

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

November 1, 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 September 28, 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**
- 3:38 p.m. **4. Presentations**
- 3:40 p.m. **5. Action Items**
- 5.1 Policy Review Enclosure 5.1
Policy 303.4 School Principal
Policy 405.13 Staff Meetings
Policy 405.14 Employee Consulting Activities and Services to Other Agencies
Policy 405.15 Employee Research and Intellectual Property Rights
- 5.2 School Board Annual Work Plan Enclosure 5.2
- 5.3 Health and Mental Health Supports Enclosure 5.3
- 4:10 p.m. **6. Division Highlights**
- 4:15 p.m. **7. Information Items**
- 7.1 Board Chair Report
- 7.1.1 Division School Council Meetings Enclosure 7.1.1
- 7.1.2 Alberta Teachers' Association Local Council Meeting Schedule Enclosure 7.1.2
- 4:25 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
- 4:50 p.m. 7.3 Public Forum Response Enclosure 7.3

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

5:15 p.m.	7.4	Superintendents Report	
		7.4.1 Board Priorities Report	Enclosure 7.4.1
		7.4.2 Donations and Support	Enclosure 7.4.2
		7.4.3 Acknowledgements of Excellence	Enclosure 7.4.3
		7.4.4 Calendar of Events	Enclosure 7.4.4

5:25 p.m. **8. Reports**

8.1	Division Wellness Committee – Oct 4, 2021	Enclosure 8.1
8.2	Division School Council – Oct 4, 2021	Enclosure 8.2
8.3	Poverty Intervention Committee – Oct 5, 2021	Enclosure 8.3
8.4	Policy Advisory Committee – Oct 6, 2021	Enclosure 8.4
8.5	Indigenous Education Committee – Oct 27, 2021	Enclosure 8.5

5:40 p.m. **9. Correspondence**

9.1	Alberta Education and Alberta Health	Enclosure 9.1
9.2	Association of School Business Officials	Enclosure 9.2

5:45 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 28, 2021.

In Attendance:

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

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

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 3:40 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

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

*Approval of Agenda
6813/21*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the regular meeting of June 22, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6814/21*

Trustee Donna Hunt moved:

“that the minutes of the Special Meeting of September 1, 2021 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Special Meeting
6815/21*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

Presentations

4.1 Making Connections

Making Connections

DeeAnna Presley-Roberts provided an update on Making Connections and Mental Health Capacity Building during the 2020-21 school year.

Friends of 51

4.2 Friends of 51

Friends of 51 were recognized at an event earlier today for their contributions to the Division.

4.3 Trustee Recognition

Trustee Recognition

Trustees were recognized for their support of students and staff of the Division.

5. Action Items

Action Items

- 5.1 Authorization of Locally Developed Courses – High School
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Trustee Doug James moved:

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

*Locally Developed
Courses – High School
6816/21*

CARRIED UNANIMOUSLY

- 5.2 Authorization of 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 Dinosaurs & Paleontology 6-8 locally developed for grade 7 to 9 course in all Division middle and high schools from September 1, 2021 to August 31, 2025.”

*Locally Developed
Courses – Middle
School
6817/21*

CARRIED UNANIMOUSLY

6. Division Highlights

Division Highlights

Doug thanked Christine Lee for the 1st Ride event for students.
Donna attended the grand opening of Dr. Plaxton School.
Jan attended the Friends of 51 event held earlier today.
Christine attended the raising of the Blackfoot Confederate flag at City Hall and the Friends of 51 event.

7. Information Items

Information Items

- 7.1 Board Chair Report

*Board Chair Report
Community
Engagement*

- 7.1.1 Community Engagement

The Board conducted a student, parent, and staff survey regarding the Re-Entry Plan. Results will be shared.

- 7.1.2 ASBA Curriculum Feedback

*ASBA Curriculum
Feedback*

The ASBA feedback loop link for their province-wide survey was included in the agenda.

- 7.1.3 Standing Committees

Standing Committees

Standing Committee Annual Reports and Terms of Reference Review were reviewed. Remove highlights of audit committee terms of reference.

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 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.2.3 Human Resources

Associate Superintendent Mike Nightingale provided a written Human Resources report.

Human Resources

Public Forum – David Euston: My concern is with masking in schools. Every day I take my daughter to school and pray that she doesn't get covid. I wish that the board would mandate that students keep masks on while in instruction. Second, I have concerns about the notification policy. I was told by the principal at Agnes Davidson that they cannot tell me anything about Covid cases in school. I understand about FOIP concerns, certainly, but this is not stopping school districts in Edmonton from notifying students and even doing active tracing based on parental reports.

Public Forum

7.3 Superintendent Reports

7.3.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendent Report
Board Priorities*

7.3.2 Donations and Support

Ready Set Go sponsors were included in the agenda.

Donations and Support

7.3.3 Acknowledgements of Excellence

Survey comments were included in the agenda. Schools will be showcased starting next month.

*Acknowledgements of
Excellence*

7.3.4 World Teachers' Day

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.

World Teachers' Day

7.3.5 Calendar of Events

Oct 4 – Wellness Committee (addition)
Oct 5 – Poverty Intervention Committee (addition)
Oct 20 – Trustee Meet & Greet (change)
Oct 27 – Indigenous Education committee (addition)

Calendar of Events

8. Reports

*Reports
Policy Advisory
Committee*

8.1 Policy Advisory Committee – September 1, 2021

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held September 1, 2021.

8.2 Facilities Committee – September 13, 2021

Facilities Committee

Trustee Doug James provided a written report from the Facilities Committee meeting held September 13, 2021.

8.3 Board Audit Committee – September 14, 2021

*Board Audit
Committee*

Trustee Clark Bosch provided a written report from the Board Audit Committee held September 14, 2021.

8.4 ASBA General Meeting – September 15, 2021

ASBA General Meeting

Trustee Donna Hunt provided a written report from the ASBA General Meeting held September 15, 2021.

9. Correspondence Received

*Correspondence
Received
Alberta Education
Alberta Education
ASCA
Alberta Infrastructure
City of Lethbridge*

9.1 Alberta Education – July 6, 2021

9.2 Alberta Education – July 20, 2021

9.3 ASCA – July 30, 2021

9.4 Alberta Infrastructure – August 27, 2021

9.5 City of Lethbridge – September 1, 2021

10. Correspondence Sent

*Correspondence Sent
City of Lethbridge*

10.1 City of Lethbridge – September 7, 2021

Videos honouring long-term Trustees Jan Foster and Lola Major will be available on the Division website.

Trustee videos

The meeting adjourned at 5:34 p.m.

Adjournment

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

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

- Finish review of any policies which were last reviewed in the 2020-2021 school year.
- Policy review (including procedures, forms, and exhibits) of the 400 series.
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations.
- Assist in the orientation of new members to the policy development process, as necessary.

Cheryl Gilmore will provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

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

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
303.4	School Principal	Amended
405.13	School Meetings	Amended
405.14	Employee Consulting Activities and Services to Other Agencies	Amended
405.15	Employee Research and Intellectual Property Rights	Amended

Respectfully submitted,
Cheryl Gilmore

303.4 School Principal

Policy

The Board shall, under the Education~~School~~ Act, appoint or designate a teacher to be principal of each school. ~~Any principal or vice principal appointed after September 1, 2019 shall hold a Principal Leadership Certificate. The principal shall hold a leadership certificate prescribed by the Education Act and Alberta Certification of Teachers and Teacher Leaders Regulation.~~

The Board expects the principal to be an instructional leader and learning facilitator, a manager, a school community facilitator, a visionary, and a problem solver. The Board further expects that the school principal shall carry out their responsibilities in accordance with District-Division and Alberta Education policy and regulations, the ~~School-Education~~ Act, applicable provincial and federal statutes, and within the provisions of employee collective agreements.

Regulations

1. Subject to District-Division policy, responsibility and authority for the selection and appointment of principals shall rest with the Superintendent.
 - 1.1. The principal reports directly to the Superintendent.
 - 1.2. Responsibility for evaluation of the principal shall rest with the Superintendent.
2. The duties and responsibilities of the principal shall include, but not be restricted to, those identified in the ~~School-Education~~ Act. In addition, principals are expected to meet the Alberta Leadership Quality Standard competencies and indicators:
 - 2.1. Fostering Effective Relationship: Builds positive working relationships within the school and community.
 - 2.2. ~~Committing-Commitment~~ to Professional Learning: Engages in professional learning and critical reflection.
 - 2.3. Embodying Visionary Leadership: Collaborates with the school community to create and enact the school's shared vision, values, and goals.
 - 2.4. Leading a Learning Community: Nurtures and sustains a culture of learning.
 - 2.5. Supporting First Nations, Metis, and Inuit Knowledge: Acquires and applies foundational First Nations, Metis, and Inuit Knowledge for the benefit of all students.

- 2.6. Providing Instructional Leadership: Ensures that each student has access to quality teaching.
- 2.7. Developing Leadership Capacity: Provides opportunities for all staff to build formal and/or informal leadership capacity.
- 2.8. Managing School Operations: Directs and manages school operations and resources.
- 2.9. Responding to the Larger Societal Context: Understands and enacts appropriate responses to all contextual variables impacting the school.
- 3. In accordance with District-Division policy, the principal shall provide opportunities for the staff and School Council to be involved in school-based decisions on:
 - 3.1. Programs, instructional services and co-curricular activities;
 - 3.2. The allocation of funds to support them; and
 - 3.3. District-Division policy issues.

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

References

- Alberta School Education Act: Sections 19, 20, 197, 198, 202, 203
- Alberta Legislature: Bill 28 (School Amendment Act, 2017)
- Alberta Regulations: Certification of Teachers and Teacher Leaders Regulation 84/2019
School Councils Regulation 94/2019
- Ministerial Order: Alberta Leadership Quality Standard #002/2020
- District-Division Policies: 303.1 Administrative Appointments, 600.2 School-Based Decision Making,
601.1 School Three Year Education Plan and Annual Education Results Report,
School Assurance Plan and Annual Assurance Results Report,
601.1.2 School Annual School Budget, 1002.4 School Councils
1002.4 School Councils
- Other: Alberta Education Policy Regulations and Forms Manual Policy 1.8.2, ATA
Code of Conduct, ATA Reference Guide for School Administrators, The
Leadership Quality Standard

405.13 Staff Meetings

Policy

School staff meetings shall be held on a regular basis during the school year.

Regulations

1. Staff meetings shall be held at least once each month during the school year.
 - 1.1. The preferred time for staff meetings shall be the afternoon of the first Friday of the month.
 - 1.2. Staff meeting dates shall be included as part of the school calendar.
 - 1.3. Principals may hold additional staff meetings as necessary.
2. Unless excused by the principal, all teachers shall attend the school staff meeting. —When scheduled as part of assigned hours, attendance of other staff members is mandatory.
3. A written record of discussions shall be kept for all monthly staff meetings and be accessible to all staff members.

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

References

Alberta School Education Act: 60, 61, 196

405.14 Employee Consulting Activities & Services to Other Agencies

Policy

The Superintendent or designate may approve the release, for specific periods of time and at no cost to the Board, of employees who are requested to act as speakers or consultants for outside agencies or to teach courses at a post secondary institution or in some other way render service to another agency.

Regulations

1. Requests by ~~other agencies~~employees for ~~services of District employees~~
~~may be granted provided consideration of release will be directed to the~~
~~Human Resource department.~~
 - ~~1.1. the employee is prepared to render the service;~~
2. Approval will consider but is not limited to, the following:
 - ~~1.2.2.1. The District Division can make other arrangements to meet its~~
~~operational needs during the employee's absence;~~
 - ~~1.3.2.2. the agency accepts responsibility to reimburse the District for the~~
~~costs of the substitute, whether or not one is required, if requested by~~
~~the District. The Division does not incur costs.~~
- ~~2. Short Term Service:~~
 - ~~2.1. 3. For short term service, a~~A small honorarium may be accepted by the
employee, provided the work done in preparation for the activity is done
outside the employee's normal workday.
 - ~~2.2. Normally not more than 10 days in any school year may be used by an~~
~~employee to render service to other agencies.~~
 - ~~2.3. If a substitute is required during the employee's absence, it is the~~
~~employee's responsibility to make the necessary arrangements.~~
3. ~~Regular and/or Long Term Service:~~
 - ~~2.3. When there is a long term commitment of all or a portion of an employee's~~
~~work day to another agency, the District shall be reimbursed for the~~

~~employee's salary and benefits.~~

- ~~3.1.~~ 4. If the employee is receiving compensation from an external source for work during regularly scheduled hours with Lethbridge School Division, the employee is required to disclose this as part of the approval process.

~~405.14 Employee Consulting Activities & Services to Other Agencies...~~

~~4. Full Time Secondment:~~

- ~~4.1. When an employee is seconded, the Board shall enter into a contract with the other agency.~~

~~5. Supervision of Practicum Students:~~

- ~~5.1. Employees may accept compensation for supervision of practicum students in accordance with a written agreement between the District and the educational institution.~~

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

References

Alberta School Education Act: 60196
District Policies: ~~404.5 Secondments and Exchanges~~
Other: ATA Collective Agreement, CUPE 2843 and CUPE 290 Collective Agreements

405.15 Employee Research and Intellectual Property Rights

Policy

The Board and DistrictDivision employees shall share fairly in the returns which may accrue from educational research, curriculum development and related work in which they are directly involved.

Regulations

1. Before entering into contractual arrangements with a publisher or making arrangements for independent publishing, employees shall seek approval from the Superintendent.
2. The publically funded resources of the DistrictDivision are intended to serve public education rather than private commercial interests. Therefore, employees are advised that it is inappropriate to use DistrictDivision resources for production, marketing or other business expenses related to the pursuit of private gain.
3. DistrictDivision employees who create or produce pedagogical materials as a duty of their employment with the DistrictDivision, and then plan to offer these materials for commercial profit, are strongly advised to enter into discussions with the Superintendent for the purpose of establishing a written agreement as to whether or not the materials produced by the employee belong solely to the employee, the employer, or some combination thereof.
 - 3.1. Written agreements are intended to recognize that the creator and owner of pedagogical materials have certain moral or proprietary rights including, a right to protection of honour and reputation, a right to have their names associated with the work or to remain anonymous, a right to protect materials from distortion, mutilation or modification in ways that may damage the honour or reputation of the creator and owner, and a right to reject or restrain any use which could be prejudicial to the honour or reputation of the creator and owner.
 - 3.2. Where a written agreement permits an employee to publish, produce or market materials created in the course of employment, all risk associated with possible infringement of third party copyright is assumed by the employee. Written agreements in this situation must include "save harmless" provisions to protect the DistrictDivision.

~~405.15 Employee Research and Intellectual Property Rights~~

Materials Produced With ~~District~~ Division Financial Support

4. Unless otherwise indicated in a written agreement between the employee and the ~~District~~ Division, materials produced with ~~District~~ Division financial support as outlined below are the sole property of the ~~District~~ Division:
 - 4.1. those initiated or authorized by ~~District~~ Division senior administrative personnel;
 - 4.2. those for which regular school time and/or resources for development were used;
 - 4.3. those for which employees were reimbursed or commissioned by the ~~District~~ Division to develop; or
 - 4.4. those for which the ~~District~~ Division purchases the rights directly from the employees.
5. If the rights or materials are subsequently sold at a profit, some agreed upon portion of that profit may be returned to the employees involved in the production of materials to compensate for time dedicated to the project beyond the normal school day.
6. Copies of the materials may be made available to employees in the ~~District~~ Division and to outside persons for the cost of reproduction. The creator(s) of the materials shall be acknowledged unless anonymity is requested.
7. In some cases, the ~~District~~ Division may be prepared to waive any of its proprietary rights provided that the following conditions are met:
 - 7.1. that the ~~District~~ Division is reimbursed for such resources as it has provided;
 - 7.2. that the ~~District~~ Division is granted full reproduction rights to the products developed for use within the ~~District~~ Division for non-profit distribution without recourse of copyright;
 - 7.3. that the ~~District's~~ Division's contribution is acknowledged.
8. When a teacher chooses to leave the ~~District~~ Division, materials developed with ~~District~~ Division support shall be left with the ~~District~~ Division.
 - 8.1. The employee shall be reimbursed for any personal costs of materials involved during production.
 - 8.2. The contribution of the individual or individuals involved in the production will be recognized on the materials.

~~405.15 Employee Research and Intellectual Property Rights~~

- 8.3. In the case of computer software, the creator of the material shall leave the program with the ~~District~~ Division on the condition that it

not be reproduced for profit.

- 8.4. The creator of the material may retain a copy of the software on the understanding that the copyright resides with the District Division unless otherwise negotiated.

9. When an employee leaves a particular school, but stays within the District Division, the school has the right to reproduce any materials developed as part of the school's program.

Use of Student Work as Exemplars

- 9.10. An employee cannot use student work in any part of a resource unless said use of student work is approved by the Superintendent. If approved, parent/guardian permission must be obtained, and permission forms subsequently filed with the Director of Curriculum and Instruction.

Material Produced Without School District Division Financial Support

- 10.11. In those instances in which an employee has initiated and developed materials entirely on his/her/their own, where the work is not considered to be a fulfillment of their duties of employment and without using District Division resources, the employee is clearly the sole owner of such materials.

- 11.12. If, in this case, the owner has produced materials which they wish to sell for more than the costs of reproduction, that is the owner's right. District Division endorsement and/or use of the District Division logo requires the approval of the Superintendent or designate,

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

References

<u>School Education</u> Act:	<u>60196</u>
Other Statutes:	Alberta Labour Relations Code, Employment Standards Code, Copyright Act, <u>section 13(1), 13(3)</u>
<u>District Division</u> Policies:	<u>404.3.2 – Teacher Leaves of Absence for Personal Reasons</u> , 405.4 Secondary
Employment	
Other:	Employee Collective Agreements

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: School Board Annual Work Plan

Background

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

Recommendation

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

Respectfully submitted,
Cheryl Gilmore



Lethbridge School Division School Board Annual Work Plan

AUGUST

- Welcome Back Event / Message for Division staff

SEPTEMBER

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

OCTOBER

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

NOVEMBER

- Determine process for Community Engagement - Annual Town Hall Meeting (February 1, 2022)
- Board Strategic Planning (March 3-4, 2022)
- ASBA Zone 6 Annual General Meeting (November 14-16, 2021)
- Remembrance Day ceremonies in schools
- Approve Board Education Plan and Annual Education Results Report
- Approve Audited Financial Statements
- Division budget revised with enrolment

DECEMBER

- Approve division calendar for 2022-2023
- Approve locally developed courses
- Christmas concerts/activities schedule provided to trustees

JANUARY

- Approve Board budget belief statements and budget schedule
- Receive 1st quarter financial statements
- ASBA Zone 6 general meeting

FEBRUARY

- Town Hall Meeting (February 1, 2022)
- Scholarship Breakfast
- Provincial Accountability Pillar Survey administered

MARCH

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

APRIL

- Receive 2nd quarter financial statements
- Submit ASBA policy proposals
- Preparations for Education Week

MAY

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

JUNE

- Administrators' Retirement Event
- ASBA Spring General Meeting (June 5-7, 2022)
- Receive 3rd quarter financial statements
- Board Self-Evaluation (if applicable)
- Division Retirement Banquet (June 1, 2022)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses

ONGOING

- Board meetings held on the fourth Tuesday of the month except December, July, and August.
- Public Forum within regular board meetings

- Division policies proposed by Policy Advisory committee for approval or amendment
- Capital Plan and Infrastructure Maintenance Renewal
- Approval of international trips
- Trustee standing and ad hoc committee meeting reports and recommended actions as they occur
- Presentations for information scheduled throughout the year
- Expulsion hearings and appeals as needed with trustees assigned on a rotating basis

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Andrea Andreachuk
Trustee

RE: Health and Mental Health Supports in Lethbridge

Background

School administrators shared recently that they are seeing pressures on supports in our area. Students and families are finding it increasingly difficult, if not impossible, to secure appointments and referrals to appropriate services and specialists.

Their concern with the lack of access to health supports and mental health supports in the city of Lethbridge, and the impact this is having on the health and mental wellness of our students.

Recommendation

It is recommended that the Board consider if there is a role to play in the advocacy for accessibility to health and mental health services in Lethbridge given the impact on children and youth in our schools.

Respectfully submitted,
Andrea Andreachuk

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Division School Council Meeting Dates

Background

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

November 8, 2021
December 6, 2021
January 10, 2022
February 1, 2022 – Town Hall Meeting
March 7, 2022
April 4, 2022
May 2, 2022
June 6, 2022

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

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

Background

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

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

November 3, 2021
December 1, 2021 – Christmas Dinner (details TBD)
January 5, 2022
February 2, 2022
March 2, 2022
April 6, 2022
May 4, 2022
June 1, 2022

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

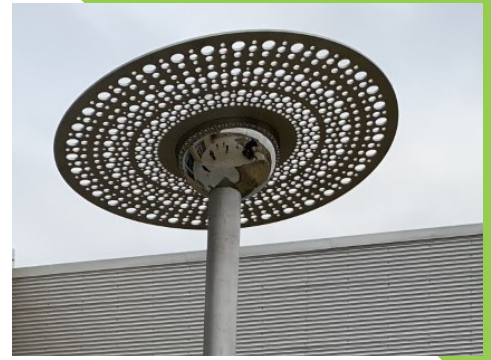
Respectfully submitted,
Christine Lee

Business and Operations Report

October 2021

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

01 Facility Services



As seen in the photo above, Saturn has taken its place at Chinook High School and completes the scale model of the solar system that has been spread out across the city. Daniel Heaton, Director of Facility Services provided support to the design of Saturn.

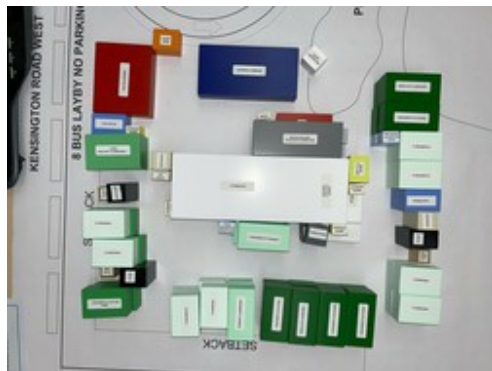


Work has begun on preparing the school site in Garry Station for geotechnical testing to begin on the school site. The picture to the left shows the school site, just off Kensington Rd, that has been graded.

The Division is currently working with bridging consultants on the design of the new school that is part of the Public Private Partnership (P3) model for new school construction.

On Oct. 20, Lethbridge School Division hosted Design Concept Engagement events at various schools to help shape a new K-5 elementary school in the community of Garry Station. The sessions were intended to gather a wide perspective of issues and concepts that will be used in the design for the new school. Because of gathering size limitations, there was a small group of invited participants. Teams made of one administrator, two staff members and two parents, as well as Trustee Elects, were hosted at each of the west Lethbridge elementary and middle schools. Schools that hosted events included Mike Mountain Horse, Dr. Probe, Nicholas Sheran, Coalbanks, G.S. Lakie and Senator Joyce Fairbairn.

Daniel Heaton, Architect and Director of Facility Services for the Division, guided teams as they worked through thinking routines to discuss what they liked and do not like about current school spaces, and to review area and adjacency constraints and opportunities. As seen in the pictures to the right and below, teams then used a school site map and blocks that represented the spaces that are to be in a school to produce a 3D idea of their concept, based on their discussions.



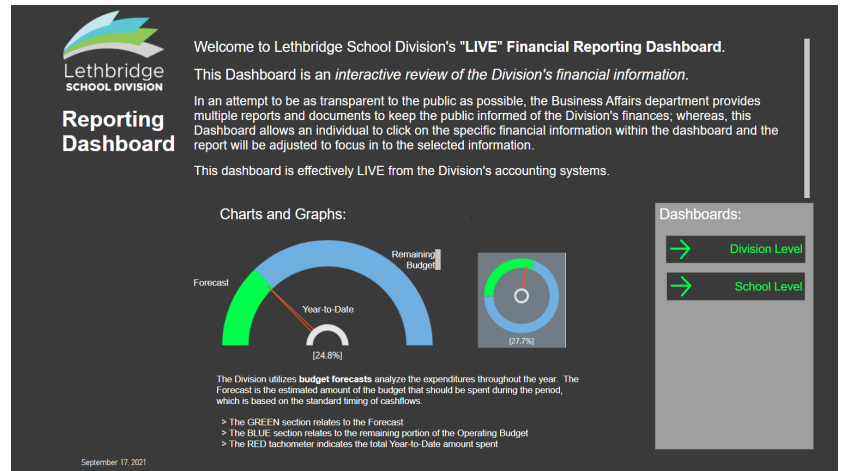
**DESIGN CONCEPT
ENGAGEMENT HELD
OCT 20TH FOR NEW
ELEMENTARY
SCHOOL IN GARRY
STATION**

Finance 02

The Finance Department has finalized financial information for the 2020-2021 school year and and the Division's auditors, BDO Canada LLP, have begun the audit of the Division's financial records. The Audited Financial Statements will be presented at the November board meeting.



Congratulations to Director of Finance Mark DeBoer on receiving the Pinnacle of Achievement from ASBO International for the creation of financial and performance measure dashboards that promote accountability and transparency



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

The start of the new year begins with the review of actual enrollments and a review of the preliminary budget that was approved in May. Adjustments to the budget will be made based on September 30th enrollment which includes required staffing adjustments, as well as school and program spending priorities. Updated budget information will be presented at the November board meeting.

03

Occupational Health and Safety

PREVENTING FALLS from SLIPS and TRIPS

ONE STEP AT A TIME

That's approximately **28,353** slips and trips annually

About **12%** of all accepted injury claims are from a slip or trip.

TO PREVENT falls:

- USE appropriate, non-slip flooring material
- PROVIDE adequate lighting

PRACTICE good housekeeping:

- CLEAN up all spills and debris immediately
- MARK or IDENTIFY spills and wet areas
- KEEP walkways clear of clutter and other obstacles
- CLOSE file cabinets and storage drawers immediately
- COVER or TAPE down cords or cables
- MATCH your footwear to all the hazards of your job
- KEEP shoes in good repair, clean and free from contaminants

SELECT and WEAR proper footwear:

5 WAYS to REDUCE the RISK of Slipping Tripping

1. SLOW down and pay attention to where you are going
2. PLACE feet firmly and flat on the floor
3. ADJUST your stride to be suitable for the walking surface and the task
4. WALK with your feet pointed slightly outward
5. MAKE wide turns at corners

Common CAUSES of Slips and Trips

- Slippery materials (water, ice, snow, oils, powders, granular solids)
- Slippery surfaces (polished tile or stone, smooth painted concrete or metal)
- Inappropriate footwear for the surface
- Uneven walking surfaces
- Unexpected or unseen steps, platforms or thresholds
- Wrinkled carpeting, or loose rugs or mats
- Obstructions such as an open bottom file cabinet drawer
- Exposed or loose cables, wires or cords
- Clutter on the floor or stairs

Employers should make sure the health and safety program includes slips and trips prevention:

- CONDUCT regular inspections
- IDENTIFY high-risk areas such as stairs, entrances, and high-traffic areas
- TRAIN managers, supervisors and workers

CCOHS.ca
Canadian Centre for Occupational Health and Safety

SAFETY AWARENESS: SLIPS, TRIPS, AND FALLS

IN THE 2020-2021 SCHOOL YEAR, 24% OF INCIDENTS WERE SLIPS, TRIPS, AND FALLS WITH 63% OCCURRING BETWEEN OCTOBER AND FEBRUARY

OHS Management Committee met to review annual workplan and safety moment ideas for school based site committees. This month the safety topic is slips, trips and falls. The fall and winter months are when there is a higher rate of occurrence of slip, trip, and fall incidents. Detailed building site inspections have begun. Nine sites are selected each year for a detailed inspection.

Vaccine requirement recommendations have been made by Health Canada, Alberta Health, and Alberta Education. The Division has implemented new health and safety procedures for vaccination requirements to protect staff and students from COVID- 19.

Employees, substitute and casual staff, practicum students, guests, volunteers, contractors, and tenants will be required to comply with the new vaccination or testing requirements when working with and around employees and students. Procedures 700.3.2, 700.3.3, and 700.3.4 under policy 700.3 Hazard Control may be found on the division website.

A Government of Alberta OHS Officer arrived at LCI this month to respond to a safety complaint by an employee. The officer was investigating a complaint related to temperature control at the school as work continues on the infrastructure upgrades. OHS was satisfied with the progress and timeline for completion of the work being performed to improve the heating and cooling systems. Infrastructure work at LCI is anticipated to be completed at the end of October.



Technology 04

The technology department conducted a phishing campaign this month. The goal of the campaign is to create awareness on phishing and to gather data on additional security and educational measures required to better defend the Division from these types of attacks.

Work has started with seven other school boards, who with the the Division make up the Southern Alberta Computer Consortium (SACC). The SACC will prepare a Request for Information for the provision of computers, electronic equipment, and services as part of the process to enter into a new agreement once the current agreement expires at the end of the school year. The SACC agreement provides the eight school boards the opportunity to benefit from combined purchasing power.

OCTOBER IS CYBER AWARENESS MONTH

The technology department is currently working with the City of Lethbridge and Dr. Robert Plaxton on a virtual reality (VR) tour of the landfill. This VR tour will provide students in grade 4 the opportunity to learn more about environmental sciences using VR technology.

The team is working with Instructional Services on digital field trip forms to make it easier for schools to provide information to parents on a field trip and receive consent for student participation.

Technology department staff have created collaborative committees to work together on a variety of initiatives. One committee, for example, has been formed to develop an E-Sports hub to provide accessibility to students wanting to participate in E-sports.



IS YOUR WORKSPACE CYBER SAFE?



Whether you're working from home, an office, or on a floaty in the middle of a lake (☺), you need to be cyber safe. For your business to make cyber security a top priority, all employees need to get involved. Here are a few things to keep in mind for making your workspace more secure.

SECURE YOUR NETWORK



Change the default name and password for your Wi-Fi. If you're working from home, using a VPN can help secure your network. A VPN is important if you're working on public Wi-Fi.

HAVE STRONG AND UNIQUE PASSPHRASES OR PASSWORDS



Make sure you use strong and unique passphrases or passwords for each of your accounts. Re-using passwords makes those systems and devices less secure.

WATCH OUT FOR SCAMS



Know the signs and be on the lookout for any suspicious links, emails or contacts.

INSTALL ANTI-VIRUS SOFTWARE



Once you've installed reputable anti-virus software on all your devices, make sure it's actively scanning those devices for threats.

UPDATE AUTOMATICALLY



Enable regular, automatic updates to help you stay up-to-date with the latest security patches.

SHARE WITH YOUR TEAM



Make sure to notify your team of any cyber scams, threats or security incidents as you come across them so you can keep improving your cyber security plan. Notify your IT team of any security incidents.

Following these tips can help keep your business and workspace secure.

GET MORE TIPS TO SECURE YOUR ACCOUNTS AND DEVICES AT

[GETCYBERSAFE.CA](https://getcybersafe.ca)

Canada Communications Security Establishment Centre de la sécurité des télécommunications

Canada

Catalogue number: D96-71/2022E-PDF | ISBN: 978-0-600-40076-9

05 Transportation

Class 1 or 2 Driver - \$3,000 Hiring Bonus!

SOUTHLAND Lethbridge

Driver

Part-Time

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. 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. Southland continues to adjust school routes to improve scheduling concerns as new drivers are trained and assigned new routes.

School Bus Driver - Hiring Bonus Offered!

SOUTHLAND Lethbridge

Driver

Part-Time

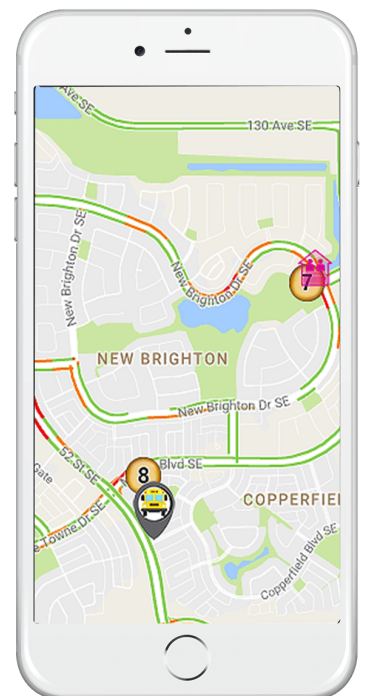
Southland continues work on the recruitment of new drivers at a time when many school boards are experiencing the impact of a province wide school bus driver shortage. Southland has provided relief drivers from Calgary when possible as they continue to hire drivers for route adjustments and to provide replacement during absences.

SOUTHLAND ACTIVELY RECRUITING MORE DRIVERS TO ADDRESS ROUTING, ILLNESS, AND COVID-19 CONCERNS

There will be times that routes may not have a driver and routes will run later than desired due in part to the requirement to stay home when sick, attend to family illness or other matters requiring a driver's attention, and vaccination and testing requirements.

The Division continues to work with Southland to improve the communication of late bus arrival and departures to provide better information to schools and parents.

Parents are strongly encouraged to download and register for the MyBusStop app to get real time updates on the school bus. Access to this App is very important given the current situation being experienced with driver shortages that will disrupt school bus operations and result in delays. Parents should check the App regularly for important bussing updates.



What is MyBusStop?

MyBusStop is a GPS tracking service, which delivers real-time information on a subscriber's bus location, route stops, route traffic, route schedule, route progress, and possible bus delays.

As easy as 1 – 2 – 3

1

Get your School Code & Register

2

Choose your Route & Stop

3

Start tracking!

Other Matters 06

WELCOME TO THE 2021 -2025 TRUSTEES



Back row: Christine Light, Craig Whitehead, Tyler Demers, Genny Steed
Front row: Allison Purcell, Kristina Larkin, Andrea Andreachuk

Important meetings/events:

- Urban School Insurance Consortium (USIC) Risk Management and Claims committee, USIC meetings related to liability insurance renewal cost and implications of boards not following recommended guidance from the province re vaccine requirements.
- Association of School Business Officials (ASBOA) Zone 4 meeting
- School Management Presentation to Admin Mentorship Program
- Division Assurance Plan review with Alberta Education
- Trustee Meet and Greet, Swearing in Ceremony
- Trustee Orientation Modules 1, 2, & 3A
- Joint meetings (weekly) with AB Infrastructure, AB Education, and OTA Architects re design of Garry Station Elementary
- Design Concept Engagement evening for Garry Station Elementary School.
- Meeting with City of Lethbridge, Transit, re City Link on demand bussing
- Head Caretakers meeting
- Meetings related to school bussing matters with Holy Spirit and Southland Transportation
- Southern Alberta Computer Consortium RFI meeting
- Workplace Health and Safety Management Committee Meeting
- Elementary, Middle and High School Administrator meetings
- Admin Professional Learning
- School Assurance Plan meetings
- Generative Dialogue: Plaxton/Lakeview & LCS/ICSS
- Meetings related to labour relations matters

Trustee Orientation

Working together in support of student learning



MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT – INSTRUCTIONAL SERVICES

OCTOBER/NOVEMBER 2021

IMPORTANT DATES FOR SEPTEMBER & OCTOBER

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

Indigenous Education Advisory Committee- October 27th- 9-12 noon

Rock your Mocs- November 15th

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

Child and Youth Advocacy Leadership Meeting- October 19th

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. Our Division fruit and vegetable program that has been operating now for 4 years has officially started- schools can anticipate their fruit or veggie drop off in the next few weeks!!

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 October travelling to Learning Commons at schools and supporting planning!! 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:

- 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. Health Champions met October 18th and shared strategies of how they can continue to promote staff and student wellness as we continue to manage through a pandemic.

The Mental Health Capacity Building team has developed a wellness activity for staff and students for the month of October. The participation in "Amazing Race - Lethbridge Parks Edition" is truly overwhelming and has been such a terrific activity to get folks outside moving and enjoying nature. A special thank you to the team for their coordinated efforts on this endeavor.

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

Joey Gentile, Principal at Coalbanks Elementary and Morag Asquith will be meeting with Andres Sanchez-Fernandez a Spanish Language Consultant with Edmonton Catholic School Division on November 3rd. They will be exploring professional learning and partnership opportunities that may be accessible to our teachers.

Currently we offer K-5 Spanish Bilingual Programming, and those Spanish Bilingual grade 5 students will be moving into grade 6 in the 2022-23 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. A survey will be sent out to our Grade 5 parents to glean more feedback about their child's experience in Spanish Bilingual and their plans for the upcoming school year. There will be a survey for the grade K-4 parents later in the school year.

Early Learning

- Early Years Evaluation (EYE-TA) training was offered to teachers new to kindergarten this fall. All Kindergarten teachers will complete the EYE-TA assessment by October 29. This will be shared with families during parent teacher interviews in November.
- Supports for children in early education and kindergarten who meet Alberta Education requirements for a severe delay or moderate language delay will be reviewed by Alberta Education through a verification process in November. Learning support teachers and classroom teachers have been developing Instructional Support Plans (ISPs) that support programming for our ECS children.
- There are currently 303 children enrolled in our early education programs, with 166 children accessing supports through Program Unit Funding (PUF), mild/moderate or English Second Language.
- There are 73 kindergarten children accessing supports through the Kindergarten Severe Grant.

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

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
November 1, 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 18 teachers to the substitute list over the past 5 weeks.
- Adding 2 support staff to the substitute list over the past 5 weeks.
- Onboarding 20 new staff members over the past 5 weeks.
- Extending 12 teacher contracts over the past 5 weeks.
- Facilitating the hiring of 13 teachers over the past 5 weeks.
- Facilitating the hiring of 18 support staff over the past 5 weeks.



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 a virtual CASSIX HR meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos facilitated sessions as part of the Garry Station Concept Design Engagement process.
- Associate Superintendent Mike Nightingale participated in virtual assurance plan meetings with schools.
- Director of Human Resources Rhonda Aos was a panelist at a CPHR sponsored event related to inclusive hiring and retention practices through Disability Employment Action Month.
- Director of Human Resources Rhonda Aos attended a workshop presented by LGBTQ and Non-Binary Foundations for the Workplace.
- Administrative Assistant Jolayne Prus facilitated 12 First Aid training sessions for Division staff.

Enrollment

The following enrollment numbers are based on September 30, 2021 enrollment data. More detailed information is attached to this report.

K-12 Enrollment

	September 30, 2020	September 30, 2021	Difference from 2020
Total	11,058	11,374	316

Total Student Enrollment (includes early learning programs)

	September 30, 2020	September 30, 2021	Difference from 2020
Total	11,403	11,676	273



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
- Associated procedures



September 30, 2021 Student Enrollment K-12 ONLY

									Difference		
Elementary Schools			K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Sept 30 2021	vs 2020	
Coalbanks			110	102	112	94	101	87	606	-20	
Dr. Robert Plaxton			46	64	69	68	79	77	403	403	
Dr. Gerald B.Probe			57	70	78	93	87	87	472	-66	
Ecole Agnes Davidson			81	99	106	74	92	71	523	22	
Fleetwood-Bawden			37	58	55	50	42	60	302	12	
Galbraith			38	55	41	59	58	47	298	-51	
General Stewart			11	20	20	20	17	16	104	-5	
Lakeview			55	57	67	59	67	51	356	-133	
Mike Mountain Horse			78	76	107	85	97	77	520	70	
Nicholas Sheran			52	51	47	52	72	54	328	-100	
Park Meadows			54	46	49	45	46	56	296	2	
Senator Buchanan			49	46	42	55	42	50	284	20	
Westminster			23	28	29	20	33	24	157	-11	
Lethbridge Christian			13	32	25	26	26	25	147	13	
Immanuel Christian ES			43	33	41	34	47	28	226	-5	
Sub Total	0	0	747	837	888	834	906	810	5022	151	
Middle Schools	Gr 6	Gr 7	Gr 8								
Gilbert Paterson	240	263	276						779	15	
GS Lakie	141	207	160						508	15	
Wilson	213	246	207						666	15	
Immanuel Christian MS	52	51	44						147	19	
Lethbridge Christian	16	25	20						61	-6	
Senator Joyce Fairbairn	200	227	189						616	20	
Sub Total	862	1019	896						2777	78	
High Schools	Grade 9	Grade 10	Grade 11	Grade 12							
Immanuel Christian HS	36	39	36	35					146	-16	
LCI	341	283	230	266					1120	164	
WCHS	231	266	198	232					927	10	
Chinook	278	287	293	275					1133	-34	
Victoria Park	10	31	50	136	3					230	-31
EPI schools					19					19	-6
Sub Total	896	906	807	944	22					3575	87
Totals									11374	316	

September 30, 2021 Student Enrollment WITH EARLY LEARNING

Difference											
Elementary Schools	Pre school	Pre-K	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Sept 30 2021	vs 2020	
Coalbanks			110	102	112	94	101	87	606	-20	
Dr. Robert Plaxton			46	64	69	68	79	77	403	403	
Dr. Gerald B.Probe		30	57	70	78	93	87	87	502	-76	
Ecole Agnes Davidson			81	99	106	74	92	71	523	-23	
Fleetwood-Bawden	2	27	37	58	55	50	42	60	331	20	
Galbraith	6	27	38	55	41	59	58	47	331	-46	
General Stewart			11	20	20	20	17	16	104	-68	
Lakeview		35	55	57	67	59	67	51	391	-90	
Mike Mountain Horse		62	78	76	107	85	97	77	582	74	
Nicholas Sheran	4	40	52	51	47	52	72	54	372	-81	
Park Meadows		30	54	46	49	45	46	56	326	3	
Senator Buchanan			49	46	42	55	42	50	284	7	
Westminster	3	20	23	28	29	20	33	24	180	1	
Lethbridge Christian			13	32	25	26	26	25	147	13	
Immanuel Christian ES		16	43	33	41	34	47	28	242	-9	
Sub Total	15	287	747	837	888	834	906	810	5324	108	
Middle Schools	Gr 6	Gr 7	Gr 8								
Gilbert Paterson	240	263	276						779	15	
GS Lakie	141	207	160						508	15	
Wilson	213	246	207						666	15	
Immanuel Christian MS	52	51	44						147	19	
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WCHS	231	266	198	232					927	10	
Chinook	278	287	293	275					1133	-34	
Victoria Park	10	31	50	136	3				230	-31	
EPI schools					19				19	-6	
Sub Total	896	906	807	944	22					3575	87
Totals									11676	273	

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



Response to Public Forum Presentation to the Board September 28, 2021

October 4, 2021

David Euston
deuston@gmail.com

Dear Mr. Euston:

Thank-you for presenting your perspective to the trustees at the Public Forum portion of the Board meeting on September 28. As well, your follow-up information sent via email after the meeting was thorough and appreciated.

We understand and appreciate that parents want the best conditions possible for their children. We share in placing this as a priority in our schools. Lethbridge School Division has instituted a number of mitigation measures for the spread of COVID-19 as outlined in the Lethbridge School Division Re-entry Plan. We appreciate that there are some parents, such as yourself, who desire masks at all times in schools. The measures that are in place try to balance the physical, mental and social well-being of students. They also balance the varied perspectives from the parent population that lie along the continuum of desire for full mask protocols to desire to have no mask protocols. This continuum of parent perspective can be noted in the results of our Re-entry Survey [Re-Entry Survey - Sept. 28 \(lethsd.ab.ca\)](http://lethsd.ab.ca)

Lethbridge School Division has taken measures that go above the provincial health order for masks in schools. The provincial health order calls for masks from grades 4 to 12. We have masks from Kindergarten through to 12. The provincial health order states that students can have a mask break when they are sitting at desks working independently, and we are adhering to this. Some students choose to wear masks at all times. Staff support this so that students feel it is common and acceptable. The recent survey also demonstrates that many students are choosing to wear their masks at all times. Certainly, your daughter would be supported if she chooses to wear her mask at all times.

Making health related decisions in schools throughout the course of the COVID-19 has been challenging, and the trustees review information and health authority recommendations on an ongoing basis. We listen carefully to parent perspectives and try to honour and think deeply about concerns as they come our way. We truly value your perspective and will continue to reflect on your recommendations.

Regards,

Christine Light
Board Chair

cc: Board of Trustees

Lethbridge School Division Board of Trustees

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

MEMORANDUM

November 1, 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 as identified by the Board at their spring retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore



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.
- 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.
- Design Concept Engagement event on October 20th with teams of 5 (administrator, parents, staff) and some Trustee Elects providing perspectives on possible school design for the new elementary school in Garry Station.
- Draft Curriculum Feedback sessions for parents and community members held in the evening on October 19th and October 27th. Draft Curriculum feedback loop is also on the Lethbridge School Division Engagement website. Parents and community members can enter responses in key areas that the Minister of Education has requested feedback on. The feedback will be summarized and a brief will be prepared for the Board to submit to Alberta School Board Association. The Brief will also be posted on the Engagement website.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- City of Lethbridge joint meetings with Alberta Infrastructure and Alberta Education 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.
- The Tech Department facilitated a conversation between Dr. Plaxton, Lenovo Canada and the Lethbridge College to discuss the opportunity for current students enrolled in the Virtual and Augmented Reality Certificate to help support teachers create VR content for grades 1-5. We are also just finalizing with the U of L, the creation of a summer course that would focus on creating and using VR content in the classroom for current teachers enrolled in education.
- The Tech Department and Dr. Plaxton meet with the City of Lethbridge with regards to creating a VR tour of the city landfill that can be used in grade 4 Environmental Sciences. Currently, we are just setting dates to go out and film. We have also been in contact with the Lethbridge Water Treatment Plant and hope to create a VR experience in the near future.
- The Tech Department met with 7 other school divisions in the south on October 22, to review a new Purchasing Agreement for electronic hardware. Currently, the SACC group represents purchasing for over 60000 students in the south.
- On October 26, the Director of Technology met as the Zone 6 Rep for the Alberta Technology in Education (ATLE) to discuss current trends in Technology in Education. Currently, Lethbridge School Division is working with ATLE to set up a cyber awareness workshop for other technology leaders in the province.
- 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 courses for high school students are being implemented this semester in partnership with Lethbridge College and the University of Lethbridge.

- 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.
- Inclusive Education has been collaborating with AHS and FSCD in October on transitioning a medically complex student into grade 1 in Nikki's Den.
- Bev Smith, ESL Lead Teacher, attended a meeting of the Lethbridge Immigration Partnership Language Working Group on September 29.
- Human Resources reviewed practicum placement agreements with University of Lethbridge and Lethbridge College.
- Human Resource representative attended the 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, is planning a workshop on the Sciences of Reading to take place at the end of November for elementary teachers.
- Literacy Residencies have begun with Bev modeling best literacy practices in classrooms and then working alongside of the teacher to implement those practices.
- Bev collaborated and co-facilitates a discussion with literacy leaders across the province to share plans and resources being used in the planning and implementation of the funds from Alberta Education to address learning loss during Covid.

Numeracy

- Michaela Demers, Numeracy Lead Teacher, has been meeting with grades 2-9 teachers and administrators (individually, in small groups, or with whole teaching staffs) in helping them to interpret the results from the in completing the Mathematics Intervention/Programming Instrument (MIPI) to better inform their instruction. She highlights general trends from the data and suggests/showcases numeracy strategies to address students' weaknesses while utilizing strengths.
- Michaela has started providing Professional Learning on thinking/numeracy routines in classrooms.
- Michaela continues to provide 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 AB curriculum are: critical thinking, problem solving, managing information, creativity and innovation, communication, collaboration, cultural and global citizenship, and personal growth and well-being. The division has been providing professional learning and support for how these competencies are incorporated into daily lessons and projects across all grades and subjects. These competencies are in the current and the draft curriculum. As such, building capacity in this area will weave into any curriculum roll out.

Experiential Learning including secondary initiatives

- Off-campus, dual credit, high school re-design, career exploration, and experiential learning at all levels (Cheryl/ Morag/ Karen/ Jesse).
- Dual credit with Lethbridge College Animal Sciences being offered this semester to LSD students, mid-terms are happening the week of October 25th.
- 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).
- Field trips are on hold while we work through developing a template for our schools to plan and ensure participation in Field Trips for all students.

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.
- As new measures are announced (mitigation measures such as masks and/or reporting processes), the Division keeps schools and parents informed.

Innovation and Technology

- Jesse Sadlowski and Karen Rancier provided Professional Learning to all elementary schools on the “All about Me” digital portfolio from MyBlueprint. Every school sent an administrator and teacher rep to the session held at the beginning of October.
- All middle schools have been provided classroom sets of Micro: bits to grow STEAM lessons within our division. Schools also have access to subs to better understand how the Micro: bits can be integrated into instruction.
- 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 is incorporating video interviews as part of recruitment and selection.

Early Learning

- Early Years Evaluation (EYE-TA) training was offered to teachers new to kindergarten this fall. All Kindergarten teachers will complete the EYE-TA assessment by October 29. This will be shared with families during parent teacher interviews in November.
- Supports for children in early education and kindergarten who meet Alberta Education requirements for a severe delay or moderate language delay will be reviewed by Alberta Education through a verification process in November. Learning support teachers and classroom teachers have been developing Instructional Support Plans (ISPs) that support programming for our ECS children.
- There are currently 303 children enrolled in our early education programs, with 166 children accessing supports through Program Unit Funding (PUF), mild/moderate or English Second Language.
- There are 73 kindergarten children accessing supports through the Kindergarten Severe Grant.

Indigenous Education

- 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.

- Melanie Morrow and Jenna Jewison continue to offer their 4 part Indigenous Education Professional Learning series- Indigenous Education Teaching Strategies and Metis Culture- October 27th.
- “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!!
- Indigenous Education Committee met October 27th.
- 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 are 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) and John Chief Calf is providing Friday afternoon learning sessions with Administrators.
- Grad Coach/ school admin visits scheduled the first week of November to support the shift to a more post-secondary exposure focus for our team.

Wellness

- Ant- Racism and Anti-Oppression (ARAO) Admin. Committee met on October 25th. Discussion touched upon the challenges of reflecting upon personal bias, holding space for deep conversations and exploring where we are experiencing/seeing systemic barriers for our racial minorities.
- Morag presented to our Administrative Assistants October 12th around Anti-Racism/Anti-Oppression and Conflict Resolution.
- 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.
- Rhonda Aos attended a session from CPHR Alberta on LGBTQ and Non-Binary Foundations for the Workplace.

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.
- Kathy Mundell will be hosting a Positive Spaces Committee in November.

International Programs

- Our International Program continues to grow. Most students have been double vaccinated prior to arrival. We will be welcoming approximately 90 International students over the course of the year. The cultural and diverse perspectives that these students bring to our school communities enhances our learning and opportunity to build relationships that broaden our students’ worldview.

DOMAIN: Teaching and Leading

PRIORITIES: ACHIEVEMENT AND INNOVATION

Administrator Professional Learning

- A leadership team comprised of Karen Rancier, Director of Curriculum and Instruction, Lead Teachers and Administrators, presented content around “Thinking Leaders” for the Administrators’ Symposium. The emphasis this year is on incorporating thinking routines and creating cultures of thinking in classrooms with students.
- Regular Administrators’ Professional Learning throughout the year is being presented through Thinking Routines to ensure alignment across the Division.
- New Admin Mentorship Program meets six times during the school year (through Microsoft Teams) covering topics related to Division Priorities, Instructional Leadership and Facility Management. Our first session was on August 23rd.

- October 28th Administrators PL with a focus on Anti-Oppression/Anti-Racism.

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

- On December 9, Lethbridge School Division will be presenting “Using VR in the Classroom” and on December 10, “Why it is important to have an ED Tech Help Desk:” at the annual Convergence Conference. The conference is attended by over 300 leaders and educators in the province including those from our division.
- The Technology Department has struck a number of committees to enhance growth and innovation for our division and department. The following committees have been added; Experts in Education, Tech Professional Growth /Mentorship, Tech Ticket Modernization and Asset Management Committee.
- The first Division-wide PL day on October 12 saw teachers participating in one of 83 different Collaborative Communities (CCs) to further their own learning to better support their students. Topics of these CCs included literacy, numeracy, inclusion, technology, and wellness.
- Several division teams, including Advanced Education Support, Mental Health Capacity Building and Early Learning Educators attended two PL sessions on October 12 -
 - Inclusion in Schools: Creating a Culture of Respect for Diverse Sexual Orientations, Gender Identities and Gender Expression
 - Supporting Students with FASD
- Division psychologists provided two sessions for Learning Support Teachers in October on administering and interpreting the WIAT (Level B assessment).
- Two SIVA sessions were held for EAs from Galbraith, Probe, and Lethbridge Christian, including EAs from their EPP programs.
- In October, Bev Smith, ESL Lead Teacher is attending a Train-the-Trainer course on the Sheltered Instruction Observation (SIOP) model for teaching English language learners. We are planning a series of workshops for LSTs and ESL teachers to implement this model in our division.
- Human Resources provided: New Hire Orientations held on September 8, 9, 13, 22, 28, 29 and October 20, 21.
- Human Resources is providing Division wide First Aid Training in October and November.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The Teacher Induction Program (TIP) has 24 new teachers supported by a mentor teacher. The TIP program meets eight times during the school year. 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. October 5th was our second session focussing on parent/teacher interviews, assessment and reporting.

DOMAIN: Learning Supports
PRIORITIES: INCLUSION

Building Staff Capacity to Meet the Needs of all Learners

- Joey Gentile and Morag Asquith will be meeting November 3rd with 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). A grade 5 parent survey is being sent out October 28th to hear feedback regarding their student’s experience in Spanish Bilingual Programming.
- Bev Smith has created monthly connection times for ESL teachers to connect with her and each other via Teams and share best practices.

- Bev continues to share an ESL “Tip of the Month”, and Jordan Hoffos, ESL Student Support Worker, is sharing a “Cultural Celebrations” newsletter.
- In October, division therapists have been providing universal and targeted strategies to teachers, working through new student referrals, and attending learning team meetings with parents.
- Ann and Rebecca have been busy problem solving with school admin and LSTs to meet the needs of individual students, especially those who need to access additional supports to be successful.
- The Behaviour Support Team has been busy working with staff to support students in most of our elementary and middle schools so far this year. Their focus for September was to help ensure a smooth transition for students, particularly those moving to new schools within our division as well as students new to us this year.

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.

Cross-Ministry Initiatives

- Morag continues to attend the Child Advocacy Centre 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.
- Ann Muldoon has been working with Southwest Collaborative Support Services (SWCSS) to access more PT support in schools. As of November 1, we will have 0.4 FTE (up from 0.25FTE).
- Inclusive Education has been working closely with AHS to provide information for students who are being assessed for autism at the Child Development Clinic.
- Cheryl Gilmore continues to participate as a member of the CWSS Committee (Community Wellbeing and Safety Strategy Committee). A visioning meeting was held at the beginning of October and a subsequent meeting is scheduled for November 3.

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.
- Weekly meetings started in October working with Bridging Consultant on the design of the new Elementary School in Garry Station.

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.
- Revised Contact Notification Procedures were provided to superintendents on October 20th. The School Division has implemented those new procedures; an update was sent to parents and staff.

MEMORANDUM

November 1, 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.

- Panago Pizza's Wade Pierson delivered a cheque for \$700 to Fleetwood-Bawden School topping up a pizza fundraiser with 15% of proceeds from pizza sales on a specific date to the school.
- Panago Pizza's Wade Pierson donated \$250 to Galbraith School.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

November 1, 2021

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Acknowledgements of Excellence / School Showcase**

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:

Nicholas Sheran Elementary School (NSES) Showcase:

We have had a wonderful start to our school year at Nicholas Sheran. We are focusing on integrating outdoor learning into our school days to help us appreciate our surroundings and connect with the land our school is located on. We began by having our professional learning time in August and October outside as much as possible. With our students we start our day with different ways of acknowledging territory on Teams announcements and on Fridays we join in with other schools as our Elementary Indigenous Education Lead teacher Melanie Morrow shares foundational knowledge with us.

We have had several school-wide events such as the Terry Fox Run-day where we raised \$813.40 for the Terry Fox Foundation. We also participated in “Cram the Car” during which we collected 1025 lbs. of food/toiletry items! We celebrated Take Me Outside day where we joined 400 000 students across Canada in spending an hour of our day learning outside.

Our school expectations are based on our 4 core values - collaboration, compassion, responsibility, and resilience and we are celebrating our first assembly based on collaboration. We are working with the Mental Health Capacity Building Team to provide our students with information about being home alone safely. We love having them in the building with us!

We have a new school council and they have already begun to surprise us with staff appreciation treats. We are looking forward to a great year here at NSES!

WCHS Showcase:

Lana Van Genderen is the Chair of the City of Lethbridge Youth Advisory Council
Amanda Dang – Lethbridge School Division rep for the City of Lethbridge Youth Advisory Council

Our entire Leadership Class has impacted our community in a profoundly positive way in only 8 weeks! Different student groups within our Leadership class have: volunteered at the Animal Shelter, initiated a Caretaker Appreciation celebration, transformed our front entry with the addition of plants (they wrote the proposal, secured funds, determined the type of plants, potted the plants, and are responsible for the on-going care), Jam for the Food Bank (students picked berries and then used them to make jam to donate to the foodbank).

We are proud of our Anti-Racism and Anti-Oppression Staff and Student Committee. We have approximately 33 staff and students learning together with Dr. Farha Shariff from the University of Alberta.

We are incredibly grateful for our Robotics Club. These students have volunteered an incredible amount of time livestreaming all of our athletic events so our awesome parent community could be a part of the action without being in the stands. Thank you to teacher **Nevin Morrison** and students: **Matthew Hrudey, Autumn Koch, Aliya Musagara, Gaurav Gaur, Amber Quo, Maliha Kabir, Dejana Megli, Hailee Olson, Akshara Nagaruru, Barbara Harrison, Mason Slawosky, Adela Dagenais, Meda Komol, Lucio De Musso, and Joshua McBeath.**

We would like to recognize our Knowledge and Employability Program lead by **Katie Nelson, Myles Havinga, and Liska Bergeron** for completely recreating the program to be cross-curricular and project based. One of their newest projects, an Aquaponics System will support student learning in Science – animal and plant life, and Culinary studies.

We are immensely proud of our Fine Arts department as they are in the midst of rehearsing *Shrek the Musical*. Approximately 80 students are involved! **Emily Morrison** – director, **Kade Hogg** - musical director, **Ashley Mackenzie** – choreographer, **Myles Havinga** and **Gen Ahart** – scenic design and construction.

The Interact Executive Team helped spearhead efforts to raise funds to end polio through “Move for Polio”. To date they have raised over \$200 through a variety of efforts including raking leaves in the neighbourhood. Team members are: **Masataro Tatsuno, Steven Yang, Maha Khan, Amanda Dang, and Raiyana Shams.**

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

November	2	Board Orientation 5:30 pm, Education Centre
	14-16	ASBA Fall General Meeting
	22	Board Orientation 5:30 pm, Education Centre
	23	Board Meeting 2:00 pm, Education Centre
	30	Board Orientation 5:30 pm, Education Centre

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Division Wellness Committee – October 4, 2021

Members present; Morag Asquith, Associate Superintendent- Instructional Services, Mike Nightingale, Associate Superintendent Human Resources, DeeAnna Presley-Roberts, Program Manager MCHB, Family Support-Supervisor, Rebecca Adamson, Inclusive Education Coordinator, Edna Asem, Parent Representative, Kathy Mandell, Counselling Coordinator, Ali Wensmann, Teacher, Victoria Karmali, Teacher, Shelly David, Teacher, Jamie Bach, School Administrator, Bob White, School Administrator, Donna Hunt Trustee.

1. Terms of Reference were reviewed. No changes.
2. Division Wellness Strategy Plan. Excellent discussion on the scope of wellness from Structural Wellness eg. contracts, Cultural Wellness and Individual Wellness.
3. Review of Grants
4. Mike Nightingale reported on his role in wellness. Creating wellness through a sound structural foundation.
5. Staff Throwdown Challenges. There will be four this year.
October will be an individual challenge. Have you got your first clue yet?
January is a School/Community Challenge
March will be another School/Community Challenge
June Is Recognition Connect4Wellness.
6. Nutrition Update – We have the same grant as we have had in the past.

Next meeting will be in January of 2022.

Respectfully Submitted,
Donna Hunt
Committee Chair

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Light, Trustee

RE: Division School Council – October 4, 2021

Trustee Christine Light will provide an oral report.

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – October 5, 2021

Committee Members Present:

Christine Light (Trustee)	Karen Rancier (Director of Curriculum)
Char Taylor (CUPE 2843)	Stasha Donahue (Alberta Health Services)
Dean Hawkins (ATA Principal)	Ciona Thompson (ATA Elementary Teacher)
Carleen Meyer (Counselling)	Craig Findlay (ATA High School Teacher)
Jamie Walburger (DSC)	Brian Palsky (Community Member)
John Chief Calf (Niitsitapiisini Nature Education Coordinator)	
DeeAnna Presley-Roberts (Family Support Supervisor)	

1. Terms of Reference Reviewed.
2. All representatives for the year are in place for this committee.
3. Call for presentation items. Informational items will be intentionally included in committee meetings this year. This will give committee members opportunity to learn about different aspects of poverty, interventions, and other areas of like interest within our community. Members were to submit ideas as soon as able. If guests were scheduled, members could send in questions in advance.
4. Craig Findlay discussed student involvement in the committee. This could be formal or informal involvement. Craig will facilitate student input and participation.
5. DeeAnna reported significant issues with food security over the summer. The team used funds to generate three types of hampers (meat, food or pantry items). So far this Fall they have received 58 requests through the internal request system, which is working well.
6. Bikers as Buddies received a large lot of potato products and shared this with the Division. The Team shared these with families at school sites and others on the Family Support caseload.
7. A recap of the WAM Bags program was shared. WAM Bags are accessed only as needed (2-3 times per year, if accessing other agency supplies). If the family is facing a long-term food security issue, they are connected to community supports and services. Family Support Workers are reaching out and having the difficult conversations and referring people on.
8. DeeAnna presented two motions to the Committee to do with the content of the WAM Bags. Standing Agenda Item: review the amount of the gift cards to ensure the needs can be met.
 - a. Brian Palsky moved that the Committee continue to provide a \$35.00 gift card in each WAM Bag. Craig Findlay seconded the motion. Motion carried unanimously.

- b. Craig Findlay moved that the Committee continue to supply additional pantry staples to families of five or more members. John Chief Calf seconded the motion. Motion carried unanimously.
- 9. The Microsite on the LethSD website needs to be updated with the newest data. This will be facilitated by the PIC sub-committee.
- 10. Karen Rancier provided the financial report.
- 11. Stasha Donahue (AHS) raised idea of Food Insecurity Assessment and with the 4th wave of the Pandemic, it was derailed. She intends to pursue this, whenever this is possible. Those people affected by social inequities are also most impacted by Covid.
- 12. WCHS kids are hard at work offering supports and services such as Toast Tuesday and a Clothing Drive.
- 13. Brian would like to see meat distribution again. This summer, Lethbridge Food Bank had a mobile food distribution service. This works well for families having difficulty getting out into the community. This is a 6-month pilot project.
- 14. 60-100 students are accessing breakfast daily at Fleetwood Bawden. Food insecurity is increasing at Senator Buchanan. Currently, 2/3 of the students are accessing breakfast with 50 students accessing lunch daily. The Food Bank used to top up lunches but are no longer providing this. They also used to provide lunches during the school breaks but are short-staffed.
- 15. A division-wide winter donation plan for this year was discussed. DeeAnna is willing to make a plan and would welcome support from Division School Council. DeeAnna will initiate the plan and coordinate with Jamie.
- 16. John Chief Calf stated that over the past few months there has been conversations about housing. A couple of families thought of sharing a video on making Pemmican. This could be reciprocated by students in Lethbridge teaching how to plant potatoes or cucumbers.

Next Meeting: December 7, 2021

Respectfully submitted,
Christine Light

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – October 6, 2021

Policy Advisory Committee reviewed the following policies:

- Policy 303.4 School Principal
- Policy 405.13 Staff Meetings
- Policy 405.14 Employee Consulting Activities 7 Services to Other Agencies
- Policy 405.15 Employee Research & Intellectual Property Rights
- Policy 402.8.2 Medical Examinations
- Policy 403.2 Employee Resignations

Policies were distributed for stakeholder feedback.

The next meeting will be held November 10, 2021.

Respectfully submitted,
Lola Major

MEMORANDUM

September 22, 2020

To: Board of Trustees

From: Christine Light, Trustee

RE: Indigenous Education Committee – October 27, 2021

Committee Members Present:

Morag Asquith, John Chief Calf, Amelle WeaselFat, Phil Williams, Alison Stewart, Lenee Fyfe, Jenna Jewison, Christine Light

1. Terms of Reference reviewed. Minor changes have been noted.
2. Grad Coach report (Amelle)
 - A lot of older grade 10 students who may not have attended last year due to the pandemic. Connecting and adjusting with students has been a focus: dealing with needs now and abilities later.
 - High social anxiety – returning to holistic approach. Making medicine pouches with students and creating space for conversation. Will continue to introduce art therapy projects.
 - PL Week: group smudge for staff; taught history of Indian Battle Park, significance of area.
 - Missing Murdered Indigenous Women (MMIW): facilitated learning across division; Jenna and Mel ran a presentation looking at roles of Indigenous Women within communities. Through tipi teaching they were able to present risk factors and advocacy. Classes that participated: LCI (3), Churchill (2), Chinook (3). Students created dolls and tied them to a ribbon for the ceremony at Galt Gardens.
 - Planning to paint faces of students as part of holistic approach to build mental health and balance of students.
3. Teacher Report (Jenna)
 - Doing a lot of PL; each school has 1 rep and capacity is being built.
 - “Think Outside”: partnership with Helen Schuler Coulee Centre to provide outdoor lessons for grade 6-7 students at school sites.
 - Ways of Knowing 51 web site: integrating Indigenous culture into curriculum.
 - We are moving from things/resources base to ‘how do I teach?’
 - Poppy buttons: blueprint is given to teachers who can make paints out of natural resources. The poppies will then be donated to the legion and sold with acknowledgement to the students who created them. This year marks the 100th anniversary of the poppy. November 8 is National Aboriginal Veterans Day.

4. Indigenous Education Coordinator Report (John)
 - Continuing the invitation to dialogue within a wide spectrum as to where connections will be made. Difficult and open conversations of learning.
 - John taught on the connection of nature in expressing connection and relationships in the Blackfoot language.

5. Anti-Racism & Anti-Oppression Admin Committee (Morag)
 - Administrators continue to meet and engage in this work that looks at biases and the systems and structures that need to continue to be looked at and reflected on. A more detailed update of the work of this group will be provided at the next meeting.

Next Meeting: January 2021

Respectfully submitted,
Christine Light



ALBERTA
EDUCATION

*Office of the Minister
MLA, Red Deer-North*

Encouraging mandatory proof-of-vaccination policies for adults in schools

**To: Board Chairs of Public, Separate, Francophone and Charter School Authorities
Independent school authorities
Private ECS operators**

Today, Alberta's government announced new measures to further protect students, staff and communities—strengthening what is already in place as we face the challenges of this fourth wave of COVID-19.

It's also clear that the best way to look after each other and to stop the spread of COVID-19 is for every eligible Albertan to get vaccinated. That's why today's announcement included a renewed call to all school authorities as employers, and operators of school facilities, to develop policies that require proof of vaccination or a negative COVID-19 test for any adult who enters a school. This would include teachers, staff and parents, but would exclude students. A school authority cannot deny their students access to education due to immunization status.

Many employers and facility owners already require their employees to submit proof of vaccination or a negative PCR test. On September 30, the Premier announced a new requirement for the Alberta Public Service to submit proof of vaccination or provide a negative PCR or rapid testing result at their own cost. The Premier also encouraged all public employers, and specifically school authorities, to introduce similar policies.

Today we're reaching out to you directly to ask that you consider this request. Taking the steps necessary to have these measures in place as soon as possible will help all of us look out for our fellow Albertans and protect our province's health care system.

Vaccines are among our best weapons to combat this pandemic, and the best way to protect children is to ensure the adults around them are vaccinated. During this critical time we must do all we can to reinforce that message—and to encourage as many Albertans as possible to get vaccinated.

Thank you for your hard work and continued efforts to keep students and staff safe.

Sincerely,

Adriana LaGrange
Minister of Education

Jason Copping
Minister of Health



**ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL**

FOR IMMEDIATE RELEASE

Contact: Molly Barrie
866.682.2729 x7075
mbarrie@asbintl.org

ASBO Awards School District for Excellence in Budget Presentation

Ashburn, VA –October 27, 2021 – The Association of School Business Officials International (ASBO) is proud to recognize Lethbridge School District 51 for excellence in budget presentation with the Meritorious Budget Award (MBA) for the 2021–2022 budget year.

ASBO International’s MBA and Pathway to the MBA promote and recognize best budget presentation practices in school districts. Participants submit their applications and budget documents to a panel of school financial professionals who review the materials for compliance with the MBA Criteria Checklist and other requirements and provide expert feedback that districts can use to improve their budget documents.

Districts that successfully demonstrate they have met the necessary program requirements may earn either the MBA or Pathway to the MBA (Pathway). Pathway is an introductory program that allows districts to ease into full MBA compliance.

“Districts that apply to the MBA or Pathway to the MBA programs recognize the importance of presenting a high-quality, easy-to-understand budget internally and to the community,” ASBO International Executive Director David J. Lewis explains. “By participating in the programs, not only do districts have access to the tools and resources they need to communicate the district’s goals and objectives clearly, they demonstrate their commitment to upholding nationally recognized budget presentation standards.”

Learn more about the program at asbintl.org/MBA.

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About ASBO International

Founded in 1910, the Association of School Business Officials International (ASBO) is a nonprofit organization that, through its members and affiliates, represents approximately 30,000 school business professionals worldwide. ASBO International is committed to providing programs, services, and a global network that promote the highest standards in school business. Its members support student achievement through effective resource management in various areas ranging from finance and operations to food services and transportation. Learn more at asbintl.org.



ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL

This Meritorious Budget Award is presented to

LETHBRIDGE SCHOOL DISTRICT 51

for excellence in the preparation and issuance of its budget
for the Fiscal Year 2021-2022.

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



A handwritten signature in blue ink, reading 'W. Edward Chabal'.

W. Edward Chabal
President

A handwritten signature in blue ink, reading 'David J. Lewis'.

David J. Lewis
Executive Director