

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

September 28, 2021

3:30 p.m.

Board Room / Microsoft Teams



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

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

If there are no errors or omissions in the minutes of the Regular Meeting of June 22, 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 Special Meeting of September 1, 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**

3:40 p.m. **4. Presentations**

4.1 Making Connections

Enclosure 4.1

4.2 Friends of 51

Enclosure 4.2

4.3 Trustee Recognition

Enclosure 4.3

3:55 p.m. **5. Action Items**

5.1 Locally Developed Course Approval – High

Enclosure 5.1

5.2 Locally Developed Course Approval – Middle

Enclosure 5.2

4:05 p.m. **6. Division Highlights**

4:10 p.m. **7. Information Items**

7.1 Board Chair Report

7.1.1 Community Engagement

Enclosure 7.1.1

7.1.2 ASBA Curriculum Feedback

Enclosure 7.1.2

7.1.3 Board Standing Committees Annual Reports and

Terms of Reference Review

Board Audit Committee

Board Budget Committee

Community Engagement Committee

Division Wellness Committee

Facilities Committee

Indigenous Education Committee

Policy Advisory Committee

Poverty Intervention Committee
Spirit of 51 Committee
Superintendent Evaluation Committee

Enclosure 7.1.3

4:40 p.m. 7.2 Associate Superintendent Reports

7.2.1 Business and Operations

Enclosure 7.2.1

7.2.2 Instructional Services

Enclosure 7.2.2

7.2.3 Human Resources

Enclosure 7.2.3

5:00 p.m. Public Forum

5:15 p.m. 7.3 Superintendents Report

7.3.1 Board Priorities Report

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 World Teachers' Day

Enclosure 7.3.4

7.3.5 Calendar of Events

Enclosure 7.3.5

5:25 p.m. 8. Reports

8.1 Policy Advisory Committee – September 1, 2021

Enclosure 8.1

8.2 Facilities Committee – September 13, 2021

Enclosure 8.2

8.3 Audit Committee – September 14, 2021

Enclosure 8.3

8.4 A.S.B.A. General Meeting – September 15, 2021

Enclosure 8.4

5:35 p.m. 9. Correspondence Received

9.1 Alberta Education – July 6, 2021

Enclosure 9.1

9.2 Alberta Education – July 20, 2021

Enclosure 9.2

9.3 ASCA – July 30, 2021

Enclosure 9.3

9.4 Alberta Infrastructure – August 27, 2021

Enclosure 9.4

9.5 City of Lethbridge – September 1, 2021

Enclosure 9.5

5:40 p.m. 10. Correspondence Sent

10.1 City of Lethbridge – September 7, 2021

Enclosure 10.1

5:42 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JUNE 22, 2021.

In Attendance:

Trustees:	Christine Light; Tyler Demers; Clark Bosch, Jan Foster; Donna Hunt; Doug James
Administrators:	Cheryl Gilmore; Mike Nightingale; Christine Lee; Morag Asquith LeeAnne Tedder (Recorder)
Regrets:	Lola Major

The Board Meeting was live streamed via YouTube due to the gathering restrictions related to COVID-19.

The Chair called the meeting to order at 3:30 pm

1. Approval of Agenda

Trustee Jan Foster moved:

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

*Approval of Agenda
6704/21*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the Budget Meeting of May 25, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Budget Meeting
6705/21*

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of May 25, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Regular Meeting
6706/21*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 ICE Scholarships

ICE Scholarship winners were recognized and presented their scholarship and certificates by Trustees earlier today.

Presentations

ICE Scholarships

5. Action Items

5.1 Co-curricular / Extra-curricular Phase-in Plan

Trustees reviewed the Phase-in Plan.

Action Items

Trustee Tyler Demers moved:

“that the Board approve the Co-curricular / Extra-curricular Phase-in Plan, as presented.” **CARRIED UNANIMOUSLY**

*Co-curricular / Extra-
curricular Phase-in
Plan
6707/21*

5.2 Authorization of Locally Developed Courses

*Locally Developed
Courses*

Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees.

Trustee Doug James moved:

“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: Football 9, Board Game Design & History 8, Guitar 8, Bible 6-9, Digital Communications 6-8, Robotics 6-9, Games 6-8, Music Appreciation 6, Outdoor Ed 8, Leadership 9, Pop Rock 9, Falcon Academy 6-8, Film Studies 9, Yoga 9, 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, and Cooperative Games 6-8.”

*Locally Developed
Courses for grades 7 to
9
6708/21*

CARRIED UNANIMOUSLY

5.3 Implementation of Verification Letter fees for repeat requests

Verification letter request data was shared. Requests will be processed through Permission Click with notification that repeat requests will have a cost attached.

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

Trustee Jan Foster moved:

“that the Board approve the implementation of the above schedule of fees for repeat or redundant verification document requests effective August 1, 2021.”

*Implementation of
Verification letter fees
for repeat requests
6709/21*

CARRIED UNANIMOUSLY

5.4 Building Brains Together

The Building Brains Together program details were shared.

Trustee Jan Foster moved:

“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 endeavor sustainable.” **CARRIED UNANIMOUSLY**

*Building Brains
Together fee
6710/21*

5.5 Third Quarter Financial Report

Director of Finance, Mark DeBoer, reviewed the 2020-2021 Third Quarter Financial Report with Trustees.

Trustee Donna Hunt moved:

“that the Board accept the 2020-2021 Third Quarter Financial Report, as presented.” **CARRIED UNANIMOUSLY**

*Third Quarter
Financial Report
6711/21*

6. Division Highlights

Donna attended Chinook’s drive-by graduation.

Doug acknowledged the ICE Scholarship presentations.

Christine appreciated being able to award the ICE Scholarship winners. ASBA SGM was a full day of resolutions and meeting in addition to a full day of Professional Learning. Lakeview School was able to go to Henderson Park this week.

Division Highlights

7. Information Items

7.1 Board Chair Report

7.1.1 Standing Committees

Standing Committee Annual Report and Terms of Reference Review are due in September 2021.

*Information Items
Board Chair Report
Standing Committees*

7.1.2 Pandemic Plan Update

Board Chair Christine Light provided an update including the Extra-curricular / Co-curricular Phase-in Plan.

Pandemic Plan Update

7.2 Associate Superintendent Reports

7.2.1 Business and Operations

Associate Superintendent Christine Lee provided a written Business and Operations report.

*Associate
Superintendent
Reports
Business and
Operations*

7.2.2 Human Resources

Associate Superintendent Mike Nightingale provided a written Human Resources report.

Human Resources

7.2.3	<u>Instructional Services</u> Associate Superintendent Morag Asquith provided a written Instructional Services report.	<i>Instructional Services</i>
7.3	<u>Superintendent Reports</u>	<i>Superintendent Report Board Priorities</i>
7.3.1	<u>Board Priorities Report</u> Board Priorities were included in the agenda.	
7.3.2	<u>Donations and Support</u> Shaw donated \$5,000 to Dr. Probe School for Maker Station and STEM items.	<i>Donations and Support</i>
7.3.3	<u>Acknowledgements of Excellence</u> LCI and Lethbridge Christian School highlights were included in the agenda.	<i>Acknowledgements of Excellence</i>
7.3.4	<u>L.H. Bussard Award Winners</u> The L.H. Bussard Award winners were recognized.	<i>L.H. Bussard Award Winners</i>
7.3.5	<u>Administration Appointments</u> The administration appointments for the 2021-2022 school year were shared.	<i>Administration Appointments</i>
7.3.6	<u>Calendar of Events</u> The Calendar of Events was included in the agenda.	<i>Calendar of Events</i>
8.	<u>Reports</u>	<i>Reports Facilities Committee</i>
8.1	<u>Facilities Committee – June 1, 2021</u> Trustee Doug James provided a written report from the Facilities Committee (including Summer Projects) meeting held June 1, 2021.	
8.2	<u>Division School Council – June 7, 2021</u> Trustee Doug James provided an oral report from the Division School Council meeting held June 7, 2021.	<i>Division School Council</i>
8.3	<u>A.S.B.A. Spring General Meeting and PL – June 7-8, 2021</u> Trustee Christine Light provided a written report from the A.S.B.A. Spring General Meeting and Professional Learning sessions held June 7-8, 2021.	<i>A.S.B.A. SGM / PL</i>
8.4	<u>Indigenous Education Advisory Committee – June 10, 2021</u> Trustee Doug James provided an oral report from the Indigenous Education Advisory Committee meeting held June	<i>Indigenous Education Advisory Committee</i>

10, 2021.

9. Correspondence Received

9.1 Alberta Minister of Education – June 8, 2021

*Correspondence
Alberta Minister of
Education*

Public Forum

Public Forum

The meeting adjourned at 5:01 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 1, 2021.

IN ATTENDANCE:

Trustees in-person: Christine Light; Jan Foster; Lola Major; Doug James

Trustees via Teams: Donna Hunt

Administrators via Teams: Mike Nightingale; Christine Lee

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

Regrets: Tyler Demers, Clark Bosch

The Special Board Meeting was live streamed via You Tube due to the gathering restrictions related to COVID-19.

The Chair called the meeting to order at 12:36 p.m.

1. Revision 2021-2022 School Year Calendar

The Board of Trustees discussed the possibility of a revised calendar to recognize the National Day for Truth and Reconciliation. Jordan Head and John Chief Calf provided background information.

Trustee Doug James moved:

“that the school year calendar for 2021-2022 be revised as presented to include the Nationally acclaimed holiday, “National Day for Truth and Reconciliation” on Thursday, September 30, as a paid non-operational day.”

*2021-2022 school
year calendar revised
6812/21*

CARRIED UNANIMOUSLY

2. Adjournment

The meeting adjourned at 1:06 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Presentation – Making Connections and Mental Health Capacity Building

Background

DeeAnna Presley-Roberts, Family Support Supervisor, will provide an update on Making Connections and Mental Health Capacity Building activities of 2020-21.

Recommendations

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Friends of 51**

Background

Friends of 51 is a Board program that is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contribution to the school division. The Board is grateful that individuals and groups in the community continue to go above and beyond in supporting schools with a breadth of contributions ranging from financial support to expertise and services, to time and commitment.

The list of recipients below will be presented with a gift of acknowledgement for their contribution between 1:00 and 2:00 on September 28th outside the Education Centre.

Evangelical Free Church	Barry and Terry Bannerman
Lethbridge Family Services	Lethbridge Police Services
United Way Lethbridge	Panago Pizza North
University Drive Alliance Church	Save on Foods North
Lethbridge Food Bank	Cobs Bread
My City Care	Baker's Appliances
Staples	Best Buy
Shane and Allison Roest	Luke Davis, Subaru of Lethbridge
Vishal Sukhadiya,	Darren McFadden,
The Medicine Shoppe Pharmacy	Lethbridge Honda Centre
Ricky Sharma, Davis Dodge	Lethbridge Sunrise Rotary Club
Bert Faulkner, Westside Community Church	Immanuel Christian Lutheran Church
Cory Medd, 2 Guys Pizza	Tim Day, TIMCO Hoists
Courtney Ylioja,	Shelley Shaw,
Cut & Dried Coatings Ltd.	Shelly Shaw Professional Corp.
Sean Andrews	Jeanna Gabriel, Fee Simple Law
Darci Campbell, Jetz Carwash	Justin and Stephanie Myer
Brent and Shannon Francis,	Courtney and Rob Edmonds,
Brent Keith Francis Professional Corp.	Prairie Source Trading Ltd.
Chad Doren, BJD Electric	Don Cheung and Bora Kim
Scotty and Ashley Fabro	Shaw Communications Ltd.

Recommendations

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

Respectfully submitted, Cheryl Gilmore

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Trustee Recognition

Background

This is the final scheduled Regular Board Meeting for the collective group of trustees currently serving the school division. The role of trustee calls individuals to oversee governance and essentially establish the vision and priorities that will ultimately move students toward the goal of growth and achievement.

Recommendations

It is recommended that the trustees who have determined that this term will bring their service as trustees to a close be recognized for their contribution.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Authorization of Locally Developed Courses – High School

Background

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

Division high schools have requested to use LDC3608 Extended Essay (2021) 35 for 3 credits, newly acquired from the St. Albert School Division from September 1st, 2021 to August 31st, 2025 to enhance program offerings to students. This course replaces the previously acquired LDC3147 Extended Essay (IB) 35-3 from the St. Albert School Division.

Recommendation:

That the Board of Trustees approve the use of LDC3608 Extended Essay (2021) 35 for 3 credits, acquired from the St. Albert School Division from September 1st, 2021 to August 31st, 2025 to enhance program offerings to students.

Respectfully submitted,
Morag Asquith

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Authorization of Locally Developed Courses – Middle School

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 course below is submitted by Wilson Middle School, it is recommended that the course be approved for use in all Division schools.

Wilson Middle School - Dinosaurs & Paleontology 6-8 (*course outline attached*)

Recommendation

That the Board of Trustees approve the use of the Dinosaurs & Paleontology 6-8 locally developed for grade 7 to 9 course in all Division middle and high schools from September 1st, 2021 to August 31st, 2025.

Respectfully submitted,
Morag Asquith



Lethbridge School Division

Locally Developed Course Outline

This outline is to be completed for those Grade 7 - 9 option courses that do not use an Alberta Education program of study. Board approval is required to offer these courses.

SCHOOL: WILSON MIDDLE SCHOOL

GRADE LEVEL OFFERED: 6, 7, 8

TITLE OF COURSE: DINOSAURS AND PALEONTOLOGY

IMPLEMENTATION DATE: NOVEMBER 29TH, 2021

<i>Course Philosophy</i>	Students will participate in hands-on and interactive learning experiences that will teach them the basics of paleontology, fossilization, and the study of prehistoric species and time periods. Students will often view content through a discovery lens, finding and implementing their new understandings to play games, create projects, and share with their peers. Overall, the goal of the course is to encourage interest and show students that a love for dinosaurs is not only for elementary students.
<i>Rationale for the Course</i>	To develop a basic understanding of paleontology and the study of prehistoric species, and to facilitate further interest in natural history and the pursuit of scientific knowledge about the history of the planet we live on.
<i>Statement of General Learner Expectations</i>	Students will: <ol style="list-style-type: none"> 1. Demonstrate a basic understanding of Earth's history including the existence and death of the dinosaurs and the time periods during which they lived. 2. Identify traits of dinosaurs, and categorize them based on those traits 3. Describe the process of fossilization 4. Describe the role and importance of paleontology in the study of natural history
<i>Statement of Specific Learner Expectations</i>	Students will: <ol style="list-style-type: none"> 1.1. Describe what a dinosaur is, how they are studied, and how they died 1.2 Identify the 3 main prehistoric time periods in order and describe significant details about each <ol style="list-style-type: none"> 2.1 Differentiate between carnivores and herbivores based on physical characteristics 2.2 Identify and describe the basic organizational classes of dinosaurs 2.3 Name basic dinosaurs based on description and appearance 3.1 Demonstrate an understand of the process of fossilization and the requirements for it to occur 4.1 Describe the role and importance of a paleontologist, including strategies they use to excavate, investigate, and make determinations about fossils 4.2 Appreciate various dig sites for the discoveries that they produced
<i>Anticipated Enrollment Per Year</i>	~30 students
<i>Special Facilities or Equipment Required</i>	-Hands-on fossil demonstrations (in possession of teacher)
<i>Learning Resources to be Used</i>	-Discovery Education https://app.discoveryeducation.ca/learn -American History Museum https://www.amnh.org/learn-teach/curriculum-collections/dinosaurs-activities-and-lesson-plans -Scholastic https://www.scholastic.com/teachers/lesson-plans/teaching-content/dinosaurs-teaching-guide/
<i>How Will Students be Assessed?</i>	Dinosaurs and Paleontology will be an exploratory offered at Wilson and will be pass/fail. Students will be expected to participate in class discussions and activities, and demonstrate sufficient engagement in course content in order to receive a passing grade.

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Christine Light
Board Chair

Re: **Community Engagement**

Background

The Board has traditionally engaged students, staff, parents, and public members in different ways as part of their role as governors. Moving forward within an Assurance Framework that guides the governance role including planning and reporting, engagement will continue with enhancements intended to visibly highlight and track engagement activities for our community partners. One of those enhancements will be a Division “Engagement Website” that will house all engagement activities and outcomes of those activities. Communication Officer Garrett Simmons will take a few minutes at the Board meeting to share what the site will look like once it is launched.

We recently completed collating the outcome of the 2021-22 Re-entry Plan survey that was accessed by parents, students, and staff. The outcomes of this survey will be shared at this time and then posted for the public.

Recommendations

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

Respectfully submitted,
Christine Light

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Christine Light
Board Chair

Re: **ASBA Curriculum Feedback**

Background

The Alberta School Board Association (ASBA) is working with school boards to provide feedback regarding the proposed provincial curriculum implementation for K-6. The *Draft* K-6 curriculum is currently being implemented in a few school divisions in the province. The majority of school divisions opted out of piloting this year identifying a number of difficulties with the curriculum. The Minister of Education, Adriana LaGrange, conveyed commitment to stakeholders that the government will review feedback and make revisions according to feedback prior to implementation province-wide. Stakeholders can access a feedback loop to the province at this link [Have your say | Alberta.ca](#)

The board values and welcomes community feedback. To provide informed feedback to ASBA and the province that represents the breadth of community perspectives, Lethbridge School Division will be implementing community information sessions followed by feedback loops hosted on the Board Engagement website. The first session will provide background information regarding curriculum development/content. It will be hosted the evening of Tuesday, October 19th at 6:30 p.m. (virtual) with the first set of feedback topics posted on the website following the session.

Recommendations

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

Respectfully submitted,
Christine Light

Board Audit Committee Year-End Report 2020-2021

Committee Members:

Tyler Demers, Chair
Clark Bosch, Trustee
Don Reeves, Public Member
Jason Baker, Public Member
Carmen Mombourquette, Public Member

Auditor:

B.D.O. Canada LLP, Auditors

Management:

Christine Lee, Associate Superintendent Business and Operations
Mark DeBoer, Director of Finance

Committee Activities:

The Audit Committee met twice in the 2020-2021 year.

The first meeting was in September 2020 to do Audit Planning for the 2019-2020 Audit. We discussed the scope of the Audit. We also selected which schools would have their activity funds audited.

The second meeting was in November 2020 after the Audit. We discussed results of the Audit and any recommendations for improvement to the controls. There were no concerns or recommendations for improvement regarding the systems of controls at the Division level. There were a few recommendations for improvements regarding School Generated Funds. The Business and Operations department continues to address some of the areas noted by the Auditors. Thank you to the Finance department for their continued work with schools to facilitate the improvements.

November 25th, 2020 the Audited Financial Statements were presented to the Board. The Division is in good financial health. The Board of Trustees received Quarterly Financial Reports for the periods, November 30th, 2020, February 28th, 2021, and May 31st, 2021 for the 2020-2021 school year.

The Division has recently been informed that we were awarded the Canadian Award for Excellence in Financial Reporting for the 2019-2020 Annual Financial Report from Government Finance Officers Association (GFOA) International. This is our 4rd year to receive this award. To our understanding, we are the first and still the only school jurisdiction in Canada to receive this award on financial reporting.

Respectfully submitted, Tyler Demers, Board Audit Committee Chair

Board Audit Committee Terms of Reference

Purpose:

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

Authority:

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

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

Composition:

The Audit Committee will consist of the following members:

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

Resources:

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

Meetings:

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

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

Compensation:

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

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

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

Internal Control:

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

Audit:

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

Compliance:

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

Timing:

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

Board Budget Committee Report 2020-2021

Committee Members:

Clark Bosch, Chair

Donna Hunt, Trustee

Christine Lee, Associate Superintendent Business and Operations

Mark DeBoer, Director of Finance

Committee Activities:

- The Board held a Strategic Planning Retreat March 4-5th, 2021 to review Division priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were also developed.
- March 23rd, 2021, the whole Board met as a committee of the whole to have an update on the development of the draft budget.
- The committee met on May 6th, 2021 and discussed the reports and format to be provided for the Budget Presentation. The committee discussed in detail the Board's priorities and the linkage of the priorities in the Draft Budget. The 2021-2022 Draft Budget reflects the Board's priorities and Budget Belief statements.
- May 18th, 2020, the draft budget was presented to Trustees, administration, and members of the public to provide engagement and feedback on the budget. The engagement occurred as an online video presentation of the budget. These budget presentation video, budget infographic boards, and other budget reports were uploaded to the website allowing public feedback.
- The Board passed the budget on May 25th, 2021.
- The 2021-2022 Annual Budget Report was submitted by Mark DeBoer for the Meritorious Budget Award (MBA). The Division is still waiting to receive notice on the award but is hopeful that the Division will receive the MBA award again for its 16th consecutive year.

Respectfully submitted,
Clark Bosch, Budget Committee Chair

Board Budget Committee

Terms of Reference

Name and Type of Committee

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

Purpose:

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

Key Duties and Responsibilities:

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

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

Composition and Appointments

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

Meetings

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

Resources

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

The Business and Operations Affairs Department will provide committee administrative support.

Specific Annual Objectives

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

Review and Evaluation

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

Community Engagement Committee Year-end Report 2020-2021

The Community Engagement Committee exists to develop and implement strategies for the Board to fully engage in all sectors of the community with Lethbridge School Division.

Members:

Jan Foster, Chair
Christine Light, Trustee
Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent of Business and Operations
Garrett Simmons, Communications Officer
Allison Purcell, Member
Duane Pike, Member
Ryan Hartford, Member
Shelley Roest, Member

The Canada 150 ICE Scholarship Breakfast and Student ICE Recipients

On February 12, 2021, the Committee sponsored the 5th Annual ICE Scholarship Breakfast. This was a virtual event where sponsors were recognized and \$10,700 was raised towards the scholarships. Displays from each High School were showcased with their achievements in innovation, creativity, and entrepreneurship.

The keynote speaker for this event was Daniel Lewis, author, entrepreneur and motivational speaker. Mr. Lewis is the founder of the award-winning tea company, “T by Daniel”. His people-focused outlook on entrepreneurship and his experiential business practices have garnered him and his company nationwide recognition and many awards and honors such as a 2016 Business Excellence Award and 2017 Top 40 Under 40 Entrepreneurs. Daniel’s success with his retail tea business has even landed him an opportunity to serve HRH The Prince of Wales during his 2017 Royal Tour to Canada. Each sponsor was given in appreciation a gift package of “T by Daniel”.

The Recipients of the 2020/2021 Scholarship Awards were:

- Gr.9/10 – Steven Yang and Mortega Faraj (Terra Cycle-cigarette butt recycling)
- Gr.9/10 – Alexandru Albu (Art through the Pandemic)
- Gr.9/10 – Maggie Chung (Living through 2020/2021)
- Gr.11/12 – Ashley Na (Acrylic Paint Project)
- Gr. 11/12 – Bradley Pike (E-Sports)
- Gr. 11/12 – Lauren Van Roon (Wool Felting)

Town Hall

On February 2, 2021, a Virtual Town Hall event was held.

The question posed to the parents, staff, students, and community members was:
“In response to COVID-19, changes were made to school organization and instructional delivery. Are there changes that impacted students in a positive way that should continue and be built on?” The Board received many positive responses to this question and will be followed up in the coming year.

Respectfully submitted,
Jan Foster, Committee Chair

Community Engagement Committee Terms of Reference

Type of Committee

This is a Division Board Standing Committee.

General Purpose

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

Composition and Appointments (for life of the committee)

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

Meetings

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

Resources

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

Specific Annual Objectives

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

Reports and Target Dates

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

Review and Evaluation

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

Division Wellness Committee Year-end Report 2020-2021

Members: Associate Superintendent Morag Asquith, Division Staff, Parent Representative, Alberta Health Services Representative, Addictions/Mental Health Representatives, Public Health Representatives, University of Lethbridge, Community Nursing Representatives, Trustee Donna Hunt Chair, Alternate Trustee Christine Light

Wellness has been on the mind of everyone this year as we navigate a more stressful year caused by the Covid 19 Pandemic. Students, staff, and the parents of our School Division have felt a need to balance all aspects of wellness, Emotional Wellness, Intellectual Wellness, Physical Wellness, Spiritual Wellness and Social Wellness to stay healthy through this more stressful time.

The Wellness Committee meets regularly to share our strategic visioning, set objectives promoting health lifestyles for the Division and support the work being done by our committees and partnerships. Grants were given out this year to support outside learning and getting outside as a way to stay healthy.

The Health Champions have worked hard within our schools promoting Staff Wellness. All year they have led a number of wellness Throw Down Challenges building Mental Health Capacity with our staff. Excellent job Health Champions with your initiative “Connect Wellness” all the best with the work continuing into 2022.

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

Respectfully submitted,
Donna Hunt, Trustee
Committee Chair

Division Wellness Committee Terms of Reference

Type of Committee

- This is a Division committee.

General Purpose

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

Policy References

Policy 504.11 Healthy Nutritional Choices
Policy 402.8.3 Employee Assistance Wellness Programs
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
Policy 502.2 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

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.

Facilities Committee Year-end Report 2020-2021

Committee: Doug James, Trustee, Chair
Jan Foster, Trustee
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services
Chris Chapman, Coordinator, Operations and Maintenance

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

Committee activities:

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, Capital Maintenance and Renewal (CMR) requests and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 23, 2021 and was submitted to Alberta Education.

Construction of Dr Robert Plaxton Elementary School was completed during the school year and opened August 30th, 2021, for students. We are very proud of the new school given the environmental sustainability of solar voltaic panels that will net 105% of the school's energy requirements. The picture to the right is the bright and open gathering space. The grand opening ceremony was held outdoors on September 17th, 2021.



Alberta Education approved the Board's number one capital priority, a new 900 student, K-5 elementary school in Garry Station in west Lethbridge. The Division is working with the City of Lethbridge on development of the school site. This school is currently being reviewed by Alberta Education as part of a bundle of schools under a P3 approach for design and construction. The Division has already started preliminary design for the site configuration from some planning funds provided in the prior school year and will work with Alberta Infrastructure and the appointed bridging design consultant on design of the new school. The anticipated opening date of the school will be September 2025.



The Division undertook a \$4 million Energy Improvement Project. This project includes Heat Pump, Cooling Tower, and Condensing Unit replacements along with LED Lighting upgrades. These projects will replace aging infrastructure and will also enhance energy efficiency and learning environments at Mike Mountain Horse, Nicholas Sheran, Dr. Probe, Park Meadows, and Fleetwood-Bawden Elementary Schools, and LCI. Funding for the projects is from IMR and CMR funding received from Alberta Education. All projects are estimated to be completed by the end of September. The picture to the left is one of the hallways in Mike Mountain Horse Elementary School after the lighting upgrade which replaced the yellow lighting in the school.

As always it was a busy year for IMR projects. Some of the major work completed included significant work at LCI to create new space for students by moving division partners and renovating old unused spaces, creating a sports medicine facility, upgrade of girls change room and painting.

The 2021 Construction update attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

Respectfully submitted, Doug James, Committee Chair



Dr Robert Plaxton Elementary
Notice the solar panels on the gymnasium walls.



FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7

Bus: (403)329-6564 Fax: (403)380-3297

Facility Services Projects 2020-2021

Year End Report September 13, 2021

BLACK - Projects to be completed this Summer 2021 **BOLD TYPE FACE = COMPLETED**

BLUE - Projects in Design Estimate Only

RED - Projects on hold until next year 2022

GREEN – JCI

ELEMENTARY SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
NORTH				
Buchanan				
Sump / Dewatering/Asphalt Replacement		\$80,000		
Remove Tripping Hazard at Front Wall – In progress	\$15,000			
Westminster				
Landscape Repairs – Completed	\$2000			
Expanded front Sidewalk – Completed	\$15,000			
South face of gymnasium and Storage Shed problem issues			\$25,000	
Galbraith				
NW Stair replacement with new Concrete Stair and Steel Handrail – Completed	\$25,000			
Park Meadows				
Painting – Completed	\$60,000			
Snow removal pile fence relocation – approved by City of Lethbridge – Completed	\$3000			
Bollard at Gas Line Entrance – LSD and Contractor			\$2000	
Soundproofing Office Walls and Door Vision Panels			\$7000	
Lighting Replacement to LED JLC Project - Completed				\$139,493



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

ELEMENTARY SCHOOLS

Summer 2021

Design Estimate Only

2022

2021/2022

SOUTH

Agnes Davidson

Removal of former Early Education Outbuilding - Placed in modular capital request

\$35,000

Lakeview

Funnel Ball - LSD Facilities

\$2500

Basketball Court - School Funded and LSD – In progress

\$45,000

Outdoor Education Space - Contractor, LSD and School Funded – In progress

\$25,000

Painted Foyer and 2 Classrooms – Completed

\$4000

General Stewart

Parking Lot drainage enhancement (MPE LA Paving - City to review)

\$75,000

Painted Exterior Mechanical Pipes – Completed

\$4000

Lighting replacement - LSD Facilities

\$20,000

Fleetwood

Lighting replacement - LSD Facilities

\$20,000

Condensing Unit Replacement JLC Project - Completed

\$107,517

Dr Robert Plaxton

Extra FOB location and electrical for Parents as Teachers – Completed

\$3000

West

Nicholas Sheran

Soundproofing Office Walls

\$6000

Lighting Replacement to LED JLC Project - Completed

\$169,969



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

ELEMENTARY SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
Mike Mountain Horse				
North and South Stair removal and replace with at grade sidewalks - Completed	\$20,000			
Stair at South Modulares reuse salvaged steel stair unit - Completed	\$4,000			
Lighting Replacement Classrooms from Sodium Vapour Lights (yellow) to LED JLC Project - Completed				\$142,530
Heat Pump Replacement and Ceilings JLC Project - Completed				\$539,344
Cooling Tower Replacement JLC Project - Completed				\$297,585
Probe				
Skirting Replacement to prevent Skunk Ingress - Completed	\$5000			
Rebuild Garbage and cardboard bin enclosure			\$20,000	
Lighting Retrofit in Classrooms of Fluorescent Lights to LED JLC Project - Completed				\$152,231
Heat Pump Replacement JLC Project JLC Project - Completed				\$490,901
Coalbanks				
Replace Damaged Skirting - completed	\$5000			
Modulares Program - Government Approved. Washrooms and 1 Classroom Unit	\$450,000 – In design with construction 2022			
Sub Total Elementary Schools	Summer 2021	Design Estimate Only	2022	JLC
	\$237,500.00	\$190,000.00	\$100,000	\$2,039,570.00



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

MIDDLE SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
North				
Wilson				
Complete Upgrade Project South West Wing - On going	\$1,000,000			
Fire Door Installation			\$25,000	
Repair of Concrete Exterior Columns and Beams			\$25,000	
Exterior Painting Front - Completed	\$5500			
South				
Paterson				
Library Ventilation Unit – Complete	\$25,000			
Band Room Acoustic Treatment – In progress	\$10,000			
Band Room Acoustic Storage – In Progress	\$10,000			
Upgrade Garbage and Recycle Lot – Complete	\$20,000			
West				
GS Lakie				
Concrete Sidewalks and mow strips	\$80,000			
Concrete Play Surface (CEFIP grant Funding)		\$50,000		
Painting - requisition submitted at cost to the school - Contractor hired				
Recycling Boxes made to fit recycle containers (4) - as per our discussion - requisition submitted at cost to the school				
Replacement of landing and steps in outdoor classroom steel stair - Completed	\$10,000			
Swing Room Construction – Completed	\$4,000			
Ventilation Upgrade for Snow Clearing Tractor Storage – On Going	\$5000			
Rebuild Garbage and cardboard bin enclosure			\$20,000	



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

Senator Joyce Fairbairn

Storage Garage (capital project)		\$75,000
Garbage area removal of bollards		\$5,000
Concrete Outdoor Area at South West Under the roof		\$20,000
Drama Room Storage		\$50,000
CTS re-Configuration- On Going	\$150,000	
Art Room Sink Upgrade – Completed	\$2000	
Acoustic Treatment band Room – On Going	\$8000	

Sub Total Middle School	Summer 2021	Design Estimate Only	2022
	\$1,329,500.00	\$209,000.00	\$70,000.00



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

HIGH SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
North				
Winston Churchill				
Exterior Painting (Vs)	\$20,000			
Lighting replacement	\$5,000			
Ceiling Tiles supply - LSD labour	\$5,000			
Hallway Floor Replacement - Completed	\$10,000			
Entrance Mat Replacement	\$3,000			
Rekeyed School - Completed at \$70,000				
South				
LCI				
Fitness Room Flooring – remove hardwood and install rubber flooring - Completed	\$25,000			
Moving of SPADC and Career Transitions to Lower Floor D Wing - Completed	\$75,000			
Sports Medicine to Upper Floor D Wing - Completed	\$30,000			
Moving PAT to Plaxton - Completed	\$10,000			
Changeroom Modifications - Completed	\$25,000			
High Bay Lighting in Shops and Classrooms - Completed	\$66,000			
Painting - Done	\$6,000			
Replace Shop Air Compressor Tanks - Completed	\$6000			
Flooring B Wing			\$100,000	
Condensing Unit Replacement G Wing				\$137,669
Chiller Replacement and Condensing unit				\$150,120
Heat Pump Replacement and Ceilings				\$1,713,359
Victoria Park/Ed Centre				
Re-keying and Hardware Upgrade			\$75,000	
Hands Free Bottle Filler - Completed	\$4000			
Compressed Air Upgrade in Shop - Completed	\$2000			
General Upgrade of Facility, including Lighting and Ventilation		\$3,000,000 over 3 years		



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

HIGH SCHOOLS	Summer 2021	Design Estimate Only	2022	2021/2022
West				
Chinook				
Roof Replacement – Phase 1 Completed	\$80,000			
Roof Replacement – Phase 2 to start	\$80,000			
Boiler Breeching Replacement	\$50,000S			
Saturn, new flag poles student outdoor area (School and Facilities cost share) – on going	\$60,000			
Installation of 3 Modular Classroom Units – In design with construction 2022		\$1,300,000		
Sub Total High Schools	Summer 2021	Design Estimate Only	2022	JLC
	\$562,000.00	\$4,300,000	\$175,000	\$2,001,148



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Facility Services Projects 2020-2021

Year End Report September 13, 2021

All Schools Projects

Wishing Tree Plaques - Completed \$10,000

Other Building

	Summer 2021	Design Estimate Only	2022	2021/2022
Education Centre Lighting Upgrade	\$25,000			
Attwell Kitchen Enhancement – ongoing	\$ 4000			
Carpentry Shop Ventilation and Lighting - ongoing	\$10,000			
Upgrade trades Bay Lighting - ongoing	\$10,000			
Maintenance Meeting and Lunchroom - ongoing	\$50,000			

Sub Total Other Buildings	Summer 2021	Design Estimate Only	2022	JLC
	\$99,000			

Total ALL Buildings	Summer 2021	Design Estimate Only	2022	JLC
	\$2,238,000.00			
		\$4,690,000.00		
			\$345,000.00	
				\$4,040,718.00

**FACILITIES COMMITTEE
TERMS OF REFERENCE**

1. **NAME AND TYPE:**
Facilities Committee
2. **PURPOSE:**
 - To review school division facility needs and develop a Facilities Plan.
 - To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.
3. **DUTIES AND RESPONSIBILITIES:**
 - To review school division facility needs and develop a Facilities Plan.
 - The Facilities Committee will review school division facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school division facility new construction and modernization priorities.
 - The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.
4. **COMPOSITION AND APPOINTMENTS:**
 - Two trustees serving at the pleasure of the Board, one of who shall act as chair, the Associate Superintendent, Business and Operations, the Director of Facility Services, and Coordinator of Maintenance.
 - The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.
5. **MEETINGS:**
 - The meetings will be held a minimum of three times per year and as and when necessary to review school Division facility needs and prepare recommendations for the Board.
6. **RESOURCES/REMUNERATION:**
 - The Facilities Committee shall require administrative support.
 - No per diem is provided to trustees for Facilities Committee.

7. SPECIFIC ANNUAL OBJECTIVES:

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

8. REPORTS:

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

9. REVIEW AND EVALUATION:

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

Indigenous Education Advisory Committee Year End Report 2020-2021

Committee members: Doug James, Morag Asquith, John Chief Calf, Kathy Mundell, Grad Coach / Indigenous Teacher, Lenee Fyfe, Phil Williams, Alison Stewart, Taylor Keith, Sarah Burton

The 2020-21 year was an exciting year of change for our schools and our Indigenous Education Committee. We have experienced significant personnel shifts that have positively mobilized student support, staff learning, and curricular enhancement.

We piloted our Grad Coach program and received very positive feedback both from high schools and our Grad Coaches at our High Schools. In addition, for the first time, our Indigenous Education Department was fortunate to secure a teacher designated to each division level in our Division. Having a teacher of Indigenous Education at each Division has enhanced our teacher's comfort level with Indigenous Education content and staff accessibility to authentic resources.

In response to the pandemic our Graduation Celebration had to be pared down and we were able to infuse cultural elements in a safe way.

At our final Indigenous Education Committee meeting, we shared and celebrated much of the work and professional learning that occurred throughout the year that our Indigenous Education staff facilitated, we as well were able to showcase a project two classroom teachers did that supported the direction of Indigenous Education.

We are excited about the momentum we have moving into the 2021-22 school year.

Respectfully submitted,
Doug James, Committee Chair

Indigenous Education Advisory Committee Terms of Reference

TYPE OF COMMITTEE

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

GENERAL PURPOSE

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

KEY DUTIES AND RESPONSIBILITIES

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

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

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

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

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

MEETINGS

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

REPORTS AND TARGET DATES

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

REVIEW AND EVALUATION

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

Policy Advisory Committee Year-end Report 2020-2021

The Policy Advisory Committee (PAC) met seven times during the 2020-2021 school year. The committee consists of the Superintendent, the Coordinator of Learning and International Education, a Trustee, a representative from the Division Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from the Division School Council.

PAC was in year 2 of the schedule for policy review. This included various policies in the 200 and 300 series (refer to attachment). Procedures relating to most of the new or amended policies were also reviewed.

The PAC Terms of Reference were reviewed at the first meeting of the 2021-2022 school year (September 1st).

Respectfully submitted,
Loa Major, Committee Chair



LETHBRIDGE SCHOOL DIVISION

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

Meeting Dates for 2021-2022:

Batch	PAC meeting	Location	Feedback Due	Board Meeting
Batch 1	September 1	Computer Lab	September 29	
Batch 2	October 6	Computer Lab	October 20	
Batch 3	November 10	Computer Lab	November 17	November 23
Batch 4	December 1	Computer Lab	December 8	December 14
Batch 5	January 12	Computer Lab	January 19	January 25
Batch 6	February 2	Computer Lab	February 8	February 15
Batch 7	March 9	Computer Lab	March 15	March 22
Batch 8	April 6	Computer Lab	April 14	April 26
Batch 9	May 4	Computer Lab	May 18	May 24
*If needed	June 1	Computer Lab	June 21	June 28

Policy Advisory Committee Terms of Reference

Name and Type of Committee

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

Purpose

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

Duties and Responsibilities

The Committee shall have the responsibility to:

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

Composition and Appointments

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

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

Meetings

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

Resources/Remuneration

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

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

Specific Annual Objectives for 2021-2022

- Finish review of any policies which were last reviewed in the 2020-2021 school year
- See attached document for review schedule for the 2021-2022 school year
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Reports and Target Dates

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

Review and Evaluation Process

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

Approval Date

The 2021-2022 Terms of Reference will be reviewed by the Policy Advisory Committee at the first meeting of the year.

Poverty Intervention Committee Year-end Report 2020-2021

Committee Members:

- Christine Light (Chair)
- Karen Rancier (Co-Chair, Director of Curriculum and Instruction)
- DeeAnna Presley-Roberts (Program Manager – Making Connections)
- John Cahoon (CUPE 290)
- Char Taylor (CUPE 2843)
- Stasha Donahue (AHS)
- Dean Hawkins (ATA Principal)
- Melanie McMurray (ATA Vice Principal)
- Ciona Thompson (ATA Teacher – Elementary)
- Donna Stodolka (ATA Teacher/Counsellor – Middle School)
- Craig Findlay (ATA Teacher – High School)
- John Chief Calf (Coordinator of Indigenous Education)
- Jamie Walburger (Division School Council)
- Brian Palsky (Community Member)

The Poverty Intervention Committee exists to provide an advisory role within the Division for supporting students living in poverty as well as to provide foundational support of basic needs to ensure students' readiness for learning. The committee met 4 times during the 2020-2021 school year. The PIC Sub-Committee met 7 times during the year to discuss vision, direction, agenda, as well as financial allocation.

The Terms of Reference were updated at the end of the 2018-2019 school year to streamline the purpose and actions of the committee to better serve students in need. They were reviewed again at the beginning of the 2020-2021 school year. In this, the second year following these changes, clearer understanding of what the Poverty Committee does has been evident within the committee member group as well as through our schools. This understanding is reflected through clearer communication, both within the division and community, to the needs and ways the committee was able to support students and families. Community engagement also took place in the form of engagement, donation and hands-on assistance.

Financial Summary:

Opening Balance, September 1, 2020:	\$176,266.89
Donations Received:	\$400.00
Board Contribution:	-
Payments to schools or specific support:	\$24,590.84
Closing Balance, August 31, 2021:	\$152,076.55

Significant Events and Programs:

- The Family Support team welcomed three new members in January. This larger team is better able to consult for supports, helping schools navigate the application for referral. Greater complexity to serve students and families with restrictions and changes was experienced this year.
- WAM Bags continue to be a valued program. With increased cost of groceries, and conversation surrounding needs of larger families and families with older children, the amount allotted on WAM Bag gift cards was increased by 10 dollars. This will continue to be monitored to gauge if this increase is enough. Contents of the bags are respectful of halal and made as culturally diverse as possible. Videos on how to use foods and recipes have been shared on the web site.
- University Drive Alliance Church distributed 10lb packages of ground beef to 15 families.
- Surveys were sent out to administrators to gather feedback on site-specific context of poverty and needs. All administrators participated, enabling the committee to have greater clarity in understanding so that we may provide better services to the students.
- Craig Findlay has begun the process of inviting students to participate in the Poverty Committee. He heard back from 3 high schools and all thought it was a great idea. Student involvement can begin in October 2021.
- A Poverty Committee microsite has been set up on the Lethbridge School Division website. Here we will highlight the work of the committee, distribute resources, and make the giving of donations more accessible.
- Stasha Donahue, AHS Representative, proposed an assessment of poverty and food security in the Division. The quantitative and secondary analysis would help to see the exact depth of poverty in the City of Lethbridge from a food insecurity lens, interconnected with factors impacting household income. The committee would be led and facilitated by Alberta Health Services, including experts from the community and key members from Lethbridge School Division. Process and timeline are being considered.
- Some of our community partners this year: Interfaith Food Bank, My City Care, Shoe Warehouse, Mountain Warehouse, McKillop United Church (knitter's group), LDS church, Blood Tribe Housing and University Drive Alliance Church.

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

Respectfully submitted,
Christine Light, Committee Chair

Poverty Intervention Committee Terms of Reference

Type of Committee

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

General Purpose

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

Related Policies

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

Key Duties and Responsibilities

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

Composition and Appointments (for life of the committee)

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

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

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

Specific representatives will serve no more than three consecutive years.

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

Meetings

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

Resources

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

Specific annual objectives

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

Reports and Target Dates

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

Review and Evaluation

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

Spirit of 51 Committee – Section “Friends of 51 Program” 2020-2021

The committee met twice during the year to discuss the Support Staff Recognition as well as the Friends of 51 program. A list of recipients of the Friends of 51 is included below. This year the awards were presented at the Education Centre prior to the September 28th, 2021 Board Meeting. A video of the awards presentation will be available on the Divisions YouTube page.

Business	Year Recognized	Received
Evangelical Free Church	2020-2021	Candy Dish
Barry and Terry Bannerman	2020-2021	Apple of Recognition
Lethbridge Family Services	2020-2021	Apple of Recognition
Lethbridge Police Services	2020-2021	Apple of Recognition
United Way Lethbridge	2020-2021	Apple of Recognition
Panago Pizza North	2020-2021	Apple of Recognition
University Drive Alliance Church	2020-2021	Apple of Recognition
Save on Foods North	2020-2021	Apple of Recognition
Lethbridge Food Bank	2020-2021	Candy Dish
Cobs Bread	2020-2021	Apple of Recognition
My City Care	2020-2021	Apple of Recognition
Baker's Appliances	2020-2021	Candy Dish
Staples	2020-2021	Apple of Recognition
Best Buy	2020-2021	Apple of Recognition
Shane and Allison Roest	2020-2021	Apple of Recognition
Luke Davis, Subaru of Lethbridge	2020-2021	Apple of Recognition
Vishal Sukhadiya, The Medicine Shoppe Pharmacy	2020-2021	Apple of Recognition
Lethbridge Sunrise Rotary Club	2020-2021	Apple of Recognition
Ricky Sharma, Davis Dodge	2020-2021	Apple of Recognition
Darren McFadden, Lethbridge Honda Centre	2020-2021	Apple of Recognition
Bert Faulkner, Westside Community Church	2020-2021	Apple of Recognition
Immanuel Christian Lutheran Church	2020-2021	Apple of Recognition
Courtney Ylioja (Cut & Dried Coatings Ltd.)	2020-2021	Apple of Recognition
Cory Medd, 2 Guys Pizza	2020-2021	Apple of Recognition
Tim Day, TIMCO Hoists	2020-2021	Apple of Recognition
Chad Dorren, BJD Electric	2020-2021	Apple of Recognition
Shelley Shaw, Shelley Shaw Professional Corp.	2020-2021	Apple of Recognition
Sean Andrews	2020-2021	Apple of Recognition
Jeanna Gabriel, Fee Simple Law	2020-2021	Apple of Recognition
Darci Campbell, Jetz Carwash	2020-2021	Apple of Recognition
Justin and Stephanie Myer	2020-2021	Apple of Recognition

Brent and Shannon Francis, Brent Keith Francis Professional Corp.	2020-2021	Apple of Recognition
Courtney and Rob Edmonds, Prairie Source Trading Ltd.	2020-2021	Apple of Recognition
Don Cheung and Bora Kim	2020-2021	Apple of Recognition
Scotty and Ashley Fabro	2020-2021	Apple of Recognition
Shaw Communications Ltd.	2020-2021	Apple of Recognition

Annually the Division hosts a recognition event for the Non-Union, CUPE 2843 and CUPE 290 Employee Recognition Program. In April, the trustees hand delivered a recognition package to the 38 award recipients in lieu of a recognition event.

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

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

Spirit of 51 Committee Terms of Reference

Name and Type of Committee:

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

Purpose:

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

Key Duties and Responsibilities:

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

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

Composition and Appointments:

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

Meetings:

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

Resources:

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

Annual Objectives:

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

Reporting:

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

Review and Evaluation:

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

Terms of Reference:

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

Approved: October 10, 2006

Amended: April 20, 2010

Amended: February 24, 2015

Amended: May 25, 2021

301.1 Superintendent of Schools Roles and Responsibilities

Policy

The Education Act requires the Board to hire a Superintendent of Schools to serve as the chief executive officer of the Board and chief education officer of the Division. The Superintendent will be responsible for the operation of schools and the provision of education programs in the Division.

While the Superintendent may delegate decision-making authority to employees and contractors of the Board, the Superintendent reports to and is ultimately responsible and accountable to the Board for all of the operations and programs of the Division.

Regulations

1. The appointment of the Superintendent will conform to the requirements of the Education Act and Ministerial Regulations with respect to notification and qualifications.
2. Subject to statutory requirements and Board policy, the Superintendent is responsible for:
 - 2.1. facilitating the governance provided for the Division by the Board of Trustees by:
 - 2.1.1. attending all meetings of the Board
 - 2.1.2. setting the agenda for meetings of the Board in consultation with the Board Chair and providing background information for agenda items
 - 2.1.3. collaboratively developing new policies for Board consideration and approval and establishing procedures as required
 - 2.1.4. informing, advising, and supporting the Board on matters under Board jurisdiction
 - 2.1.5. collaboratively developing the Division Assurance Plan and educational programs for Board consideration and adoption
 - 2.1.6. annually reporting to the Board on student learning, achievement and development
 - 2.1.7. providing support for the activities of Board committees
 - 2.1.8. facilitating the orientation and ongoing professional development of trustees
 - 2.2. providing leadership for the School Division and supervising the operation of schools and the provision of education programs by:

- 2.2.1. Implementing education policies established by the Minister
- 2.2.2. Ensuring students have the opportunity in the school division to meet the standards of education set by the Minister
- 2.2.3. Ensuring that the fiscal management of the school division by the secretary-treasurer is in accordance with the terms and conditions of any grants received by the board
- 2.2.4. providing clear direction for the School Division by promoting initiatives of the Board with Division staff
- 2.2.5. implementing current Board policies and directions
- 2.2.6. implementing the Board Assurance Plan and approved educational programs
- 2.2.7. Meeting Alberta Education's reporting requirements
- 2.2.8. maintaining the standards of education as set by the Minister through the provision of quality instructional programs and services throughout the Division
- 2.2.9. financial planning and control including quarterly reporting on the jurisdiction's financial affairs
- 2.2.10. ensuring that all staff have clearly established roles and responsibilities
- 2.2.11. supervising and evaluating system operations and reporting to the Board on organizational performance
- 2.2.12. selecting, assigning, coaching, and evaluating school-based and Division administrators in accordance with Division policy
- 2.2.13. annually reviewing school Assurance Results Reports and Assurance Plans
- 2.2.14. making regular visits to all Division schools, programs, and work sites
- 2.2.15. providing support for school principals and advising on matters related to school operations
- 2.2.16. providing opportunities for staff leadership development
- 2.2.17. providing overall support for the efforts of the School Division students and staff
- 2.3. mediating and facilitating communication between and amongst educational stakeholders by:
 - 2.3.1. maintaining positive professional relationships with staff, administrators, School Councils and Division School Council, Division Student Advisory Council, the parent community and other affiliated individuals, groups, and organizations
 - 2.3.2. communicating with post-secondary educational institutions,

- children's service organizations, and the business community
 - 2.3.3. communicating effectively through the media regarding matters affecting education and the Division
 - 2.3.4. acting as an advocate for the Division and public education
- 3. In accordance with Section 52 of the Education Act:
 - 3.1. The Board authorizes the Superintendent to exercise any power that the Board may do, or is required to do, or may exercise, except those matters which, in accordance with Section 52(4) of the Education Act, cannot be delegated.
 - 3.2. The Board delegates to the Superintendent the power to suspend the services of a teacher and the power to terminate the services of a teacher, in accordance with Section 52(5) of the Education Act.
 - 3.3. The Superintendent may delegate decision-making authority to employees and contractors of the Board except for those powers referred to in Section 52(4) and (5) of the Education Act. The Superintendent will remain accountable to the Board for the proper exercise of such delegated decision-making authority.

References

- Alberta Education Act: Sections 52, 222
- Division Policies: 203.1 Policy Development, 204.10 Board Meeting Agendas, 301.3 Evaluation Process for Superintendent of Schools

Superintendent Evaluation Committee Terms of Reference

KEY DUTIES AND RESPONSIBILITIES:

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

COMPOSITION AND APPOINTMENTS

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

MEETINGS

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

RESOURCES

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

SPECIFIC ANNUAL OBJECTIVES

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

REPORTS AND TARGET DATES

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

REVIEW AND EVALUATION

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

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee



Business and Operations Report

September 2021



Prepared By:
Christine Lee, Associate Superintendent,
Business and Operations



01 Facility Services



Opening ceremony for Dr. Robert Plaxton Elementary School, in the community of Southbrook, was held on September 17th. Shown in the picture to the left is Mayor Chris Spearman, Principal Erin Hurkett, Board Chair Christine Light, and MLA Grant Hunter who were on hand at the outdoor celebration with students and special guests. The picture below is the completed playground that furthers the environmental sustainability theme of the school with a theme of alternative forms of energy including geothermal, solar, kinetic, and energy produced by the wind.

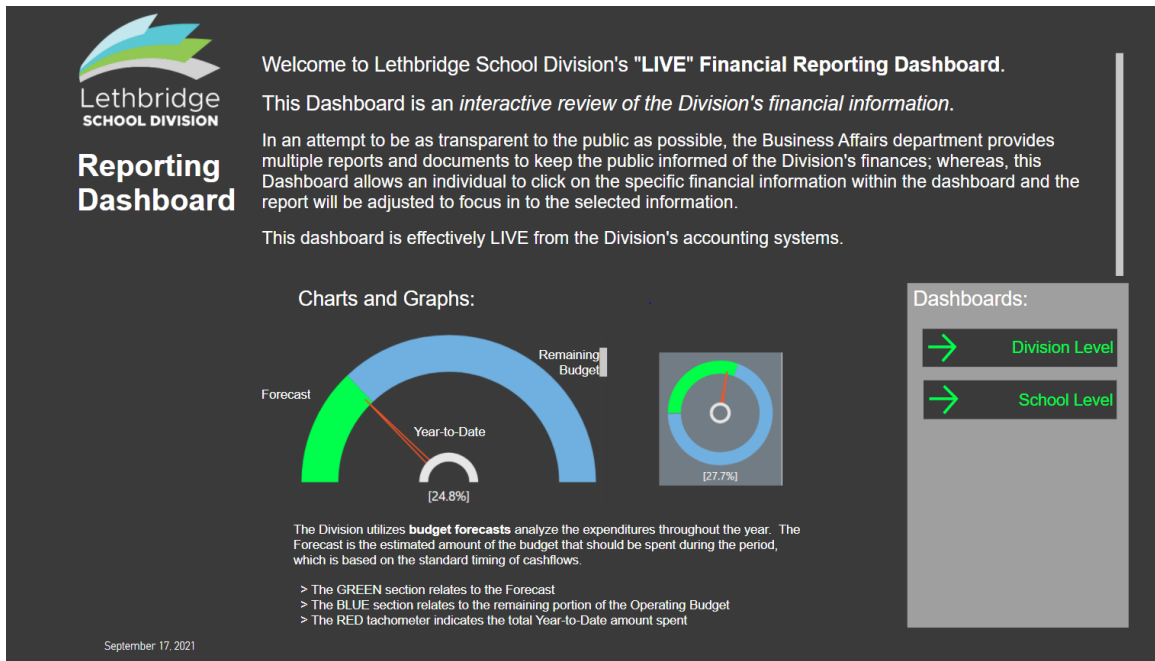
DR. ROBERT PLAXTON ELEMENTARY SCHOOL OPEN FOR LEARNING AUGUST 31, 2021

A significant number of projects were completed during the summer (see Facilities Committee report) including the Energy Improvement project at six schools valued at \$4 million. Five elementary schools received badly needed lighting upgrades. Majority of this work occurred at LCI with condensing unit, heat pump, and chiller replacements. Due to supply chain issues, the project was delayed and completion of the project will be early October with work being performed from 3:30 pm to 2:30 am to not disrupt student learning. Other schools received upgrades to concrete, painting, roofing, and other smaller projects.

Planning has started on installation of modular classrooms at Chinook High School and Coalbanks Elementary. Preliminary design and costing will begin on upgrading Victoria Park High School ventilation and lighting over the next three year IMR/CMR funding cycle.



Finance 02



**FOR FINANCIAL INFORMATION AT YOUR FINGER TIPS
VISIT THE FINANCIAL REPORTING DASHBOARDS ON THE DIVISION WEBSITE**

The Finance Department is busy finalizing financial information for the 2020-2021 school year and will be preparing for the Division's auditors, BDO Canada LLP, to audit the Division's financial records. The Audit Committee met to discuss planning for this year's audit.

The start of the new year begins with the review of actual enrolments and a review of the preliminary budget that was approved in May. Adjustments to the budget will be made based on September 30th enrolment, staffing adjustments required, and school and program spending priorities.



03

Occupational Health and Safety



To ensure that staff are aware of safety protocols, at the beginning of each school year a set of OHS training is sent out via Public School Works. This year courses included a review of important policies such as working alone, fraud prevention, conflict of interest, hazard assessment, hazard reporting, and harassment and violence in the workplace.

SAFETY IS EVERYONE'S RESPONSIBILITY

New worksite safety committees were formed to start the 2021-2022 school year. These site committees are a key component of the Division's internal responsibility system for Occupational Health and Safety. Safety Committees provide the "on the ground" eyes and ears for safety and assist in promoting safety at each building site and providing safety suggestions from employees. At the first Division Joint Workplace Health and Safety Committee meeting on September 20th, all committee reps met online to receive an orientation to committee member roles and responsibilities for OHS in Lethbridge School Division. Safety Committee Representatives are also provided with training on workplace inspections and incident investigation.

A Government of Alberta OHS Officer arrived at LCI recently to respond to a safety complaint by an employee. The officer was investigating the schools COVID-19 safety protocols and concerns over the ventilation work being performed in the school. The official report from the Officer stated satisfaction with the COVID-19 protocols in place by the school and the progress and timeline for completion of the work being performed to improve the ventilation at LCI.



Technology 04



LENOVO AND LETHBRIDGE SCHOOL DIVISION VIRTUAL REALITY PILOT PROJECT AT DR. ROBERT PLAXTON ELEMENTARY SCHOOL

The Technology Department continues to support schools with a variety of initiatives from on-line learning opportunities to a Virtual Reality Pilot project at Dr. Robert Plaxton Elementary School.

This summer, all the Xerox copier machines were removed and 54 Minolta copiers were installed. The Division is pleased to embarked on this new relationship with Minolta.

Due to worldwide supply chain issues, acquiring technology in a timely manner has been a struggle. Shipping costs have also skyrocketed, impacting the cost of technology for the Division. The Department continues to work with our suppliers to get the technology need at the best price possible.

The department is working on a few other significant projects which include supporting the installation of new sound systems at Gilbert Paterson and Senator Buchanan schools.



05 Transportation



On August 21 and 22, Southland Transportation, Holy Spirit Catholic School Division, and Lethbridge School Division hosted our first "My 1st Ride" event. This two day event hosted at Dr. Robert Plaxton Elementary school provided the opportunity for students to learn about school bus safety and experience their first school bus ride.

There were approximately 100 families that participated in the two day event. All participants and their families were treated to a free hot dog from M&M Meats, a bag of chips sponsored by Hostess Frito-Lay, and a bottle of water. Kona Ice was also on hand for refreshment.

MY 1ST RIDE TAKES AWAY THAT FIRST DAY FEAR OUT OF RIDING THE SCHOOL BUS

The start of the school year for transportation has not been as smooth as anticipated. There have been a number of school bus routes that have been late to pick up students to or from schools. The school division has been working with Southland to relay all concerns received by schools and parents, and support Southland as they work to make service adjustments. There is a need to add additional routes and as drivers are recruited and trained routes will be added to correct the delays. There is currently a shortage of bus drivers in the province, and provincial training requirements are extensive, therefore changes cannot be made immediately. Southland anticipates that all adjustments will be completed by Oct 12th. We appreciate school staff and parent patience and flexibility as we work to resolve the bussing delays.



Other Matters 06

TRUSTEE ELECTIONS OCTOBER 18TH



Lethbridge **SCHOOL DIVISION**



***THANK YOU TO THE 2017-2021 TERM OF TRUSTEES FOR
YOUR SUPPORT OF STUDENT LEARNING!***

Important meetings/events:

- Urban School Insurance Consortium (USIC) Risk Management and Claims committee, Audit Committee meetings
- USIC Insurance Marketing Meetings for annual insurance renewal with London and domestic underwriters
- Facilities Committee
- Audit Committee
- Dr. Robert Plaxton Grand Opening
- Joint meeting with AB Infrastructure, AB Education, City of Lethbridge and Lethbridge School Division regarding Garry Station school site readiness and P3 process
- School Council Meetings: Dr. Plaxton, Westminster, Lethbridge Christian and Immanuel Christian Elementary
- Division Workplace Health and Safety Committee
- Elementary, Middle and High School Administrator meetings
- Admin Professional Learning

SEPT 30

**NATIONAL DAY
FOR TRUTH AND
RECONCILIATION**



MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

The September report of the Associate Superintendent, Instructional Services is attached.

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT – INSTRUCTIONAL SERVICES

SEPTEMBER 2021

IMPORTANT DATES FOR SEPTEMBER & OCTOBER

Anti-Racism and Anti-Oppression Admin Committee-September 21st from 3-4:30 p.m.

Wellness Committee- October 4th at the Education Centre from 1:15pm-3:00p.m.

Orange Shirt “Week”- September 27th -September 30th (Orange Shirt Day is September 30 officially)

Heathy Schools Champion Meeting #1 - October 18th- 1:15-3:15 p.m.

Indigenous Education Advisory Committee- October 27th- 9-12 noon (Christina will be sending out a confirmation to last years attendees to confirm attendance for this)

Rock your Mocs- November 15th

Professional Learning Day – October 12th (Collaborative Communities in the a.m.)

NEW STUDENTS AND DEMOGRAPHICS

As a Division as of September 20th we have the following numbers of students, we anticipate our numbers to grow as September 30th approaches (our 1701 deadline):

English Language Learners: 1174

Indigenous Learners: 769

Coded: 226

Refugee: 436

Early Education Programming (K PUF): 119

COVID-19 UPDATE

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

PARENT SUPPORT

In the past three weeks we have had over 30 parent/guardian queries related to the following issues:

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

NUTRITION PROGRAMMING

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

YOUTH ENGAGEMENT OFFICER PROGRAM

We have been fortunate to have Steven Veale who was leading our School Resource Officer Team for the 2020-21 school year. He was recently notified that he will be moving roles within Lethbridge Police. The title of the officers working with our schools has changed to "Youth Engagement Officer" and we will be informed shortly of any staff changes that may occur.

"THINK OUTSIDE"

PARTNERSHIP WITH HELEN SCHULER NATURE CENTRE

We are very excited to share that we are continuing our partnership with Helen Schuler to support outdoor learning with our middle school learners. Learning and teaching during COVID has presented some interesting outdoor learning opportunities. This partnership will continue to support the learning of our middle school students and our teachers. Learning outside provides great learning experiences connected to the curriculum, is great for mental health, and increases physical movement. As the weather gets cooler we encourage everyone to dress appropriately for the weather so that schedules don't have to change !!!

CURRICULUM AND INSTRUCTION

Karen Rancier, Director of Curriculum and Instruction and her Lead Teacher Team has had a busy September so far!! They have been communicating/liasing information to schools from Alberta Education regarding the Boost Program- a targeted program for students who may be presenting with lagging literacy skills post-pandemic. Some important dates and information:

- Elementary Boost Program Assessments (for COVID additional funding): MIPI for grades 2 and 3 due as soon as possible, LeNS and CC3 due September 17.
- Learning Commons visits with Karen are continuing throughout the month of September.
- Enriched Academy High School Teacher Orientation occurs on Wednesday, September 15. Interested administrators and teachers need to email Karen so she can invite them to the virtual PL.
- Administrators' Symposium occurs September 24 (virtually).
- Collaborative Communities need to be created by September 24.
- Division-wide PL day for teachers through Collaborative Communities is October 12 in the AM.
- PL with Graham Fletcher (creator of the Building Fact Fluency Kits, purchased for each school) will be accessible for all schools for one hour during the afternoon of October 12. Email our Numeracy Lead Teacher, Michaela Demers, if you're interested in having your teachers participate.

WELLNESS

The School Division is embarking upon a Strategic Plan for Wellness. We recognize that the wellness of all students, staff, and families impacts our system. Kathy Mundell (Coordinator of Counselling), DeeAnna Presley- Roberts (Making Connections), Morag Asquith (Associate Superintendent- Instructional Services), Mike Nightingale (Associate Superintendent- HR) and Rhonda Aos (Director of HR) will be meeting to discuss the first year of our three-year plan to map out goals, initiatives and measures to support wellness in our system.

INDIGENOUS EDUCATION

- A. We have a full operating team, we just hired our 2 additional Grad Coaches for Chinook and LCI, Marley Heavy Shield and Alexis Clare we are delighted to have them join our team !!!
- B. Schools are participating in school run and city run activities related to understanding and recognizing the impacts of residential schools during Orange Shirt Day (week September 27th-30th), Jenna Jewison and Melanie Morrow have also shared out several ideas (like faceless dolls activity) that can be incorporated into teaching.
- C. **PL through Inquiry and relationship-** John Chief Calf has been working with local Blackfoot community members on developing an Advisory to assist and consult with schools, it is anticipated that we may have this support available to schools in this school year

"Think Outside" a partnership between Helen Schuler Nature Centre and our Indigenous Education Team will be starting again with middle schools in October

An Indigenous Education Professional Learning Series will be hosted throughout this year by our Indigenous Education Teaching Team. This will be attended by the Indigenous Education rep at each school. There will be four events- one September 20th (Residential School Theme with Writing on Stone visit), November 1st (Indigenous Education Teaching Strategies and Metis Culture), February 7th (Pemmican making and Traditional Games) and April 11th (Tipi Teaching)

SPANISH BILINGUAL PROGRAM

Morag Asquith and Karen Rancier are currently securing a Spanish Bilingual Consultant to work along side our Spanish Bilingual program at Coalbanks Elementary School. Currently we offer K-5 Spanish Bilingual Programming and those Spanish Bilingual grade 5 students will be moving into grade 6 in the 2021-22 school year. We wish to explore what different and excellent programming options are utilized throughout Alberta in Middle Schools that are successful Spanish Language models and sustainable in our school system.

PERMISSION CLICK UPDATE

Executive Assistant (Instructional Services) Christina Peters has done an exceptional job integrating a program called Permission Click (PC) in Lethbridge School Division. Many forms and older paper systems are slowly being changed and shifting to online format within our Division- this has been a huge undertaking.

Moving to this process is requiring many of us to work differently in our roles as we become less paper and more electronically reliant. As this system has been needing attention, and "fine-tuning," Christina has been taking many direct questions from schools. Starting September 23rd, PC sessions and support with Christina will be available from 3:30-4 p.m. until the end of October by sign up only. It is recommended that if teachers have any immediate questions, they go to their school designated Admin Permission Click approvers prior to booking a time starting September 23rd. A special thank you to Christina for her dedication to this endeavor- we are optimistic that in time this software will be very helpful- I have even had my first Permission Click form as a parent and it was SLICK!!

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The September report of the Associate Superintendent, Human Resources is attached.

Recommendations

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
September 28, 2021



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:

- Adding 10 teachers to the substitute list since the beginning of August.
- Adding 11 support staff to the substitute list since the beginning of August.
- Onboarding 34 new staff members since the beginning of August.
- Extending 4 teacher contracts since the beginning of August.
- Facilitating the hiring of 17 teachers since the beginning of August.
- Facilitating the hiring of 34 support staff since the beginning of August.
- Facilitating ADW training for new administrative assistants and administrators across the division.
- Facilitating 6 orientation sessions for new staff members.
- Presenting at the division administrative professionals meeting regarding leave management process for schools.

Other Highlights

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual administrators committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended a virtual Education Centre Leadership Team meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual CASSIX meetings.
- Director of Human Resources Rhonda Aos attended a virtual meeting of the Talent Resources Committee with the Lethbridge Chamber of Commerce.
- Associate Superintendent Mike Nightingale attended a virtual Alberta School Council Association presentation.



Enrollment

The following enrollment numbers are based on information collected on September 15, 2021. We anticipate there will be changes to overall enrollment numbers prior to September 30, 2021.

K-12 Enrollment

	September 30, 2019	September 30, 2020	September 15, 2021	Difference from 2019	Difference from 2020
Total	11,256	11,058	11,488	232	430

Total Student Enrollment (includes early learning programs)

	September 30, 2019	September 30, 2020	September 15, 2021	Difference from 2019	Difference from 2020
Total	11,753	11,403	11,786	33	383

Elementary Class Size – September 15, 2021

KG	18.8
Grade 1	20.3
Grade 2	20.8
Grade 3	20.4
Grade 4	22.3
Grade 5	23.2
Combined classes	
Grade 1&2	18.6
Grade 2&3	20.7
Grade 3&4	20.2
Grade 4&5	24.8



COVID-19

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



MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Board Priorities Report

Background

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas (Achievement, Inclusion, and Innovation) are identified under the Assurance Domains in the Lethbridge School Division 2021-2022 Assurance Plan approved by the Board in May.

The leadership team will provide a monthly summary at Board meetings outlining strategies that have been implemented to address the three priorities.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



Division Domains and Priorities for 2021-2022

Division Domain: Local and Societal Context

Planning Considered: Pandemic Context, Population Diversity, Health and Wellness, Inclusive Education, Curriculum, Technology, Growth, Staff Demographics

Division Domain: Governance Outcomes

- Governors engage students and their families, staff and community members in the creation and ongoing implementation of a shared vision for student success.
- Legislation, policy and regulation provides clarity regarding roles and responsibilities of education in matters of governance.
- Fiscal resources are allocated and managed in the interests of ensuring student success, in alignment with system goals and priorities, and in accordance with all statutory, regulatory and disclosure requirements.
- Curriculum is clearly articulated and implemented in a relevant and meaningful manner.
- Governors employ a cycle of evidence-based continuous improvement to inform ongoing planning and priority setting, and to build capacity.

Division Domain: Student Growth and Achievement Outcomes

- Student achieve prescribed provincial learning outcomes, demonstrating strengths in literacy and numeracy.
- Students apply knowledge, understanding and skills in real-life contexts and situations.
- Students advance reconciliation by acquiring and applying foundational knowledge of Indigenous experiences. The school community applies the resources needed to support Indigenous student achievement.
- Students are active, healthy and well.
- Students use ongoing assessment feedback to reflect continuously on their progress, identify strengths and areas of need and set new learning goals.

Division Domain: Teaching and Learning Outcomes

- Teachers and leaders respond with skill and competence to the unique learning needs, interests and cultural, social and economic circumstances of all.
- Teachers and leaders improve their professional practice through collaborative engagement in processes of growth, supervision and evaluation.
- Collaboration amongst teachers, leaders, students and their families, and other professionals, enables optimum learning.
- Professional Learning programs prepare teachers and leaders to meet the standards of professional practice.
- Teachers and leaders use a range of data arising from their practices to inform cycles of evidence-based continuous learning.

Division Domain: Learning Support Outcomes

- Learning environments are welcoming, caring, respectful and safe.
- Learning environments are adapted as necessary to meet learner needs, emphasizing a sense of belonging and high expectations for all.
- Education partners fulfill their respective roles with a shared understanding of an inclusive education system.
- Students and their families work in collaboration with education partners to support learning.
- Cross-ministry initiatives and wraparound services enhance conditions required for optimal learning.
- Infrastructure (technology and transportation services) supports learning and meets the needs of Alberta students and their families, staff and communities.

**2021-2022 DIVISION PRIORITIES
REPORT TO THE BOARD**

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- Southland Transportation First Ride event held August 21st and 22nd at Dr. Plaxton to provide students their first bus ride and learn about bus safety.
- Lethbridge School Division has been working with Alberta Health Services when our schools report higher than 10% illness. We continue to work closely with AHS to monitor and ensure we communicate these trends, so our parents are aware. Through longitudinal data (pre-covid) we know that the last two weeks of September are traditionally higher absence periods.
- A “Re-entry Experience” survey for parents, students, and staff was put on the Division website on September 15th. The purpose of the survey was to gather perspectives from each of the stakeholder groups regarding the 2021-2022 Re-entry Plan, the re-entry experience of students and staff, and feelings of safety relative to the different health measures put in place. The survey outcomes will be used to inform Board and Central Office leadership response to the implementation of health measures that are discretionary.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- City of Lethbridge joint meeting with Alberta Infrastructure re: west Lethbridge elementary school site development in Garry Station.
- Received correspondence from City of Lethbridge regarding contribution to upsizing new west Lethbridge Elementary school in Garry Station.
- Met with the University of Lethbridge to discuss the opportunity to offer an education course that would help support the implementation of virtual field trips into a K-5 classroom.
- Collaborated with multiple school divisions in the South to set up the “Southern Alberta EdTech Help Desk” for the 2021-2022 School year. [Southern Alberta EdTech Help Desk - \(logicstechnology.com\)](https://logicstechnology.com)
- Dual credit with Lethbridge College and the University of Lethbridge being offered this semester
- Lethbridge School Division attended the City of Lethbridge Blackfoot Confederate Flag raising.
- Received feedback from the Teen Executive Functioning survey done in the Spring 2021 by the University of Lethbridge and LEYC.
- City of Lethbridge will be handling the School Trustees Elections on behalf of Lethbridge School Division. Elections will be held on Monday October 18th. Information may be found on the Election website: [Municipal Elections \(lethbridge.ca\)](https://lethbridge.ca) and [Election information available on Division website | Lethbridge School Division \(lethsd.ab.ca\)](https://lethsd.ab.ca)
- Attended Talent Resources Committee through the Lethbridge Chamber of Commerce. This opportunity builds relationships and allows for collaboration on trends that are workforce and Human Resource related within Southern Alberta.
- Attended the Certified Human Resources Professional Chapter Chat allowing the Division to collaborate with Human Resources industry within Alberta.

**DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION**

Literacy

- Bev Smith, Literacy/ESL Lead Teacher, has been supporting grades 2 and 3 teachers with the Alberta Education Literacy assessments in anticipation of the Alberta Education sponsored COVID additional funding for a program our Division is calling, Boost.

Numeracy

- Michaela Demers, Numeracy Lead Teacher, has been supporting grades 2-9 teachers in completing the Mathematics Intervention/Programming Instrument (MIPI) to both inform instruction and to apply for the Alberta Education sponsored COVID additional funding for a program our Division is calling, Boost.
- Michaela has also been providing Professional Learning on the new “Building Fact Fluency” kits (addition and subtraction) that were purchased in the spring for all schools.

Implementation of Student Learning Competencies

- The competencies promoted in the Alberta curriculum are: critical thinking, problem solving, managing information, creativity and innovation, communication, collaboration, cultural and global citizenship, and personal growth and well-being. These competencies are incorporated into daily lessons and projects across all grades and subjects.

Experiential Learning including secondary initiatives: Off-campus, dual credit, high school re-design, career exploration, and experiential learning at all levels

- Dual credit with Lethbridge College Animal Sciences being offered this semester to students.
- Dual credit course offered with the University of Lethbridge this semester is Liberal Education 1000
- Over the summer, the Off-Campus program had a tremendous impact on student engagement with Work Experience and Rap (Registered Apprenticeship Program) with students collectively earning 1,119 credits.
- First semester Off-Campus placements are up and running and work site visits are being supported by our Off-Campus Team (Andrew Krul and Carey Rowntree).

Transition Strategies

- Schools worked hard throughout August to organize student re-entry to school with some health measures in place to mitigate risk for students and staff. Schools continue to be creative in how they keep parents and students engaged in a changing context.

Innovation and Technology

- Partnered with Lenovo to pilot 36 VR headsets at Dr. Robert Plaxton School. Lenovo has provided the division with over 400 virtual learning activities as well as access to software that will allow teachers to create their own virtual fieldtrips.
- All K-5 students will have access to a division supported digital portfolio tool. The division has purchased “All about me” from MyBlueprint that will show the students cumulative efforts and provide valuable information about how each student learns.
- Christina Peters, Executive Assistant to Associate Superintendent, Instructional Services worked all summer with Permission Click (digital tool for parental permission) to ensure schools were ready for start-up. Schools have taken on this software.
- Human Resources incorporating video interviews as part of recruitment and selection.

Early Learning

- This fall we started a new initiative where parents and caregivers of three and four-year-olds can build young brains together in their own homes. Building Brains Together – At Home strives to help parents and caregivers develop the executive functions of their child’s brain. Families registered for the program will also participate in a University of Lethbridge Department of Neuroscience study with Dr. Robbin Gibb and Dr. Claudia Gonzalez.
- We have Early Education Programs in nine of our elementary schools this year. There are currently 260 children enrolled across the division, with 144 accessing supports through Program Unit Funding (PUF), mild/moderate or English Second Language.
- We had 37 families withdraw from programming prior to school start up, some reasons provided were daycare requirements, transportation challenges and uncertainty due to COVID.

- We were fortunate to partner with the Family Centre this spring to offer an online Ages and Stages Questionnaire for families new to the division, entering an Early Education or Kindergarten program.
- Kindergarten teachers will complete the Early Years' Evaluation (EYE-TA) assessment between October 4 and 29. This is year 5 in the 5-year commitment from the board for the Early Years' Evaluation in kindergarten.

Indigenous Education

- We have a full operating team; we just hired our two additional Grad Coaches for Chinook and LCI, Marley Heavy Shield and Alexis Clare.
- Schools are participating in school run and city run activities related to understanding and recognizing the impacts of residential schools during Orange Shirt Day (week September 27th-30th).
- John Chief Calf has been working with local Blackfoot community members on developing an Advisory to assist and consult with schools, it is anticipated that we may have this support available in this school year.
- "Think Outside" is a partnership between Helen Schuler Nature Centre and our Indigenous Education Team will be starting again with middle schools in October.
- Indigenous Education is working with a local artist to add some colour and culture to the Division Office front entrance!!
- An Indigenous Education Professional Learning Series will be hosted throughout this year by our Indigenous Education Teaching Team. This will be attended by the Indigenous Education rep at each school. There will be four events - September 20th (Residential School Theme with Writing on Stone visit), November 1st (Indigenous Education Teaching Strategies and Metis Culture), February 7th (Pemmican making and Traditional Games) and April 11th (Tipi Teaching).
- Two Human Resources Team members went on a trip to the Reserve with John Chief Calf for an opportunity to learn.

Wellness

- Anti-Racism and Anti-Oppression (ARAO) Admin Committee met September 21st for the first time this year. Primary topics of discussion included policy feedback and parent recommendations.
- Kathy Mundell (Counselling Coordinator), DeeAnna Presley-Roberts (Making Connections/MHCB Coordinator) and Morag Asquith will be meeting with Mike Nightingale and Rhonda Aos (HR) regarding the development of a Wellness Strategic Plan.

Diversity

- Parent feedback from the draft of the Anti-Racism and Anti-Oppression policy was collated and will be shared with the ARAO Admin Committee.

International Programs

- Our International Program continues to grow. Most students have been double vaccinated prior to arrival.

DOMAIN: Teaching and Leading **PRIORITIES: ACHIEVEMENT AND INNOVATION**

Administrator Professional Learning

- Karen Rancier, Director of Curriculum and Instruction, is leading a group of Lead Teachers and Administrators in creating content around Thinking Leaders for the Administrators' Symposium. The emphasis this year will be on incorporating thinking routines and creating cultures of thinking in classrooms with students.
- New Admin Mentorship Program started on August 23. Division Priorities, Instructional Leadership and Generative Dialogue as topics for the morning.

Division Professional Learning (Collaborative Communities, support staff PL, teacher PL, inquiry based professional learning)

- On November 3 we are hosting a STEAM (Science/Technology/Engineering/Arts/Mathematics) workshop for primary teachers.
- Planning is well under way for the first Division-wide PL day on October 12 with teachers creating Collaborative Communities. Teachers will choose from their own curated list to further their own learning to better support their students.
- Advanced Education Support team spent 3.5 days exploring a range of topics including: Adaptive technology, trauma informed practice, restorative practice, student mental health, culturally responsive teaching, executive functioning skills, legalities surrounding transitioning from youth to adult, and FASD.
- Professional Learning was provided for all elementary learning support teachers in September to ensure that planning for supports in kindergarten meets Alberta Education requirements.
- Human Resources provided: New Hire Orientations held on August 23, 24, 26, Sept 8, and 9.
- Human Resources provided: Administrative Professional Group Meeting –August 20 - Training was provided for employee schedule entry and proper use of employee leave of absence system.
- Human Resources provided: New Administrator training provided for Human Resource PowerSchool modules on August 22 and August 30.
- Human Resources: Division-wide First Aid Training being offered in October and November.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The Teacher Induction Program (TIP) has 22 new teachers supported by a mentor teacher. August 19, we hosted the first TIP session through Microsoft Teams. This session focused on inclusive education, policy review, occupational health and safety, digital resources, Division priorities, professional learning and a presentation on resources available through our Division Curriculum Resource Center.

DOMAIN: Learning Supports
PRIORITIES: INCLUSION

Building Staff Capacity to Meet the Needs of all Learners

- Karen Rancier, Director of Curriculum and Instruction, is leading a group of Lead Teachers and Administrators in creating content around Thinking Leaders for the Administrators' Symposium. The emphasis this year will be on incorporating thinking routines and creating cultures of thinking in classrooms with students.
- Karen Rancier and Morag Asquith are currently looking to secure a Spanish Bilingual Program consultant to assist Lethbridge School Division with reviewing our current program and assist us in enhancing services as we are now in our 5th year of offering this program at Coalbanks Elementary School (K-5).
- The division ESL Assessment Protocol has been updated to support administrators and teachers with assessing and instructional planning for our ESL Learners.
- Mentors have been assigned for all new Learning Support Teachers in division schools.
- Over the summer we revised our Behaviour Support Plan template in Dossier so that it's more strengths based and linked to learning. We have reviewed changes with LSTs and admin.

Collaborative Partnerships to Support Learning

- Our once School Resource Officers (SRO's) have changed their title to Youth Engagement Officers (YEO's). Steven Veale, Coordinator of the Program has announced that he will moving on in the Force and we will have a new Coordinator announced shortly.

- Advanced Education Assistant (AES) teams working with multiple schools to support students transition from elementary to middle school and especially Division 1 students coming to school, many of them for the first time.
- Bev Smith, Literacy Lead Teacher, attended two meetings this month in support of our English language learners – An SAPDC community of practice and Lethbridge Immigrant Partnership.
- Ann Muldoon, Director of Inclusive Learning, has been working with schools to discuss support needs of new students and increase in Education Assistant (EA) allocations and supports where applicable.

Cross-Ministry Initiatives

- Morag Asquith continues to attend the Child Advocacy Centre (CAC) meetings as a Community Leadership representative. The CAC (supported by the Chinook Sexual Assault Centre) will be initiating intake tentatively in October. This will be a tremendous support to our Lethbridge Community.
- A meeting was held in September with Deanna Nelson, physiotherapist at South West Collaborative Support Services (SWCSS), to identify priority students for immediate service.
- We are working with SWCSS to increase our current Physical Therapy (PT) provision from 0.25 FTE to 0.4 FTE.
- We continue to work collaboratively with Family Supports for Children with Disabilities (FSCD) throughout September to transition students with exceptional needs back into school following at-home learning during 2020-21 school year.

Management of Growth and Support of Learning Spaces/ Provision of Programs

- Dr. Robert Plaxton Elementary School grand opening held on September 17th. The school opened on August 31st with a capacity of 600 student learning spaces.

Other

- The 2021-2022 Lethbridge School Division Re-entry Plan was completed before the start of school following the Alberta 2021-2022 School Year Plan as well as other guiding documents. Protocols recommended in the division plan included some of the recommended health measures in the *Alberta Guidance for Respiratory Illness Prevention and Management in Schools*.
- The province announced further health measures September 13, 2021. The Division reviewed and added additional measures for schools and all division buildings including wearing of masks at the high school level, restrictions of gatherings, and restrictions on spectators at school events.
- Alberta government recently announced a “Restrictions Exemption Program.” Although the K-12 instructional system and any curricular events are not considered “in-scope” for exemptions, school “extra-curricular activities” do fall in-scope. One of the requirements of the program is the development of a plan. The school division is working on a plan. Secondary schools will target outdoor extra-curricular activity first (e.g. football) for putting plans in place for the exemption plan.

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Donations and Support

Background:

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

Ready Set Go Sponsors:

- Southern Alberta Summer Games – 800 backpacks
- Cor Van Raay through Lethbridge Community Foundation
- Knights of Columbus
- Daytona Urban Development

This year Ready Set Go partnered with My City Care – Stuff the Bus Campaign and the YMCA to support students in Lethbridge and surrounding area acquire the supplies needed for back to school. Ready Set Go specifically ensured all schools in Lethbridge had access to supplies during the weeks leading up to startup and into September.

My City Care and YMCA hosted three pickup locations for students who pre-registered for supplies.

Together the partnership served approximately 2000 students.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Acknowledgements of Excellence / Highlights**

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:

Wilson School staff member **Tyler Keraiff** and Division substitute teacher **Stacey Keraiff** became Pickleball National Champions this summer.

Acknowledgement of Excellence lies with ALL of our schools and staff this month for working tirelessly in August preparing for a seamless re-entry into school for students. Thank-you to caretaking staff and the maintenance team for working all summer to ensure staff and students returned to clean and well-maintained facilities. Thank-you to Education Centre staff for ensuring preparation was being done behind the scenes and thank-you all school staff for welcoming students into schools that are inclusive, welcoming, and centered on engaging classrooms.

For the month of September, we thought we would share some of the comments about what was great about coming back to school from the re-entry survey sent to students, parents, and staff. For the remainder of the school year, individual schools will be showcased.

Students

- I was very, very excited to be with and see my friends and to keep learning.
- Sports being back on.
- My best things are that I get to see my friends in person, not on a computer. Its also better for me to learn in person.
- We get to go to the library, not the library coming to us.
- It's nice to be able to play with other classes during lunch. It's also nice having lockers this year.
- I was happy to see my teachers and my friends.

- The best thing about returning to school was things were so much more normal. Participating and watching sports again has been so fun and it has been great to not have three-hour classes and not having to wear a mask in class makes it way easier to learn.
- I think the best things are options and having lockers.
- Everyone was very welcoming, friendly. Everyone was keeping everyone safe.

Parents

- This year was more of the 'normal' middle school experience, getting lockers and options. I am glad that a very thorough plan was in place and that when the emergency restrictions came into place, the district was already prepared and there was no disruption to education and the kids continued to have consistency, instead of back and forth from in class to online, etc.
- Good communication from principal
- A return to in-person classes and extra-curricular events that give the kids a more well-rounded school experience.
- Great communication ahead of time to prepare my kids and talk to them about the plan moving forward.
- Back to a regular schedule, happy with their teachers and seeing friends again.
- Staggered entry is a good way for children to be introduced to their class in smaller groups.
- Interacting directly with peers and teachers in class for learning and for play was so good. It significantly improves moods, engagement in learning and all around well being.
- The kids getting to use a locker. That they use assigned doors. Smaller class sizes.
- The social aspect and the directed learning in school has, so far, given them a healthier look at future life with this virus.
- The best thing about returning to school is how close it is to resembling normal activities while still having some safety measures in place.
- Return of options, less covid protocols.
- Principal communicating well to parents via email.
- Great teachers, being able to learn and be with friends.
- I'm glad that teachers are wearing masks, this way some students are more comfortable to have their mask on.
- The drop off process was made clear.

Staff

- Having students in school, ready to learn, excited to be here.
- Reconnecting with students and staff members. It was wonderful to meet families outside.
- Student ability to engage outside of the classroom with co/extra-curricular activities. More normalized schedule that allows for more consistency in learning.
- The energy, the new opportunities, hopes and dreams for students, staff and the larger community.
- I felt that our re-entry guide met the needs of our students and staff.

- Staggered start continues to be a great idea. Staff can review procedures and routines with students in an effective way with the smaller groups.
- I love that we can have option classes and lockers. I love that we are starting in sports. I think normalcy is the best for kids.
- Being in-person is better than online in general for most people. Seeing students and colleagues in-person makes teaching more rewarding.
- Organized and proactive plan.
- I felt like our division leadership took a great approach with the ease in and see how things unfold provincially was amazing. I'm glad I work in this division instead of the ones outside the city who did nothing. Knowing that staff, students, and visitors were coming into the building in masks reassured me.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: World Teachers' Day

Background

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

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

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

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

September	27	Division Orange Shirt week begins
	30	National Day for Truth and Reconciliation (non-operational day)
October	4	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	6	Policy Advisory Committee 12:00 pm, Education Centre / Microsoft Teams
	11	Thanksgiving Day – NO SCHOOL
	12-15	No School for students – Professional Learning (Division and School-based) and Parent Teacher Interviews
	18	Municipal Election
	22	Board of Trustees Meet and Greet 12:00 pm, Board Room
	26	Board of Trustees Swearing-In and Orientation Module 2 9:00 am, Board Room / Microsoft Teams
November	1	Board Organizational and Regular Meeting 1:00 pm, Education Centre / Microsoft Teams
	8	Division School Council 6:30 pm, Education Centre / Microsoft Teams

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – September 1, 2021

The Policy Advisory Committee met on September 1, 2021 to review the following policies:

- Policy 303.4 School Principal
- Policy 405.13 Staff Meetings
- Policy 405.14 Employee Consulting Activities & Services to Other Agencies
- Policy 405.15 Employee Research & Intellectual Property Rights

Policies were distributed for stakeholder feedback.

The next meeting will be held October 6, 2021.

Respectfully submitted,
Lola Major

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – September 13, 2021

Committee Members:

Doug James, Committee Chair

Jan Foster, Trustee

Christine Lee, Associate Superintendent, Business and Operations

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Operations and Maintenance

1. Committee Terms of Reference Review

The committee reviewed the terms of reference, no changes required to terms or composition.

2. Updates:

a. Garry Station elementary school

This project is being facilitated by Alberta Infrastructure as a possible P3 with 4 other school projects (near Edmonton). Facilities has been working with Alberta Infrastructure and the City of Lethbridge regarding coordination of geotechnical testing and school site development. Alberta Education has provided the Division with planning funds and Daniel Heaton has been working with a consultant on possible school configurations for layout of school, parking, and access for site provided. The final report is due this month and will be provided to AB Infrastructure and AB Education to support planning process. Plan is to have school open for 2025-2026 school year.

b. Energy Improvement Projects

Just over \$4 million of work was completed in 6 schools this summer, with the most significant work occurring at LCI. This work included replacement of lighting, and ventilations systems. (see Facility Services Project report attached)

c. 2020-2021 Facility Services Projects (summer projects)

Two significant projects were completed this summer. Dr. Robert Plaxton Elementary School (see picture of gathering space above) and the Energy Improvement Project.

Summer projects were reviewed and projects that are currently in planning and design, such as the three Chinook Modulares and two modulares at Chinook High School. Along with the Energy Improvement Projects there were many other



smaller projects undertaken at school sites during the summer. See the attached listing for further details.

3. Facilities Committee 2020-2021 report to the board

The yearend report was reviewed and will be submitted for the September board meeting.

4. Other Items

Trustee Doug James and Jan Foster were thanked for their time serving on the Facilities Committee. Trustees expressed their appreciation for the Facility Services Department and the work they do to plan and execute maintenance and capital projects in the School Division. We are fortunate to have schools that are in excellent shape which is due to the Facility Services' team and commitment to providing high quality learning spaces for our students.

Respectfully submitted,
Doug James

Mike Mountain Horse
after lighting upgrade



MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Clark Bosch, Trustee

RE: Board Audit Committee – September 14, 2021

Committee Members:

- Tyler Demers, Chair of Audit Committee (*absent with regrets*)
- Clark Bosch, Trustee
- Jason Baker, CPA, CA, Public Member
- Don Reeves, Public Member
- Carmen Mombourquette, Public Member

Also, in attendance:

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

- 1) The Committee reviewed and approved the Audit Committee Terms of Reference.
- 2) The Committee reviewed the Audit Plan for the Audit of 2020-2021 Financial Statements. School Generated Funds testing will occur in early October with completion of the year-end audit by the end of October 2021.
- 3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2019-2020 audit.
- 4) The Committee reviewed management's recommendations and selected/approved which school activity funds to be audited for the 2020-2021 school year.
- 5) The next meeting of the Audit Committee, to review the results of the 2020-2021 Audit, will be held on November 16, 2021. The Financial Statements will be presented at the Board Meeting on November 23, 2021.

Respectively Submitted,

Clark Bosch,
Board Trustee Audit Committee

MEMORANDUM

September 28, 2021

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – September 15, 2021

Provincial Alberta School Board Association

Advocacy: New Curriculum
Charter Schools
Masking
Hosted Board Chairs Meeting
Election Videos – available on A.S.B.A. website

Fall General Meeting – November 14 – 16, 2021. This Hybrid meeting will have online or in person options. Delta South Conference Center, Edmonton.

New Trustee Orientation – November 9, 2021.

New Board Chair Orientation – November 26, 2021.

A.S.B.A. Zone 6 – General Meeting – November 3, 2021- Organizational Meeting-election of the new executive.

Respectfully submitted,
Trustee Donna Hunt



Office of the Minister

AR115721

JUL 06 2021

Ms. Christine Light
Board Chair
Lethbridge School Division
433 - 15 Street South
Lethbridge AB T1J 2Z4

Dear Ms. Light: *Christine,*

Thank you for your email and accompanying letter regarding the draft Kindergarten to Grade 6 (K-6) curriculum. I apologize for the delay in my response.

I appreciate you sharing your detailed feedback, which I have passed on to our Curriculum Division for consideration.

I also appreciate you sharing the reasons Lethbridge School Division has decided not to pilot the draft curriculum. The perspectives of all our school authorities, those participating in the pilot and those who have chosen not to, will contribute to refining the draft curriculum as necessary.

The opportunity to provide feedback on the draft curriculum will continue until early 2022. This includes providing grants to support partner groups, such as the College of Alberta School Superintendents and the Alberta School Boards Association, to facilitate engagement on the draft K-6 curriculum across a wide range of education stakeholders. This process will enable a consistent and coordinated engagement approach with educational communities so their unique perspectives can be heard and provided to Alberta Education by January 2022. We encourage you to participate in this engagement and feedback process. More information will be made available in the fall.

It is important to understand the perspectives of all our school authorities in order to refine the draft curriculum before it is implemented province-wide. Our public survey is open to gather valuable input at alberta.ca/curriculum-have-your-say. We also welcome your feedback through further correspondence, a virtual meeting or a phone call. The feedback from stakeholders, the public survey and the classroom pilot will be considered as part of the K-6 curriculum review process before the curriculum is implemented across the province in September of 2022.

.../2

Ms. Christine Light
Page Two

Ministry staff working on curriculum would be happy to meet with members of your school division to further discuss your feedback. I encourage you to reach out to my department through Jennifer Cassidy, Executive Director of Curriculum Coordination and Implementation, to discuss opportunities to provide additional feedback. Jennifer can be reached jennifer.cassidy@gov.ab.ca or 587-783-0864 (toll-free by first dialing 310-0000).

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange', with a stylized flourish at the end.

Adriana LaGrange
Minister



ALBERTA
EDUCATION

Office of the Minister

AR116358

JUL 20 2021

Ms. Christine Light
Chair / Trustee at Large
Lethbridge School Division
433 - 15 Street S.
Lethbridge AB T1J 2Z4

Dear Ms. Light:

As part of the reporting process for school boards, an annual budget report is required to be submitted to Alberta Education by May 31 of each year.

Under the *Fiscal Measures and Taxation Act, 2020*, implemented in September 2019, a school board that establishes an accumulated surplus fund that is not a capital reserve fund or an endowment fund may make a payment or transfer money from the fund with the Minister's prior approval only.

Accumulated reserve balances for school boards have increased from \$383 million in August 2020 to over \$431 million projected for August 2021. This is a \$131 million increase from the May 2020 estimated reserve balance projection received from school boards and a \$48 million increase year over year.

Financial information provided by Lethbridge School Division provided the following information:

Adjusted Accumulated Surplus from Operations 2019/20	\$8,236,492.00
Adjusted Accumulated Surplus from Operations 2020/21	\$7,626,767.00
Projected Adjusted Accumulated Surplus from Operations 2021/22	\$4,990,336.00

.../2

Ms. Christine Light
Page Two

For the 2021/22 school year, Lethbridge School Division has requested \$2,636,431.00 in reserve spending.

I have approved \$2,636,431.00 in reserve spending for your board for the 2021/22 school year. Included in the approval is the transfer of \$1,461,249 to capital reserves.

Thank you for your support of students and public education in Alberta.

Sincerely,

A handwritten signature in cursive script, reading "Adriana LaGrange".

Adriana LaGrange
Minister

cc: Andre Tremblay
Deputy Minister

Mrs. Cheryl Gilmore
Superintendent of Schools

Ms. Christine Lee
Secretary Treasurer



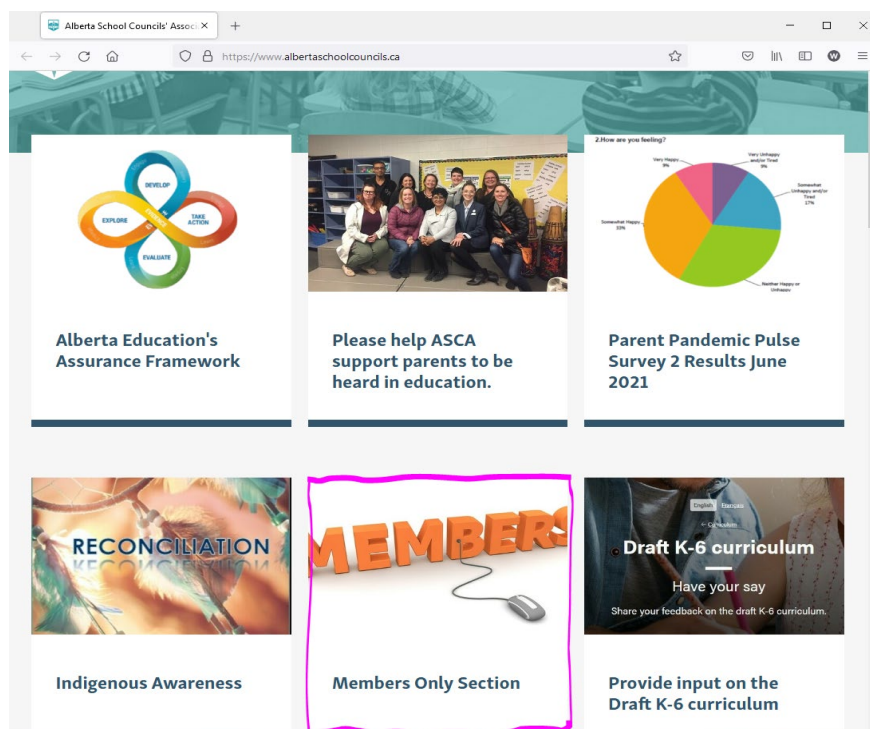
July 30, 2021

Dear *Superintendent of Schools*, Lethbridge School Division:

Re: Important Information Regarding Your School Councils and ASCA

I hope this letter finds you well, and that the 2021-2022 school year will be a very successful one for your students and staff.

On behalf of the ASCA Board of Directors, thank you for renewing the ASCA Membership for the school councils in your division. In the coming weeks, we will send an *"invitation email"* to each school council contact we have on record, providing access to create a password for the ASCA Members Only section of our website. It is imperative that we have the most up-to-date email address of each school council's chair (or designate) for this email to be received by the appropriate member of each school council.



Please click on the following link to view the location of the Members Only section: [ASCA Webpage Members Only section](#).

ASCA will abide by all relevant legislation (Societies Act, Canadian Anti-Spam Legislation (CASL), FOIP and PIPPA) with respect to how any contact information will be used. **I would be grateful for any assistance you can provide for this important task.** If you have a list of school council contacts you can share with us, please send it to tracyr@albertaschoolcouncils.ca. If ASCA doesn't have a school council contact on record, the email will be sent to each school's principal, asking that it be forwarded to the School Council Chair.

Please note: A designated contact from your school division will also have access to the Members Only Webpage – please provide the contact information for your designated contact, so that we are able to send them the *invitation email* as well.

****A Reminder of our Special Offer****

For School Divisions renewing ASCA Memberships for all school councils within their division on or before September 30, 2021, a "Division Service Package" of any three (3) workshops/presentations on the attached

page is available for a one-time cost of \$1000.00 (a savings of \$500.00 - \$2000.00). If needed, some modifications can be made to adapt any ASCA workshop to meet specific needs of a school community, or division.

Lethbridge School Division qualifies for this Special Offer! If you would like to purchase the Division Service Package, which can be utilized any time before June 30, 2022, please provide payment as soon as possible, and we'll start planning the details with you.

Parent Voice Through School Councils

Every school council membership strengthens the collective parent voice through school councils in provincial education. ASCA is committed to ensuring parents are valued and informed education partners and will continue to present the parent perspective, provided by its Member School Councils, to the government and others in provincial education.

ASCA wants to ensure the voices of school councils in your school division are well represented – supported and inspired by their trustees. ASCA resources maintain consistent messages to promote school councils and parents working with school boards in a collaborative manner and supporting the goals established by the board, related to school improvement and student achievement.

Purchasing membership for your school councils enables the parent voice to be carried to the provincial level in education. Through ASCA's Advocacy Resolutions process, occurring each year at our Annual General Meeting, *school councils are encouraged to work with their school boards to ensure alignment with division goals*. The collective voice of parents then becomes Association Policy, presented to the government and others in provincial education.

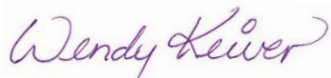
What You Need to Do

- ✓ Take advantage of the Special Offer (contact wendyk@albertaschoolcouncils.ca if needed)
- ✓ Provide SC Contact information if possible (tracyr@albertaschoolcouncils.ca)
- ✓ Provide SD contact person/information for access to the ASCA Members Only section (to Tracy)

Should you prefer this email be sent to someone other than yourself, please reply with that person's name and contact information, and I will redirect it right away.

I look forward to hearing back from you and welcome a discussion at any time of how ASCA can support your division's school council goals and parent engagement strategies, contributing to system assurance within your school division.

Kindest Regards,



Wendy Keiver
Executive Director
780.454.9867 Ext 101



2021-2022 ASCA Fees for Service

	School Councils/CoSC	School Divisions and Education Organizations	Fundraising Associations (FRA's)
Foundation Level Workshops <i>(1.5-hour)</i>	\$100: 1-2 school councils in attendance \$250: 3-5 school councils in attendance \$500: 6 or more school councils in attendance	\$500	\$200: 1-2 Associations in attendance \$550: 3-5 Associations in attendance \$700: 6 or more Associations in attendance
	<ul style="list-style-type: none"> ❖ School Council Introduction ❖ School Council Establishment ❖ School Council Purpose ❖ Fundraising Association Partnership Purpose ❖ Tools for Effective School Councils ❖ The Work of School Council ❖ School Council – Trustee Relationship 	<ul style="list-style-type: none"> ❖ School Council Purpose ❖ School Council – Trustee Relationship ❖ Partnering with Fundraising Associations 	<ul style="list-style-type: none"> ❖ Fundraising Association Introduction ❖ Fundraising Association Fundamental Principles
Enhancement Level Workshops <i>(2 – 2.5-hours)</i>	\$200: 1-2 school councils in attendance \$500: 3-5 school councils in attendance \$1000: 6 or more school councils in attendance	\$1000	\$325: 1-2 Associations in attendance \$900: 3-5 Associations in attendance \$1200: 6 or more Associations in attendance
	<ul style="list-style-type: none"> ❖ Operating Procedures ❖ Policies and Practices ❖ Effective Engagement in Your School Community ❖ Creating School Council Plans ❖ Building Positive Partnerships ❖ Managing School Council Meetings 	<ul style="list-style-type: none"> ❖ Creating and Managing Productive School Council Meetings ❖ Effective Principal Engagement & Collaboration ❖ Fundraising Association Financial Practices 	<ul style="list-style-type: none"> ❖ Fundraising Association Bylaws ❖ Fundraising Association Policies and Practices ❖ Fundraising Association Financial Practices

AR 51723

August 27, 2021

Cheryl Gilmore
Superintendent
The Lethbridge School Division
433 - 15 Street South
Lethbridge, AB T1J 2Z4

Dear Cheryl Gilmore:

Further to the Honourable Minister LaGrange and the Honourable Minister Panda's letter of June 8, 2021, I am pleased to advise you that the *New Elementary School in West Lethbridge* project will be included in a potential public-private partnership (P3) bundle.

The government is developing a business case to move forward with a public-private partnership (P3) approach for the delivery of new schools, and the new Elementary School in West Lethbridge project is anticipated to be delivered through the P3 methodology. The business case will demonstrate if the proposed P3 bundle is suitable for P3 delivery.

I encourage your division staff to continue working with Infrastructure and Education staff, who are available to provide assistance and guidance as needed.

I look forward to the successful and timely completion of these projects.

Sincerely,



Mary Persson
Deputy Minister

Attachment – June 8, 2021 Alberta Education Letter

cc: Andre Tremblay, Deputy Minister, Alberta Education
Christine Lee, Associate Superintendent, The Lethbridge School Division



Office of the Minister

June 8, 2021

AR115154

Ms. Christine Light
Board Chair
The Lethbridge School Division
433 - 15 Street S.
Lethbridge AB T1J 2Z4

Dear Ms. Light:

On behalf of the Government of Alberta, we are pleased to advise you that the following project for the Lethbridge School Division is approved for full funding, as part of the March 10, 2021 capital announcement:

Project Name	Grade Configuration	Opening/Full Capacity
New Elementary School in West Lethbridge	K-5	600/900

A final decision has not yet been made regarding the project delivery method for this project. Alberta Infrastructure and Alberta Education staff will contact your administration in the following weeks to initiate the collaborative development of this project and ensure that your staff are made aware of discussions that are underway concerning future public-private partnership (P3) bundles.

Please be advised that the work cannot commence until the delivery method has been confirmed and the grant agreement completed.

We invite you to explore innovative partnerships that will result in improvements to program quality and the more efficient use of resources. To ensure that the project is not delayed, all partnerships should be in place prior to the start of design work. We encourage your division staff to continue to work with Alberta Infrastructure and Alberta Education staff, who are available to provide assistance and guidance as needed.

.../2

Ms. Light
Page Two

The Alberta Infrastructure contact for this project is Sean Siegers, Director, South, Learning Facilities Branch, who can be contacted at sean.siegers@gov.ab.ca or 403-808-8628. The Alberta Education project contact is Ross Newton, Manager, Capital Planning South, who can be contacted at ross.newton@gov.ab.ca or 780-644-4583. For toll free access, please dial 310-0000 first.

We look forward to the successful and timely completion of this project.

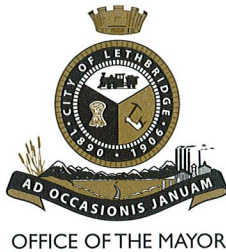
Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange'.

Adriana LaGrange
Minister of Education

A handwritten signature in blue ink, appearing to read 'Prasad Panda'.

Prasad Panda
Minister of Infrastructure



CITY OF
Lethbridge

September 1st, 2021

Christine Light, Board Chair
Board of Trustees
Lethbridge School Division No. 51
433 – 15 St S
Lethbridge, AB T1J 2Z5

Dear Christine:

RE: Upsizing of Gymnasium – Elementary School in Garry Station, West Lethbridge

I am pleased to confirm that Lethbridge City Council has approved the upsizing of the gymnasium planned for the new elementary school in Garry Station in West Lethbridge from an elementary school-sized gymnasium to a middle school-sized gymnasium.

The 2013 Recreation and Culture Master Plan identified a lack of gymnasium space in the City of Lethbridge. Evening availability of school gymnasium space for various sports and leisure activities, including basketball, volleyball, pickleball, and other gym activities will create the opportunity for public access to these facilities in our schools for recreational purposes in a cost effective manner.

The Joint Use Agreement allows the City of Lethbridge and the school boards to benefit from a mutually advantageous arrangement that maximizes utilization of tax-funded facilities. Under this agreement, this project will help to facilitate a sense of community in Garry Station and its neighbouring subdivisions and offer greater recreational opportunities for all residents.

We look forward to the development of this school project, as we await a funding announcement from the Province of Alberta in the near future.

Yours truly,

Chris Spearman, Mayor

cc. Lethbridge City Council
Craig Dalton, City Manager

Major Program: **New Facilities**Project Title: **School Gymnasium Upsize**Dept - Project #: **441**Start Year: **2024**End Year: **2024**Capital Improvement Program
2022 to 2031

<u>Description & Location</u>	<u>Purpose & Justification</u>
<p>Through the Joint Use Agreement between the City and the two school districts, school gym upsizing supports the community and residents in a cost effective manner. New school projects and school modernizations are contemplated within the scope of the school gym upsizing.</p> <p>Opportunity to upsize a gym exists with the future construction of an elementary school in west Lethbridge should the Province of Alberta approve the funds for the school construction.</p>	<p>The gymnasiums will be upsized from an elementary school size (approximately 430 m2) to a middle school size (approximately 630 m2), where more community uses can be simultaneously realized.</p> <p>The 2013 Recreation and Culture Master Plan identified a lack of gymnasium space in the City of Lethbridge. Evening use of gymnasium space for various sports and leisure activities, including basketball, volleyball, pickleball, and other gym activities ensures public access to these facilities for recreational purposes. During 2019, 900 hours were booked in School Division 4 and 3,622 hours were booked in School District 51. In return, school children are allowed access to City of Lethbridge recreation and cultural facilities. This is a benefit to the respective parties and improves and enhances the quality of life of Lethbridge residents.</p> <p>The Joint Use Agreement, first introduced in 1959, was the first of its kind in Alberta. Today, the agreement is a model other jurisdictions are eager to use. The agreement allows the City of Lethbridge and the school boards to benefit from a mutually advantageous arrangement that maximizes utilization of tax-funded facilities - schools and municipal recreation facilities.</p>

All amounts below are in thousands of dollars

	Prior	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Costs - Shareable												
Construction				850								850
				850								850
Total Costs				850								850
Funding												
PAYG - Community				850								850
				850								850
Total Funding				850								850

Estimated Debt Charges

Projected Net Operating Costs

Est. GHG Emissions (t CO2e)

Comments

Major Program: **New Facilities**Project Title: **New School Site Development**Dept - Project #: **442**Start Year: **2022**End Year: **2022**Capital Improvement Program
2022 to 2031

<u>Description & Location</u>	<u>Purpose & Justification</u>
<p>An additional elementary school site is planned for development in west Lethbridge.</p> <p>It is not known when the Province of Alberta will announce funding for the addition of the school. When funding is announced and construction of the building starts, the development of the school sites will need to be completed alongside the building construction.</p> <p>Site design will be coordinated between the developer and the respective School Board to ensure the site fulfills the programming and functional needs of the school and students. Development of the school fields will be funded by the City of Lethbridge to a base level school field standard. This would include grade, loam, seed, irrigation, trees, pathways, soccer pitches. Additional site amenities above the base level standard can be provided by the developer, in consultation with the City and relevant school division. Site servicing and any required fencing are the responsibility of the developer.</p>	<p>When funding is announced, the City will be prepared to begin construction of the sites in alignment with building construction.</p>

All amounts below are in thousands of dollars

	Prior	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Costs - Shareable												
Construction		1,230										1,230
Consultive Services		170										170
Equip. & Furnishings		300										300
		1,700										1,700
Total Costs		1,700										1,700
Funding												
Developer Contribution		850										850
Subdivision Surplus		850										850
		1,700										1,700
Total Funding		1,700										1,700
Estimated Debt Charges		0	0	0	0	0	0	0	0	0	0	0
Projected Net Operating Costs		0	65	67	69	71	73	75	78	80	83	
Est. GHG Emissions (t CO2e)		0	0	0	0	0	0	0	0	0	0	

Comments

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 7, 2021

Mayor Chris Spearman and Lethbridge City Council
City Hall
910 - 4 Avenue South
Lethbridge, AB T1J 0P6

Re: Upsizing of Gymnasium – New Elementary School in Garry Station

Thank you for your letter dated September 1, 2021 confirming the City's contribution to the upsizing of the gymnasium at the new elementary school in Garry Station.

On behalf of the Board of Trustees and senior administration, I would like to express our appreciation for the City of Lethbridge's continued commitment to investing in the community through the long-standing Joint Use Agreement partnership with school boards. This collaborative working arrangement has supported community enjoyment of tax-funded facilities for over 60 years. The Joint Use Agreement has been cited as a model in Alberta of a collaborative partnership that maximizes resources for the benefit of the community. The City's commitment to upsize the gymnasium for the elementary school in Garry Station will provide multiple opportunities for school and community use and benefit the community for many years.

Lethbridge School Division also appreciates the support that is being provided by the City of Lethbridge to facilitate the work required for school site development in Garry Station. The Division has begun working together with the City of Lethbridge and Alberta Infrastructure on the beginning phases of planning the school site work required for the new school. We anticipate that the school will open for the 2025-2026 school year.

We look forward to the continued partnership with the City of Lethbridge to provide school sites that will be great spaces for teaching and learning and a space for families and community to connect for a variety of activities that will enhance the wellbeing of the citizens of Lethbridge.

Sincerely,

Christine Light
Board Chair

Cc: Board of Trustees
Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent, Business and Operations

Lethbridge School Division Board of Trustees

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