



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, June 22, 2021

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Budget Meeting of May 25, 2021, it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Regular Meeting of May 25, 2021, it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4. Presentations

3:40 p.m. 4.1 I.C.E. Scholarships Enclosure 4.1

3:50 p.m. **5. Action Items**

5.1 Extra-curricular / Co-curricular Phase-in Plan Enclosure 5.1
5.2 Authorization of Locally Developed Courses Enclosure 5.2
5.3 Implementation of Verification Letter fees for Repeat Requests Enclosure 5.2
5.4 Building Brains Together Fees Enclosure 5.3
5.5 Third Quarter Financial Report Enclosure 5.4

4:55 p.m. **6. Division Highlights**

5:00 p.m. Public Forum

7. Information Items

5:15 p.m. 7.1 Board Chair Report
7.1.1 Standing Committees Enclosure 7.1.1
7.1.2 Pandemic Plan Update
5:25 p.m. 7.2 Associate Superintendent Reports
7.2.1 Business and Operations Enclosure 7.2.1

7.2.2 Human Resources Enclosure 7.2.2
7.2.3 Instructional Services Enclosure 7.2.3

7.3 Superintendent Report
7.3.1 Board Priorities Enclosure 7.3.1
7.3.2 Donations and Support Enclosure 7.3.2
7.3.3 Acknowledgements of Excellence Enclosure 7.3.3
7.3.4 L.H. Bussard Award Winners Enclosure 7.3.4
7.3.5 Administrative Appointments Enclosure 7.3.5
7.3.6 Calendar of Events Enclosure 7.3.6

8. Reports

5:45 p.m. 8.1 Facilities Committee – June 1, 2021 Enclosure 8.1
8.2 Division School Council – June 7, 2021 Enclosure 8.2
8.3 A.S.B.A. Spring General Meeting – June 7-8, 2021 Enclosure 8.3
8.4 Indigenous Education Advisory Committee – June 10, 2021 Enclosure 8.4

9. Correspondence - Received

5:50 p.m. 9.1 Alberta Education – June 8, 2021 Enclosure 9.1

5:55 p.m. **Adjournment**

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: I.C.E. Scholarships

Background

Canada 150 Innovation Creativity and Entrepreneurship (ICE) is an annual scholarship awarded by Lethbridge School Division. The awards seek to recognize student innovation, in keeping with the Division's vision: *Learners are innovative thinkers who are successful, confident, respectful, and caring.*

Winners of the 2021 Canada ICE Scholarships are:

Grade 9/10 Winners

Steven Yang & Morteza Faraji (WCHS/CHS Gr 10) Cigarette Recycling - \$500 each
Alexandru Albu (CHS Gr 10) Art Through the Pandemic - \$1000
Maggie Cheung (CHS Gr 9) Living Through 2020/2021 - \$1000

Grade 11/12 Winners

Ashley Na (WCHS Gr 12) Acrylic Paint Project - \$1000
Bradley Pike (LCI Gr 11) E-Sports - \$1000
Lauren Van Roon (LCI Gr 12) Wool Felting - \$1000

Recommendation

The Board of Trustees presented the winners with certificates and cheques prior to the Board meeting.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Co-curricular / Extra-curricular Phase-In Plan

Background:

Middle and High School administrators who oversee extra-curricular and co-curricular activities have met with Associate Superintendent Morag Asquith over the past month to develop a phase-in plan for the fall. This phase-in plan is a continuum that allows for decision making in a short period of time given the specific context. Currently the trend for opening things up looks very positive; the continuum allows for flexibility of opening in a manner that aligns with provincial and federal conditions and protocols. Approval of the continuum allows for decision-making in August and September prior to the Board meeting again.

Recommendation:

It is recommended that the Board approve the Co-curricular / Extra-curricular Phase-in Plan as presented.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Authorization of Locally Developed Courses

Background

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. As the middle schools and high schools have expanded their educational opportunities for students, it has become necessary to create a number of locally developed courses to adhere to Alberta Education policy. Karen Rancier, Director of Curriculum and Instruction has worked closely with the secondary schools to develop course outlines and student learning outcomes for each course. Although the courses are categorized by school, it is recommended that the courses be approved for use in all Division schools. A full description of all courses can be found at the following link: [2021 Grade 7 to 9 Locally Developed Courses](#)
The courses have been developed for grade 7 to 9 but may also be taught at grade 6.

Recommendation

That the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses in all Division middle and high schools from September 1, 2021 to August 31, 2025:

Chinook High School

Football 9

Gilbert Paterson Middle School

Board Game Design & History 8

Guitar 8

Immanuel Christian Secondary School

Bible 6-9

Digital Communications 6-8

Robotics 6-9

Games 6-8

Music Appreciation 6

Outdoor Ed 8

Lethbridge Collegiate Institute

Leadership 9

Pop Rock 9

Senator Joyce Fairbairn

Falcon Academy 6-8

Winston Churchill High School

Film Studies 9

Yoga 9

Wilson

Basketball 6-8

Character through Music 6-8

Creative Pursuits 6-8

Entrepreneurship 6-8

Fitness 6-8

Flag Football 6-8

Forensics 6-8

Functional Fitness Training 6-8

Golf 6-8

Hockey 6-8

Sports Education - Intramurals 6-8

Learner's License 8

Math Card Games 6-8

Mythology 6-8

Outdoor Education 6-8

Outdoor Leisure 6-8

Podcasting 6-8

Problems and Puzzles 6-8

Raquet Sports 6-8

Read it Watch it 6-8

Sports Performance 6-8

Travel Tourism Geography and Culture 6-8

Volleyball 6-8

Watercolour 6-8

Yoga 6-8

Cooperative Games 6-8

Respectfully submitted,

Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services**RE: Implementation of Verification Letter fees for Repeat Requests****Background**

The Lethbridge School Division responds to numerous documentation requests each year to supply parents, guardians, and students with verification of enrollment, proof of address & guardianship information, attendance records, reports cards, and other documents as requested. This service is provided free of charge to aid our families in receiving the official documentation they require.

Many of these requests are time and material intensive. Approximately 38% of these requests span between 20 and 85 pages and require several hours to compile. In addition to this, 15% of all requests are repeat requests due to lost documentation by the recipient or failure by the recipient to provide the documents to the organization within a timely manner after they have been supplied by the Division. As a result, Instructional Services has often provided updated documentation for the same request, several times over the course of a year.

The report below outlines information regarding verification letter requests over the past school year (up to May 31, 2021):

<u>Requests Processed:</u>	<u># of 2020-21 Requests >20 sheets of paper:</u>	
2020-21: 234 requests (up to May 31, 2021)	66	Citizenship (Majority)
(313 projected by Aug 31)	3	Legal
2019-20: 319 (Sept 2019 to Aug 2020)	6	All Student Files/CUM
<u>Duplicate Requests for 2020-21</u>	11	Permanent Residency
36 duplicate requests = 15%	3	Other
	88/234 requests = 38%	

Estimated Staff Hours Dedicated to Verification Requests

(including phone calls, research, translations, power school searches, and report writing)

Melinda Moore	1 hr/week
Christina Peters	3 hrs/week
Anna Ell	<u>4 hrs/week</u>
	8 hrs/week

Instructional Services is aware of Citizenship, Permanent Residency, CRA, and other organization guidelines of how often applications or verifications require an update of information and we are more than happy to provide these for our families. However, due to the frequency of repeat requests, Instructional Services suggests the implementation of the fee schedule below, effective August 15, 2021, for repeat requests.

Verification Letter Suggested Schedule of Fees

(for repeat requests)

Type of Request: CRA/ CPP/MEP/AISH/ Verification of Enrollment/Letter of Acceptance/Extension of Permit/ Other Request under 20 pages	Base (1 student) <i>Includes one printed copy</i>	\$10.00
	Additional Student and/or Printed Copy per Student	\$2.00
Type of Request: Permanent Resident/Citizenship Application/ Legal Request/Other Request over 20 pages	Base (1 student) <i>Includes one printed copy</i>	\$25.00
	Additional Student and/or Printed Copy per Student	\$5.00

Recommendation:

That the Board of Trustees approve the implementation of the above schedule of fees for repeat or redundant verification document requests.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: **Building Brains Together**
Online Learning Support for 3 & 4 year-olds for the 2021-22 School Year

Background:

Through the years Isabelle Plomp has worked closely with Robbin Gibb from the University of Lethbridge and Building Brains Together. This valuable partnership has shifted practices and inspired innovative opportunities in our Early Education Program in Lethbridge School Division.

‘Building Brains Together - At Home’ is a new proposed online program that will include three weekly live, small group, online sessions for the child and caregiver with an Early Learning educator. The program strives to empower parents and caregivers by building on adult capabilities to develop the executive functioning of their child’s brain, a process best accomplished in the first five years of their lives. Executive functioning includes important skills such as self-regulation (dealing with emotions, controlling impulses, tolerating change, being able to return to a calm state, etc.), working memory, paying attention, organization skills, problem solving, flexibility, and much more. The Division recognizes that a virtual format is not optimal for young children, however can serve as a way for adults to work alongside their child, providing essential real-life interaction that is so critical for young children’s learning and brain development. Virtual sessions, approximately 30 minutes in length, would take place in the afternoons on Tuesday, Wednesday, and Thursday. Parents can learn more by joining the weekly parent café, on Monday afternoons, which will include educational support and guest speakers on child/brain development.

If approved by the Board, there would be a \$100 a month registration to have online access to cover staffing and resources for this amazing opportunity. We are hoping that families outside of the division will also access this valuable capacity building opportunity. We are hoping to secure at least 20 families with this opportunity.

Recommendation:

That the Board approve this amazing opportunity for Early Education and our School Division and support the recommended \$100 monthly fee per student to make this endeavour sustainable.

Respectfully submitted,
Morag Asquith

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Third Quarter Financial Report

Background:

The 2021-2022 Third Quarter Financial Report for the Division is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any question's trustees may have.

Recommendation:

It is recommended that the Board accept the 2021-2022 Third Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Light
Board Chair

Re: Standing Committees

Background:

Board of Trustees Committee chairs are asked to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2021. The Standing Committees are as follows:

- Board Audit Committee
- Board Budget Committee
- Boundary Review Committee
- Community Engagement Committee
- Division Wellness Committee
- Facilities Committee
- Indigenous Education Advisory Committee
- Policy Advisory Committee
- Poverty Intervention Committee
- Spirit of 51 Committee
- Superintendent Evaluation Committee

Annual reports and terms of reference reviews presented in September 2020 can be found on the website or requested through the Superintendent's office.

Recommendation:

It is recommended that the Board accept this as information.

Respectfully submitted,
Christine Light

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Business and Operations Report

Background

The June report of the Associate Superintendent Business and Operations is attached.

Recommendation

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

Respectfully submitted,
Christine Lee

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The June 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

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The June 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

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

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.
- The Elementary and Middle School Literacy Committees held their final meetings of the year.
- Bev is working in close partnership with SAPDC to plan for a Literacy Summer Institute taking place on August 10 and 11.
- Bev is working to develop a PL opportunity for teachers in the fall on the “science of reading”. This has been a topic of interest in literacy in recent weeks and months. This PL session will focus on how to incorporate research into our Division’s Comprehensive Literacy Framework.
- Bev is part of a team who are working to create content for the Administrators’ Symposium and a TIP session for the fall.

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 areas of focus are effective teaching practices in mathematics, building number sense differentiation in math, and math workshop.
- Professional Learning for the newly purchased “Building Fact Fluency for Addition and Subtraction” continues to be provided to a number of elementary schools.
- Jenn is part of a team who are working to create content for the Administrators’ Symposium and a TIP session for the fall.

Curriculum Implementation

- Professional Learning in our Division for Administrators and teachers will continue to focus on concept-based teaching and learning as well as cultures of thinking with an emphasis on curriculum being the “what” we teach with the teacher being able to determine the “how”.

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

- The following dual credit courses are arranged for the 2021-22 school year with the University of Lethbridge: Management 1070, Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850.
- We have entered into an agreement with Lethbridge College as part of a Zone 6 cohort for access to the following courses this fall: Animal Science, Introduction to Software Design and Photography, Design Fundamentals, and Graphic Communications.
- Lethbridge School Division Off-Campus program for Work Experience and RAP has moved into summer registration.
- The Indigenous Grad ceremony will occur over two days – June 22 and June 23rd. Big thank-you to the Indigenous Learning team for working with all of our schools to secure grad participation and preparing the details of the grad.

Middle School Initiatives

- Think Outside - a collaborative endeavor between Helen Schuler and the School Division was put on hold due to COVID restrictions. In lieu of engaging in this activity, the Indigenous Education teachers

put together on-line lessons to facilitate teacher delivery of some outdoor activity through an Indigenous lens. It is hoped that the Think Outside project will launch again this fall.

Early Learning

- All new families entering Early Education Programs this fall have participated in an adapted screening process due to the pandemic situation. Usually, we meet with families face-to-face and do the Ages and Stages Questionnaire (ASQ) through a rotation through play-based centres focusing on different developmental domains with a Speech Language Pathologist doing a short screen of communication skills. If a child was not coming along in development as expected, typically a referral to Alberta Health Services would occur. Alberta Health Services will no longer provide assessment and reports for educational purposes, so we have had to adapt this process as well. We partnered with the Family Centre in using their online version of the ASQ as we did last year. This year we added our own virtual speech and language screen with families and one of our Speech Language Pathologist. The Speech Language Pathologist then brought in families to assess children in person if they may have possibly had any challenges with communication. We also have one of the Early Education Program LSTs doing a screening via phone with families that may potentially be eligible for ESL. This has created a much heavier workload for May and June, but this will hopefully assist in getting programming for children in Early Education Programs meeting children where they are at and providing information to appropriately staff programs for September.
- With fewer than 10 spots across the division left for typically developing children, we do not have the capacity to open spaces to typically developing 3-year-olds as we would like 4-year-olds to have an opportunity to experience EEP before heading off to kindergarten. We will offer spaces to 3-year-olds in our Building Brains Together – At Home project as an option.

Indigenous Education

- The Indigenous Education Team completed the Indigenous Strategic Plan as an addendum to the Lethbridge School Division Assurance Plan.
- Positions for 4 Grad Coaches- Indigenous Education were posted for the upcoming 2021-22 school year.
- The Indigenous Education Department wrapped up both formal and informal learning opportunities for staff. Our Elementary Teacher- Indigenous Education has worked with three schools on morning announcements with Indigenous insights. “Indigenous Games Kits” were distributed to elementary schools for use in classrooms. John Chief Calf worked with the ATA PL committee to provide an ATA Indigenous Education event in April.
- Jenna Jewison and Jessica Deacon (Helen Schuler) recently released a second lesson for “Think Outside”.
- We were fortunate to hire Amelle Weasel Fat to join our team as Grad Coach to support Maria and Kendall’s maternity leaves at LCI and Victoria Park.

Administrator Professional Learning

- The Admin symposium created momentum for admin PL to focus this year on “creating cultures of thinking” in all schools. “Thinking Schools” PL sessions for all administrators have been held in October, January, February 11, April 15, and most recently, June 3.
- We are embarking upon a multi-tiered approach to addressing and educating about anti-racism as a Division, Diversity and Inclusion Table. Cayley King, Tracy Wong and Morag hosted a session with Administrators on May 20th regarding Anti-racism and Anti-oppression. The committee is making plans for next year.

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

- In the 2020-21 school year, we had to move SIVA sessions online, but still managed to complete training for 138 staff. We will offer a SIVA session in August before students return.

- Administrators and teachers continue to have access to free, virtual professional learning opportunities through Corwin, Scholastic, and SAPDC. These sessions are being held after school so that substitutes are not required since they are in short supply.
- Due to the boundary change that impacts Agnes Davidson, Karen and Morag are working with a French Immersion consultant and admin from Agnes Davidson and Nicholas Sheran to build a 3-year transition plan to single track programming at Agnes Davidson. In the following weeks they will also be working with FI (French Immersion) Admin and teachers on this endeavor.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The format of the Teacher Induction Program has changed 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. The October session focussed on reporting and parent/teacher interviews.
- April 23rd was our final session with our Year 1 TIP group. We used the time to reflect on best practices and lessons learned during our Pandemic year.
- Review exit slips submitted by the TIP teachers to prepare for next year's program.

Parent Engagement

- The feedback provided by the stakeholders at the February 2nd Town Hall was collated, posted on the Division website, and provided to the Board at their Strategic Planning session in March. The Division School Council met for the last time on June 7th.
- The Diversity and Education Table met in May to discuss anti-racism/oppression work that has begun in the division.

Community and Business/Industry Engagement

- Transition from City of Lethbridge Transportation services to Southland is complete. A lot of work continues in working with this partner in planning for the 2021-22 school year.

Management of Growth and Capacity Building learning spaces

- Projects under Capital Maintenance and Renewal (CMR) grant funding were submitted for budget 2021-2022. Priority projects requested for funding include ventilation, accessibility, and other building upgrades. The Division received \$1.6 million in CMR funding. This funding will be allocated to heat pump replacements at LCI. Work has already begun and will continue until September.
- The Division submitted 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. The Division was approved for one modular classroom and a washroom unit for Coalbanks Elementary School.
- The Division was given the opportunity to take three, 10-year-old modular classrooms from another school jurisdiction. These modulares have been picked up and moved to the Division and will be installed at Chinook High School. Alberta Education has approved the funding to install these modular classrooms as part of the 2021-2022 Modular Classroom funding.
- The 2021-2022 to 2023-2024 Three Year Capital Plan was approved and is on the website.
- The Province of Alberta announced 14 school projects in Budget 21-22. Lethbridge School Division's west Lethbridge Elementary School designated for Garry Station was announced on March 10th as one of these school projects. The school will open at the earliest September 2025 with an opening capacity of 610 with the capacity to build out to 900 students.
- The Board approved a \$4.1 million Energy Performance Project that will update aging infrastructure such as heating pumps, cooling towers, condensing units and replace LED lighting. This project will enhance the learning environment and energy efficiency. Mike Mountain Horse, Nicholas Sheran, Dr. Probe, Park Meadows and Fleetwood-Bawden elementary schools and LCI are the schools receiving these upgrades. Funding is from IMR and CMR funding.

- Occupancy was received on March 12th at Dr. Plaxton Elementary School. Furniture has arrived and placed in classrooms. Landscaping has been completed and resources for the school continue to arrive.

Other School Improvement Initiatives

- The e-Learning programs have sufficient registrations to launch in the 2021-22 school year. The elementary program will be delivered from Dr. Robert Plaxton Elementary School, the middle school delivery will be from Senator Joyce Fairbairn Middle School, and high school courses will be offered through LCI. There was modest response from parents requesting at-home learning due to COVID. These students are being accommodated in the e-Learning program.
- Wellness Grant reports were collected at the end of May and the Wellness Grant Applications released for 2021/22 school year.

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, wellness, 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, and physical activity.
- We continue to balance information the Alberta Health Services (AHS) presents to us on COVID positive numbers and AHS restrictions to keep our schools safe and maintain cohort structures- many of our itinerants are still minimizing working in multiple settings.
- The Counselling Department continues to provide current, relevant information through “The Loop” to our schools, there is information on careers, scholarships, resources and supports that are presenting monthly.
- The Counselling Department sent out a survey to Principals gleaning feedback from the year after the restructuring in 2019/20.
- We continue to work through positive COVID cases that are identified by AHS, we commend our schools, both staff and students for the amazing commitment they have demonstrated to keep our schools safe.

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

- Inclusive Education continues to work with HR in determining priority staffing placements for the fall.
- Megan Martineau, who currently works as an OT at Children’s Allied Health, will be joining our therapy team in August replacing Kelsie Enright.
- A decision has been made to maintain six SLP positions for the 2021-22 year, given that Division SLPs will be assuming more responsibility for Augmentative and Alternative Communication as AHS further narrows its mandate in schools.
- Final preparations are in place for moving special transportation to Southland.
- ESL kits have now been delivered to all schools to support teachers in developing language acquisition as well as academic language acquisition.
- Jordan Hoffos will be joining our team in August as the new ESL Student Support Worker replacing Sarah Ahlgren.

PRIORITY THREE: INNOVATION

Breadth of Program Options

- High schools were able to implement procedures that allow for the delivery of most options in the COVID-19 context. High schools and middle schools are planning for the 2021-22 school year with a regular schedule.

Technology

- We are working with the U of L to create a new education course that could be offered to teachers on how to film, edit and create 360 videos. Currently, we are gathering a number of resources that could be used for the course. The purpose of the course would be to train teachers how to create their own 360 learning opportunities that apply specifically to the Alberta Curriculum. We are hoping to offer the course in the summer of 2022.
- The Technology Team is busy gearing up for summer builds. Summer builds require that we physically go to each PC in the school division and update all software and systems. Most builds can be done remotely but the one we perform in the summer is much larger and needs a tech to ensure that the installs are done correctly, and the PC is operating when the technician leaves. This summer with the new laptops, we will be rebuilding over 5000 computers.
- The Technology Departments continues to educate staff around fraudulent emails that potentially can put our network at risk. In May we sent out a fake VISA email with an attachment. If the user opened the attachment, it just gave them a friendly reminder to be on the watch for phishing (fraudulent) emails. The purpose was to help people recognize phishing emails and how to report them when they receive them. We are happy to say 99.5% of people who received the email did not open it and recognized it as phishing email. Our intentions are to continue to send out more emails making them more difficult to spot.
- As of June 21, 2021, we will have turned on two factor authentication for all School Admin accounts. Two factor authentication makes it harder for an attacker to access peoples accounts and data. Alberta Education recommends that all school divisions turn on two factor authentication for all staff that have access to sensitive data. Our goal is to over the next school year have two factor authentication turned on for all employees.
- We are working with Logics Robotics to try and offer educational technology support to teachers in 2021/2022 school year. For the 2020/2021 Logics Robotics offered teachers a number of training days on using technology and had a 24-hour educational technology support page set up where teachers could ask How to Questions with regards to the technology solutions we use in the Division.
- With the event of students moving back online, we have once again opened our Device Store on our website. We have changed the model to have devices in stock so that when parents purchase them, they can be picked up on the same day. The devices we offer are the same that we supply our schools, so there is no risk of having devices we cannot use if they do not sell.
<https://www.lethsd.ab.ca/departments/technology/student-device-store2>

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Donations and Support

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

- Dr. Probe Elementary School received a \$5,00 donation from **Shaw** for Maker Station and STEM items.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 2021

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:

LCI Showcase:

In a strange year...

- E-Sports Team places first in their tournament. LCI Samurai entered their first ever tournament and won.
- Artisan Christmas Tree Auction raised \$2000 from a local business.
- LCI Graduation – had their largest grad committee in supporting this year’s Convocation and Grand March. Both events were amazing and very much appreciated by parents.
- LCI Leadership class ruled the school. They did a spectacular job of recognition boards throughout the building.
- Dance Academy produced a documentary representing their entire Covid year. The documentary will be shown at the Movie Mill in a drive-in format June 28 & 29.
- And finally, we are anticipating a return to normal school in August. We cannot wait for all of students to be able participate in additional choirs, bands, plays and athletics.

Students going to college/university to pursue athletics:

- Lily Jensen – NAIT (Basketball)
- Kwynci McLachlan – Medicine Hat College (Basketball)
- Ryan Evans – Dickenson State University (Track & Field)
- Spencer Stanko – University of Alberta (Football)
- Sam Crighton – Lethbridge College (Volleyball)
- Fiona Hyland – Stevens College (Volleyball)
- Isaac Fletcher – University of Nebraska-Omaha (Swimming)

Lethbridge Christian Showcase:

Our staff, like others in the division have done an excellent job of navigating teaching and learning in global pandemic. When we were in scenario 3 (at-home) learning the second time a parent commented that “I find myself in awe of how your teachers found ways to engage their students through a computer screen... innovative and creative ideas that inspire me.” Allison Overbeeke offered a “cooking channel” that was well attended by our grade 8’s to help stay connected with them during at-home learning periods. This cooking channel was outside of regular class work. We moved announcements and chapels onto teams, which allowed students engaged in at-home learning to connect to the school and maintain routine. Nikki Kish, a grade 4 at-home learning teacher, took her kids on virtual field trip Fridays, by being on teams using mobile technology from places like Elizabeth Hall Wetlands and Park Lake. This allowed her students to experience these places while staying at home.

This year we were excited to open our new expansion for our students. As part of this expansion, we were able to double our gymnasium space, add 2 classrooms, an art/science room, a new kitchen and a new music space! It took some extra work to get our band program running again but were excited to have the appropriate PPE and space to be able to offer this to our students. We have so appreciated the support of the Lethbridge Christian School society, particularly in terms of the facility and transportation. They have done an excellent job in keeping our students safe throughout this year with increased daily cleaning schedules. Our Kindergarten class also appreciated the newly mounted projector in the gym as they learned their dance unit in gym class.

Our school has also reached out into our community in a variety of ways. Our grade 1 students with Katie Brooks made cards for Lethbridge Police Service and were thanked by having Chief Shahin Mehdizadeh come to the school for an outdoor presentation. Our Grade 1 class also partnered with the Bow Habitat Station and raised trout in the classroom from eggs to fry and then released them into Nicholas Sheran Lake. Linda Bateman and her grade 4 class wrote encouraging cards for the nurses working in the ICU in Chinook Regional Hospital during national nursing week. As a school, we honored the lives and memories of the children from Kamloops Residential School whose remains were uncovered this year by planting a heart garden in our school grounds on the corner of Stafford Dr. and Scenic Dr. north.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

Re: **L. H. Bussard Award Winners**

Background:

The Board of Trustees of the Lethbridge School Division, in recognition of the valued services rendered by Superintendent L. H. Bussard, authorized the annual presentation of a medal to an upper elementary student showing exceptional creative ability.

The original medal, which was cast in copper alloy and treated with acid, was especially designed by N. C. Johnson, a former Art Coordinator for Lethbridge School Division. The swirling design sweeps the eye outward from Mr. Bussard's profile, symbolizing the spread of the Arts. On the reverse side of the original medal, unity was maintained by six swirling areas symbolic of Art, Music, Drama, with their related fields, Structural Creativity, Creative Rhythmical Movement, and Creative Writing. Each of these respective fields was bound at the centre showing their interdependence and cohesion.

This medal is a tribute to a man whose high educational ideals symbolize the intent of this award.

The L. H. Bussard Medal and certificate are presented each year to a Division II student in each elementary school. This student should have demonstrated outstanding ability, imagination and originality in the area(s) of music, art, drama, language arts and physical education.

L. H. Bussard Award Winners for 2021

Lochlyn Bourque	Coalbanks
McKenzie Jensen	Dr. Probe
Annika Otto	École Agnes Davidson
Konstantina Zovoili	École Nicholas Sheran
Violet Brouwer	Fleetwood
Misaki Hirohashi	Galbraith
Kyla Dueck	General Stewart
Biol Magot	Lakeview
Joelle Slingerland	Lethbridge Christian
Sydney Conrad	Mike Mountain Horse
Avinash Chowdhury	Park Meadows
Easton Young	Senator Buchanan
Cali Pope	Westminster

Recommendation:

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

Respectfully submitted, Cheryl Gilmore

MEMORANDUM

June 22, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Administration Appointments

Background:

The following administration appointments have been made for the 2021-2022 school year:

Rebecca Adamson	Inclusive Education Co-ordinator	Education Centre
Connie Adserballe	Principal	Lakeview Elementary School
Nicole Court	Vice-Principal	Galbraith Elementary School
Craig DeJong	Principal	Senator Joyce Fairbairn Middle School
Bonnie Dyck	Acting Vice-Principal	LCI
Jackie Fletcher	Principal	Fleetwood-Bawden Elementary School
Bill Forster	Principal	Chinook High School
Jenn Giles	Vice-Principal	Senator Joyce Fairbairn Middle School
Erin Hurkett	Principal	Dr. Robert Plaxton Elementary School
Michelle Loveridge	Vice-Principal	Coalbanks Elementary School
Raj Mathur	Vice-Principal	Fleetwood-Bawden Elementary School
Rochelle Neville	Early Learning Co-ordinator	Education Centre
Duane Piper	Vice-Principal	Chinook High School
Teri Smith	Acting Principal	Park Meadows Elementary School
Kerry Taylor	Principal	Mike Mountain Horse Elementary School
Andy Tyslau	Vice-Principal	Dr. Robert Plaxton Elementary School
Dawn Walmsley	Principal	Nicholas Sheran Elementary School
Lindsay Wehrwein	Vice-Principal	Mike Mountain Horse Elementary School
Sharon Willms-Laing	Vice-Principal	Park Meadows Elementary School
Stephen Woodcock	Acting Vice-Principal	Nicholas Sheran Elementary School

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

June	25	Last day for Elementary and Middle School students
	28	Last day for High School students
	29	Teacher and Educational Assistant school year ends
August	18	School offices open to the public
	24	Teacher school year begins
	27	Educational Assistant school year begins
	31	First day for students
September	6	Labour Day
	22	Treaty 7 Day
	28	Board Meeting 3:30 p.m., Education Centre
	30	Orange Shirt Day

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: **Facilities Committee – June 1, 2021**

Committee Members:

Doug James, Committee Chair

Jan Foster, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

1. 2021-2022 Modular Request (update)

- a. Received 1 classroom and 1 washroom unit for Coalbanks. One classroom short of what we asked so will present some challenges. Will have room for 4 more classrooms. Work needs to be done on sewer line. Daniel is working with the City.
- b. Received funding for the installation of the 3- 2010 modular classrooms. These will be installed a Chinook.

2. Energy Improvement Project update

- a. The project has started at the schools. Contractors are working on nights and weekends. Lighting fixtures have arrived.

3. Other Items

- a. Dr. Robert Plaxton Elementary School
 - i. Classroom furniture has arrived and is being put in place. Supplies have started to arrive such as instructional materials and office supplies.
 - ii. Landscaping has been completed.
 - iii. Solar wall installed and software that pulls data for panels will be installed. All schools in the Division will have access to the data for instructional purposes.
 - iv. Remaining playground components including wind spinners will be installed in July and rubber flooring completed.
- b. Summer IMR projects
 - i. Daniel and Chris reviewed the Summer IMR project listing (*attached*). Approximately \$5 million of projects will be completed this summer.
 - ii. FOB replacement has begun to change over entry system in schools with completion by September. This will increase security in our schools.

- iii. Schools have been having their keys and door levers replaced to install a more secure keying system for our schools. Currently 1/3 of the schools are completed.
- c. New West Lethbridge Elementary School
 - i. From planning money received, Daniel has been working with consultants to design the type of school that could be accommodated on the Garry Station site.
 - ii. Plan is to go to tender for Architectural Consultants in July.
 - iii. Will begin working with the City and their engineering consultants on site layout and preparation.

Trustee Doug James thanked the facilities department for all the work they have done and the plans in place to keep our school facilities in great shape.



MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: Division School Council – June 7, 2021

Trustee Doug James will provide an oral report in addition to the Division School Council meeting minutes available on the Division website: [2021 06 07 Meeting Minutes](#)

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Christine Light, Trustee

Re: A.S.B.A. Spring General Meeting – June 7-8, 2021

Trustees in Attendance:

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

Professional Development Sessions:

Speaker	Topic
Sandra Herbst	System Alignment for Deep Learning...Even in These Times
Michael Fullan	Leading Education: Transformation in Post-Pandemic Times
Bev Baker-Hofmann	Supporting the Mental Health of Students and School Staff
Laurie French, CSBA	Greetings and Update on National Advocacy
Alan Campbell, MSBA	Best Practices for Trustees
Andy Hargreaves	Virtual Book Release: Five Paths to Student Engagement
John Hattie	Leaning into the Rebound

Trustees in attendance will provide an oral report on the sessions presented.

Respectfully submitted,
Christine Light

MEMORADUM

June 22, 2021

To: Board of Trustees

From: Doug James, Trustee

Re: Indigenous Education Advisory Committee – June 10, 2021

Trustee Doug James will provide an oral report.