planning for Administrators and how we can support proactive planning so that we are prepared to return “post-covid”.

## **Diversity and Inclusion Parent Table**

We are hopeful to continue where we left off with the Diversity and Inclusion Parent Table work in November 2020. We were beginning to work on “Voices of Student Diversity Showcase” we look forward to the exciting learning and celebrating that this opportunity will provide!

## **Universal Design for Learning- Shelley Moore visiting**

We are excited to continue working on supporting Inclusive Schools work and continuing to develop a deeper understanding of Universal Design for Learning in our system. Shelley Moore is scheduled to visit/online(?) September 8<sup>th</sup> and April 22<sup>nd</sup> of our next school year, we have asked Administrators to work with their school teams to attend these two events.

### **September 8<sup>th</sup>, 2020**

a.m. Elementary- LST, CRT and Admin  
p.m. MS/HS- LST, CRT and Admin

### **April 22<sup>nd</sup>, 2021**

a.m. Elementary- LST, CRT, Admin  
p.m. MS/HS- LST, CRT and Admin

## **Responding to Behaviour Committee**

Terra Leggat has been working closely with a group of counsellors, LSTs, classroom teachers, Education Centre staff and Administrators. The Responding to Student Behaviour Committee came about in response to the increased number of challenging student behaviours in our division and the need to support both staff and students when there is an escalated situation within the school environment. The focus has been on looking at how schools can be supported in working with students with challenging behavioural needs and how we can respond to staff concerns who work with these students on a daily basis with conversations around the safety of both the students and the staff.

As a committee, we have also explored the need to have a common language within the division when discussing behaviour challenges, a whole team approach including school personnel, parents, and outside agencies, what are our current practices and models, and what professional learning is needed in our division to support all students. Shortly, the committee will be engaging with school administrators to create an overview and highlight what strategies are working well within schools in effort to build capacity and to identify areas of support. The committee began meeting within the last few months with the work to carry us forward well into the new school year.

## **Student Engagement**

Instructional Services is collating the student engagement surveys we circulated at the beginning of the month to our grade 10 student cohorts we are tracking through their high school career. It is likely we will be able to share this data in September with high schools, as we did year prior.

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools**RE: School Liaisons for 2020-2021**

School	Trustee	Executive Council
Chinook	Donna Hunt	Morag Asquith
Coalbanks	Clark Bosch	Cheryl Gilmore
Dr. Probe	Doug James	Rik Jesse
École Agnes Davidson	Lola Major	Christine Lee
École Nicholas Sheran	Christine Light	Christine Lee
Fleetwood Bawden	Tyler Demers	Morag Asquith
Galbraith	Lola Major	Cheryl Gilmore
General Stewart	Donna Hunt	Morag Asquith
Gilbert Paterson	Clark Bosch	Morag Asquith
GS Lakie	Christine Light	Cheryl Gilmore
Immanuel Christian Elementary	Clark Bosch	Rik Jesse
Immanuel Christian Secondary	Jan Foster	Christine Lee
Lakeview	Doug James	Rik Jesse
Lethbridge Christian	Doug James	Cheryl Gilmore
LCI	Tyler Demers	Cheryl Gilmore
Mike Mountain Horse	Jan Foster	Morag Asquith
Park Meadows	Donna Hunt	Rik Jesse
Senator Buchanan	Lola Major	Morag Asquith
Senator Joyce Fairbairn	Tyler Demers	Christine Lee
Victoria Park / LASP	Jan Foster	Rik Jesse
Westminster	Doug James	Cheryl Gilmore
Wilson	Tyler Demers	Christine Lee
WCHS	Christine Light	Rik Jesse

**Recommendation**

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

Respectfully submitted, Cheryl Gilmore

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Donations and Support**

**Background**

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below are the donations and support received by the Division.

- **Panago Pizza** offered each Galbraith Elementary School student a free pizza hot lunch on May 20, 2020.
- **Subaru of Lethbridge** donated 10 new computers for use by Victoria Park High School and Wilson Middle School students and families.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: School Graduation / Yearend Celebrations**

**Background**

Given the pandemic and subsequent Alberta Health Services guidelines for protecting the health and safety of all public members, the regular graduation ceremonies for high schools were cancelled. The staff and administration of the high schools have been incredibly innovative in their development of different graduation ceremonies that adhere to the guidelines of Alberta Health Services. The activities that have been put in place to honour the graduates and provide opportunity for celebratory closure to a milestone in the lives of these young men and women are to be commended. The communication that was conveyed to graduates and parents/guardians of each high school is attached.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

## HIGH SCHOOL GRADUATIONS 2020

**Please see below the communication that went home to graduates and families regarding graduation events for this year. We can certainly be proud of the innovative approaches our schools have taken to ensure that graduates are honoured and have closure to their K-12 school experience.**

### CHINOOK HIGH SCHOOL

Video:

<https://www.youtube.com/watch?v=PiRga4Rtk2c>

Here is a video sent to the grads; it is part of a long line of videos aimed to inform and delight.

Information letter to Grads and Parents:

We are happy to announce that Chinook High School will be hosting a Drive-In style convocation event on Friday, June 19th in our west parking lot. This is an opportunity to celebrate the academic achievements of our grade 12 students who have met all provincial graduation requirements and provide closure to their senior year.

The safety of our students, their families and our staff are our priority. As such, we have partnered with Alberta Health Services to put in important parameters to ensure that this can be done safely as to not put anyone at risk of illness or injury. It is critical that everyone participating adhere to these parameters without exception.

Alberta currently has a maximum capacity of 15 people who may physically gather while practicing social distancing. In order to honor this requirement, we are splitting the graduating class of approximately 280 into 5 groups. These groups will rotate through a ceremony that will take approximately 30 minutes. The 30 minutes factors in the time it will take to enter and exit the parking lot.

Because we are considering everyone's safety, each graduating student may attend in one vehicle with members of their immediate family only. No other vehicles will be permitted, and students will not be allowed to travel in vehicles with one another. Vehicles must be contained (no convertibles or open sunroofs) and windows and doors must always remain closed while on the school property. We will only permit typical family vehicles for ease of entering and exiting the parking lot. Please, no RV's, busses, limos, motorcycles etc.

Advisors, administration and master of ceremonies for each group will add up to 15 people. What this means is that people participating in the ceremony may not exit their cars for any reason. Washrooms will not be made available and there is no access to the school or school property other than vehicle access in the west lot. Please take that into consideration in your planning.

We plan on starting at 3:00 and rotating through with the following schedule:

In preparation for convocation, we here at the school will be packing up the cap, gown, tassel and stole that was paid for, the diploma folder, convocation program and clear instructions for the day into a custom box that will be delivered to each home the week of grad. Advisors will arrange a time with each of their graduating advisees for a doorstep drop off. Students are welcome to wear whatever they choose to convocation but remember that nobody will be permitted to exit their vehicles and access school property at that time. Looking forward to celebrating with you.

Sincerely,

Chinook High School Admin Team

# ICSS Graduation 2020

Good Afternoon,

I am excited to announce that we have a basic outline for an alternative Graduation Ceremony for the students! While this is not the situation that anyone wanted, this opportunity allows the students to get dressed up and celebrate their accomplishments with their family and classmates. I understand that many things may be uncertain and unknown at this time and there are varying levels of comfort surrounding COVID-19. I ask that you respond to this email stating whether your child and family will be attending or not by **May 15th**.

I want to clarify a few things first:

1. These plans are tentative and may change depending on AHS guidelines
2. Some details may still be unclear as we are finalizing a few things on our end. This includes a schedule of events and times. We anticipate the ceremony to be in the afternoon.

## **ICSS "Drive-in" Graduation: Friday, June 26 @ Trinity Reformed Church Parking Lot**

- According to AHS regulations, graduates can attend in one car with family. Graduate in the passenger seat. Pre-assigned stalls.
  - **Strict one car per family policy**
- Cars will be spaced one stall apart. No more than 15 people outside of cars in the lot (According to current large gathering restrictions)
  - Graduates and family would stay in their cars
  - Speakers, presenters, and staff would be the only ones outside of vehicles
- Ceremony/Speech by Principal and Valedictorian (Families and Graduates can listen to them on Car Radio). Stage set up in parking lot.
  - FM system supplied by Lethbridge School Division
- Presentation of grad boxes, delivered by staff and announced one at a time (Allow for cheering and honking of horns for graduates)
  - Students will stay in cars when they receive their box
- Presentation of graduating class: **Potential** graduation cap toss (depending on group size restrictions)
- Processional out of parking lot. In a pre-assigned order to allow for each graduate to see their classmates as they drive by.
- Photographer will take photo of graduate (and family, should they choose) at a TBD pre-assigned spot
- All cars exit the parking lot

While we realize that this isn't ideal, we think it is a great compromise with the restrictions that are in place. The students will still be honored and recognized for their achievements.

We will send out another update as more of the final details get sorted out. Again, please respond whether your child and family will be attending by **May 15th**.

## Lethbridge Collegiate Institute

- Dear Parents/Guardians:
- With [Dr. Hinshaw's announcement on Thursday, April 23<sup>rd</sup>, 2020](#) it has become clear that LCI will not be able to conduct the graduation celebrations previously planned. Although we are saddened by this reality, LCI staff has banded together to ensure we can appropriately celebrate our graduates within the parameters set by Alberta Health Services. Below is some important information and timelines regarding graduation celebrations this year.
- Timeline:
- **May 4<sup>th</sup> – 8<sup>th</sup>:** Graduates should submit a senior quote to their advisor. Please ensure that quotes are appropriate and do not exceed 140 characters.  
**May 4<sup>th</sup> – June 5<sup>th</sup>:** Students are encouraged to submit videos and photos to [lcivideo.grad2020@gmail.com](mailto:lcivideo.grad2020@gmail.com). A group of teachers will be compiling submissions to create a Class of 2020 video for graduates.
- **May 11<sup>th</sup> -15<sup>th</sup>:** Graduates will come to LCI and receive their LCI certificate(s), cap and tassel. We also ask that graduates dress in their choice of formal wear, LCI apparel or team wear. If students have access to a gown, they may opt to wear it for their photo. We will have clean stoles for any student who wishes to wear one for their photo. A picture will be taken on-site and a commemorative book for each graduate will be produced. Student pick-up times will be organized by advisor group and are indicated below. Teacher volunteers will be on-site to direct students to ensure AHS precautions are upheld, and therefore, only the graduate is asked to come during their designated time.
- **June 18<sup>th</sup> – 19<sup>th</sup>:** Each LCI graduate will have a congratulatory sign placed on their lawn. *Please keep this a secret* as we would like to surprise as many graduates as possible with this gesture. Additionally, if you've recently moved please update your current address with the school.
- **June 20<sup>th</sup>:** Car procession around LCI. Graduates are encouraged to decorate their vehicles in LCI colours and take a cruise around LCI with a prescribed route and timeframe. We request only one vehicle per family and that no one exit their vehicle. Students will receive their commemorative grad booklet at this time. Further details will be communicated closer to the event.
- Katrina Hurdle, Vice Principal

May 11-15, 2020

### LCI Photo/Certificate pick up Day schedule:

Please come to LCI on the day/time indicated below that corresponds with your advisor group.



## VICTORIA PARK

Dear Victoria Park High School Graduate,

**We want you to know that we care about you, that we are here for you, and that we are still planning to celebrate you! You did it!!!**

In the absence of hosting a traditional convocation ceremony this year, we have come up with a plan that we will use to acknowledge and celebrate the years of hard work and determination that you have put into your schooling. You have reached a milestone in your lives and we are very proud of you.

While we are not able to host a traditional convocation ceremony due to the safety limitations imposed on us by the COVID pandemic, we would like to still arrange a formal date and time to celebrate you and those who have supported you through the years.

**Here is the plan that we have devised thus far. As we have more information to share with you, we will be in touch directly.**

Every student who is graduating from Victoria Park High School this year will receive the following:

- A personalized visit to the front yard of each individual graduate (\*alternate space arrangements may be possible for those whose homes do not allow for space to gather)
- The delivery of a personalized "Graduate Gift Box" with commemorative materials and keepsakes such as:
  - A graduation certificate
  - A graduation cap
  - A graduation tassel
  - Additional personalized notes and messaging
- Graduates will also be presented at this socially-distanced gathering, with the gift of a graduation hoodie, purchased by the school and personalized with the graduate's name on the sleeve.
- Upon arrival at the destination, the grad will be allowed to gather with their family, will be given the hoodie, cap and tassel to put on, and will be photographed for their "grad photos". Photos can be taken individually, as well as with family members.
- Each graduate will then have a short tribute read to them by their advisor and will be celebrated by administration and teachers.
- At this point, the convoy will move on to the next graduate and the student will be left with the memory box, hat, tassel and hoodie. Pictures will be available electronically.

\*Please note: Dates and times for individual celebrations will be booked with grads at a later date. As well, those students who meet official Alberta Education Graduation Requirements, a certificate of a High School Diploma will be delivered by mail to the student's residence.

We are very excited to come out and celebrate each of you. Please don't hesitate to reach out to us with any questions or comments about this process. Thank you very much and we will be in touch again once we have more details to share.

## **WINSTON CHURCHILL HIGH SCHOOL**

Dear WCHS Grads of 2020 and Families,

We hope this email finds you safe and happy at home right now. We miss seeing your faces at school each day, but we understand that being apart is what it takes to keep our community safe. With so much uncertainty in the world, we also know that you are wondering what will happen with graduation. Although our Class of 2020 at Winston Churchill will celebrate in many different ways, we are making a plan so that we can celebrate (virtually) with each of you. Despite not being together, we hope our plans will help you continue feeling like part of the Churchill Family...because YOU are what makes OUR Churchill Family what it is.

### **Grad-in-a-Box**

Currently, our plan is to deliver a Grad-in-a-Box to the home of each graduating Grade 12 student. This box will include things like their cap and gown, grad pin, commemorative grad certificate, and other keepsakes that we hope can make each at-home celebration special. We will communicate a delivery plan closer to the day, but our goal is to deliver your Grad-in-a-Box package sometime before Friday, June 19th.

### **Virtual Churchill Family Celebration**

The Churchill staff are currently planning a Virtual Graduation celebration where we all tune in at the same time and make the memory together. This will be in the form of a grad video customized for the incredible Class of 2020. We understand this is not what most students want to hear, but it will help us to keep students, staff, and families safest at this time. The date we are proposing for our Virtual Churchill Family Celebration is Thursday, June 25th, 2020. We will be reaching out to grade 12 grads to send us photos and video clips to help us make this video unique to the Class of 2020. Please keep an eye on your email so that you know how you can participate.

At this time, we do not have plans to offer a summer, fall, or winter celebration for the Class of 2020. Our hope is to provide our amazing graduates with closure following 12 years of hard work. We are proud of them as they go on to accomplish great things beyond high school. With ongoing uncertainty about the COVID-19 pandemic, and the unpredictability surrounding large gatherings, we cannot commit to planning these events. We invite any Churchill Class of 2020 graduates to join us at Convocation 2021 to walk the stage and convocate with friends and family looking on. Please reach out to us next spring if you want to join the celebration to have your graduation moment.

Thank you for your patience and understanding as we have been working hard to build a plan that will honour your graduate at this special time in their life. Your Churchill admin team, teachers, and staff are working so hard to turn a difficult circumstance into a positive outcome. This isn't the grad we envisioned either. We miss you, but we look forward to celebrating with you soon.

## **Calendar of Events for Board of Trustees**

<b>June</b>	1	A.S.B.A. Spring General Meeting 9:00 a.m., Education Centre (virtual meeting)
	10	Education Centre Leadership Team meeting 9:00 am, Education Centre / Teams meeting
	20	Administrators' Committee meeting 1:15 pm, Board Room / Teams meeting
	23	Board Meeting 3:30 pm, Education Centre / Teams meeting
	19	Student school year ends
	26	Teaching staff school year ends

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Lola Major, Trustee

**RE: Policy Advisory Committee – May 6, 2020**

The Policy Advisory Committee met on May 6, 2020 to review the following policies:

- Policy 700.3.1 Use of Private Vehicles and Volunteer Drivers
- Policy 700.4 Ongoing Inspections
- Policy 700.5 Orientations and Training
- Policy 1001.3 Communications
- Policy 1003.2 Partnerships and Sponsorships
- Policy 1004.1 Community Use of Facilities

Respectfully submitted,  
Lola Major

**MEMORANDUM**

May 26, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

**RE: Board Budget Committee – May 15, 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 was provided the Executive Summary, Infographics, and Budget Boards for review and discussion, including an overview of the major changes in the draft 2020/2021 Preliminary Budget from the prior year.
- 2) The Committee discussed the public presentation of the budget, including
  - the use of an online live video stream of the presentation (for social distancing requirements),
  - opening budget comments provided from the Board Budget Committee Chair,
  - use of a pre-recorded budget presentation (for also uploading on website),
  - options for public feedback, and
  - a question/answer period following the presentation.
- 3) The Committee reviewed the format of the Board Budget Briefing meeting, that is to be held just prior to the public presentation.

Respectively Submitted,  
Donna Hunt, Board Budget Committee Chair

March 30, 2020

Cheryl Gilmore, Superintendent  
Lethbridge School Division  
433 15 Street South  
Lethbridge, Alberta, T1J 2Z4

Dear Dr. Gilmore:

Thank you for meeting to discuss Lethbridge School Division's **2019/20 - 2021/22 Three-Year Education Plan and 2018/19 Annual Education Results Report**. We value the dialogue focused on your plan and results for continuous improvement in your school authority.

From our review, the plan and report submitted by your school authority are aligned with the planning and reporting requirements established by Alberta Education in the **Policy and Requirements for School Board Planning and Results Reporting November 2019**.

We appreciate the information that you provided and our discussion of the planning activities underway, highlights of significant accomplishments, and the challenges within your school authority.

If we can be of further assistance in your planning or reporting process or any other matter, please contact Leta Youck-McGowan, Field Services Consultant, South Services Branch at [leta.youck-mcgowan@gov.ab.ca](mailto:leta.youck-mcgowan@gov.ab.ca) or 403-297-6239 or Charlene Ketchemonia, Field Services Manager, First Nations, Métis and Inuit/South Services Branch at [charlene.ketchemonia@gov.ab.ca](mailto:charlene.ketchemonia@gov.ab.ca) or 780-422-5631 (toll-free by first dialing 310-0000).

We trust ongoing dialogue will support your efforts to address the complexities of classrooms needs and parental situations, along with the mental health needs of students and staff to enhance student success in your school authority.

Sincerely,



Charlene Ketchemonia  
Field Services Manager  
First Nations, Métis and Inuit/South Services Branch



Leta Youck-McGowan  
Field Services Consultant  
South Services Branch

cc: Clark Bosch, Board Chair, Lethbridge School Division  
Ron Taylor, Director, South Services Branch  
Ronald Taylor, Director, First Nations, Métis and Inuit Services Branch

AR110939

May 21, 2020

Mrs. Cheryl Gilmore  
Superintendent  
The Lethbridge School Division  
433 - 15 Street S.  
Lethbridge AB T1J 2Z4

Dear Mrs. Gilmore:

Further to the Minister of Education's email of May 20, 2020, I am pleased to provide additional details associated with this approval.

The Lethbridge School Division has been approved up to \$4,253,000 in accelerated Capital Maintenance and Renewal funding, which will address ongoing capital maintenance needs and support the efforts to keep Albertans working during these challenging times.

Please note that your Capital Maintenance and Renewal funding allocation was informed by your April 17, 2020 submission to Alberta Education and can only be directed to those priorities. The list of eligible projects is attached to this letter. Any projects omitted from the attached list have been determined to be ineligible for this funding.

Funding for the capital projects submitted will be provided in two payments. Your division will initially receive 70 per cent of the total funding for your project(s). Upon completion of the project, a CMR Funding Final Cost Report will be required before the final payment of up to the remaining 30 per cent is released.

You will be required to provide monthly progress reports using the attached Capital Maintenance and Renewal Monthly Report template, which includes reporting on project progress, total expenditures to date and the number of employment opportunities that have been created by this additional funding. Each monthly report is due by the end of the first week of the following month. Your first report will be due by June 5, 2020. Please submit your progress report to Capital Planning ([edc.cpdata@gov.ab.ca](mailto:edc.cpdata@gov.ab.ca)). All projects and expenditures must also be entered into the VFA asset management system. Failure to submit your progress report may impact future funding approvals.

.../2

Mrs. Cheryl Gilmore  
Page Two

The projects identified herein are intended to be completed by the end of October 2020. Please ensure accurate reporting is completed to advise of any projects that may exceed this timeframe. Any projects that have not yet commenced by this time may have their funding rescinded.

It is the expectation of the ministry that all projects submitted are capital projects and will be accounted for as such.

If you have any questions, please contact Erin Owens, Capital Planning South, at [Erin.Owens@gov.ab.ca](mailto:Erin.Owens@gov.ab.ca) or 780-643-1455. Dial 310-0000 first for toll-free access.

Sincerely,



Erin Owens  
Acting Executive Director  
Capital Planning

**Attachments:**

1. Eligible Capital Maintenance and Renewal Projects
2. Example Statement of CMR Funding Final Cost Report
3. Capital Maintenance and Renewal Monthly Report Template

cc: Ms. Christine Lee, Secretary Treasurer