



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, October 27, 2020

Board Room

4:00 P.M.

4:00 p.m. **1. Approval of Agenda**

4:02 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular meeting of September 22, 2020 it is recommended that the minutes be approved by the Board and signed by the Chair.

4:05 p.m. **3. Business Arising from the Minutes**

4:05 p.m. **4. Presentations**

4.1 Indigenous Education Update

5. Action Items

4:15 p.m. 5.1 Policy Review:

Policy 400.3 Whistleblower Protection

Policy 400.4 Fraud Prevention, Identification and Reporting Enclosure 5.1

5.2 Voluntary Retirement – Alberta Teachers' Retirement Fund

and Local Authorities Pension Plan Members

Enclosure 5.2

5.3 Division Wellness Committee Terms of Reference

Enclosure 5.3

4:35 p.m. **6. Division Highlights**

7. Information Items

4:40 p.m. 7.1 Board Chair Report

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. 7.3 Public Forum Responses

7.3.1 Correspondence sent re: extra-curricular activities
Jeff Hill, Joni Heggie, Loni Price, Ryan Tanner, Shawn Heggie,
and Tyler Tanner

7.3.2 Correspondence sent: Miranda Hlady

5:05 p.m.	7.4	Superintendent Report	
	7.4.1	51-25 Club Celebration	Enclosure 7.4.1
	7.4.2	Acknowledgements of Excellence	Enclosure 7.4.2
	7.4.3	Board Priorities Report	Enclosure 7.4.3
	7.4.4	Calendar of Events	Enclosure 7.4.4

8. Reports

5:20 p.m.	8.1	Policy Advisory Committee – September 30, 2020	Enclosure 8.1
	8.2	Division Wellness Committee – October 5, 2020	Enclosure 8.2
	8.3	Division School Council – October 5, 2020	Enclosure 8.3
	8.4	Boundary Review Committee	Enclosure 8.4
	8.5	Poverty Intervention Committee – October 20, 2020	Enclosure 8.5
	8.6	A.S.B.A. Zone 6 General Meeting – October 21, 2020	Enclosure 8.6

9. Correspondence - Received

5:30 p.m.	9.1	Association of School Business Officials International	Enclosure 9.1
	9.2	Alberta Education	Enclosure 9.2
	9.3	Lethbridge Chamber of Commerce	Enclosure 9.3

10. Correspondence - Sent

5:35 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 22, 2020.

IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Mike Nightingale; Morag Asquith; Christine Lee
LeeAnne Tedder (Recorder)

Via video conference: Tyler Demers

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 3:49 p.m.

1. Approval of Agenda

Addition to agenda

Trustee Jan Foster moved:

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

*Approval of Agenda
6572/20*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of June 23, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6573/20*

Trustee Christine Light moved:

“that the minutes of the Special Meeting of July 20, 2020 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Special Meeting
6574/20*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

Presentations

5. Action Items

5.1 School Board Annual Work Plan

Board of Trustees reviewed the annual work plan.

Trustee Christine Light moved:

“to approve the School board Annual Work Plan, as presented.” **CARRIED UNANIMOUSLY**

*Action Items
School Board Annual
Work Plan
6575/20*

5.2 Transportation Services RFP 021-2020

Trustees reviewed the Transportation Services RFP.

Trustee Donna Hunt moved:

“to 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.”

CARRIED UNANIMOUSLY

*Transportation
Services RFP 021-2020
6576/20*

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

Trustees reviewed Bylaw No. 2020-01.

Trustee Jan Foster moved:

“Bylaw No. 2020-01, a bylaw to establish electoral boundaries for trustee general election and authority for joint election be approved for second reading.”

CARRIED UNANIMOUSLY

*Bylaw No. 2020-01 to
establish boundaries
for trustee general
election and authority
for joint election
6577/20*

Trustee Jan Foster moved:

“Bylaw No. 2020-01, a bylaw to establish electoral boundaries for trustee general election and authority for joint election be approved for third and final reading.”

CARRIED UNANIMOUSLY

*Bylaw No. 2020-01
Third and final reading
6578/20*

6. Division Highlights

- Doug visited Westminster, Dr. Probe and G.S. Lakie. Thanks to the Leadership Team.
- Jan visited Coalbanks School. Teachers are doing a fabulous job with the protocols for children.
- Christine Light noted the highlight of watching children go to school. The resiliency of students and seeing teachers be creative in their classrooms.
- Clark shared the spirit of understanding and people knowing that we are all in this together.

Division Highlights

7. Information Items

Information Items

7.1 Board Chair Report

7.1.1 Standing Committees

The Board of Trustees Committee chairs provided Annual Reports and Terms of Reference for review.

Standing Committees

7.1.2 October Organizational Meeting

The Board Organizational meeting will be held October 27, 2020.

*October
Organizational
Meeting*

- 7.1.3 Division School Council Meetings *Division School Council Meetings*
Division School Council meeting dates were included in the agenda. Christine Light will attend.
- 7.1.4 ATA Local Council Meeting Dates *ATA Local Council Meetings*
ATA Local Council meeting dates were included in the agenda.
October 7 – Doug James
November 4 – Donna Hunt
December 2 – all Trustees are typically invited
January 6 – Christine Light
February 3 – Clark Bosch
March 3 – Jan Foster
May 5 – Tyler Demers
June 2 – Clark Bosch
- 7.2 Associate Superintendent Reports *Associate Superintendent Reports Business Affairs*
- 7.2.1 Business Affairs
Associate Superintendent Christine Lee provided a written Business Affairs report.
- 7.2.2 Human Resources *Human Resources*
Associate Superintendent Mike Nightingale provided a written Human Resources report.
- 7.2.3 Instructional Services *Instructional Services*
Associate Superintendent Morag Asquith provided a written Instructional Services report.
- 7.3 Superintendent Reports *Superintendent Report Donations and Support*
- 7.3.1 Donations and Support
Daytona Homes, Kinsmen Club of Lethbridge, and Sunrise Rotary were Ready Set Go donators.
Home Depot donated building materials for G.S. Lakie Middle School students to build hand sanitizer stands.
- 7.3.2 Board Priorities Report *Board Priorities*
Board Priorities were reviewed.
- 7.3.3 Acknowledgements of Excellence *Acknowledgements of Excellence*
Acknowledgments of Excellence were shared.

7.3.4 World Teachers' Day

World Teachers' Day

World Teachers' Day is celebrated annually on October 5th.

7.3.5 Calendar of Events

Calendar of Events

The Calendar of Events was reviewed.

Division Orange Shirt Week is Sep 28 to Oct 2.

8. Reports

Reports

8.1 Facilities Committee

Facilities Committee

Trustee Doug James provided a written report from the Facilities Committee meeting held September 15, 2020.

8.2 Joint City of Lethbridge / School Boards

*Joint City of Lethbridge
/ School Boards*

Superintendent Cheryl Gilmore and Associate Superintendent Christine Lee provided a written report from the Joint City of Lethbridge / School Boards meeting held September 16, 2020.

8.3 Board Audit Committee

*Board Audit
Committee*

Board Chair Clark Bosch provided a written report from the Board Audit Committee meeting held September 17, 2020.

9. Correspondence

*Correspondence
Parents as Teachers
Mark DeBoer, CSBO*

9.1 Parents as Teachers

9.2 Mark DeBoer received the CSBO designation

Public Forum

Public Forum email submissions were read by the Chair.

Responses will be sent to the individuals who submitted comments in the near future.

The meeting adjourned at 5:08 p.m.

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

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

- Finish review of any policies which were last reviewed in the 2019-2020 school year
- Policy review (including procedures, forms, and exhibits) of the 100, 200, and 300 series
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

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

Recommendation

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

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
400.3	Whistleblower Protection	Amended
400.4	Fraud Prevention, Identification and Reporting	Amended

Respectfully submitted,
Cheryl Gilmore

400.3 Whistleblower Protection

Policy

The Board believes that employees should feel comfortable in all aspects of their job including when it comes to filing a complaint. The Board expects employees to comply with the District Code of Conduct when making good faith reports of any wrongdoing. Employees making such reports shall do so without fear of retaliation.

Definition of Wrongdoing: gross mismanagement, including an act or omission that is deliberate and shows a reckless or wilful disregard for the proper management of:

- (i) public funds or a public asset,
- (ii) the delivery of a public service, including the management or performance of
 - a. a contract or arrangement identified or described in the Public Interest Disclosure Act (PIDA) Regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract or arrangement, and
 - b. the duties and powers resulting from an enactment identified or described in the PIDA Regulations or any funds administered or provided as a result of the enactment,
- (iii) employees, by a pattern of behaviour or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation.

Regulations

1. An employee should report any wrongdoing (as defined above) on the part of a co-worker to:
 - 1.1. their own supervisor;
 - 1.2. to the other employee's designated officer namely the Coordinator of Learning;
 - 1.3. in the case of a complaint against the Coordinator of Learning, to the Superintendent;
 - 1.4. in the case of a complaint against the Superintendent, to the Board Chair; or
 - 1.5. directly to the Public Interest Commissioner.
2. Employees may seek advise on whether or not to report a perceived wrongdoing from their supervisor or the Coordinator of Learning, and are protected from reprisal for seeking that advice.

400.3 Whistleblower Protection, cont'd

3. All complaints will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances, the District Code of Conduct, and the law.
4. Adverse personnel action or reprisals will not be taken against an employee for the reporting of information in accordance with this policy, provided the reporting employee has acted reasonably and in good faith.
5. This policy does not protect an employee from the consequence of their own actions, if such actions do not constitute reasonable and good faith disclosure in filing their report.
6. Reports of employee violations must be in writing and signed by the individual making the complaint of wrongdoing. Anonymous communications will not be recognized.
7. An employee may be eligible for financial remedies in cases where the Commissioner finds a reprisal occurred. If, following an investigation, the Commissioner finds that a reprisal occurred, the Commissioner is obligated to refer the decision to the Labour Relations Board.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures, as well as the delegation of authority as provided for in Section 61 of the School Act.

References

Alberta School Act:	Sections 92-117, 131-143
Legal reference:	Public Interest Disclosure (Whistleblower Protection) Act (PIDA)
District Policies:	Policy 400.2 Employee Code of Conduct
Other:	ATA Code of Conduct

400.3 Whistleblower Protection

Policy

A just workplace culture is fundamental to the success of school divisions in Alberta. To ensure the Lethbridge School Division maintains high standards of legal, ethical and fiscal behavior, the Division endorses a culture where employees and management work collaboratively to detect and remedy wrongdoing, and employees who come forward to report wrongdoing are protected and valued.

The Board believes in promoting a culture that supports employees who come forward to report wrongdoing. The Board expects employees to comply with the Division Code of Conduct when making good faith reports of any wrongdoing. Employees making such reports shall do so without fear of reprisal .

The Public Interest Disclosure (Whistleblower Protection) Act, facilitates the disclosure and investigation of “wrongdoing”. The Act specifically defines the types of wrongdoing that may be reported and investigated::

- (i) A contravention ~~offe~~ an Act, a ~~regulation~~regulation made pursuant to an Act, an Act of Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;
- (ii) An act or omission that creates:
 - a. A substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee, or
 - b. A substantial and specific danger to the environment;
- (iii) Gross mismanagement, including an act or omission that is deliberate and that shows a reckless or willful disregard for the proper management of:
 - a. Public funds or a public asset,
 - b. The delivery of a public service, including the ~~management~~ or performance of:
 - A contract or arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement or any funds administered or provided under the contract, and
 - The duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment,
 - c. Employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to ~~bullying~~bullying, harassment or intimidation;

- iv. Knowingly directing or counselling an individual to commit a wrongdoing mentioned above.

Regulations

1. Employees considering making a disclosure may seek advice from:
 - 1.1. their own supervisor;
 - 1.2. to the Division's Designated Officer namely the Coordinator of Learning;
 - 1.3. in the case of a complaint against the Coordinator of Learning, to the Chief Officer namely the Superintendent;
 - 1.4. in the case of a complaint against the Superintendent, to the Board Chair;
or
 - 1.5. directly to the Public Interest Commissioner.
2. Employees who want to report wrongdoing may do so by contacting the Coordinator of Learning. Employees should clearly indicate they are making a disclosure under the Act.

400.3 Whistleblower Protection, cont'd

3. Employees who believe wrongdoing is occurring with the Division are protected from any type of adverse employment action when they report the wrongdoing to either their Designated Officer, or to the Public Interest Commissioner. Employees have a responsibility to report wrongdoing in good faith, to cooperate during an investigation, and to provide any information to the Designated Officer or Public Interest Commissioner may require.
4. The Division supports employees who come forward in good faith to report wrongdoing. Reprisals taken against employees will not be tolerated. A reprisal is an offence under the Act. Employees considering making a disclosure anonymously should seek advice about doing so from the Designated Officer or the Public Interest Commissioner. Anonymous disclosures may not be acted on if there is inadequate particulars provided about the alleged wrongdoing and would therefore not permit the conduct of a fair and effective ~~investigation. Employees investigation. Employees~~ who believe they have been the target of a reprisal may make a complaint of reprisal directly to the Public Interest ~~Commissioner Commissioner~~.
5. Where a disclosure of wrongdoing does not meet the jurisdiction of the Act, the Designated Officer must notify the employee who made the disclosure. The Designated Officer may refer the employee to a more appropriate process.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and

procedures, as well as the delegation of authority as provided for in Section 61 of the School Act.

References

Alberta School Education Act: ~~Sections 92-117, 131-143??~~

Legal reference: Public Interest Disclosure (Whistleblower Protection) Act (PIDA)

~~District~~Division Policies: Policy 400.2 Employee Code of Conduct

Other: ATA Code of Conduct

Policy

400.4 Fraud Prevention, Identification and Reporting

Policy

Lethbridge School Division (the "Division") believes in fiscal responsibility, including the safeguarding of its assets, resources, and employees by preventing, detecting and reporting fraud.

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. The Division will respond to and investigate all misappropriations and inappropriate conduct reported, observed or discovered.

Prevention encompasses an ethical environment, periodic fraud risk assessment and preventive internal control such as authority limits, policies and procedures. A strong tone at the top supported with preventive controls along with effectively implemented process serve as strong and effective deterrents for fraud. The most effective method of preventive fraud is creation of an ethical and transparent environment that promotes all employees to actively participate in protecting the Division's reputation, resources and promoting stakeholder confidence in the Division.

Definition

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of Division administration will be familiar with the types of improprieties that might occur within his or her area of responsibility and be alert for any indication of irregularity.

Regulations

1. Every employee (full time, part time, temporary, contract, ex-employee, advisor), volunteers, representative of vendors, suppliers, contractors, consultants, service providers or any other agency(ies) doing any type of business with the Division, is expected and shall be responsible to ensure that there is no fraudulent act committed by them while performing any business transaction(s) with the Division. As soon as it is learnt that a fraud or suspected fraud has taken or is likely to take place they should immediately refer to the required steps as outlined in procedure 400.4, Fraud, Prevention, Identification and Reporting.

All Division employees are responsible to:

- 1.1 Refrain from participating in any act of fraud.
 - 1.2 Report all detected or suspected instances of fraud.
2. Any irregularity that is detected or suspected must be reported immediately through the FRAUD TIPS Form 400.4

3. The Employee or other complainant may remain anonymous; however, it is encouraged to provide contact information so that the Division may seek further clarification (if required). Should the Employee or other complainant wish to provide their contact information:
 - 3.1 Adverse personnel action or reprisals will not be taken against an employee for the reporting of information in accordance with this policy, providing the reporting employee has acted reasonably and in good faith.
 - 3.2 This policy does not protect an employee from consequence of their own actions, if such actions do not constitute reasonable and good faith disclosure in filing their report.
4. Employees may seek advice on whether or not to report a suspected fraud from their direct supervisor, other school administrators, and/or any Designated Officer, and are protected from reprisal for seeking that advice.
5. All reported irregularities will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances, the Policy 400.1 - Employee Code of Conduct, and the law.
6. Irregularities concerning an Employee's moral, ethical, or behavioral conduct should be resolved by school/department administrator and through the Human Resources Department rather than the Fraud Investigation Team.
7. The Fraud Investigation Team has the primary responsibility for the investigation of all suspected fraudulent acts as defined by this policy. If the investigation substantiates that fraudulent activities have occurred, the Fraud Investigation Team will issue reports to appropriate designated officer as defined in procedure 400.4 Fraud Prevention, Identification and Reporting and, if appropriate, to the Board of Trustees through the Board Audit Committee.

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

References

Education Act:	Section 52
Division Policies:	Appendix A - Policy 400.1 – Employee Code of Conduct Policy 400.3 – Whistleblower Protection Procedure 400.4 – Fraud Identification and Reporting Form 400.4 – Fraud Tips Form
Other:	ATA Code of Conduct

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

**RE: Voluntary Retirement – Alberta Teachers' Retirement Fund Members and
Local Authorities Pension Plan Members**

Background:

For the past several years, the Board has approved a Voluntary Retirement Plan for the Alberta Teachers' Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees. This opportunity for staff members has facilitated the hiring process for the following year.

This plan allows staff members of the Alberta Teachers' Association Retirement Fund Members and Local Authorities Pension Plan to retire as of January 31, 2021 and then begin a temporary contract with the Board effective February 1, 2021– June 29, 2021 (or the end date as per the appropriate employee calendar).

Recommendation:

That the Board extend the Voluntary Retirement Package to all employees who are members of the Teacher Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 10, 2020, submit a letter of retirement effective January 31, 2021. Such employees will be offered a temporary contract effective February 1, 2021 – June 29, 2021 (or the end date as per the appropriate employee calendar).

Respectfully submitted,
Mike Nightingale

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Division Wellness Committee Terms of Reference

Background

The Division Wellness Committee had their first meeting and made changes to the Terms of Reference which are attached.

Recommendation

It is recommended that the Board approve the Division Wellness Committee Terms of Reference, as presented.

Respectfully submitted,
Cheryl Gilmore



Wellness Committee Terms of Reference 2020 – 2021

Type of Committee

- This is a ~~District~~ Division committee.

General Purpose

- To promote and facilitate wellness among students, families and staff of the ~~District~~ 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 (is now a procedure)~~

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 602.4 Indigenous Education

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., 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
- Applications to grants yearly

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 ("Wellness Spotlight")
- 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 the 3rd year of the 3 year Plan Priorities Mental Health and structures in our schools that supports Mental Health, Staff Wellness~~

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:

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The October 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

OCTOBER 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 and will open for September 2021. Most of the millwork and initial painting are complete. The eight Modular Classrooms will be placed on site in the coming months. The school's alternative energy playground equipment is arriving and the rubberized flooring is going in this month. 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.

In the photo below, the outdoor classroom takes shape.



Projects



- Facilities department has been arranging facilities inspections for OHS compliance. Schools are selected for a detailed facilities inspection once every three years.
- Area Instructional Forms updated for modular addition or building modifications for purposes of funding requirements for AB Education.
- Submission of requested funding under Capital Facilities Renewal (CMR) funding for 2020-21. Larger projects such as much needed work at some of our high schools has been requested. Funding will be announced as part of the Provincial 2021-2022 budget.
- Requests for modular classroom facilities have will be submitted to Alberta Education, by the end of the month. These requests remain unchanged from prior years and include modular classrooms for Coalbanks and Dr. Probe Elementary Schools and Chinook High School to address capacity concerns in West Lethbridge.
- Buchanan, Westminster and Wilson Middle School projects continue to progress with completion anticipated around the end of December or early January.



FINANCE

The audit of the Division's financial information for the 2019-2020 school year, along with school generated funds activities for selected schools, will be conducted by the Division's auditor BDO LLP starting the second last week of October. The audited financial statements will be presented at the November board meeting.

Now that September 30th enrolments have been confirmed the finance department is reviewing the impact related to adjustments required to the preliminary 2020-2021 budget approved at the end of May. Financial implications of the impacts of COVID-19 on division enrolment are calculated and addressed through the budget update prepared for presentation to the board at the November meeting.





OCCUPATIONAL HEALTH AND SAFETY

SAFETY

Is everyone's
responsibility

The Province of Alberta selected 250 schools to be reviewed by Alberta Occupational Health and Safety for a guidance and assurance review as it pertains to COVID-19 protocols.

Lethbridge School Division along with the Alberta OHS officer selected Chinook High School, Westminster Elementary, Galbraith Elementary, and Wilson Middle School for the reviews. Reviews were conducted with school administrators, employee worker representatives (caretaking staff), Maintenance Coordinator, International Services Coordinator (OHS support) and the Associate Superintendent, Business Affairs. The reviews found that the schools had all the expected protocols in place and they were being followed.

School administrators showed off safety protocols put into place thanks to the hard work of school staff in August. The walk throughs demonstrated that a culture of safety is in place at division schools.

Safety Activities

Detailed facility inspections of eight schools have been arranged and will begin in the coming months. The purpose of these inspections are to identify any safety concerns that need to be addressed for the safety of staff and students.

The OHS Management Committee developed a workplan for the year that outlines ongoing and new safety related tasks that need to be completed for the continued monitoring of the Division's safety program.



THANK YOU!

To **all** our staff for following the enhanced protocols in our schools to help prevent the spread of COVID-19

Cyber Security Awareness Month

TECHNOLOGY



Be Cyber Aware

Smishing

Smishing scams are fraudulent text messages pretending to be from reputable sources that try to trick you into giving up money or personal information.

Some of the work that the team has been doing this month:

- Updating school doorbells with video doorbells that are more robust and allow for visual identification of individuals requiring access to the school.
- With the current photocopier agreement expiring September 2021, investigation has begun on finding equipment that will meet the Division's needs.
- Providing additional Professional Learning for Office 365 to teachers and substitute teachers.
- New partnership with Logistics Technology to provide educational technology support for teachers with a variety of educational technology practices.

Be Cyber Aware

Phishing

Like smishing, phishing is when a cyber criminal pretends to be a legitimate organization or someone you know in order to extort information or money from you. phishing scams can be subtle, but you can avoid falling for them if you know what to look for.



TRANSPORTATION



Meetings have been held to plan the transition of school busing from the City of Lethbridge to Southland Transportation. Southland has begun recruiting drivers and other personnel for operations in Lethbridge. Southland may begin taking over some bus routes from the City of Lethbridge as early as January 2021 with the remainder of the routes in the spring of 2021.

Southland currently has job postings for drivers, mechanics, dispatcher, and operations manager to serve their new operations in Lethbridge.



Reminder : *Cold weather is just around the corner. Please make sure students are dressed warmly for the bus stop...and dont forget that mask.*



Other meetings or events to note:

- Administrator's Committee Symposium - September 23rd-24th
- Alberta Occupational Health and Safety school reviews of Chinook High School, Westminster Elementary, Galbraith Elementary, Wilson Middle School - September 23rd and 29th.
- USIC meeting re Outbound Student Travel claims, September 25th.
- Meetings with Southland Transportation re school bus transitions - September 30th
- ASBOA Zone 4 meeting, - Oct 2
- USIC Risk Management Seminar: COVID-19, Cyber Insurance Best Practices, and Contract matters - October 6th
- West Lethbridge Boundary Review Committee meetings - Oct 6th, Oct 13th



- ASBOA Ethics Course online - October 7th
- Co-Presenter Admin Mentorship: School Management - October 8th
- Meeting with City of Lethbridge re school bussing transition- Oct 9th
- Meeting with City of Lethbridge re school site planning - Oct 9th
- Visit to Collaborative Communities at MMH, Probe, Ecole Nicholas Sheran - October 13th
- USIC Audit Committee meeting, Oct 13th
- Virtual School Liaison discussions with Wilson, Ecole Nicholas Sheran, Immanuel Christian Secondary School and Ecole Agnes Davidson- Oct 15h, Senator Joyce Fairbairn - Oct 19th
- USIC Risk Management and Claims Committee meeting - Oct 15th, Oct 23rd
- Board Committee of the Whole - October 15th
- Transportation meeting, Oct 16th
- OHS Management Committee Meeting- Oct 20th
- South Lethbridge Boundary Review Committee meetings - Oct 20th
- Senator Joyce Fairbairn School Council - Oct 21
- Education Centre Staff Meeting - Oct 23rd
- Ongoing:
 - Dr. Robert Plaxton construction site meetings.
 - Labour relations matters

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The October report of the Associate Superintendent Human Resources is attached.

Recommendation

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

Respectfully submitted,
Mike Nightingale

Associate Superintendent, Human Resources
Report to the Board of Trustees
October 27, 2020



Supporting Schools

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

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos met with administrative teams at 4 schools to discuss their inquiry questions for the school year.
- Associate Superintendent Mike Nightingale visited 4 schools during the morning collaborative community sessions on October 13.
- Director of Human Resources Rhonda Aos, Executive Assistant Katie Guccione and Administrative Professional Amber Ruest delivered professional learning for administrative assistants across the division on October 13.
- 10 teachers were added to the substitute list in the past 3 weeks, with 16 more applications currently being processed.
- 4 support staff were added to the substitute list in the past 3 weeks with 16 more applications currently being processed.
- 31 new staff members completed the onboarding process in the past month.

Other Highlights

- Associate Superintendent Mike Nightingale chaired the CASSIX September meeting, Mike is the president of CASSIX for the 2020-21 school year.
- Director of Human Resources Rhonda Aos chaired the CASSIX HR meeting in September. Rhonda is the chair of the CASSIX-HR group.
- Associate Superintendent Mike Nightingale, Director of Human Resources Rhonda Aos and Executive Assistant Katie Guccione met via Zoom with PS 3 interns from the University of Lethbridge to answer questions about securing employment as a teacher.
- Members of the Human Resources department joined George Lutterotti to celebrate his 80th birthday!



Enrollment Update

Detailed student enrollment information for the 2020-21 school year has been included at the end of this report. Highlights are noted below:

- Student enrollment across the division is down 498 students compared to the September 30 2019 student count and 391 K-12 students compared to projected enrollments.
 - The primary reason for this drop is families choosing other schooling options due to the COVID-19 pandemic.
 - Depending on how the pandemic progresses, it is possible a number of these students will return to our schools during the 2020-21 school year.
- Approximately 15% of our K-12 student population selected an at-home learning option to begin the 2020-21 school year. Currently 59.2 full time equivalent (FTE) teachers are supporting these students in at-home learning. We anticipate the distribution of at-home and in-person learners will change at the pivot point on November 10.

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 16 teachers and one school-based administrator to support student learning across the division.
- Facilitating the hiring of approximately 6 support staff to support student learning and operations across the division.

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
- The Human Resources department will play a key role in the redistribution of staff across the division at the upcoming pivot point in November.



MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The October 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- October 2020

Important Dates- October/November

IMPORTANT DATES FOR OCTOBER and NOVEMBER

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 28th - 9-12 noon

Rock your Mocs - November 16th-20th

VTRA Level I - November 16/17

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

Diversity and Inclusion Parent Planning Table - November 17th - 3- 4 p.m.

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 were sent out last 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 SROs in the past and we look forward to the continued support we will receive from Lethbridge Police Service.

"THINK OUTSIDE"

Classes have enjoyed this amazing fall weather and have held many classes outside. After a conversation with some middle school teachers (looking for resources for outdoor lessons) a partnership was struck with the Division and Helen Schuler staff. Jessica Deacon (Helen Schuler) and our Middle School Teacher - Indigenous Education, Shawnee Big Bull are partnering with our Middle School Teachers in grade 6/7 to support more ideas/resources and co-teach some outdoor lessons that imbed grade 6/7 curriculum this fall/winter. A schedule will be developed shortly and shared out by the team. What an exciting opportunity!! The week of October 19th the duo was at GS Lakie and SJF, the following two weeks they will be at Gilbert Paterson and Wilson.

PROFESSIONAL LEARNING

The first division-wide PL day was 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.

October 14th is school based Professional Learning and Parent Teacher Interviews are happening next week.

- TEAMS PL continues to be provided through the division's website.

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

Our Staff Wellness Throwdowns started again in 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.

INDIGENOUS EDUCATION UPDATE

Elementary Teacher- Indigenous Education, Melanie Morrow, has developed an Indigenous Education Inquiry learning series for grade 4 teachers. It will have a Social Studies and Science focus and the first PL day will be October 27th, in Vic Park gym.

COVID ATTACHMENTS

Please find updated attachments on our lethsd.ab.ca website. The current and updated (as of October) screening tool is now online and a "guide/one pager" for parents. **AHS has confirmed that anyone who proceeds with a symptomatic COVID test MUST stay home (regardless of symptom change) until they receive a result and their symptoms have not escalated.**

INCLUSIVE EDUCATION

Therapy Services

- In addition to providing SLP and OT services in house, the division is now contracting PT support through South West Collaborative Support Services. Our physiotherapist is Deanna Nelson.
- A new referral process has been developed for division services that adheres to our Response to Instruction and Intervention (RTI) model.

English as a Second Language

- Bev Smith has assumed the role of ESL lead teacher (part-time) and has already connected with schools to determine how she can support teachers with strategies, residencies, resources, and PL.
- Sarah Ahlgren, Student Support - ESL, is busy addressing the barriers that families experience in ensuring their children can attend school and access learning, as well as the communication challenges parents face.

EVACUATION LOCATIONS

Christina Peters has been collating and confirming all schools evacuation sites. Cheryl, Christine and Morag met at the City in September with Emergency Response to discuss Critical Incident Response. A meeting is planned to occur in Nov/Dec to review a mock scenario that will involve community agencies and supports evacuating the West Side.

PERIMETER SECURE

This additional attachment to the Crisis Response Flip Chart should be added on the back page of the current green flip chart in schools. Perimeter secure is intended to secure students and staff in the school to a possible outside concern. This is not a lock down procedure.

DIVERSITY AND INCLUSION PARENT TABLE

The Diversity and Inclusion Planning Parent Table of Administrators, Teachers and Division Office members met to discuss the issue of engagement and connection for families in Lethbridge School Division. We recognize that many families are feeling disconnected during the Pandemic and we wish to be responsive as a school division. A sub-committee has been struck to develop a questionnaire to share with parents from the Diversity and Inclusion Parent Table so that our Division can better understand where our families are at and how we can best support them during this challenging time. This questionnaire will likely be share with parents at the end of November/beginning of December.

FAST FORWARD

The [*Fast Forward Year End Report*](#) for the 2019-2020 school year is available on the Division website.

Lethbridge School Division

Board of Trustees

433 -15 Street South
Lethbridge, AB T1J 2Z4
Phone: 403.380.5300 | Fax: 403.327.4387
www.lethsd.ab.ca



September 28, 2020

Re: Lethbridge School Division Response to Public Forum Submission – Regular Board Meeting
September 22, 2020

To: Ryan Tanner; Joni Heggie; Tyler Tanner; Shawn Heggie; Loni Price; Jeff Hill

Thank-you for presenting your position regarding the re-instatement of extra-curricular and co-curricular programs during COVID-19. The Board reviews, discusses, and gives serious consideration to all public forum submissions. The Board's response to your public forum submission along with other submissions conveying the same message, is in keeping with the Board's statement of decision communicated on Thursday, September 24, 2020.

Lethbridge School Division Board of Trustees has made the decision to continue with the current Pandemic Plan that does not allow extra-curricular and co-curricular activities.

This decision was made following a review of the plan and consideration of a number of factors, including the complexity and sustainability of protocols that are in place to ensure health remains the top priority within the plan.

The Board also considered feedback from middle schools and high schools regarding the potential re-entry of co-curricular and extra-curricular activities. There was consensus that maintaining the status quo at this time is, overall, in the best interest of students and staff.

The Board will meet again in mid-October to review the Pandemic Plan.

The Board acknowledges the benefit of activities outside of the classroom and value the positive impact these activities have on the growth of our students. Our decision at this time is grounded in keeping the health of all students and staff at the forefront, the guiding principle of the Pandemic Plan and Re-entry Guide.

Regards,

A handwritten signature in black ink, appearing to read 'Clark Bosch', written in a cursive style.

Clark Bosch
Lethbridge School Division Board Chair

Lethbridge School Division Board of Trustees

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

Lethbridge School Division

Board of Trustees

433 -15 Street South
Lethbridge, AB T1J 2Z4
Phone: 403.380.5300 | Fax: 403.327.4387
www.lethsd.ab.ca



September 28, 2020

Miranda Hlady

Re: Lethbridge School Division Response to Public Forum Submission –
Regular Board Meeting, September 22, 2020

Dear Miranda Hlady,

Thank you for sharing your reflection and concern through correspondence that was read to all School Board trustees during public forum of the Regular Board meeting September 22, 2020. Your letter delineates concern specific to the School Resource Officer program, a designated Department of Lethbridge Police Services that directly supports the schools in Lethbridge School Division.

You also shared your larger struggle with policing that has been conveyed in the media. It is unfortunate that there have been recent incidents reported of misconduct with our local police unit and across North America. We are hopeful that with greater social attention bringing forward problematic actions by members of policing systems change will be compelled to respond positively to the needs of each community served by police systems.

Over the past five years our School Resource Officer (SRO) program has provided a staffing level of 4-6 Officers (variance of numbers is due to leaves or re-deployment) and a Staff Sergeant that oversees the program. The Staff Sergeant and officers in the SRO program work closely with our school division's Counselling Coordinator, Student Engagement Consultant, and school principals. This team supports Holy Spirit Catholic School Division, Lethbridge School Division and École La Verendrye.

The breadth of service for our School Resource Program is K-12, the program primarily supports our middle and high schools. The school teams and the School Resource Officers meet regularly and often attend the same professional learning opportunities. The close school-police relationship fosters a deeper understanding of both systems and builds greater capacity for our SRO's to work proactively with the youth in our schools. When we were missing a few of our SRO's from the complete compliment in February 2020, several of our administrators expressed that they missed the SRO's support and services they regularly received. Schools conveyed that they missed the positive relationship the SRO's established with students, the SRO understanding of youth and proactive strategies. It was evident that our school leadership and counselling teams appreciate the support from our SRO's.

The School Resource Officer Team provide services and support related to Violence, Threat Risk Assessments (meetings and administration), Lock Down supervision, meetings with staff and students/community and interviews/proactive mediation with staff, students, and community members. This team of individuals also have other policing duties related to other matters not related to school police work. In the spirit of growth and learning, we informally review feedback from our schools and share informally and annually with our School Resource Officer Team. We appreciate the suggestion to review more formally and we most certainly will proceed with this recommendation for the 2020/21 school year.

You included in your letter that "School Resource Officer Programs are expensive." Lethbridge School Division, École La Verendrye and Holy Spirit Catholic School Division all financially support half of one position yearly. Lethbridge School Division contributed \$36,700 for the previous school year. Given the feedback from school administrators and ongoing work of Division office staff with the SRO Program that supports risk assessments and work with youth, we currently support the financial cost.

Regards,

A handwritten signature in dark ink, appearing to read 'Clark Bosch', with a stylized, cursive script.

Clark Bosch
Lethbridge School Division Board Chair

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: 51-25 Club Celebration

Background

Each year the Board recognizes staff members who have served with the Division for 25 years or more. A virtual welcome occurred in October with the hopes of an in person gathering in the Spring. The annual gathering is hosted by the Board of Trustees each fall for 51-25 Club members to attend.

The new members of the 51-25 club are:

Brenda Krokosh
Sandra Trepner

Brady Hway
Joanne Sorensen

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 27, 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 Dr. Kevin Wood, principal of Chinook High School, for the completion of his PhD Program and official graduation as part of the University of Lethbridge Pandemigrad 2020 on October 17. The path of learning in a PhD program is incredibly rigorous and requires many sacrifices for several years. The dedication of his thesis to all learners speaks to his commitment to learning and growth: Learners do not give up when times become difficult, they do not blame, or wither, but rather face the fire with courage, humour, and an aim to grow. His dissertation is entitled *Learning Leadership: A Dialogic Phenomenon of High School Principal Practice*.

Lynn Wytrykusz, Early Education program teacher at **Westminster** has been recognized with a certificate of achievement through the Prime Minister's Awards for Excellence in an Early Education Program. Lynn is starting her 7th year at Westminster school, and is currently teaching as an Early Educator to a class of students in the morning, and to 38 on-line 3 and 4-year-old students virtually in the afternoon. Lynn's dedication, enthusiasm for learning, and willingness to make it work with our youngest students is making a real difference in the lives of children and families in our community.

Director of Finance, **Mark DeBoer**, for meeting the standard of budget development and presentation necessary to achieve Meritorious Budget Award recognition for the 2020-21 budget year by the Association of School Business Officials International. The Meritorious Budget Award program promotes and recognizes best budget presentation practices in school districts as determined by a panel of financial professionals. Lethbridge School Division is proud to have this designation that demonstrates excellent work in the area of financial planning and presentation.

WCHS student **Lana Van Genderen** was selected for membership on the 2020/21 Education Youth Council (MYC). She attended her first full meeting which started October 2 and ended October 5.

Showcasing ICES

Start Up

ICES teaching and support staff's dedication to the well-being of students was exemplary as preparations were made for welcoming our students back into our building. Safety protocols outlined by the division re-entry plan were appreciated and adhered to as teachers prepared their classrooms and adjusted to the new normal.

ICES Socially Distanced Open House

Parents booked times with their children's teachers via Conference Manager and met at the assigned entrance. Teachers and students wore masks which allowed students to access the building so they could go see their classrooms and drop off supplies. Due to our building being one level, parents were able to be a part of these classroom tours by watching from the classroom windows.

ICES Teaching for Transformation 101 Abridged

On August 25, ICES hosted Teaching for Transformation (TfT) 101- Abridged. New staff members from ICES, ICSS, and TCS (Taber) participated in this workshop which provided a foundation of their professional learning regarding the TFT framework used to weave the Christian worldview throughout the Alberta Programs of Study curriculum.

ICES Pancake Breakfast Plan B

Due to COVID, our annual Pastor and Bus Driver Appreciation Breakfast could not take place. Instead, students created cards of appreciation for their pastors and bus drivers. We have received significant feedback from our pastoral community expressing their appreciation for such encouragement during this challenging time.

ICES Orange Shirt Day

ICES was flooded with the colour orange on September 30 as we participated in Orange Shirt Day, remembering the lives affected by residential schools.

ICES Food Drive

Traditionally, the two weeks prior to Thanksgiving are designated as a food drive for the Lethbridge Interfaith Foodbank. This year, ICES donated 650 pounds of non-perishable food items with a value of \$1 703.

ICES Thanksgiving Chapel

The ICES Grade 5 classes, under the direction of their teachers, Kelsey Morrison and Alan Riewe, put together a meaningful Thanksgiving Chapel which was prerecorded and sent out to the various classrooms to watch on October 9th.

ICES Monday Morning Routine

On Monday mornings, ICES begins each week with singing O Canada (masked and facing forward), reciting the Lord's Prayer, and the Blackfoot Territory Land Acknowledgement. Rather than Mrs. Wall leading this each Monday, this routine is led by different classrooms each week. It is a simple means for students to continue to connect with our school community.

ICES Literary and Poster Contest – Royal Canadian Legion

ICES students will again be participating in the Literary and Poster Contest supported by the Royal Canadian Legion. This is a valued tradition as students reflect on the history and sacrifice of Canada's military in protecting the rights and freedoms we experience today.

Showcasing Westminster

Westminster is nearing completion of a two-year renovation and school improvement project. The finished product is amazing! New lights, new paint, some new spaces, heating, and air conditioning. Much thanks to **Daniel Heaton** and **Chris Chapman** from maintenance. A special thank-you to our caretaker **MaryAnn Potts** as well for moving, storing, and cleaning absolutely everything in our old - but new to us school. Having a newly refurbished school makes a difference to the community, to the way students view and engage in their education and lifts all our spirits. It also makes a big difference to work in a space that is intentionally designed and set up for the purpose of education.

Westminster teacher, **Dan Braico** is completing his Masters' Degree in Interdisciplinary Studies with a focus on Neuroscience in Education and supporting student's mental health. Dan currently teaches a grade one/two multi-age class and is beginning his 6th year in the teaching profession. Dan brings experience, humour, and mad technology skills to his job every day. He works with our young students with commitment, expertise, and a steadfast focus on learning.

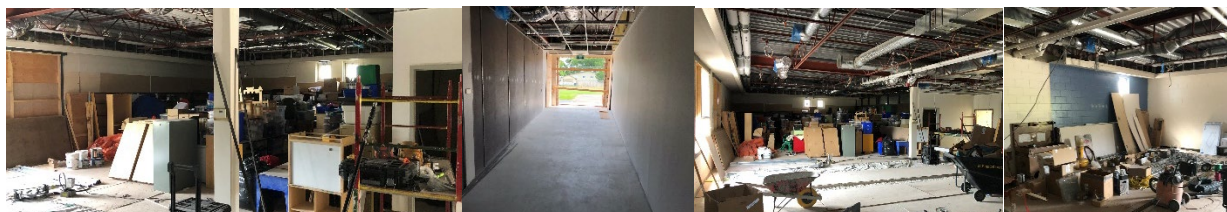
Cargill Animal Nutrition in Lethbridge has been a partner with Westminster School for many years. Cargill volunteers have been famous for supplying community pancake breakfasts, and milk and cookies to students at Christmas. This year, Cargill recommended our school to the international Cargill COVID relief program. We are happy to announce that our school received \$16,000 for our school breakfast program! Sunrise Rotary also supplied a grant of \$5000 for a weeklong drumming workshop for students, and to enhance the school percussion instruments. We are grateful and happy to have such strong community sponsors and relationships, and proud to be able to offer enhancements like breakfast and fine arts workshops to our students.

Jillian Hannigan is the new Family School Liaison Counsellor at Westminster. She is working with "Angel Tree" and with "My City Cares" to coordinate charitable holiday giving in our school community. This is a big job! Many generous hearts in Lethbridge want to give to families in need, and our school has been a community hub for much of this giving. With new protocols in place, we are making this giving possible by partnering with community agencies that have

delivery systems in place for charitable distribution which minimizes household to school transmission (and vice versa). Jillian has stepped in and offered full-time service to our school and parents this year. Previously we had the part-time services of a Making Connections Worker and an Elementary School Counsellor. The fulltime service offered in the new counselling model is offering better continuity for our students, parents, and community. Thank you to the district counselling team for the new model. It is working!

Showcasing Senator Buchanan:

COVID-19 has brought many challenges. On top of COVID-19, we have been undergoing an extensive renovation. Buchanan views the challenge as opportunity for creative problem solving and community collaboration.



We made it work by working together to get the school ready. We became experts at teamwork, setting priorities and taking care of each other.



Welcome Back Event: although it was not a typical BBQ and school opening, we brought in the new school year with a bang hosting a well-attended COVID-19 friendly event.

Building Capacity: the entire school community contributes to successful fundraising events to purchase learning resources such as laptop computers that make a difference as well as provide for school enhancements such as a sound system for the gym. Staff and students at Buchanan are resilient, work hard, play hard and have fun together. They model Northside Pride every day. We look forward to welcoming guests when renovations are complete.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

October 27, 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. An update on progress will be provided in the form of a report each month.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore



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 are occurring with all students who are taking classes in person and running records are being 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) data has been collected and is being analyzed by teachers in order to provide direction for student programming.

Curriculum Implementation

- A variety of print resources on teaching online have been purchased for teachers and administrators to access through the Curriculum Resource Centre.
- Various Professional Learning events have been promoted and provided free of charge to administrators on instructional leadership during a pandemic.
- A partnership has been established with Helen Schuler to enhance teachers' ability to provide outdoor learning opportunities. Shawnee Big Bull the Middle School Teacher- Indigenous Education is supporting the endeavor alongside Helen Schuler staff and it will be offered at the middle school level ("Think Outside").

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.
- 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, counsellors, and student support at each high school teaming to support career development at the secondary level. Counsellors received an in-service for the on-line career exploration program called, My Blueprint.

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

- As a result of changes in eligibility and age requirements, we have fewer children accessing Program Unit Funding (PUF) for children with severe developmental delays in Early Education Programs and we are now seeing more children accessing mild/moderate support. Classrooms still have the same amount of needs, but identification and funding are different with the funding attached being less than we've previously experienced within Early Education Programs.

- Providing “at home” learning for 3 and 4-year-old children is not preferred practice since children this age learn best by play, real person face-to-face language interactions and active movement. It is an option that some parents have chosen during pandemic times. There are approximately 40 children accessing EEP “at home” learning. Our Early Education Program staff are meeting the needs of these children and families. We have had very positive feedback thus far from families regarding this service delivery that is very much aimed at modeling for parents, activities that are beneficial for their child’s development and providing them with a wealth of activities, resources and opportunities through online 30 minute small group sessions for children with their parent, a microsite with activities created by our Early Education team, staff created videos for children and parents as well as parent learning opportunities.
- Congratulations to Lynn Wytrykusz, our Early Learning Educator at Westminster School, for receiving a Prime Minister’s Award of Excellence in Early Childhood and receiving a Certificate of Achievement for her work building cognitive, social and emotional skills in young children. This award is given out in each province across Canada and Lynn is one of two recipients in Alberta.
- Lethbridge School Division’s partnership with Building Brains Together (BBT) organization (a Lethbridge organization) continues to receive attention and advocates for the importance of early brain development, highlighting the fact that what we do in the first 5 years of a child’s life impacts the rest of their life. Recently, BBT launched a one-hour learning module on brain development (Brain Architect Level 1) with free access to anyone. It can be found at the BBT website buildingbrains.ca. The video module includes sections hosted by Lynn Wytrykusz (Early Learning Educator at Westminster) and Isabelle Plomp (Early Childhood Coordinator) among other community partners. Harvard Centre on the Developing Child, which is known internationally, has also been in contact with BBT in sharing and gathering information around brain development during pandemic times. BBT has completed 2 surveys with families in the Lethbridge area around parenting in pandemic times that have provided rich information for providers in developing programming and providing supports. Information regarding this survey is also available at buildingbrains.ca.

Indigenous Education

- Indigenous Education Team is composed of 2 Teachers- Indigenous Education, a Coordinator, and 4 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!!
- Melanie Morrow- Elementary Teacher- Indigenous Education is working on building “Indigenous Games Kits” for schools that should all best out after Christmas.
- The Indigenous Education Committee is gathering October 28th for their first meeting.

Administrator Professional Learning

- The Admin symposium creating much momentum and resulted an admin PL year plan focussed on creating cultures of thinking in all schools.

- 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.
- Thursday, October 8, we focussed on School Management, specifically facilities, finance, risk management and communication, with Garrett, Daniel, Christine and Mark.
- Next session is on December 3rd, hosted by Cheryl, Ann and Morag. The topics will be vision, school culture and inclusive education.

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

- All teachers met in their chosen Collaborative Community (CC) on the morning of October 13th. The 88 CCs focused on numeracy, the online teaching platform, technology, instructing during a pandemic, and a variety of other themes.
- Learning Commons Facilitators met 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 attended a Low-Incidence symposium in early October through South West Collaborative Support Services (SWCSS).
- On October 15 and 16, division Speech Language Pathologists and Occupational Therapist facilitated five PL sessions for Speech Language Assistants, Educational Assistants and Learning Support Teachers.
- SIVA training for division EAs was offered on October 14 and 15 with 20 staff in attendance. We are planning a session for kindergarten EAs on November 9 and 10.

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 October session focussed on reporting and parent/teacher interviews.
- Our next session will be on November 20th, focussing on policies, procedures and FOIP.

Parent Engagement

- The Division School Council Met for the first time on October 5th. Parent representatives from different schools attended in-person with the Board room set up for social distancing; some parents chose to attend virtually on Teams. Parent representatives volunteered for different Board committees. There was discussion regarding school start-up; COVID protocols, Board support for Division School Council, and provincial ASCA. Ideas for parent learning sessions were generated, and some School Councils brought forward areas of interest or concern for discussion (topics included fundraising and extra-curricular activities).

- 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.
- The Pivot Point request for change timeline has ended, and schools are working to ensure student requests are processed and students move to the delivery platform requested. The change is fairly minor and can be absorbed without changing assignments.
- Diversity and Inclusion Parent Committee questionnaire is currently being developed by the DIPT Committee to learn more about how our parents and families are doing during this difficult time

Community and Business/Industry Engagement

- Cheryl and Morag met with the new Chief of Police, Shahin Mehdizadeh. The new chief conveyed strong support for the School Resource Officer Program and overall police community engagement.
- 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. The Board Chair, Clark Bosch, Vice-Chair, Christine Light, superintendent and associate superintendent met with Mayor Chris Spearman to explore support for the commitment of services to a land site.
- West Lethbridge and South Lethbridge Boundary review committees have been meeting to consider proposed changes to boundaries for the 2021-2022 school year.
- Projects under Capital Maintenance and Renewal (CMR) grant funding were submitted for budget 2021-2022. Priority project requested for funding include ventilation, accessibility, and other building upgrades.
- The Division will be submitting requests for Modular Classrooms for the 2021-2022 school year at the end of October. These requests will be for Coalbanks, Dr. Gerald Probe and Chinook High School due to enrolment and capacity concerns in West Lethbridge.

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.
- Positive Spaces Committee to meet in the month of November.

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

- The Inclusive Education leadership team has been working with division SLPs to finalize the new model of service provision that aligns with the division RTI framework. Planning involved consideration of the professional learning needs of school staff, including Speech Language Assistants, as we move to a new model. Four speech/language PL sessions were offered on October 15 and 16.

- In early October, the Inclusive Education leadership team met with the physiotherapist from South West Collaborative Support Services (SWCSS) to discuss division needs and caseloads. PT support is now up and running.
- Deb Wenaas continues 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. Students are engaging well in Deb's class and parents appreciate the work being done to maintain learning for their complex children at home.
- The division has been working with Family Supports for Children with Disabilities (FSCD) to support the learning of students who are immunocompromised at home during COVID.
- Sarah Ahlgren has been busy supporting our newcomer/refugee students and families ensuring that their transportation, interpretation, and basic needs are being met.
- Bev Smith has been in classrooms supporting teachers with research-based strategies that benefit not only ELLs but all students. Bev has also started an "ESL Tip of the Month" to reach a wider audience.
- Following an initial focus on supporting transition of students with challenging behaviours, the Elementary Behaviour Team is now supporting students with complex needs who moved from contracted support through Key Connections Consulting to division support. They are also taking new referrals from schools.

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 partnered with Logics Technology to support schools and staff with educational technology questions. School Admin can book workshops through logics to support online learning and just help answer general questions. Teachers also connect online with three teachers from Logics where they can receive one to one support.
- On October 15, the Technology Department provided two 90-minute workshops for substitute teachers on using Microsoft TEAMS. We also reviewed some general guidelines when teaching online and how to manage classes online.
- On October 1, Jesse Sadlowski presented to the new teachers participating in the TIP program, different ways gradebooks can be set up in PowerSchool. Teachers have flexibility on how grades can be set up but some best practices and tips were shared with the group.
- myBlueprint hosted a workshop on taking digital portfolios to the next level on October 15. The myBlueprint pilot has been very successful with over 2200 students using the software in 6 elementary schools.
- A digital citizenship lesson was delivered to the grade 6 students at G. S. Lakie by Jesse Sadlowski. The 20-minute presentation delivered to the students focused on why it is important to secure your data and know what you can and cannot control online. Four more presentations have been booked on digital citizenship at Gilbert Paterson for the coming weeks.
- Guardian Security has begun to install front door intercom systems in schools. The new system will allow front offices to open front doors and see who is at the front door. The system is very user

friendly and can also be installed on a cell phone. The system is very similar to a ring doorbell but more secure and reliable.

- The Tech Department has been reviewing different copier vendors and agreements for the 2021/22 school year. Our current Xerox contract expires in September of 2021 and we will be looking to replace and renew a copier contract prior to next September.
- An exciting project has been completed in the LCI fitness room. LCI P.E. Departments working with the Technology Department has gamified the Rowers in the LCI workout room. Six students now can participate in a variety of rowing competitions together online while watching the action on a large T.V.

Calendar of Events for Board of Trustees

October	28	Indigenous Education Advisory Committee 9:00 am, Education Centre
November	2	Facilities Committee 11:30 am, Education Centre
	2	North Lethbridge Boundary Review 3:30 pm, Education Centre
	2	Division School Council 6:30 pm, Education Centre Board Room
	4	Take Our Kids to Work Day (Grade 9 students) virtual
	5	Community Engagement Committee 6:00 pm, Education Centre
	9-10	Kindergarten Parent Teacher Interviews
	11	Remembrance Day
	12	Board Audit Committee 3:30 pm, Education Centre
	16	A.S.B.A. Annual General Meeting - virtual Education Centre
	18	Education Centre Leadership Team Meeting 9:00 am, Education Centre
	18	Policy Advisory Committee 12:30 pm, Education Centre
	18	Board Committee of the Whole 3:00 pm, Education Centre
	19	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
	24	Board Meeting 3:30 pm Education Centre Board Room

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – September 30, 2020

The Policy Advisory Committee reviewed:

- Terms of Reference
- Year of Schedule and Policies to Review
- Meeting Dates for 2020-2021

Policies reviewed:

- 201.3 General Powers and Duties of the Board
- 203.1 Policy Development
- 204.2 Regular Board Meetings
- 204.3 Special Board Meetings
- 204.4 In Camera Board Meetings
- 204.6 Organizational Meetings
- 204.10 Board Meeting Agendas
- 400.3 Whistleblower Protection

Respectfully submitted,
Lola Major

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Division Wellness Committee – October 5, 2020

Members in Attendance: Morag Asquith, Associate Superintendent – Instructional Services; Jamie Bach, School Administrator WCHS; Shelly David, Classroom Teacher GP; DeeAnna Presley-Roberts, Program Manager- MHCB, Making Connections; Kathy Mundell, Counseling Coordinator; Mike Nightingale, Associate Superintendent Human Resources; Lindsey Spring, Alberta Health Services; Rochelle Neville, Inclusive Education Coordinator; Donna Hunt Trustee.

- **The Terms of Reference** were reviewed and amended.
- **October Throwdown** is Physically Distant, Socially Connected.
- **Wellness Grants** were reviewed. It was recommended that pictures be included in the final reporting of these grants.
- **Mike Nightingale** – presented a staffing update and the challenges related to wellness and the pandemic.
- **Kathy Mundell and DeeAnna Presley-Roberts** - created a social/emotional wellness plan over the summer as well as enhanced the Counseling Department online presence on the Division Website, also a Community Resource Binder.
- **Rochelle Neville** – Nutrition update and challenge during the pandemic.
- **Lindsey Spring** – Ideas of how to involve Parents during COVID.

The next meeting will be January 11, 2021.

Respectfully submitted,
Donna Hunt

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Christine Light, Trustee

RE: Division School Council – October 5, 2020

Elections: Chair - Allison Purcell-Pike
Vice-Chair - Alison Alma-North
Recording Secretary - Danielle Aubin

Committee Representatives:

- Policy Advisory Committee: Shannon Pratt & Allison Purcell-Pike
 - Poverty Intervention Committee: Jamie Walburger (Alison Alma-North alternate)
 - Division Wellness Committee: Edna Asem (Shannon Pratt alternate)
 - Community Engagement Committee: Shelley Roest, Duane Pike, Ryan Hartford, Allison Purcell-Pike
-
1. Alberta School Councils Association Report: Allison Purcell-Pike noted that the Annual General Meeting was virtual. The next virtual meeting will be held Saturday, October 17, 2020 from 10 am to 3 pm.
 2. Policy Advisory Committee: policies for review will be sent out via email to School Council Chairs and Division School Council representatives. They should then be distributed to School Council members for feedback.
 3. Superintendent's Report:
 - School year start up in Scenario One with in-person and on-line classes for students, student population went down approximately 300 to 400 students. Federal government grant fund allocations were shared. At-home learners at Elementary was 17%, Middle school was 15%, and High school was 14% - overall average was 15% at-home learners.
 - Parent representation selected for 2020-2021 school calendar meeting following the October break: Linda McKeith (Shelley Roest as alternate).
 - Parent Professional Learning ideas for future meetings from 6:00 to 6:30 pm before DSC meetings were: MLA, Navigating Teams and Google classroom, Mental Health, Technology, Managing Student Anxiety COVID, Facilities operations COVID, Change management – anxiety, Physical activity – what can be done – ideas for parents, Technology and Social Anxiety, Inclusive Learning – students with disabilities, ESL Learning with inclusive learning for parents who have ESL.

4. Discussion points:

- Linda McKeith commended their teachers for the videos before school starting. It helped alleviate anxiety for students.
- What will schools do during the cold weather? Good question for your school council agendas. School administrators are looking at this. Entry into the school in cold weather is a challenge. Locker use is determined by schools. Communication with parents about this would be appreciated.
- Is your school considering fundraising in the current situation? School fundraising from those in attendance: Beef jerky, The Mixing Spoon - jars of dried goods to create a meal (soup, chili, baked goods, etc.), Kernels Popcorn
- Jamie Walburger noted that parents felt extra-curricular activities were being suspended needlessly and were not satisfied by the response from the Board.

Next Meeting: November 2, 2020

Respectfully submitted,
Christine Light

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Doug James, Trustee
Jan Foster, Trustee
Donna Hunt, Trustee

RE: Boundary Review Committees

West Lethbridge Boundary Review

The committee met on October 6th and October 13th to continue the review of potential boundary adjustments to address growth and capacity concerns in West Lethbridge. The committee met several times up until February 2019 and put the planning on hold until this month. Committee initial proposals are currently being reviewed. Next steps for the committee will be developing plans for public engagement of recommended changes for the 2021-2022 school year. Committee members involved in the review include all West Lethbridge Principals, members of Executive Council, Director of Facility Services, Transportation Coordinator and Trustees Doug James, Jan Foster, and Donna Hunt.

South Lethbridge Boundary Review

The committee met on October 20th to discuss initial ideas for potential boundary adjustments to South Lethbridge Elementary Schools due to the opening of Dr. Robert Plaxton Elementary School in the community of Southbrook in September 2021. Committee proposals will be reviewed, and next steps will include developing plans for public engagement of the recommended changes for the 2021-2022 school year. Committee members involved in the review include all South Lethbridge Elementary Principals, members of Executive Council, Director of Facility Services, Transportation Coordinator and Trustees Doug James, Jan Foster, and Donna Hunt.

Respectfully submitted,

Doug James, Trustee
Jan Foster, Trustee
Donna Hunt, Trustee

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – October 20, 2020

Committee Members Present: Karen Rancier, Christine Light, DeeAnna Presley-Roberts, John Cahoon (CUPE 290), Char Taylor(CUPE 2843), John Chief Calf, Dean Hawkins, Melanie McMurray, Stasha Donahue (AHS), Sharon Willms-Lang, Donna Stodolka, Brian Palsky, Jamie Walburger

1. Reviewed Terms of Reference
2. Making Connections Update: Structure and staffing has shifted to Mental Health Capacity Workers (4) and Family Support Workers (currently 2). With the shift in staffing to Mental Health Capacity Workers and Family Support Workers, new processes have been created to ensure needs are being known and met. There is now a portal on the division web site for staff to refer a student for help. This includes an economic support referral (hygiene items, clothes, WAM bag, etc.) as well as a special bus pass request form. DeeAnna has put together a Community Resource Binder for each school that outlines services that can be accessed in the community. A visual poster is also being created for schools to help direct staff and students on the process to acquire for and give needed assistance.
3. WAM Bags: DeeAnna provided a summary of the WAM Bag program to the committee.
4. Financial report:
 - Opening balance of \$179, 356.96
 - Due to stronger financial position the committee will not receive the annual board donation of \$20 000. This will be reinstated again for the 2021-2022 school year
 - The increase in needs was discussed. Schools are able to receive up to \$1000 for food costs. To date, not all schools have applied for this funding. This amount will be revisited again in December to determine if support needs to be increased. It was emphasized that the committee wants to continue to encourage school and community relationships in supplementing resource needs.
 - Brian Palsky motioned for the committee to support an increase in funded WAM bags from 200 to 350. The motion was carried

5. Donor Thank-You: Karen is currently working with Garrett Simmons in developing a thank-you advertisement to be published in the Lethbridge Herald. It is intended for one to be published in the fall and the next in late spring.
6. Representative Reports: members shared how they have seen the Poverty Intervention Committee impact their school/community.

Next meeting: December 9, 2020

Respectfully submitted,
Christine Light

MEMORANDUM

October 27, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – October 21, 2020

Scott McCormack – A.S.B.A. Executive Director

Lead a general discussion of bargaining. T.E.B.A. – AGM will be November 3, 2020 with the T.E.B.A. 61 in attendance. List bargaining will be looked at.

Ron Taylor – Alberta Education

The Accountability Pillars noting student achievement will not be distributed this year because of changes to exams that were made during the pandemic.

Some School Divisions have had to request Scenario 3 from the Minister of Education due to a lack of Substitute Teachers.

Additional supplies of masks, sanitizers and batteries are being sent to the School Divisions.

John T. Dinner – Board of Governance Services

Shared Perspectives on Governance during a presentation called “Setting the Stage for Boardroom Success”.

A.S.B.A. reviewed that it presents awards making only one change. The Friends of Education Award will become a local zone award.

A.S.B.A. Fall AGM will include a day of professional development.

A.S.B.A. has asked when School Divisions send letters to the Minister would we also cc them so they can advocate for us as well.

The next Zone 6 General Meeting will be November 18, 2020 at 9:00 a.m.

Respectfully Submitted,
Donna Hunt



ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL

This Meritorious Budget Award is presented to

LETHBRIDGE SCHOOL DIVISION

for excellence in the preparation and issuance of its budget
for the Fiscal Year 2020–2021.

The budget adheres to the principles and standards
of ASBO International's Meritorious Budget Award criteria.



A handwritten signature in black ink that reads 'Claire Hertz'.

Claire Hertz, SFO
President

A handwritten signature in black ink that reads 'David J. Lewis'.

David J. Lewis
Executive Director



Office of the Minister

OCT 05 2020

AR113868

Mr. Clark Bosch
Board Chair
Lethbridge School Division
433 - 15 Street South
Lethbridge AB T1J 2Z5

Dear Mr. Bosch *Clark,*

I have received the September 25, 2020 email from Associate Superintendent of Business Affairs Christine Lee on behalf of the Lethbridge School Division Board of Trustees, as well as a copy of Ward Bylaw No. 2020-01, which will be in effect for the October 2021 general election.

The governance structure of school boards in our province is extremely important, and I appreciate the time your board took to review this matter. I am confident this structure will work well for your electors.

Best wishes as you continue with the current governance structure.

Sincerely,

Adriana LaGrange
Minister



cc: Cheryl Gilmore, Superintendent of Schools
Christine Lee, Associate Superintendent, Business Affairs



September 16, 2020

LETHBRIDGE SCHOOL DIVISION,
433 - 15 Street South
Lethbridge, AB T1J 2Z5

Dear LETHBRIDGE SCHOOL DIVISION,

Thank you for renewing your membership with the Lethbridge Chamber of Commerce!

As the ***Voice of Business*** our Chamber currently has a membership of almost 800 local businesses, which equates to about 10,000 employees. As well, close to 150 business people volunteer their time working on our various committees, Executive and Board of Directors.

We welcome your involvement on a committee or your participation in any of our activities and events that occur throughout the year. The Chamber offers many benefits, including discounts and marketing opportunities, and the networking events will help you keep well connected with the business community.

Enclosed is your membership certificate and member benefits for your review. We encourage you to go to www.lethbridgechamber.com to enroll for our weekly Voice of Business e-newsletter and to enhance your profile on our MIC (member information center). If you have any questions or would like us to provide a presentation to you and your staff about making the most of your membership, please call our office at 403-327-1586.

Sincerely,

A handwritten signature in blue ink that reads "Cyndi".

Cyndi Vos, MEd
Chief Executive Officer