



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, September 22, 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 June 22, 2020 and the Special Meeting of July 20, 2020 it is recommended that the minutes be approved by the Board and signed by the Chair.

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

3:30 p.m. **4. Presentations**

5. Action Items

- 3:40 p.m. 5.1 School Board Annual Work Plan
 5.2 Transportation Services RFP
 5.3 Election Bylaw

Enclosure 5.1

Enclosure 5.2

Enclosure 5.3

4:10 p.m. **6. Division Highlights**

4:15 p.m. **7. Information Items**

- 7.1 Board Chair Report
 7.1.1 Board Standing Committees Annual Reports and
 Terms of Reference Review
 Board Audit Committee
 Board Budget Committee
 Boundary Review Committee
 Community Engagement Committee
 Division Wellness Committee
 Facilities Committee
 Indigenous Education Committee
 Policy Advisory Committee
 Poverty Intervention Committee
 Spirit of 51 Committee
 Superintendent Evaluation Committee

Enclosure 7.1.1

4:35 p.m. 7.1.2 October Organizational Meeting

Enclosure 7.1.2

7.1.3 Division School Council Meetings

Enclosure 7.1.3

7.1.4 Alberta Teachers' Association (ATA)
Local Council Meeting Schedule

Enclosure 7.1.4

4:45 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

5:00 p.m. Public Forum

5:05 p.m. 7.4 Superintendent Report

7.4.1 Donations and Support

Enclosure 7.4.1

7.4.2 Board Priorities Report

Enclosure 7.4.2

7.4.3 Acknowledgements of Excellence

Enclosure 7.4.3

7.4.4 World Teachers' Day

Enclosure 7.4.4

7.4.5 Calendar of Events

Enclosure 7.4.5

8. Reports

5:10 p.m. 8.1 Facilities Committee – September 15, 2020

Enclosure 8.1

8.2 Joint City/School Board Committee – September 16, 2020

Enclosure 8.2

8.3 Board Audit Committee -September 17, 2020

Enclosure 8.3

9. Correspondence - Received

5:20 p.m. 9.1 Parents as Teachers

Enclosure 9.1

10. Correspondence – Sent

None

5:25 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JUNE 23, 2020.

IN ATTENDANCE:

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

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

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 3:30 p.m.

1. Approval of Agenda *Approval of Agenda
6558/20*
Addition to agenda – Policy 700.7 and Policy 700.9
Trustee Donna Hunt moved:
“to approve the agenda, as amended.” **CARRIED UNANIMOUSLY**
2. Approval of Minutes *Approval of Minutes –
Regular Meeting
6559/20*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of May 26, 2020 be
approved and signed by the Chair.” **CARRIED UNANIMOUSLY**
3. Business Arising from the Minutes *Business Arising from
the Minutes*
There was no business arising from the minutes.
4. Presentations *Presentations*
 - 4.1 Friends of 51 *Friends of 51*
The Friends of 51 Awards were distributed to:
Daytona Homes Lethbridge, Blaine Hyggen, Evangelical Free
Church, Runners Soul and New Balance, Lowe’s Canada, and
Shoe Warehouse.
 - 4.2 ICE Scholarships *ICE Scholarships*
The following students were presented with ICE Scholarships:
Michelle Wu, Jayden deKock, Laszlo Babits, Julien Todd, and
Isaiah Mason.
5. Action Items *Action Items*
 - 5.1 Policy Review *Policy Review*
Trish Syme, Coordinator of Learning and International
Education, reviewed the policies.

Trustee Lola Major moved:
“to approve first reading of Policy 400.4 Fraud Prevention, Identification and Reporting, as presented.”
CARRIED UNANIMOUSLY

Policy 400.4 Fraud Prevention, Identification and Reporting 6560/20

Trustee Lola Major moved:
“to approve second reading of Policy 700.8 Workplace Health and Safety – Right to Refuse Dangerous Work, as amended.”
CARRIED

Policy 700.8 Workplace Health and Safety – Right to Refuse Dangerous Work 6561/20

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

Trustee Lola Major moved:
“to approve Policy 1001.3 Communications, as amended.”
CARRIED UNANIMOUSLY

Policy 1001.3 Communications 6562/20

Trustee Lola Major moved:
“to approve Policy 1003.2 Partnerships and Sponsorships, as amended.”
CARRIED UNANIMOUSLY

Policy 1003.2 Partnerships and Sponsorships 6563/20

Trustee Lola Major moved:
“to approve Policy 1004.1 Community Use of Facilities, as amended.”
CARRIED UNANIMOUSLY

Policy 1004.1 Community Use of Facilities 6564/20

Trustee Lola Major moved:
“to approve Policy 700.7 Workplace Health and Safety – Accident/Incident Investigation, as amended.”
CARRIED UNANIMOUSLY

Policy 700.7 Workplace Health and Safety – Accident, Incident Inspection 6565/20

Trustee Lola Major moved:
“to approve Policy 700.9 Workplace Health and Safety – Program Administration, as amended.”
CARRIED UNANIMOUSLY

Policy 700.9 Workplace Health and Safety – Program Administration review 6566/20

- 5.2 Bylaw No. 2020-01: A bylaw to establish electoral boundaries for trustee general election and authority for joint election
In accordance with the *Education Act*, the Board of Trustees must pass a bylaw to establish electoral boundaries for trustee general elections. The bylaw further authorizes the Division to hold a joint election with the City of Lethbridge pursuant to *Section 2 of the Local Authorities Election Act*.

Trustee Lola Major moved:

“to approve the first reading of Bylaw No. 2020-01, a bylaw to establish electoral boundaries for trustee general election and authority for joint election.” **CARRIED UNANIMOUSLY**

Bylaw No. 2020-01 to establish boundaries for trustee general election and authority for joint election 6567/20

5.3 Third Quarter Financial Report

Mark DeBoer, Director of Finance, presented the 2019-2020 Third Quarter Financial Report.

Trustee Donna Hunt moved:

“to approve the 2019-2020 Third Quarter Financial Report, as presented.” **CARRIED UNANIMOUSLY**

Third Quarter Financial Report 6568/20

6. Division Highlights

- Jan attended Lethbridge Christian School’s retirement celebration for Cecelia Harmon and presented years of service awards at Senator Buchanan. Kudos to Coalbanks School for the award given out in the name of the student who passed away.
- Doug attended Nicholas Sheran years of service celebration and the FNMI Graduation ceremony.
- Tyler attended the years of service celebration at Chinook via video conference.
- Lola noted that the last couple of months is life changing.
- Donna attended ICSS for years of service and retirement celebration.
- Christine Light highlighted the ICE Scholarship presentations, attended the Westminster staff recognition, saw the Lakeview Staff parades, and attended the LCI graduation parade.
- Clark offered kudos for the creative ways that schools are offering student recognition events.

Division Highlights

7. Information Items

Information Items

7.1 Board Chair Report

7.1.1 Standing Committees

Standing Committees

The Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the September 2020 Board meeting.

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

Public Forum

Public Forum

7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.3 Superintendent Reports

Superintendent Report

7.3.1 L.H. Bussard Award Winners

The L. H. Bussard Award Winners were included in the Board agenda.

L. H. Bussard Award Winners

7.3.2 Administration Appointments

Administration Appointments for the 2020-2021 school year were included in the Board agenda.

Donations and Support

7.3.3 Calendar of Events

The Calendar of Events was reviewed.

Calendar of Events

7.3.4 Parent Survey

A parent survey was conducted regarding the three scenarios proposed as possibilities by Education Minister LaGrange. The survey results were shared.

Parent Survey

8. Reports

Reports

8.1 A.S.B.A. Spring General Meeting

Board Chair Clark Bosch provided an oral report from the A.S.B.A. Spring General Meeting held June 1, 2020. Resolutions passed were shared via email.

A.S.B.A. Spring General Meeting

9. Correspondence

Correspondence

9.1 Terry Fox Foundation

Terry Fox Foundation PSBAA

9.2 Public School Boards' Association of Alberta

Alberta Education

9.3 Alberta Education Capital Planning

Capital Planning

9.4 Education Deputy Minister

Education Deputy Minister

9.5 Ann Louise Plaxton

Ann Louise Plaxton

The meeting adjourned at 5:30 p.m.

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JULY 20, 2020.

IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Rik Jesse; Christine Lee
LeeAnne Tedder (Recorder)

Via Video Conference: Tyler Demers

The Chair called the meeting to order at 9:42 a.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

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

*Approval of Agenda
6569/20*

Tyler Demers joined the meeting at 9:48 a.m.

2. Action Items

2.1 Policy Review

Superintendent Cheryl Gilmore reviewed the policy. Proposed amendment of “or another person present on the work site” in the policy.

*Action Items
Policy Review*

Trustee Christine Light moved:

“to approve Policy 700.8 Workplace Health and Safety – Right to Refuse Dangerous Work, as amended for second reading.”

CARRIED UNANIMOUSLY

*Policy 700.8
Workplace Health and
Safety – Right to
Refuse Dangerous
Work 6570/20*

Trustee Christine Light moved:

“to approve Policy 700.8 Workplace Health and Safety – Right to Refuse Dangerous Work, as amended for third reading.”

CARRIED UNANIMOUSLY

*Policy 700.8
Workplace Health and
Safety – Right to
Refuse Dangerous
Work 6571/20*

2.2 Energy Improvement and Infrastructure Project RFP

Energy Improvement and Infrastructure Project RFP was presented.

Trustee Donna Hunt moved:

“to approve Johnson Controls Canada LP as the successful proponent for the Energy and infrastructure Improvement

*Energy Improvement
and Infrastructure
Project RFP*

project in the amount of \$45,000 including GST, as presented.” 6572/20

CARRIED UNANIMOUSLY

The meeting adjourned at 10:24 a.m.

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: School Board Annual Work Plan

Background

Every September the Board reviews the Annual Work plan, which outlines major events and tasks and adjusts accordingly.

Recommendation

It is recommended that the Board receive this report as information and provide feedback for any revisions.

Respectfully submitted,
Cheryl Gilmore



Lethbridge School Division School Board Annual Work Plan

AUGUST

- Welcome Back Event / Message for Division staff

SEPTEMBER

- Trustee school liaison contacts
- Enrolment and facilities update at first board meeting
- A.S.B.A. Zone 6 General meeting
- Committees review their terms of reference and submit annual reports
- School Councils Orientation at school sites
- 51/25 Club celebration for employees with 25 years in Division 51
- Report student PAT and Diploma exam results (not applicable because PAT tests and June diploma examinations were not written due to COVID-19).

OCTOBER

- Trustees choose ATA Local Council meeting dates to attend
- Division School Council
- School Board Orientation (*if applicable*)
- School Board Organizational Meeting
- Determine board positions for A.S.B.A. policies (Fall AGM)

NOVEMBER

- Determine process for Community Engagement - Annual Town Hall Meeting (February 2, 2021)
- Board Strategic Planning (March 4-5, 2021)
- A.S.B.A. Zone 6 Annual General Meeting (November 15-17, 2020)
- Remembrance Day ceremonies in schools
- Approve Board Education Plan and Annual Education Results Report
- Approve Audited Financial Statements
- Division budget revised with enrolment

DECEMBER

- Approve division calendar for 2021-2022
- Approve locally developed courses
- Christmas concerts/activities schedule provided to trustees

JANUARY

- Approve Board budget belief statements and budget schedule
- Receive 1st quarter financial statements
- A.S.B.A. Zone 6 general meeting

FEBRUARY

- Town Hall Meeting
- Scholarship Breakfast
- Provincial Accountability Pillar Survey administered

MARCH

- Provincial budget announcement and implications
- Budget process commences
- A.S.B.A. Zone 6 general meeting
- Board Annual Strategic Planning (establishing priorities)

APRIL

- Receive 2nd quarter financial statements
- Submit A.S.B.A. policy proposals
- Preparations for Education Week

MAY

- Arts Alive and Well in the Schools
- A.S.B.A. Zone 6 general meeting and Edwin Parr Awards
- Determine board positions on A.S.B.A. Budget and Bylaws
- Division Budget Stakeholders meeting
- Division Budget approved in special Board Budget Meeting
- Attend High School Graduation ceremonies (May/June)

JUNE

- Administrators' Retirement Event
- A.S.B.A. Spring General Meeting (June 6-8, 2021)
- Receive 3rd quarter financial statements
- Board Self-Evaluation (if applicable)
- Division Retirement Banquet (June 2, 2021)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses

ONGOING

- Board meetings held on the fourth Tuesday of the month except December, July and August.
- Public Forum within regular board meetings
- Division policies proposed by Policy Advisory committee for approval or amendment
- Capital Plan and Infrastructure Maintenance Renewal
- Approval of international trips
- Trustee standing and ad hoc committee meeting reports and recommended actions as they occur
- Presentations for information scheduled throughout the year
- Expulsion hearings and appeals as needed with trustees assigned on a rotating basis

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Transportation Services RFP 021-2020

Background

Lethbridge School Division and Holy Spirit Roman Catholic School Division are seeking a new transportation services provider to provide school bus and specialized transportation services beginning with the 2021-2022 school year or sooner. RFP 021-2020 was issued on May 28th, 2020 on Alberta Purchasing Connection. The RFP closed on August 27th, 2020 with three proponents responding to the RFP. One proponent subsequently withdrew their proposal.

The two proposals were evaluated by:

- Cheryl Gilmore – Superintendent, Lethbridge School Division
- Ken Sampson – Superintendent, Holy Spirit Roman Catholic School Division
- Christine Lee – Associate Superintendent, Lethbridge School Division
- Lisa Palmarin – Secretary Treasurer, Holy Spirit Roman Catholic School Division
- Cheryl Shimbashi – Transportation Coordinator, Lethbridge School Division

The RFP responses were reviewed in two phases. First was Technical and then Pricing. Technical criteria included Qualifications and Transportation Services Experience, Training and Professional Development, Service Delivery, Value Added, References and provision of school buses.

After evaluating both the technical and pricing components of the proposals, **Southland Transportation Ltd** was chosen as meeting or exceeding the established criteria of the RFP. Southland Transportation was also low bid on the quoted pricing over the 5-year initial term of the proposed contract for transportation services. The pricing has come within current established budgets for both school divisions for transportation services. Total quoted pricing for services for the five (5) year period came in at \$19.2 Million. On average this works out to \$2.1 million per year for Lethbridge School Division and \$1.7 Million per year for Holy Spirit Roman Catholic School Division.

The review team is please to recommend awarding the contract to Southland Transportation Ltd. and both school divisions are excited to work collaboratively for efficient transportation service delivery in the future. The initial contract will be for five (5) years with an option to extend the agreement for two (2) more subsequent five (5) year terms.

Recommendation

It is recommend that the Board of Trustees authorize entering into a transportation services agreement with Southland Transportation Ltd. for the provision of transportation services commencing with the 2021-2022 school year or sooner if feasible for an initial five (5) year term with renewal options for two (2) subsequent five (5) year terms.

Respectfully submitted,
Christine Lee

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Bylaw No. 2020-01: A bylaw to establish electoral boundaries for trustee general election and authority for joint election

Background

In accordance with the *Education Act*, The Board of Trustees must pass a bylaw to establish electoral boundaries for trustee general elections. The required bylaw provides for the nomination and election of trustees by wards or electoral subdivisions, and it determines the boundaries of the wards or provides for the election of trustees by the general vote of the electors. A bylaw must be passed before December 31, 2020 in the year before an election year, and it does not apply to or affect the composition of the school board until the date of the general election.

Under the *Education Act*, the Minister no longer approves the bylaw; however, school boards must provide a copy of the bylaw to the Minister before December 31, 2020.

A copy of the bylaw is attached. This bylaw affirms the election be for seven (7) trustees to be elected at large within the municipal boundaries of the City of Lethbridge in accordance with *section 76* of the *Education Act*. The bylaw further authorized the Division to hold a joint election with the City of Lethbridge pursuant to *Section 2* of the *Local Authorities Election Act*.

Recommendation

It is recommended that **Bylaw No. 2020-01, A bylaw to establish electoral boundaries for trustee general election and authority for joint election** be approved for second reading.

Respectfully submitted,
Christine Lee

The Lethbridge School Division

BYLAW NO. 2020-01

BEING A BYLAW TO ESTABLISH ELECTORIAL BOUNDARIES FOR TRUSTEE GENERAL ELECTION and AUTHORITY FOR JOINT ELECTION

Pursuant to the provisions on the *Education Act, Statutes of Alberta, 2012* and *Local Authorities Election Act, Revised Statutes of Alberta 2000*, and the amendments thereto, the Board of Trustees of The Lethbridge School Division, in the Province of Alberta, enacts as follows:

- 1 In accordance with *section 76* of the *Education Act*, The Board of Trustees of The Lethbridge School Division deem that the election of Seven (7) Trustee positions will be by general vote of the electors within the municipal boundaries of The City of Lethbridge.
- 2 In accordance with *Section 2* of the *Local Authorities Election Act*, the Board of Trustees authorizes entering into an agreement to hold a joint election in conjunction with the City of Lethbridge.
- 3 This bylaw shall come into force and effect upon the date of the passing of the third and final reading.

Read a first time this _____ day of _____, 2020.

Read a Second time this _____ day of _____, 2020.

Read a third time and finally passed this _____ day of _____, 2020.

Chair

Secretary Treasurer

Board Audit Committee Year-End Report 2019-2020

Committee Members:

Clark Bosch, Chair
Donna Hunt, Trustee
Don Reeves, Public Member
Jason Baker, Public Member
Carmen Mombourquette, Public Member (Adult Learning Community)

Auditor:

B.D.O. Canada LLP, Auditors

Management:

Christine Lee, Associate Superintendent Business Affairs
Mark DeBoer, Director of Finance

Committee Activities:

The Audit Committee met twice in the 2019-2020 year.

The first meeting was in September 2019 to do Audit Planning for the 2018-2019 Audit.

We discussed the scope of the Audit. We also selected which schools would have their activity funds audited.

The second meeting was in November 2019 after the Audit. We discussed results of the Audit and any recommendations for improvement to the controls. There were no concerns or recommendations for improvement regarding the systems of controls at the Division level.

There were a few recommendations for improvements regarding School Generated Funds. The Business Affairs department continues to address some of the areas noted by the Auditors. Thank you to the Finance department for their continued work with schools to facilitate the improvements.

November 26th, 2019 the Audited Financial Statements were presented to the Board. The Division is in good financial health. The Board of Trustees received Quarterly Financial Reports for the periods, November 30th, 2019, February 29th, 2020 and May 31st, 2020 for the 2019-2020 school year.

The Division has recently been informed that we were awarded the Canadian Award for Excellence in Financial Reporting for the 2018-2019 Annual Financial Report from Government Finance Officers Association (GFOA) International. This is our 3rd year to receive this award. To

our understanding, we are the first and still the only school jurisdiction in Canada to receive this award on financial reporting.

Respectfully submitted,
Clark Bosch, Board Audit Committee Chair

Board Audit Committee Terms of Reference

Purpose:

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the **Division's** compliance with laws and regulations pertaining to the financial operations.

Authority:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
- Meet with **Division** officers, external auditors or outside counsel, as necessary.

Composition:

The Audit Committee will consist of the following members:

- Two member Trustees from the Board Budget Committee one of whom shall act as chair of the Audit Committee; and,
- At a minimum of two members of the general public, who are independent to the **Division**, have no relationship to the audit firm and who are financially literate. One of these members must be from the Adult Learning community.

Resources:

- The Associate Superintendent of Business Affairs and Director of Finance will provide assistance to the committee as deemed necessary.
- The Audit Committee may have access to other third party expertise as deemed necessary.

Meetings:

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele- or video-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant to the Associate Superintendent of Business Affairs shall act as the Secretariat to the Audit Committee.

Compensation:

The Audit Committee members from the general public shall be compensated based on a per diem rate.

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

- Review significant accounting and reporting issues, including complex or unusual transactions;
- Review with management and the auditors the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- Review with management and the auditors all matters required to be communicated to the School Board.

Internal Control:

- Consider the effectiveness of the **Division's** internal controls over annual reporting, including information technology security and control; and
- Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Audit:

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School **Division**, including non-audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance:

- Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- Obtain regular updates from management and company legal counsel regarding compliance matters.

Timing:

The Audit Committee will commence its work for the fiscal year.

Board Budget Committee Report 2019-2020

Committee Members:

Donna Hunt, Chair

Christine Light, Trustee

Christine Lee, Associate Superintendent Business Affairs

Mark DeBoer, Director of Finance

Committee Activities:

- The Board held a Strategic Planning Retreat March 5-6th, 2020 to review Division priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were also developed.
- The committee met on April 1st, 2020 to reviewed the changes of the new Provincial Funding Framework that have an impact on the Division and the budget development, to review the draft Instructional Budget Committee funding allocations, and to discuss the community engagement with the presentation of the 2020/2021 draft preliminary budget with challenges of COVID-19.
- The committee met on May 15th, 2020 and discussed the reports and format to be provided for the Budget Presentation. The committee discussed in detail the Board's priorities and the linkage of the priorities in the Draft Budget. The 2020-2021 Draft Budget reflects the Board's priorities and Budget Belief statements.
- May 19th, 2020, the draft budget was presented to Trustees, administration, and members of the public to provide engagement and feedback on the budget. The engagement occurred as an online video presentation of the budget and provide an opportunity for online questions. These budget presentation video, budget infographic boards, and other budget reports were uploaded to the website allowing public feedback.
- The Board passed the budget on May 26th, 2020.
- The 2020-2021 Annual Budget Report was submitted by Mark DeBoer for the Meritorious Budget Award (MBA). The Division is still waiting to receive notice on the award but is hopeful that the Division will receive the MBA award again for its 15th consecutive year.

Respectfully submitted,
Donna Hunt, Budget Committee Chair

Board Budget Committee Terms of Reference

Name and Type of Committee

The Board Budget Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose:

- To gather information and advise the Board on the Division budget.
- To review the budget process to ensure that stakeholders have adequate budget information and appropriate opportunity for input into their school budgets and the Division's budget.
- To advise and provide supporting information to the Board on budget issues relating to advocacy.

Key Duties and Responsibilities:

- Obtain data on the impact of the current year budget for schools, programs, and services.
- Consult with stakeholder groups to determine budget issues and priorities.
- Recommend budget priorities to the Board for each coming year.
- To develop the timelines for the budget process
- Provide supporting information to the Board on budget issues that relate to advocacy.

The Board Budget Committee shall be advisory to the Board. Composing the Division budget draft remains the responsibility of Division administration and the Instructional Budget Committee.

Composition and Appointments

- Two trustees (one who chairs) named at the Organizational Meeting each year
- Associate Superintendent, Business Affairs
- Director of Finance

Meetings

- Approximately five meetings will be called annually by the Chair.

Resources

Board Budget Committee expenses, including the cost for substitutes for committee members, would not exceed \$1500. The Board must approve any additional expenses.

The Business Affairs Department will provide committee administrative support.

Specific Annual Objectives

- Develop a work plan with time lines for this committee's duties and responsibilities.
- Finalize the Terms of Reference for the Board Budget Committee.
- Reports and target dates are to be determined by the committee.

Review and Evaluation

The accomplishments of the Board Budget Committee will be reviewed and evaluated at the final meeting of the school year. Recommendations for changes and any new objectives will be identified in preparation for the Board's annual organizational meeting.

**BOUNDARY REVIEW COMMITTEES
TERMS OF REFERENCE
2020-2021**

1. NAME AND TYPE:

Boundary Review Committees: Ad Hoc advisory committees to the Board. There are *three* committees: West Lethbridge, South Lethbridge, and North Lethbridge

2. PURPOSE:

- **West Lethbridge:** To review facility capacity, programming and enrolment projections to determine if new elementary and high school boundaries are required in west Lethbridge.
- **South Lethbridge:** To review facility capacity, programming and enrolment projections and establish new boundaries for South Lethbridge due to the opening of Dr. Robert Plaxton Elementary School.
- **North Lethbridge:** To review facility capacity, programming and enrolment projections to realign North Lethbridge Boundaries.
- Review implications of boundary changes on other schools and boundaries in other areas of Lethbridge relative to proposed boundary or programming changes made in all sectors of Lethbridge.

3. DUTIES AND RESPONSIBILITIES:

- The boundary review committees will review data to make informed decisions relative to future capacity and space utilization and impacts on student programming.
- The committees will consider a variety of factors when considering boundary changes, such as the following:
 - Existing and proposed boundaries
 - Enrolment projections (5 or 10 years as appropriate)
 - Future residential growth potential
 - Number of students impacted by the boundary change
 - Implications for program delivery (specialty programs, class size, structure)
 - Community based boundaries vs Program boundaries
 - Grade configuration
 - Facility utilization
 - Transportation considerations
 - Capital implications (modular classrooms, new construction, IMR)
- The committees will provide draft committee recommendations to the Board of Trustees prior to public consultations
- The committees will host public consultations for feedback prior to final approval of committee recommendations by the Board of Trustees.

4. COMPOSITION AND APPOINTMENTS:

- Up to three trustees serving at the pleasure of the Board
- Superintendent; Associate Superintendents: Business Affairs, Human Resources and Instructional Services; Sector (West, South, North) Principals: Elementary, Middle School and High School
- Transportation Coordinator
- Director of Facility Services
- Other impacted parties as required
- Committee Chair appointed by members at first meeting

5. MEETINGS:

- The meetings held as and when necessary from October 2020 to December 2020 to review information and prepare recommendations for the Board.
- The committees will hold public consultation on proposed recommendations and gather feedback prior to final board approval of any boundary changes (February – March 2021).
- Final recommendations for boundary changes provided by March 2021 to the Board of Trustees for approval.

6. RESOURCES/REMUNERATION:

- The Boundary Review Committees shall require administrative support.
- No per diem is provided to trustees for Boundary Review Committees.

7. REPORTS:

- The Boundary Review Committees will provide to the Board updates on committee progress as deemed necessary, proposed changes prior to public consultation, and final recommendations for board approval.

Community Engagement Committee Year-end Report 2019-2020

Members:

Christine Light (Chair)
Cheryl Gilmore (Superintendent)
Christine Lee (Associate Superintendent, Business Affairs)
Garrett Simmons (Communications Officer)
Jan Foster (Trustee)
Allison Pike (Public Member)
Pauline Hall (Public Member)
Heather Paul (Public Member)
Holly Debnam (Public Member)

The Community Engagement Committee exists to develop and implement strategies for the Board to fully engage all sectors of the community with Lethbridge School Division. The Community Engagement Committee met four times during the 2019/2020 school year. Sub-committees met additional times to plan and complete responsibilities.

Committee Activities:

The Canada 150 ICE Scholarship Breakfast and Student ICE Application Process

This year marked our 4th Annual ICE Scholarship Breakfast. Sharing her story of coming to Canada and celebrating the diversity and sense of community in Lethbridge, Judy Trinh, CBC journalist and Winston Churchill HS Wall of Fame member, served as our keynote speaker. The event was sold out and \$18,800 was raised. Students representing each high school were given space to showcase their achievements in innovation, creativity and/or entrepreneurship.



The recipients of the 2020 Canada ICE Scholarship were:

Michelle Wu (Grade 12, WCHS): *GeneZ Podcast*
Jayden deKock & Laszlo Babits (Grade 11, Chinook): *@berta.vintage*
Julien Todd (Grade 11, WCHS): *Robotics Club*
Isaiah Mason (Grade 11, Chinook): *Covid-19 Part 1 Video*

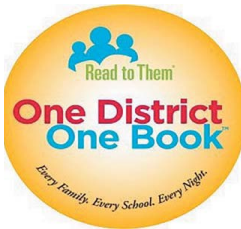
Town Hall

Due to the anticipation of necessary fiscal restraint with the impending provincial budget, questions given to focus discussion on were priority-based. The two questions asked were:

- 1) *What resource allocations make the most significant impact to the school experience of students?*
- 2) *What are new and innovative ideas the Board can think about to maximize resource allocation?*

Positive feedback was received from this event. Recommendations for greater Indigenous representation were noted. Information gathered was presented to the Board at the Annual Board Retreat.

Legacy of One District One Book



Keeping the legacy of this highly successful project alive is valuable to Lethbridge School Division as well as the broader community. It is recognized that it would not be the committee's role to organize such a large initiative or be responsible for raising the funds. For such a large project to have a chance to succeed, it must be heightened and articulated with passion. The committee's role will be to gauge interest. This new role was added to the Annual Objectives of the Committee Terms of References so that it would be remembered.

Respectfully submitted,
Christine Light, Committee Chair

Community Engagement Committee Terms of Reference

Type of Committee

This is a Division Board Standing Committee.

General Purpose

To develop and implement strategies for the Board to fully engage all sectors of the community.

Composition and Appointments (for life of the committee)

- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the Division School Council
- Communications Officer
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will maintained by the Director of Finance
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing Division personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate. Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.

Division Wellness Committee Year-end Report 2019-2020

Members: Trustees Donna Hunt and Doug James; Associate Superintendent Morag Asquith; Division Staff, Parent Representatives; Alberta Health Services Representatives; Addictions/Mental Health Representatives, Public Health Representatives; University of Lethbridge Community Nursing Representatives.

The Wellness committee exists to promote healthy lifestyles for the students and staff of Lethbridge School Division. Regular meetings are held to set objectives and support the work being done by our committees and partnerships.

The 2019/2020 focus has been Staff Wellness. As we deal with the COVID-19 Pandemic going forward it will be of the utmost importance for the Staff, Students and Parents of our School Division to stay healthy. The Wellness Committee asks you to be mindful of all the areas of Wellness: Emotional Wellness, Intellectual Wellness, Physical Wellness, Spiritual Wellness and Social Wellness.

The committee thanks everyone for their contribution to wellness within our School Division.

Respectfully submitted,
Donna Hunt
Committee Chair

Division Wellness Committee

Terms of Reference

Type of Committee

- This is a Division committee

General Purpose

- To promote and facilitate wellness among students, families and staff of the Division

Policy References

Policy 504.11 Healthy Nutritional Choices
Policy 402.8.3 Employee Assistance Wellness Programs
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
Policy 502.1.7 Substance Misuse
Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression
Policy 504.1 Managing Health Issues in Schools
Policy 504.2 Wellness in Schools
Policy 600.3 Poverty Intervention
Policy 602.7 Human Sexuality Instruction
Policy 607.4 Responsible Use of Technology
Policy 608.1 Counselling Services
Policy 700.6 Workplace Health and Safety- Emergency Response Planning

Composition and Appointments (for life of the committee)

- One Trustee, One Alternate
- Associate Superintendent, Instructional Services
- Associate Superintendent, Human Resources (as needed)
- 2 School Administrators (one elementary, one MS/HS)
- Three classroom teachers (preferably one elementary, one middle and one high school)
- One Parent, One Alternate
- Representatives from Alberta Health Services
 - Addictions and Mental Health
 - Comprehensive School Health
- Counselling Coordinator (as needed)
- Communications Officer (as needed)
- Other community and school members (as needed)

Meetings

- Meetings will be held three times per year (Sept./Oct, Jan/Feb., April/May)
- They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.
- Sub-committees as needed
- 3 Health Champ Meetings a year

Resources

- \$20,000 per year toward Wellness Grants in Schools
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year
- Support from Administrative Assistants required

Specific Annual Objectives for the 2020-21 School Year

- Support/coordination of the work of the Health Champions
- Continue wellness communications plan with the help of Communications Officer and the Technology Department
- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness
- Continue to focus on Wellness Plan Priorities

Reports and Target Dates

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and/or orally

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary.

Approved by the Board of Trustees:

Facilities Committee Year-end Report 2019-2020

Committee: Doug James, Trustee, Chair
Tyler Demers Trustee
Christine Lee, Associate Superintendent, Business Affairs
Daniel Heaton, Director of Facility Services
Chris Chapman, Coordinator, Maintenance

Type of Report: **Annual Report to the Board of Trustees**

Committee activities:

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, Capital Maintenance and Renewal (CMR) request and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 24, 2020 and was submitted to Alberta Education.



Construction is progressing as anticipated for Dr. Robert Plaxton Elementary school located in South Lethbridge. The school has continued to progress as anticipated despite COVID-19. The school is on schedule to open September 2021.

Due to COVID-19 and the desire to get Alberta working, the province announced accelerated stimulus funding through the Capital Maintenance and Renewal (CMR) grant. The Division received \$4.25 million. This funding has allowed the Division to accelerate phase 3 of the Westminster and Buchanan upgrade projects and proceed on an Energy Infrastructure and Improvement project that will upgrade several lighting and mechanical systems within schools to effect energy efficiency. The project has also provided for the ventilation upgrade of Wilson Middle School's south wing that was not in scope during modernization in 2017.

The Division applied and received planning funds for the top two priorities in the Division's Capital Plan. Funds were approved by Alberta Education for high level planning on site review and architectural costing for the West Lethbridge Elementary School and Galbraith Elementary School Modernization.

The 2020 Construction update attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

The Committee has reviewed and amended the Terms of Reference for required number of meetings and committee composition.

Respectfully submitted, Doug James, Committee Chair

FACILITIES COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

Facilities Committee

2. PURPOSE:

- To review school division facility needs and develop a Facilities Plan.
- To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), **Modernization projects**, and New School Applications.

3. DUTIES AND RESPONSIBILITIES:

- To review school division facility needs and develop a Facilities Plan.
- The Facilities Committee will review school division facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school division facility new construction and modernization priorities.
- The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), **Modernization projects** and New School Applications.

5. COMPOSITION AND APPOINTMENTS:

- Two trustees serving at the pleasure of the Board, one of who shall act as chair, the Associate Superintendent, Business Affairs, the Director of Facility Services, and Coordinator of Maintenance.
- The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.

5. MEETINGS:

- The meetings will be held a minimum of three times per year and as and when necessary to review school Division facility needs and prepare recommendations for the Board.

6. RESOURCES/REMUNERATION:

- The Facilities Committee shall require administrative support.
- No per diem is provided to trustees for Facilities Committee.

7. SPECIFIC ANNUAL OBJECTIVES:

- Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the Division. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.
- Continue to support Board dialogue with Minister and MLA's to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
- Review and recommend to the board the yearly Capital Plan.

8. REPORTS:

- The Facilities Committee will provide to the Board recommendations for their approval on the Infrastructure Maintenance Renewal (IMR), **Modernization projects**, and New School Applications.

9. REVIEW AND EVALUATION:

- Recommendations for changes to the Facilities Committee's Terms of Reference will be submitted should government school facilities programs and reporting requirements change.

Indigenous Education Advisory Committee Year End Report 2019-2020

Committee: Doug James (Trustee & Chair), Donna Hunt (Trustee), Morag Asquith (Associate Superintendent), Marni Hope (Indigenous Education Liaison), John Chief Calf (Indigenous Education Consultant), Shawnee Big Bull (Indigenous Education Elementary Teacher), Crystal Cross Child (Indigenous Education Liaison), Darryl Christiansen (Principal GPMS), Kevin Wood (Principal Chinook), Angela Wilde (Principal Westminster), Gus Wensmann (Teacher Victoria Park), Sarah Burton (Teacher Churchill), Phil Williams (Teacher MMH), Lenae Fyfe (Principal Buchanan), Joey Beebe (Chinook Student), and Yzzi Forbes (Chinook Student)

Annual Report to the Board of Trustees

Committee Activities:

The committee reviewed their purpose and discussed goals and direction under the guidance of John Chief Calf and Morag Asquith. The committee held meetings on October 29, 2019 and March 4, 2020, unfortunately additional meetings were cancelled due to the COVID-19 pandemic.

During the October meeting, John Chief Calf reviewed the Indian Act as featured in the video, *21 Things You May Not Know about the Indian Act*, by Bob Joseph. In addition, John Chief Calf presented an example of how Indigenous Education was delivered in both Churchill and Chinook High Schools by sponsoring staff. This presentation enlightened the committee about Indigenous perspectives and understandings and its instrumental value in being delivered in regular Social Studies and English classes.

John further reviewed and led a discussion of a video based on the book (A Fair Country-Telling Truths About Canada) at our final March meeting. The book offered an interesting Euro/Canadian origin and gave insights into the Indigenous culture and traditions which have influenced and defined our country as it exists today.

Unfortunately, due to the COVID-19 situation, the committee had to cancel a planned a tour of the Blood Reserve which offered an opportunity to meet with the teachers and the Kainai Learning Community. Finally, in the June board meeting Morag Asquith presented a name change to the committee will now officially be renamed the Indigenous Education Advisory Committee.

The Committee will review the Terms of Reference, as currently written and revised in the first scheduled meeting in September.

Respectfully submitted,
Doug James, Committee Chair

Indigenous Education Advisory Committee Terms of Reference 2020-2021

TYPE OF COMMITTEE

- This is a standing committee of the Board of Trustees.

GENERAL PURPOSE

- To improve educational opportunities and achievement of all students (children and youth). To directly improve learning outcomes for all students who self-identify as having Indigenous ancestry
- To understand and support Indigenous Ways of Knowing
- To support building the capacity of teachers and our Indigenous Education Department to feel comfortable and skilled in delivering and appreciating Indigenous curricular content as per Alberta Education curriculum recommendations

KEY DUTIES AND RESPONSIBILITIES

- Annually assess the Division's work through data analysis, anecdotal reporting and observations
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other Indigenous cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the Indigenous Education strategic plan for all staff in Lethbridge School Division
- Participate in provincial sharing of best practices that support the Indigenous Education strategic plan
- Continue to communicate with stakeholders
- Communicate, explore and share interventions that are effective and impact learning and building a deeper understanding of Indigenous Culture and Language within the education setting

This committee's authority would be limited to Lethbridge School Division and would be advisory in capacity

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 2 Trustees – chair and alternate
- Education Centre staff member assigned lead responsibilities
- 2 Administrative reps (elementary and secondary)
- 2 parents/students
- Coordinator of Indigenous Education
- 3 Teachers – elementary, middle and high school

- 1 Counselling representative
- Graduation Coach- Indigenous Education
- Community members/Elders as needed
- Guests will be invited to assist the Committee as needed

MEETINGS

- There will be 3-4 per year (October, February, May)
- They will be organized by the Chair with assistance of the Education Centre lead person

REPORTS AND TARGET DATES

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

REVIEW AND EVALUATION

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary

Policy Advisory Committee Year-end Report 2019-2020

The Policy Advisory Committee (PAC) met seven times during the 2019-2020 school year. The committee consists of the Superintendent, the Coordinator of Learning and International Education, a Trustee, a representative from the Division Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from the Division School Council.

PAC was in year 5 of the schedule for policy review. This included various policies in the 700, 800, 900, and 1000 series (refer to attachment). Procedures relating to most of the new or amended policies were also reviewed.

The PAC Terms of Reference will be reviewed at the first meeting of the 2020-2021 school year (September 30th).

Respectfully submitted,
Loa Major, Committee Chair

Policy Advisory Committee Terms of Reference

Name and Type of Committee

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose

To advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board.

Duties and Responsibilities

The Committee shall have the responsibility to:

1. advise in the development and review of Division policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
2. advise in the development and review of regulations – the mandatory requirements of the policy.
3. identify the need for the development of new policy.
4. review annually the Terms of Reference of the Committee.
5. consult with committee members' respective stakeholder groups as appropriate.

Composition and Appointments

The Committee shall be chaired by a member of the School Board and have one representative from each of the following groups:

- Administrators' Committee
- Alberta Teachers' Association – Local 41
- Canadian Union of Public Employees – Local 290
- Canadian Union of Public Employees – Local 2843
- Division School Council
- Superintendent of Schools
- Coordinator of Learning
- Board of Trustees

Meetings

A schedule of meetings shall be developed annually. The committee will meet at least six times in a school year.

Resources/Remuneration

Record of all meetings will be kept by the Coordinator of Learning who will also provide administrative support to the Committee.

The cost of substitutes and lunches for Committee members will be provided by the Board as required.

Specific Annual Objectives for 2020-2021

- Finish review of any policies which were last reviewed in the 2019-2021 school year
- See attached document for review schedule for the 2020-2021 school year
- 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

Reports and Target Dates

The Policy Advisory Committee will provide a summary of concerns received from interest groups and subsequent changes to the draft policy prior to second reading. A similar report will be presented prior to third reading if substantial changes have been made.

Review and Evaluation Process

The Committee will review the Terms of Reference at the first meeting in the school year.

Approval Date

The 2020-2021 Terms of Reference will be reviewed by the Policy Advisory Committee at the first meeting of the year.

Yearly Schedule

Year Last Reviewed	Year of Schedule	Section(s) of Policy to Review (including procedures, forms, and exhibits)
2019/2020	5	700,800,900,1000
2020/2021	1	100, 200,300
2021/2022	2	400
2022/2023	3	500
2023/2024	4	600
2024/2025	5	700,800,900,1000
2025/2026	1	100,200,300
2026/2027	2	400
2027/2028	3	500
2028/2029	4	600
2029/2030	5	700,800,900,1000
2030/2031	n/a	Education Act Priorities
2031/2032	1	100,200,300
2032/2033	2	400
2033/2034	3	500
2034/2035	4	600
2035/2036	5	700,800,900,1000

Meeting Dates for 2020-2021

Batch	PAC meeting	Location	Feedback Due	Board Meeting
Batch 1	September 30	Computer Lab	November 18	November 27
Batch 2	November 18	Computer Lab	January 13	December 15
Batch 3	January 13	Computer Lab	February 10	February 23
Batch 4	February 10	Computer Lab	March 10	March 23
Batch 5	March 10	Computer Lab	April 14	April 27
Batch 5	April 14	Computer Lab	May 5	May 25
Batch 6	May 5	Computer Lab	June 9	June 22

Poverty Intervention Committee Year-end Report 2019-2020

Committee Members:

Christine Light (Chair)	Ali Mitchell (ATA Teacher – Elementary)
Karen Rancier (Co-Chair, Director of Curriculum and Instruction)	Donna Stodolka (ATA Teacher/Counsellor – Middle School)
DeeAnna Presley-Roberts (Program Manager – Making Connections)	Jamie MacCormack (ATA Teacher – High School)
Curtis Chatters (CUPE 290)	John Chief Calf (Coordinator of Indigenous Education)
Leanne Turner (CUPE 2843)	Alison Alma-North (Division School Council)
Stasha Donahue (AHS)	Brian Palsky (Community Member)
Dean Hawkins (ATA Principal)	
Rod Dueck (ATA Vice Principal)	

The Poverty Intervention Committee exists to provide an advisory role within the Division for supporting students living in poverty as well as to provide foundational support of basic needs to ensure students' readiness for learning. The committee met three times during the 2019-2020 school year. The final in-person meeting in May was cancelled. In lieu of this meeting, Karen emailed an update on how schools were continuing to care for students and families even though classes had been cancelled. The PIC Sub-Committee met three times during the year to discuss vision and direction as well as financial allocation.

The Terms of Reference were reviewed at the end of the 2018-2019 school year. Updates were made to streamline the purpose and actions of the committee to better serve students in need. Expectations of committee members were also updated to create greater opportunity for intentional work and advocacy of committee members in their specific roles. These changes reflected as being successful as a more fluent communication was evident as to the needs and ways the committee is able to offer assistance. Stronger community engagement also took place in the form of engagement, donation and hands-on assistance.

Financial Summary:

Opening Balance, September 1, 2019:	\$68,057.71
Donations Received:	\$111,891.06
Board Contribution:	\$20,000.00
Payments to schools or specific support:	\$23,681.88
Closing Balance, August 31, 2020:	\$176,266.89

Significant Events and Programs:

- With the direction set by our newly adopted Terms of Reference, Poverty Projects (valued up to \$1000) were cancelled. Schools could apply for up to \$1000 for breakfast

and lunch programming. The cap was given to ensure other essential needs could be met by the committee. Schools were encouraged to make community connections to supplement. By October 2019, \$11, 000 had been given for breakfast and lunch programs.

- Making Connections is an externally funded program (Child & Family Services, City of Lethbridge and AHS). Due to loss/change of funding (AHS funding was retained) a reduction of 4 Making Connections staff occurred. A new staffing model was implemented and four new Family Support positions were created and filled to provide universal programming division-wide. Prior to the staff model change, the caseload of each Making Connections worker has been 30 families. Changes will be necessary to build capacity in other areas.
- WAM Bags continue to be a valued program. The budget was increased to allow for more bags to be distributed. The grade 8 leadership class at Wilson Middle School made extra bags so the program could continue after schooling went on-line.
- Community partners have stepped in in significant and practical ways. Partnership with Lethbridge Soup Kitchen began in December 2019 donated overstocked meats, produce, frozen foods, canned goods, pastry and breads. 22 families were able to receive food donations over the Christmas holidays. Game meat was also a provision donated and community members stepped up in partnership with The Lethbridge Soup Kitchen and mindful Munchies to deliver food to families when school moved to on-line learning.
- Monetary donations to the sum of \$111,891 were received from the community this year to support the work of our committee. The committee will wait until the fall of 2020 to decide how this funding will be allocated.
- Every year the Poverty Intervention Committee holds a luncheon to thank its generous partners for their support. It was planned to not hold this event. In lieu a 'thank you' page was to be placed in the Lethbridge Herald. This will be published in the fall of 2020 as well as the spring of 2021.

On behalf of the Poverty Intervention Committee, I would like to thank everyone who has supported our students and the work of this committee through their time, creativity, and material and financial donations. Every contribution is significant to the lives of our students and their families!

Respectfully submitted,
Christine Light, Committee Chair

Poverty Intervention Committee

Terms of Reference

Type of Committee

This is a standing committee of the Board of Trustees whose authority is limited to Lethbridge School Division.

General Purpose

- To provide an advisory role within the Division for supporting students living in poverty as well as providing foundational support of basic needs to ensure their students' readiness for learning

Related Policies

- 600.3 *Poverty Intervention*
- 504.11 *Healthy Nutritional Choices*

Key Duties and Responsibilities

- Determine the Division's progress in maintaining and implementing strategies to address students' needs as they pertain to poverty
- Heighten staff awareness and promote action on issues related to poverty
- Annually assess the Division's implementation of poverty interventions
- Facilitate services and programs that address poverty
- Facilitate funding opportunities for poverty intervention
- Strengthen public relations that promote the Poverty Intervention Committee
- Share poverty interventions and best practices annually through facilitators' reports
- Support schools in developing and implementing poverty intervention practices
- Provide information for newsletters on the work of the Poverty Intervention Committee to raise the profile of the work of the Committee
- Maintain a "poverty" link on the Division's website

Composition and Appointments (for life of the committee)

- Trustee – Chair (the Board appoints the Trustee at their Annual Organizational Meeting)
- Director of Curriculum and Instruction
- Making Connections Program Coordinator
- Indigenous Education Coordinator
- 2 Division School Council Representatives
- 5 ATA Representatives:
 - 2 Administrators (1 Principal and 1 Assistant Principal, one from secondary and one from elementary)
 - 3 Teachers (one from elementary, one from middle, one from high)
- 1 Counselling Representative
- 1 CUPE 2843 Representative

- 1 CUPE 290 Representative
- 1 Community Member
- 1 Representative from Alberta Health Services

The Board will appoint the Trustee whereas CUPE and ATA will each appoint their representatives.

Specific representatives will serve no more than three consecutive years.

Guests will be invited to assist the Poverty Intervention Committee as needed.

Meetings

- There will be 4 per year (October, December, March, May) with other meetings being called, as needed
- They will be organized by the Chair with assistance from the Director of Curriculum and Instruction
- Representatives will provide reports at each meeting on the status of poverty and poverty interventions from the perspective of their portfolio
- The Poverty Intervention Sub-Committee (Trustee, Director of Curriculum and Instruction, Making Connections Program Coordinator) will meet, as needed

Resources

- Annual Board contribution
- Community grants and donations to support the work of the committee
- The Director of Curriculum and Instruction will administer the funds
- The budget will be reviewed at each meeting
- Support from the Director of Curriculum and Instruction's Administrative Assistant will be required

Specific annual objectives

- Continue to support educational opportunities and achievement of students
- Continue to seek new avenues for financial support

Reports and Target Dates

- Reports will be submitted to the Board by the Trustee following each Poverty Intervention Committee meeting as well as in an annual report

Review and Evaluation

- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board
- The Terms of Reference will be reviewed by the Poverty Intervention Committee annually in October
- Poverty Intervention Committee members and Poverty Facilitators will provide summaries and feedback annually in May

Spirit of 51 Committee – Section “Friends of 51 Program” 2019-2020

The committee met twice during the year to discuss the Support Staff Recognition as well as the Friends of 51 program. A list of recipients of the Friends of 51 is included below. This year the awards were delivered and presented at local businesses.

Business	Year Recognized	Received
Blaine Hyggen	2019-2020	Apple of Recognition
Evangelical Free Church	2019-2020	Apple of Recognition
Lowes	2019-2020	Apple of Recognition
Daytona Homes	2019-2020	Apple of Recognition
Runners Soul	2019-2020	Apple of Recognition
Shoe Warehouse	2019-2020	Apple of Recognition

The Support Staff Recognition took place on March 11, 2020. There were 29 award recipients that were nominated and invited to the annual event.

Spirit of 51 is also responsible for employee service recognition gifts in the Division. These awards are presented at the individual school year-end wrap up. Gift schedule is outlined below.

Years of Service	Gift
40	Gift purchased by school value \$400
35	Gift purchased by school value \$350
30	Gift purchased by school value \$300
25	Certificate and Clear Optical Crystal Apple
20	Certificate and Green Optical Crystal Apple
15	Certificate and Red Optical Crystal Apple
10	Certificate and Wooden Pen
5	Frame with Certificate

Spirit of 51 Committee Terms of Reference

Name and Type of Committee:

The Spirit of 51 Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose:

To enhance the recognition and appreciation of Division # 51 staff and members of the community. The committee will plan for activities, events and initiatives to achieve this purpose.

Key Duties and Responsibilities:

1. Provide advice to, plan for and participate in Division recognition and appreciation activities.
2. Promote collegiality among employee groups, the administration and the Board.

The Spirit of 51 Committee will recommend to the Board or take action as per Board motion.

Composition and Appointments:

- Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair.
- Facilitator
- Associate Superintendent, Human Resources

Meetings:

The Committee will meet as needed during the year. Meetings will be called by the Chair. An agenda will be distributed.

Resources:

The budget will be approved annually by the Board. Accountability for any funds managed by the Committee shall be the responsibility of the Associate Superintendent of Human Resources. The Associate Superintendent, Human Resource will take minutes and all minutes shall be filed with the Associate Superintendent of Business Affairs. Additional staff time will be granted by the Superintendent.

Annual Objectives:

- Continue to support the Friends of 51
- Continue to support CUPE 290, 2843 and Non-Union Employee Recognition Program
- Evaluate the Employee Service Recognition Program gifts

Reporting:

Written Report to the Board following meetings; and file a written annual report in September of each year.

Review and Evaluation:

Prior to the Board Organizational Meeting, the Spirit of 51 Committee will meet to evaluate its progress, challenges, and accomplishments and to discuss any proposed changes to the Terms of Reference for the coming year.

Terms of Reference:

To be reviewed annually by the Board prior to the Organizational Meeting.



LETHBRIDGE SCHOOL DIVISION

Approved: October 10, 2006
Amended: April 20, 2010
Amended: February 28, 2017

301.3 Evaluation Process for the Superintendent

Policy

An annual evaluation shall be conducted of the outcomes achieved for the District by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall culminate in a full report to the Board.

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

1. be conducted during the first full school year of employment and in the year prior to the final year of the Superintendent's term of appointment;
2. be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities);
3. be related to District success with regard to outcomes of the Annual Education Plan;
4. focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year;
5. incorporate input from stakeholder groups as determined by the Superintendent Evaluation Committee;
6. incorporate a self-evaluation component;
7. reflect the position of the Board as a whole, rather than of any individual trustee;
8. culminate in a report to be written by the Chair of the Superintendent Evaluation Committee, approved by the Board and filed in the Superintendent's personnel file and the Board Chair's Confidential File; and
9. have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

Policy



LETHBRIDGE SCHOOL DIVISION

301.3 Evaluation Process for the Superintendent, cont'd

B. Formative Evaluation:

The evaluation of the Superintendent shall:

1. occur in years in which a summative evaluation is not being conducted;
2. include a mid-year feedback session involving the Superintendent and the Board;
3. require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May, which addresses:
 - a. fulfillment of responsibilities (301.1 Superintendent of Schools Roles and Responsibilities)
 - b. success in achieving the goals of the Superintendent's Annual Personal Professional Growth Plan.
 - c. District success with regard to the outcomes of the Annual Education Plan;
4. be reviewed in draft form by the Superintendent Evaluation Committee prior to the Board meeting in June and revised as needed;
5. be presented for Board approval at the Board meeting in June; and
6. culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

Policy

References

Alberta School Act:
District Policies:

Section 113
301.1 Superintendent of Schools Roles and Responsibilities,
Superintendent of Schools/CEO Position Description, October
2006; Lethbridge School District No. 51 Superintendent
Leadership Profile, March 2006

SUPERINTENDENT EVALUATION COMMITTEE TERMS OF REFERENCE

KEY DUTIES AND RESPONSIBILITIES:

1. Review policy 301.3 Evaluation process for Superintendent of Schools
2. Review Superintendent's Roles and Responsibilities (Policy – Roles and Responsibilities of Superintendent of Schools)
3. Review criteria for annual review, as determined in the previous year
4. Conduct review based on criteria, process and timelines
5. Prepare report for the Board, including recommendations
6. Establish criteria, process and timelines for next evaluation
7. Outline expectations for Superintendent performance for the coming year
8. Provide information to the Board regarding the Superintendent's remuneration and if directed by the Board, provide a recommendation for the Board's consideration.
9. Review Terms of Reference for the Superintendent Evaluation Committee

COMPOSITION AND APPOINTMENTS

1. The committee shall consist of the Board Chair, two other trustees and the Superintendent.
2. Committee members shall be appointed annually by the Board at the Organizational Meeting.
3. The Board shall designate the committee chair at the Organizational Meeting.
4. The committee, at the first meeting of the committee, shall appoint a Vice-Chair.

MEETINGS

1. The committee shall meet as required
2. During the year of a summative evaluation, extra meetings, as necessary may be called by the committee chair or as directed by the Board.

RESOURCES

1. The committee shall bring any resource/budget requests to the Board for approval.
2. A budget estimate will be given for a summative review in the event an external consultant/evaluator/legal services are desired by the committee or Board.
3. The Superintendent shall serve as administrative support to the committee.
4. Additional staff and assistance shall be arranged through the Office of the Superintendent and upon approval of the Board.

SPECIFIC ANNUAL OBJECTIVES

1. Review and re-evaluate Superintendent Roles and Responsibilities.
2. Receive the Superintendent's annual growth plan, its objectives and outcomes. In reviewing the objectives and outcomes the Committee shall take into consideration the most recent summative evaluation as well as the most recent formative evaluation.
3. The annual growth plan will be presented to the Board as committee of the whole each September.
4. Develop a process in consultation with the Superintendent by which the formative evaluation shall take place. Consultation with Executive Council, Directors and School Principals shall be at the Committee's discretion.

REPORTS AND TARGET DATES

1. Initiate two informal feedback sessions between the Superintendent and the superintendent Evaluation Committee in January and May, 2013. Feedback sessions may include the Board as a whole at the request of the Board.
2. Conduct and complete the formative evaluation for the Board's review and consideration no later than the board meeting in June, 2013

REVIEW AND EVALUATION

1. To be filed in Superintendent's personnel file and Board Chair's Confidential file immediately following Board approval.
2. Terms of Reference shall be reviewed and if necessary revised for the Board's approval at the Annual Organizations Meeting.

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: October Organizational Meeting

Background

School Board Annual Organizational Meeting will be held on October 27, 2020. An electronic survey containing the Trustee committee membership will be distributed prior to the meeting for the purpose of Trustees subsequently conveying interest in committee membership for the 2020-2021 school year.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Division School Council Meetings

Background

The following are the dates that Division School Council meetings will be held in the Board Room at the Education Centre starting at 6:30 p.m.:

October 5, 2020
November 2, 2020
December 7, 2020
January 11, 2021
February 2, 2021 – Town Hall Meeting
March 1, 2021
April 12, 2021
May 3, 2021
June 7, 2021

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Alberta Teachers' Association (ATA) Local Council Meeting Dates**

Background

An excellent relationship exists between the Board of Trustees and its employee groups. Two examples of this collaborative relationship are the attendance by a member of the ATA Local Executive at all Board meetings and the open invitation that the ATA Local Executive to the Board to have a trustee attend Local Council meetings.

The meetings will take place virtually with the dates for the balance of the year shown below:

October 7, 2020

November 4, 2020

December 2, 2020 – Christmas Dinner (location TBD)

January 6, 2021

February 3, 2021

March 3, 2021

May 5, 2021

June 2, 2021

Recommendation

It is recommended that the Board receive this report as information and that a Trustee be identified to attend the future ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The September 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

AUGUST 31, 2020

BUSINESS AFFAIRS

2019-2020 YEAR IN REVIEW



IN THIS ISSUE

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ABOUT THE REPORT

GOALS!

This report is a review of the highlights of the activities and accomplishments of the department of Business Affairs for the 2019-2020 school year. It has been an incredibly busy year with lots of accomplishments to celebrate. COVID-19 provided unique challenges but more importantly offered opportunities for innovation and improvement within the Division.



Christine Lee, Associate Superintendent,
Business Affairs



FACILITIES

PROJECTS, PROJECTS, PROJECTS

Projects, projects, projects is a great way to describe the activity of the facilities department for the 2019-2020 school year. Along with the normal projects handled, the facilities department implemented a new ticket system, EBase, to improve maintenance request workflow. Thanks to stimulus money from the Province through the Capital Maintenance and Renewal (CMR) grant, and the Infrastructure Maintenance and Renewal Grant (IMR), project funds doubled overnight. This means that initiatives planned in future years could get a jump start or be completed earlier than planned such as the Westminster and Buchanan upgrade projects. Some of the many projects undertaken by the department are outlined on page 3. The facilities department also supported work performed by the technology department and the implementation of safety items for a safe return to school under COVID-19.

Dr. Robert Plaxton Elementary: New Construction

Currently under construction in the community of Southbrook. School opening is September 2021. The playground is planned and will be constructed in late fall.



Westminster and Senator Buchanan Elementary Schools: Upgrade

Approval was received to move to the final stages of the upgrade of these facilities ahead of schedule thanks to CMR funding. These schools will have upgraded ventilation systems, air conditioning, lighting, administrative offices, and learning commons when completed. Both projects are scheduled for final completion in December 2020.



Westminster Elementary School
upgraded and bright learning commons

Summer Projects

Thanks to both CMR and IMR funding over **250** projects (small to large) were undertaken during the summer. Some of these included:

- Wilson south wing upgrade
- Nicholas Sheran roof
- Coalbanks gym floor
- WCHS gym (floor, bleachers, painting)
- Accessible washroom at G.S. Lakie
- Washroom upgrade at Lakeview Elementary
- LCI Learning Commons and Interior upgrades (flooring, painting)
- Agnes Davidson parking lot
- Painting at various schools
- Concrete work at various schools
- Water Bottle refilling stations at various schools
- Installation of Brightlinks with technology department
- Plexiglas for Office spaces for COVID safety

Energy Improvement Projects

Though CMR and IMR funding, the Division will be conducting approximately \$4 million in energy improvement initiatives throughout the Division. Work has begun with Johnson Controls LLP to assess projects that will not only replace aging components and systems, but will create energy savings for the School Division. Some of the projects include:

- Lighting upgrades
- Boiler upgrades
- Building envelop upgrades
- Heat pump replacements
- Control system upgrades

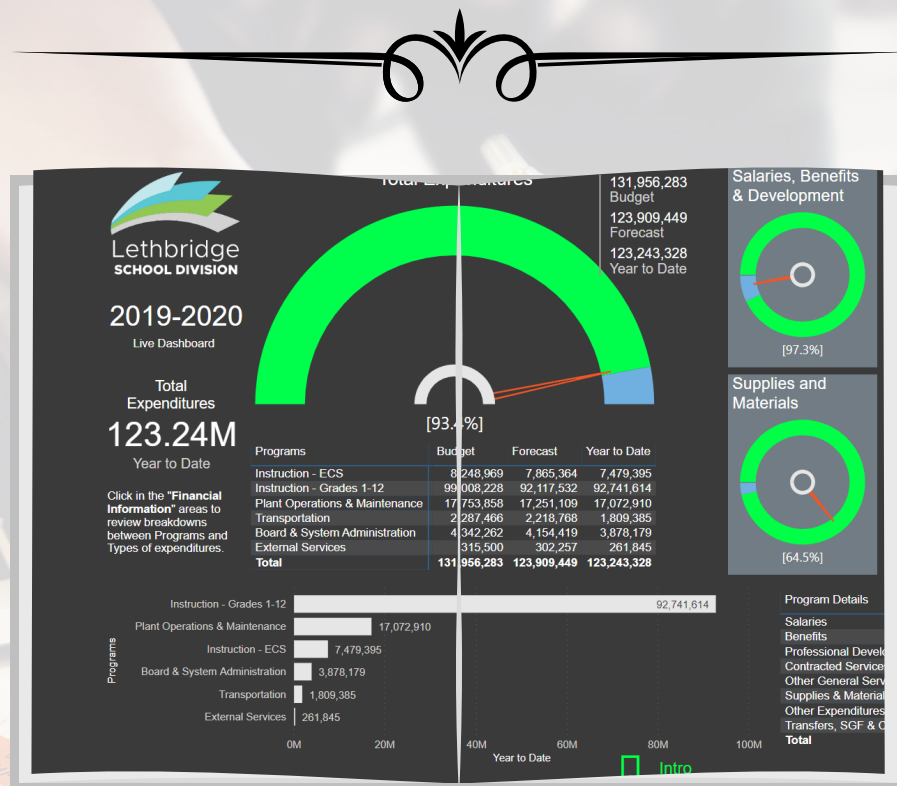
FINANCE

TRANSPARENCY AND ACCOUNTABILITY

The finance department continues to provide new ways to improve reporting practices to provided clear and transparent information to schools, departments, and the public. One initiative created an online financial reporting dashboard that provides information at a glance in a user friendly format. Using *Power BI* the dashboard was created. Now anyone can go online and see the Division's historical and live financial information.

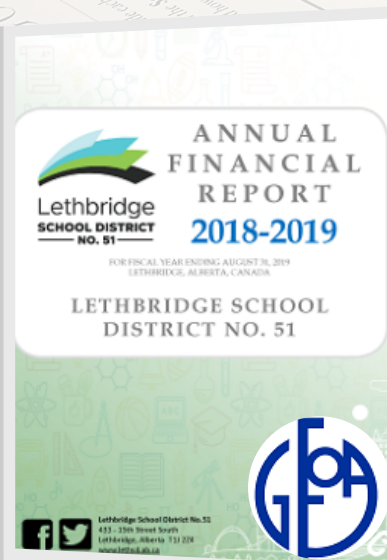
Continuing with the spirit of transparency and accountability the Division continues to prepare a highly detailed **Annual Financial Report and Budget Report**. Both continue to receive awards for excellence in reporting.

The department also completed the conversion to the new payroll platform for support staff.



*Accountability
Transparency*

Once again the Division has
been recognized for excellence
in both Financial Reporting and
Budget Reporting



SAFETY

KEEPING OUR STAFF AND STUDENTS SAFE

Safety Management

A new **Occupational Health and Safety Management Team** 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.

**STAY
HOME IF
SICK**

PROTECTIVE EQUIPMENT
ELECTROSTATIC SPRAYERS
FOR ENHANCED CLEANING

&
PLEXIGLAS BARRIERS FOR
SCHOOL OFFICES AND ONE-
ON-ONE INTERACTIONS

Division - \$470,000
Province -\$132,900

Safety Training

Safety training and initiatives undertaken:

- Mandatory safety committee training
- Hazard Assessment and Inspection training
- Employee orientation forms created
- Field Level hazard Assessments created
- Safe work practices created (ongoing)

COVID-19

Measures put in place for safety related to COVID 19:

- Detailed Re-entry Plan
- Handbook for school administrators providing information, signage, and protocols for safety measures
- Restructured and increased caretaking hours to support cleanliness
- Facility Hazard Assessments and Safety Walkabout checklists for school facilities
- **COVID -19 Preparing for the school year** course to inform staff of roles and responsibilities, safety protocols, and resources
- Training for caretakers on enhanced cleaning protocols and responsibilities
- Doorbells for communicating to visitors
- Personal Protective Equipment(PPE) and supplies purchased by Division and supplemented by Province (see below)

PPE Items	Division	Province	Total
Disposable Face Masks	4,200	1,350	5,550
Reusable Face Masks	1,500	26,732	28,232
Face Shields	325	1,497	1,822
Gowns	550	-	550
Touchless Thermometers	28	54	82
Mobile Hand Sanitizer stations	48	-	48
Sneeze Guards	180	-	180
Painters Tape	630	-	630
Marking Paint	445	-	445
Hand Sanitizer (Litres)	8,300	2,027	10,327

PPE SUPPLIES

TECHNOLOGY

CONTINUOUS IMPROVEMENT THROUGH INNOVATION

Online Registrations

Online registrations were implemented under the direction of the technology department, saving significant time for parents and schools.



PEOPLE AND TECHNOLOGY AT ITS BEST

Technology upgrades

Through the evergreening program computers and monitors were upgraded at secondary schools. Brightlinks and Egan boards were also installed often replacing the old whiteboards in place at secondary schools or providing this resource for the first time at some schools. Due to software upgrades, Division machines were all rebuilt to be updated.

Electronic Student Records

It has been mandated by the Province that student records be digitized electronically by September 2020. The technology department and schools were able to get all student records digitized ahead of this deadline.

Educational Technology Support

Throughout COVID 19 the department supported not only hardware for staff but also supported some IT issues of parents. The technology team has been supporting several professional learning opportunities for teachers, including enhanced application of *Microsoft TEAMS* and assessment apps to support teacher assessment practices. Support continues for those teachers that have at-home learning assignments in the 2020-21 school year.

Technology by the numbers

9810

Online Student Registrations



5000

MACHINES REBUILT

4128

WORK TICKETS



2820

PC'S, MONITORS AND SPEAKERS EVERGREENED

458

BRIGHTLINKS AND EGAN BOARDS



51

TRANSPORTATION

PREPARING FOR THE FUTURE



School Busing 2020-2021

In the spirit of collaboration and cooperation, Lethbridge School Division will be coordinating school busing for Holy Spirit Catholic School Division starting in the 2020-2021 school year. This collaboration will continue as both divisions work together to plan more efficient and effective busing operations when a new service provider is in place for the 2021-2022 school year.

Lethbridge School Division and Holy Spirit Catholic School Division are excited to continue to work collaboratively for an effective student transportation system.

School Busing 2021-2022

Transportation will look different in 2021-2022. After a 50+ year relationship with the City of Lethbridge providing school bus operations to the Division, the City decided to not continue this service. In order to make the best informed decision on whether to start a Division owned and operated transportation system or use an experienced third party contractor a transportation study was completed by an independent consultant. It was determined that it would be in the best interest of the school division to contract out school bus services to an experienced provider. A Request For Proposal (RFP) was issued for school bus services commencing for the 2021-2022 school year. A contractor should be chosen by the end of September 2020.

All students will be required to wear a mask while riding the school bus



SEPTEMBER 2020

ASSOCIATE SUPERINTENDENT, BUSINESS AFFAIRS REPORT



Kids

ARE OUR BUSINESS

Report by:
Christine Lee,
Associate Superintendent,
Business Affairs



FACILITIES

Dr. Robert Plaxton Elementary

Dr. Robert Plaxton Elementary School, in the community of Southbrook, is progressing very well with substantial completion anticipated in December. Inside and outside finishing touches are proceeding with painting, flooring, and mill-work occurring inside. The school's alternative energy playground has been designed and equipment ordered. The playground's overarching message is **Everything has energy...even you!** and will showcase sun, wind, hydro, earth, and you energy concepts. Children from ages 2 to 12+ can explore harnessing alternative forms of energy like solar, wind, hydro, and geothermal energy, including harnessing their own energy to create power.



Projects

Approximately **250** summer projects started with **98%** completed by the start of school. Buchanan, Westminster and Wilson South Wing upgrades are ongoing and anticipated to be completed by December. Energy Improvement projects are in the engineering and design phase. Wrap of minor items continues on the many projects undertaken in the summer.

The Facilities Committee met to review terms of reference, 2019-2020 annual report, and capital projects listing.

Thank you to our caretaking teams for their diligence in keeping our students and staff safe with additional cleaning and sanitization protocols.



Thank you!

FEDERAL SUPPORT

\$4.14 Million

FINANCE

COVID-19 Federal Safe Return to Class Funding

The Federal Government provided the Province of Alberta with \$262 million of funding to support a *Safe Return to Class*. The school division's share is \$4.14 million. The funds have been allocated based on funding criteria, board priorities and timeliness of expending funds. As class size is a top priority more funding was allocated to support classrooms with additional staffing.



The Finance Department is busy crunching and analyzing numbers for year end. The Audit of the 2019-2020 school year will commence in October. The Audit Committee met on September 17th with the Auditors to review the audit plan.

The Division's budgeting software is getting an upgrade to enhance user experience just in time for tweaking and updating the 2020-2021 budget.

Staffing and Substitute Costs

\$3.38 Million
(19.83 FTE class size support, \$1.7 million for teacher and support staff substitutes, 4 (6 hour) caretaking positions)

Sanitation Supplies

\$110,430
(Sprayers, scrubbers)

Remote Learning Supports

\$384,000
(2.83 FTE teachers, 1.0 FTE Educational Assistant, and materials)

Personal Protective Equipment

\$270,000

OCCUPATIONAL HEALTH AND SAFETY

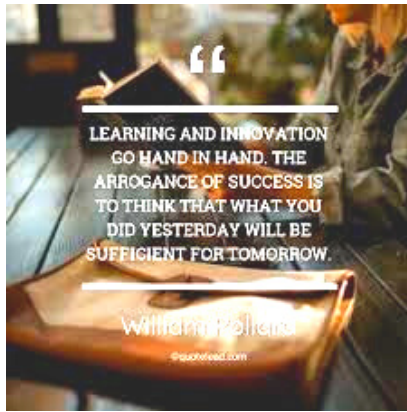
THANK
YOU

The Division Joint Workplace Health and Safety Committee held its first meeting of the school year on September 21st. The Committee reviewed roles and responsibilities of committee members, incident statistics, and COVID 19 matters. An employee co-chair of the committee is also elected by worker representatives at the meeting.

As part of the Division's safety program, staff are enrolled in a variety of safety courses yearly or once every three years. Some of these courses include recognizing workplace hazards, policy reviews such as Workplace Violence and Harassment, and job position hazard assessment reviews. This year a new course was added: **COVID -19: Preparing for the school year**. This course is to inform staff about COVID-19 and safety protocols in place for their protection.

Thank you to all
the worksite safety
committees for
conducting
worksite hazard
assessments and
safety walk abouts
to ensure facilities
had all the
required items to
ensure a safe
school opening for
staff and students!





Technology Department has been working hard to support both staff and parents with at-home learning

TECHNOLOGY

Some of the work that the team has been doing during school start up:

- Supporting teachers and parents with technology and program related items for at-home learning.
- Assisting teachers with the use of TEAMS applications to facilitate at-home learning.
- Working through password resets for students, PowerSchool, schedule adjustments, and student electronic records matters.
- The team worked to get doorbell monitors installed at schools for start of school year and work on supporting their use.
- The technology department has reached a new agreement with Telus to reduce 84 copper phone lines. **This change will reduce phone charges by 50%. Schools will save an average of \$500 per year.**



TRANSPORTATION

Check out our back to school transportation video on the Division website!

The good news to start the year is that Route Maps were posted the week before the start of school, however there will be a number of changes as we work through challenges presented this school year. Parents are encouraged to routinely check the website for any changes.

Juggling of school bus routes are ongoing with the City of Lethbridge and Transportation Coordinator, Cheryl Shimbashi working hard on route timing and to address a shortage of bus drivers. School bus routes are being analysed and combined where practical to free up drivers to address the shortage and be able to respond to possible driver absenteeism. We are trying to avoid a situation where a route simply cannot be run due to not enough school bus drivers.

Thank you to our schools for their patience and flexibility as innovative solutions are reviewed to address transportation concerns.

A team composed of members from Holy Spirit Roman Catholic School Division and Lethbridge School Division reviewed responses to the transportation services RFP for the 2021-2022 school year. The team has made its recommendation that will go to the Board of Trustees for approval this month. Both school divisions will begin to work with the new service provider on transitioning transportation service from the City of Lethbridge.



PROTECT YOUR KIDS
at home, school, or play



OTHER MATTERS



**DID YOU
KNOW ?**

The School Division provides student accident insurance free of charge. This coverage helps with ambulance, dental and eye glass coverage in event of an accident at school.

Parents may also purchase supplemental coverage (for accidents outside of school) for as low as \$13 per year through Kidsinsured.

See Parent/Student Insurance on Division website for more details.

Other meetings or events to note:

- USIC Risk Management and Claims Committee meeting - Sept 8th
- Wilson School Council - Sept 9th
- Transportation Services RFP Review Meeting - Sept 10th
- TEBA Meeting -Sept 14th
- Facilities Committee Meeting - Sept 15th
- Ecole Agnes Davidson School Council - Sept 15th
- Ecole Nicolas Sheran School Council - Sept 16th
- Joint City School Boards meeting- Sept 16th
- Audit Committee Meeting - Sept 17th
- Joint Workplace Health and Safety Committee meeting- Sept 21
- Immanuel Christian Secondary School Council - Sept 21st
- Ongoing: Dr. Robert Plaxton construction site meetings.

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The September 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

Associate Superintendent, Human Resources
Report to the Board of Trustees
September 22, 2020



Highlights

The Human Resources department has been busy supporting staff and schools so they can support our amazing students. Some of the highlights include:

- Providing over 60 new staff orientations in August and September.
- Facilitating the recall of 99% of support staff laid off due to the COVID-19 pandemic.
- Providing onsite ADW training for new administrative assistants and administrators at 8 schools, with 5 more schools scheduled for training in the near future.
- Providing training for all administrative assistants related to data and schedule entry.
- A tool was developed to assist staff with navigating the various leave scenarios created by COVID-19. The tool was subsequently shared with CASSIX school divisions. As well, a new leave code was created for COVID-19 absences.
- Associate Superintendent Mike Nightingale accompanied Superintendent Dr. Cheryl Gilmore on visits to all division schools.

Enrollment Update

Please note – the information listed below is based on initial projections and will change over the course of the school year.

K-12 Enrollment

	September 30, 2019	September 11, 2020	Difference 2019 vs 2020	% Difference 2019 vs 2020
Total	11,336	11,082	-254	-2%

In-Person and At-Home Learning Breakdown

	In-Person Learners	At-Home Learners	Percentage of At-Home Learners
Elementary (K-5)	4181	707	17%
Middle School (6-8)	2362	346	15%
High School (9-12)	2848	392	14%
Total	9391	1445	15%

In-person Class Size K to 8

Grade	Average Class Size
Kindergarten	17
Grade 1	20
Grade 2	18
Grade 3	20
Grade 4	21
Grade 5	19
Grade 2&3 Combined	20
Grade 3&4 Combined	20
Grade 4/5 Combined	23
Grade 6	28
Grade 7	27
Grade 8	28



At-Home Learning - Projected Class Sizes K-5

Please Note – The classes sizes listed below are based on adding approximately 5.5 FTE teachers to support at home learners.

Grade	Average Class Size
Kindergarten	20
Grade 1	19
Grade 2	22
Grade 3	21
Grade 4	21
Grade 5	20

Hiring Update

The Human Resources department is working collaboratively with schools to hire additional staff to fill vacancies that occur in a regular school year and to support students and schools as the division responds to challenges created by COVID-19. The department is currently working on:

- Facilitating the hiring of approximately 21 full-time equivalent teachers to support both in-person and at-home learning across the division.
- Facilitating the hiring of approximately 17 school-based support staff to support both in-person and at-home learning across the division.
- Facilitating the hiring of approximately 14 caretakers to support schools.
- Facilitating the on-going hiring process for substitute and casual support staff and teachers to support schools across the division.

Congratulations

- Congratulations to Director of Human Resources Rhonda Aos for being selected as a finalist for the Human Resources Leader of the Year Award!



Upcoming

- The Human Resources department will continue to work closely with schools and staff as we navigate the challenges created by COVID-19. The department has been providing, and will continue to provide significant support in relation to:
 - Leave Management
 - Hiring
 - Accommodations
 - Substitute and casual replacement
 - Data collection
 - Providing staff with Employee Family Assistance Program resources
- Rhonda Aos and Mike Nightingale attended the September CASSIX meetings.
- Rhonda Aos and Mike Nightingale will attend the upcoming administrator's committee symposium.



MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The September 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

SEPTEMBER 2020

IMPORTANT DATES FOR SEPTEMBER & OCTOBER

Wellness Committee - October 5th at the Ed Centre from 1:15pm-3:00p.m.

Shelley Moore visit - Was scheduled for September 8th, but postponed until November

Orange Shirt “Week”- September 30th to October 4th (Orange Shirt Day is September 30 officially)

Heathy Schools Champion Meeting #1 - October 19th 1:15-3:15 p.m.

Indigenous Education Advisory Committee - October 14th- 9-12 noon (Christina will be sending out a confirmation to last years attendees to confirm attendance for this)

Rock your Mocs - November 13th-15th

Professional Learning Day – October 13th (Collaborative Communities in the a.m.)

NEW STUDENTS AND DEMOGRAPHICS

As a Division as of September 11th we have the following numbers of students as of September 10th we anticipate our numbers to grow as September 30th approaches (our 1701 deadline):

English Language Learners: 1258

Indigenous Learners: 729

Coded: 956

Refugee: 450

Early Education Programming: 318

COVID-19 UPDATE

We are so proud of the synchronized efforts of staff, students, parents, and community to ensure we have had a sound start up. Lethbridge School Division has been working closely with Alberta Health Services to respond to illness issues that present in schools and procedures for when a student or staff member identifies as symptomatic of COVID-19. We send a dedicated thank you to our parents for being extraordinarily diligent and keeping their child(ren) home when they are unwell.

PARENT INTAKES

In the past three weeks we have had over 50 parent/guardian queries related to the following issues:

- Custody orders and guardianship
- At-home/in-class requests
- Specialized programming for exceptionalities
- High school programming
- Out of boundary requests
- Retention requests
- School safety issues
- COVID-19 concerns

NUTRITION PROGRAMMING

Most of our nutrition programs at schools are continuing. They have been a little slower to start due to all the protocols and health guidelines our schools additionally follow with respect to COVID. Nutrition Programs are required to ensure items are individually wrapped and staff distributing and preparing food are masked and gloved.

School	Project
Fleetwood Bawden	Breakfast program: cereal, yogurt, toast etc. serving 60-110 students daily
Senator Buchanan	Breakfast program and lunch support serving 80-120 breakfasts and about 80 lunches daily
Wilson Middle School	Breakfast program: cereal, fruit, yogurt, toast serving 90-110 student. Lunch program for about 15 lunches daily
Division Fruit and Veggie Program	Universal approach to support all schools and all students. Will supplement the food schools are also purchasing
Westminster	Breakfast for about 200 students and Food Education for school community
Victoria Park	Hot Lunches on Tues., Wed., Thurs., Friday breakfast program, You and Your Child Food Offerings, Daily food in classrooms. Universal approach for about 800 students
SJF	Breakfast club: toast, oatmeal, fruit, eggs, yogurt. Food throughout the day. Serving about 50 students a day
Dr. Probe	Healthy food throughout the day. Serving about 80 students
Gilbert Paterson	Breakfast, Snacks, Lunch: yogurt, cheese, fruit, granola bars. Targeted serving 30 students. Universal approach serving 30-40 students.
Nicholas Sheran	Breakfast program: toast, fruit, cheese Lunch program: sandwiches, veggies, fruit, juice box Monthly hot lunch for 40 students
G.S. Lakie	Breakfast / Lunch program: Cheese, fruits, veggies. Stop and snack fruit and veggie bar. 30-50 students for breakfast 10-15 students for lunch
Lakeview	Breakfast program: milk, fruit, eggs, juice, cheese, cereals 40 students per day Lunches for 7-10 students per day
Churchill	Breakfast: bread, fruit, yogurt. Toast and tea in the classrooms. Serving about 250 students daily
General Stewart	Breakfast / Snack / Lunch: fruits, veggies, pre-packaged food. Community meal
Chinook	Breakfast program: toast, cereal, coffee. Friday hot breakfast for about 45 students
Agnes Davidson	FNMI community feast, Grab and go snacks, Nutrition program for about 10 students, Hydration stations
LCI	Breakfast: cereal, milk, fruit, yogurt, oatmeal. Serving 40-50 student daily
Park Meadows	Breakfast / Lunches: bread, honey, wow butter, granola bars, fruit, veggies, cheese, yogurt

SCHOOL RESOURCE OFFICER PROGRAM

We are fortunate to have Steven Veale who was a past School Resource Officer be promoted to the rank of Sergeant leading our School Resource Officer Team for the 2020-21 school year. School assignments will likely be determined next week.

We have received information from Steve that we will have 3 SROs starting with the Division this week (September 14th) and another 2 starting the following week. LSD will have 4 SROs to work with the entire Division along with the Staff Sergeant. We have benefitted considerably from the work of our fine SRO's in the past and we look forward to the continued support we will receive from Lethbridge Police Service.

OUTDOOR AWESOME!!!

POTENTIAL PARTNERSHIP WITH HELEN SCHULER NATURE CENTRE

We are very excited to share that we are embarking upon a partnership with Helen Schuler to support outdoor learning with our middle school learners. Learning and teaching during COVID has presented some interesting outdoor learning opportunities. This partnership will support the learning of our middle school students and our teachers. More information to come in the next month!!!

CURRICULUM AND INSTRUCTION

Our scheduled September 8th Shelley Moore event came upon us too quickly as we were busy organizing our "back to normal" school routines. Given the stressors and "busyness" of back to school, Shelley has kindly postponed her event until November. A classroom teacher, learning support teacher and administrative rep from each school is invited to attend a day-long session (will be online if COVID-19 issues are still present) on Universal Design for Learning. Our school division has had Shelley present with SAPDC and to Administrators over the last 2 years and we believe the work she does inspires and provides concrete and real life opportunities to support the growth of inclusivity in all our schools.

PL:

- The first division-wide PL day is coming up on October 13th (earlier than it has ever been before). Collaborative Communities will again be available for teachers to create and choose from to ensure students' learning is supported in engaging and meaningful ways.
- TEAMS PL continues to be provided through the division's website.

At-Home Learning:

- Meetings were held with all the at-home teachers the last week of August. Schedule examples, supplying items for students, communication with parents, and Gradebook were among the topics discussed.

At-Home Learning without Technology:

- Fifty-five students are on the list for at-home learning without technology in the home. Two teachers (one for grades 1-4 and one for grades 5-9) will be hired to support their learning through paper packages.

EARLY EDUCATION PROGRAMMING

Our school division is very proud of the partnership we have begun with Cor Van Raay YMCA on the West Side of Lethbridge.

We now are offering early education programming at the “West View Early Education Program” located at the YMCA. A very special thank you to Isabelle Plomp, Early Education Coordinator for ensuring the program was staffed, resourced and ready for our first day of school. A reminder that Kindergarten Programming is a part of the K-12 umbrella and is no longer supervised by the Early Education Programming department. In the province, students who are Kindergarten and were once funded by Program Unit Funding are now supported through the Specialized Learning Supports fund that falls under our Inclusive Education Department.

WELLNESS

The School Division has released a Social Emotional Wellness Plan that has been shared by our helper staff and administrators at each school. The Trauma Informed professional learning done in the spring will continue once we have all found our feet from our return to school. Many elementary schools are following the themes of “welcome back” (week 1), “safety” (week 2), “connection” (week 3) and “regulation” (week 4) for the month of September as we shift our routines and get back to our new “normal”.

Our Staff Wellness Throwdowns will start again in the month of October with the theme “**Physically Distant, Socially Connected**”. Lyndsey Spring, our Regional Comprehensive School Health Coordinator, has developed a weekly checklist of social/emotional challenges for our staff to participate in. At the end of October our Health Champs will check in with their staff to see if at least 50% of their staff have participated. If the schools have 50% participation, the Health Champs input their school into the shared document Christina Peters, Executive Assistant, Instructional Services manages, and the school is entered into a draw for \$200 toward a healthy staff event for the month.

Throughout the year there will be 4, “**Uber Health Champ**” challenges where staff can independently challenge themselves above and beyond the typical Wellness Challenges. Again, our Health Champs will collect the names of any staff at their school who have met the Uber Challenge. At the end of the year, any staff who have achieved the 4 Uber Challenges will have their names in a draw for a Smart Watch.

MEMORANDUM

September 22, 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 and attached are the donations and support received by the Division.

- Ready Set Go donators **Daytona Homes, Kinsmen Club of Lethbridge, and Sunrise Rotary**. This event supported 800 students from Lethbridge School Division and Holy Spirit Roman Catholic School Division in receiving the supplies they needed to go back to school with confidence. This is significant considering that our donators had the challenge of fundraising during COVID-19.
- **Home Depot** donated building materials for G.S. Lakie Middle School students to build hand sanitizer stands.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas as identified by the Board at their spring retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



2020-2021 DIVISION PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition within the system and to further education, credentialing or the world of work.
4. Indigenous Education student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments.
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.
9. A comprehensive wellness approach promotes well-being and fosters learning.
10. The education system demonstrates collaboration and engagement to further Division priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs.

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners.
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

2020-2021 DIVISION PRIORITIES REPORT TO THE BOARD

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy/ESL Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- Fountas and Pinnell assessments will occur with all students who are taking classes in person and running records will be used with all students who are accessing learning in the at-home learning platform.

Numeracy

- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her area of focus is effective teaching practices in mathematics.
- The Mathematics Intervention Programming Instrument (MIPI) will be conducted with all students in grades 2-9, regardless of their learning platform, in September.

Curriculum Implementation

- Karen Rancier, Bev Smith, and Jenn Giles have created a workshop for administrators around “Cultures of Thinking” that will be presented at the Administrators’ Symposium at the end of September.
- Partnership has been established with Helen Schuler to enhance teacher’s ability to provide outdoor learning opportunities, Indigenous Education supporting the endeavor will be offered at the middle school level (“Outdoor Awesome”).

High School Initiatives: Off-campus, dual credit, high school re-design, career exploration

- A variety of dual credit courses are being delivered this year (2020-21): Cinema 1000, Management 1070, Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850 for the second semester.
- Lethbridge School Division Off-Campus program for Work Experience and RAP continues to be strong with Andrew Krul and Carey Rowntree working hard to place students and monitor compliance with COVID-19 workplace guidelines.
- Teachers and counsellors overseeing career development at the secondary level received an inservice for the on-line career exploration program MyBlueprint.

Middle School Initiatives

- Schools continue to extend learning regarding concept-based teaching/pedagogy.
- Collaborative teams are being formed to enable sharing of ideas and resources for on-line learning.

Early Learning

- West View Early Education Program is up and running at the Cor Van Raay YMCA. This unique partnership between Lethbridge School Division and the YMCA is off to a very positive start with a morning and afternoon program at full capacity.
- Identification for children with needs has had added challenges due to not being able to complete assessments with children last spring. It has also been impacted by Alberta Health Services changing their service model where they will no longer provide assessment reports for educational purposes. They have also changed their caseload requirements in that children

registered in educational programs will no longer receive service from Children's Allied Health except in very limited circumstances. As a result, our Lethbridge School Division team of therapists will have significantly increased numbers of children to work with in terms of assessment, programming and supervision of EAs.

- Lethbridge School Division has partnered with private preschool programs throughout the city for years providing specialized supports to children who are eligible for Alberta Education funding and support. The changes Alberta Education implemented for this school year in hour requirements for children with identified needs has significantly decreased the numbers of children we are able to support in these locations. Typically, we have provided supports to over 50 children per year in these private preschool settings. This year it has dropped to 15 children due to the change in required hours for programming.
- We have had a higher number of children than expected request "at home" learning for Early Education this fall. Approximately 45 children are participating in "at home" learning. We have a half-time Early Learning Educator assigned to provide this unique programming for 3- and 4-year old's.
- Due to significant changes in funding and impact of the pandemic we have had to decrease the number of Early Education Programs across the division to remain viable. Last year we had 24 classes of Early Education and this year we have 19 classes, as well as the group accessing "at home" learning.

Indigenous Education

- Indigenous Education Team is composed of two Teachers- Indigenous Education, a Coordinator, and four Graduation Coaches placed at the High School Level- there is a strong focus on building relationships and discovering access points for our staff- I.e. arts, music, language/communication and the outdoors, teachers are tasked with supporting all our teachers to imbed Indigenous Ways of Knowing into their classrooms.
- The Indigenous Education Department continues to provide both formal and informal learning opportunities for staff. Our Elementary Teacher- Indigenous Education is going to be working with and targeting grade 4 this year. She will be providing inquiry learning support as teachers identify their curiosities with respect to Indigenous Education. Shawnee Big Bull is initiating the "Outdoor Awesome" work with Helen Schuler Centre in support of enhancing outdoor learning strategies and activities for our teachers while imbedding Indigenous Ways of Knowing into some of the outdoor activities. This is a very exciting venture!! John Chief Calf and Shawnee Big Bull have hosted some events off school division sites for staff through the summer where learning and experiencing Indigenous Ways was kindly offered. Many staff are identifying entry/access points for their learning with respect to the TQS5

Administrator Professional Learning

- Shelley Moore was scheduled to present on UDL and work with teams of three from schools September 8th. It was determined that it would be best to postpone to November given the challenges presented with start up.
- New administrators for the 2020-2021 school year had their first learning session on August 24, focusing on Leadership Quality Standards, Generative Dialogue, Division Priorities, building relationships, and essential policies.
- Our next session is on Thursday, October 8. We will be focussing on School Management, specifically facilities, finance, risk management and communication.

Division Professional Learning (Collaborative Communities, support staff, teachers)

- The first division-wide PL day (AM only) occurs on October 13th. Collaborative Communities will again be available for teachers to create and choose from to ensure students' learning is supported in engaging and meaningful ways.
- Learning Commons Facilitators will meet together on October 13th to share best practices of learning commons work in these unique circumstances.
- Several teacher/EA teams supporting students who are visually impaired, deaf and hard of hearing, or with complex communication needs will be attending a Low-Incidence symposium in early October through South West Collaborative Support Services (SWCSS).
- On September 30, division Speech Language Pathologists are providing a PL session for Speech Language Assistants and Learning Support Teachers as we transition more to in-class as opposed to pull-out speech language support.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The format for the Teacher Induction Program has changed for this year. The changes were due to feedback from participants. One of the biggest changes was to the schedule. We now offer TIP on Friday afternoons rather than during instructional time. TIP year 1 participants have already met, on August 20th and 21st. Although our format has changed in regards to scheduling, our content has not changed. On August 20th we combined the 'New to the Division' and TIP for the morning providing a valuable orientation to the Division for all. August 20th in the PM focussed on the Protégé and Mentor relationship. Mentors were invited to attend. Friday, August 21, we focussed on Division Priority 1; Achievement. Bev Smith and Jenn Giles introduced our Literacy and Numeracy focus for the Division. I have visited quite a few TIP teachers already at their schools. So far, we have received very positive feedback. Our next session will focus on reporting and parent/teacher interviews.

Parent Engagement

- Division School Council will resume meetings beginning in October. Parent representatives from the different schools can attend in person with the Board room set up for social distancing or virtually on Teams.
- Parents have been kept apprised of the 2020-21 Re-entry Plan starting in August. Updates for COVID-19 as it pertains to learning and school operation are ongoing on the school division website and Facebook, and social media.

Community and Business/Industry Engagement

- Christine Light and Cheryl Gilmore attended a Team Lethbridge session September 15 that focused on creating a vision of the representation of Lethbridge to government. The next Team Lethbridge trip to Edmonton to advocate with government is scheduled for fall 2021.
- Cheryl and Morag met with Emergency Planning at City Hall to review COVID-19 processes and discuss other relevant City-School safety issues.

Management of Growth and Capacity Building learning spaces)

- Continued advocacy for a new school on the West side of Lethbridge
- Submission for modular classrooms was made a number of months ago; anticipate that modular allocations will be announced in the near future.

Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns- the first challenge starts in October- "Physically Distant Socially Connected".
- Nutrition Programs continue to support breakfasts, lunches and snacks for students throughout the day.

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, counselling, Positive Spaces, etc.)

- The aligned approach our Division of Instructional Services has taken, supports UDL (Universal access or curricular entry for all students), thereby using the inclusive lens with all initiatives- achievement (literacy/numeracy), social emotional supports, nutrition programs, physical activity.

Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)

- Rochelle Neville has assumed the role of Inclusive Education Coordinator in the absence of Terra Leggat who is now acting principal at Agnes Davidson School.
- Following the dissolution of Regional Collaborative Service Delivery, the division has created its own therapy team starting in the 2020-21 school year with five Speech Language Pathologists and an Occupational Therapist. The team will work closely with the behaviour support team and division psychologists to provide a continuum of supports and services for students.
- Physiotherapy and low-incidence services will be contracted through SWCSS, a regional initiative that operates across school divisions in the south west.
- An additional teacher has been hired under Inclusive Education to support elementary students with complex needs accessing at-home learning. These students have very adapted programs, and several are nonverbal and using communication devices. It would be challenging for teachers in regular at-home learning classrooms to adequately meet their unique needs while differentiating the program of studies for all learners.
- The division is working with Family Supports for Children with Disabilities (FSCD) to support the learning of students who are immunocompromised at home during COVID.
- The Limited Formal Schooling program at GS Lakie for newcomer/refugee students will be maintained part time (0.6 FTE) this year with students included in mainstream classrooms with their English-speaking peers for the rest of the day. Full-time programming will continue at Wilson Middle School and Winston Churchill High School.
- Bev Smith will be supporting ESL across all schools in her lead teacher role and Sarah Ahlgren is the new Student Support Worker – ESL.

PRIORITY THREE: INNOVATION

Breadth of Program Options

- High schools have been able to implement procedures that allow for the delivery of most options in the COVID-19 context.
- Teachers have been working diligently to prepare for and commence delivery of at-home learning using Teams as a delivery platform.

Technology

- We have been working with Teachers and Staff, providing training opportunities and resources to help navigate teaching online and using online services such as Office 365, TEAMS, Microsites and Digital Portfolios.
- Six elementary schools are piloting a new Digital Portfolio tool called “All about Me” this is a product from MyBlueprint. We have been working with the schools to provide training and are excited about the potential to have a division wide portfolio tool that can be used and supported in the division.
- We have created a new website called “51online” this site was created to host several online learning resources for parents and teachers. This site will also be used if we move into scenario 2 or 3.

- A transition checklist has been created for teachers that outlines some readiness strategies that can be implemented now to make for a smoother transition to Scenario 3.
- We have been working with many of the at home learning teachers and supporting them with teaching them with new techniques and strategies that make online learning more conducive. For example, taking attendance, reviewing students' responses and student engagement can look different online.
- We will be adding additional hardware resources for the at home learning teachers to help support the move to online. Online learning teachers will have the ability to request the following additional items; **Additional Monitor**- Some teachers have been requesting additional monitors; **USB extension cable**- this cable comes in handy if you need to move a document camera or want to move your web camera around your classroom; **Document Camera** – will help with displaying paper documents or with writing; **Drawing Tablet**- this will support mostly numeracy and times when you just need to draw on the screen; **Bluetooth Headset**- This will allow you to be more mobile and give you a better audio capability.
- The Division has updated its app. The app allows parents to select the school or schools they want to follow. Parents can receive notices on news and calendar updates for those schools. By downloading the app, parents will also be able to receive notifications from their schools and from the school division, which can certainly be helpful if there is a school closure due to weather or an important COVID-19 update. Look for the School Guide app in the app store.
- We continue to work with schools with our new digital records system. In the coming weeks we will be training our schools on how to move documents to and from PASI, the Government System. Our current digital records system has the capability to mass upload documents from PowerSchool and Dossier. A process of one individually done by hand for each individual student is now done in minutes with a click of a mouse.
- Last spring, we started to make a move to the cloud with some of our larger data sets. With our current on premises servers and drives becoming over 5 years old, the decision was made to move since storage and speed was needed quickly, with everyone moving online last March. To date, we have moved many programs including PowerSchool and Moodle to Azure cloud storage. We have also set up an independent firewall in Azure and impressed with the security, reliability and overall capably Azure services brings us.
- Over the summer we finalized our Epson Bright link project at Chinook and Gilbert Paterson. At this point we have replaced and removed all the smartboards from the division. We continue to provide training and support for teachers with the new Bright Links. Teachers have become very accustomed to using the smart boards over the last 15 years and the shift to the Bright links requires a new unique set of skills, however, once trained the boards bring a vast array of new features to the classroom.

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

Background

The Board has a long-standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Details of accomplishments of note are provided as information. Congratulations to the following Division staff and students:

Congratulations to **Lana Van Genderen**, a Winston Churchill High School student, for being selected as a member of the 2020/21 Education Minister's Youth Council. Students are selected based on past leadership contributions as well as leadership capacity moving into the future. The members of the Council provide insight to the Minister regarding youth perspective and ideas for the future. The Division is proud to have one of our students selected to participate on this Council.

Congratulations to **Rhonda Aos** for being selected as a finalist for the Human Resource Leader of the Year Awards in the seventh annual Canadian HR Awards. The Canadian HR Awards celebrates the outstanding achievements of HR teams, leaders, employers and service providers across the nation. The list of finalists is a true snapshot of the best and brightest in HR and honours those who have stepped up and put their people first at a time when it mattered most.

Congratulations to **Mark DeBoer** for being granted the designation of CSBO (Certified School Business Official). The CSBO designation is granted to those applicants who have met both the practice and education requirements outlined in the School Business Officials regulations and in addition demonstrate a high degree of commitment to their jobs, their education and their ongoing professional development.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: World Teachers' Day

Background

World Teachers' Day is held annually on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels. As outlined on the UNESCO website, the aim of World Teachers' Day is to ensure that the needs of future generations will continue to be met by teachers. It also commemorates the anniversary of the 1966 signature of the UNESCO/ILO Recommendation Concerning the Status of Teachers.

The strength of Lethbridge School Division has historically been its staff members, who are committed to providing outstanding learning opportunities for all students while ensuring that each young person feels valued and supported.

Division teachers are recognized across the province for their expertise, with a number serving on regional and provincial curriculum and professional learning committees.

Recommendation

It is recommended that the Board receive this report as information and take the opportunity to publicly acknowledge the commitment to excellence that teachers, and all staff members, demonstrate for the benefit of students.

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

September	23-30	Division 51-25 Recognition
	23-25	Administrators' Committee Symposium
	28	Division Orange Shirt Day
	30	Policy Advisory Committee
October	5	Division School Council 6:30 pm, Education Centre
	12	Thanksgiving Day – NO SCHOOL
	13-16	No School for students – Professional Learning (Division and School-based) and Parent Teacher Interviews
	22	Administrators' Committee Meeting
	27	Board and Organizational Meetings
	29	Administrators' Committee Professional Learning

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – September 15, 2020

Committee Members:

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance



1. Committee Terms of Reference Review

The Committee Terms of Reference were reviewed and approved with minor changes made for wording. Change Expansion and Preservation Projects to Modernization.

2. Updates:

a. Dr. Robert Plaxton Elementary School

87% Complete, on budget. Playground has been designed and will showcase alternative energy.

b. Senator Buchanan and Westminster projects

Will be completed by end of December. Both projects have made a big impact on the school communities.

c. Wilson South Wing Project

Flooring, paint, technology, ventilation, and heating all getting completed in the project. Should be complete by December.

d. Energy Improvement Projects

Engineering review has commenced. Project will focus on lighting, heating and boiler upgrades at multiple schools.

e. 2019-2020 Facility Services Projects

The listing of the major projects undertaken during the spring and summer were reviewed. Many other minor projects were not included on the listing.



Westminster Learning Commons

3. Facilities Committee 2019-2020 report to the board

The committee reviewed and approved the year end report to be presented to the board.

4. Other Items

2021 Modular Classroom request was discussed with the committee.



Winston Churchill gets a Gym Makeover



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
Bus: (403)329-6564 Fax: (403)380-3297

FACILITY SERVICES PROJECTS 2020

Elementary School Buildings

Park Meadows Elementary School

- Hallway Painting - Sierra Painting - Done
- Front Sidewalk Drainage - 2021

Senator Buchanan Elementary School

- North End Ventilation and Lighting Upgrade – Ward Bros Completion December 2020

Westminster Elementary School

- Main Floor Ventilation and Lighting Upgrade Ward Bros Completion December 2020

Galbraith Elementary School

- RFP for Pre-Planning Major Modernization – On Going

General Stewart Elementary School

- Flooring Room Trials – McNamara's Flooring Done

Lakeview Elementary School

- Washroom Upgrade - RW Mechanical - McNamara's Flooring - Alpine Drywall Done
- North side sidewalk – in progress

École Agnes Davidson Elementary School

- Outdoor Education Space – DSH Done
- Davis Play Area - DSH
- Modular Classroom Removal - On Going with Alberta ED
- Parking Lot Redevelopment - Done

Fleetwood-Bawden Elementary School

- Painting project deficiency completion - Done

Coalbanks Elementary School

- Repair and Refinishing of Gymnasium Floor – Boreal - Done

Dr. Probe Elementary School

- None

Mike Mountain Horse Elementary School

- Shelves EEP – Shanahans - Complete
- Structural Investigation – MPE - On going

École Nicholas Sheran Elementary School

- Reroofing – DA Buildings
- Paint of Hallways – On Going
- Painted Community Wing Entrance - Done

North West Elementary School

- Pre- Planning Study New elementary School Building RFP – DSH with City Lethbridge

Middle School Buildings

Wilson Middle School

- South West Wing Upgrade – Ward Bros – On Going December 2020

Gilbert Paterson Middle School

- Dust Collector Pad - Done

G.S Lakie Middle School

- Barrier Free Washroom – 90% awaiting door

Senator Joyce Fairbairn Middle School

- Band Room Ceiling Acoustics – Alpine - Done
- Art Room Sink Upgrade – On Going
- Phys Ed Office Cabinets – Fuso On Going
- Storage Garage / Seacan - DSH
- Bulletin Boards - On Going
- Replace Faulty Toilet Installation - Dawson Wallace -Done
- Install Lockdown Window Film - Dawson Wallace
- Replace Modular Skirting and Roof Flashings – J and J Exteriors - On Going

High School Buildings

Winston Churchill High School

- Gymnasium Upgrade Bleachers, Painting, Duct Cleaning Flooring refinishing - Done

- Front Entrance Concrete Replacement - Done

Lethbridge Collegiate Institute High School

- Hallways and Library Finishes Upgrade – (Sierra McNamara's First Technical) - Done
- Chiller Plant Upgrade - On Going Remedy Engineering

Victoria Park High School

- Ventilation and Lighting Upgrade Design with usage Planning- On going

Chinook High School

- Gymnasium North Doors Wind Protection - In Design

Other Buildings

Education Centre

- Boiler Breaching and re-assemble boiler - Done

NOC

Attwell

Maintenance Building

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Joint City of Lethbridge / School Boards – September 16, 2020

Cheryl Gilmore and Christine Lee were in attendance.

There was some discussion regarding use of facilities. The joint use agreement remains on hold until January at which time the status of using facilities will be reviewed and a decision made relative to the COVID-19 situation.

Lethbridge School Division and Holy Spirit School Division expressed gratitude for the re-instatement of the SRO program in schools. There will be five Student Resource Officers assigned to schools by the end of September.

There was some discussion regarding what is happening with needle debris and some of the other challenges that present as an outcome the Opioid crisis and substance use issues. The City conveyed that needle debris pick-up continues. The phone number posted in playground and park areas remains the same.

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Clark Bosch, Trustee

RE: Board Audit Committee – September 17, 2020

Committee Members:

- Clark Bosch, Chair of Audit Committee
- Donna Hunt, Trustee (*absent with regrets*)
- Jason Baker, CPA, CA, Public Member
- Don Reeves, Public Member
- Carmen Mombourquette, Public Member (Adult Learning Community)

Also in attendance:

- Will ZoBell, CPA, CA – Audit partner at BDO Canada LLP (Auditors)
- Avice DeKelter, CPA – Audit senior at BDO Canada LLP (Auditors)
- Christine Lee, FCPA, FCA - Associate Superintendent Business Affairs
- Mark DeBoer, CPA, CA - Director of Finance

- 1) The Committee reviewed and approved the Audit Committee Terms of Reference.
- 2) The Committee reviewed the Audit Plan for the Audit of 2019-2020 Financial Statements. School Generated Funds testing will occur in early October with completion of the year-end audit by the end of October 2020.
- 3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2018-2019 audit.
- 4) The Committee reviewed management's recommendations and selected/approved which school activity funds to be audited for the 2019-2020 school year.
- 5) The next meeting of the Audit Committee, to review the results of the 2019-2020 Audit, will be held on November 17th, 2020. The Financial Statements will be presented at the Board Meeting on November 24th, 2020.

Respectively Submitted,
Clark Bosch, Board Audit Committee Chair



SOUTH REGION PARENTS AS TEACHERS

CERTIFICATE OF APPRECIATION

PROUDLY PRESENTED TO

Lethbridge School Division

South Region Parents as Teachers wishes to recognize the significant contributions of Lethbridge School Division to children and families in partnership with South Region Parents as Teachers for the past 24 years, 1996 - 2020. We look forward to continuing to work together in support of families and children through our strong partnership.

A handwritten signature in black ink, appearing to read "Rose Rose", followed by a horizontal line.

Program Manager

June 15, 2020

