

Division School Council Minutes for November 8, 2021

1. Land Acknowledgement

- Acknowledge that we are meeting as a Division School Council on Blackfoot land and give recognition to the Blackfoot people past and present.

2. Welcome and Introductions

- Note: there are 2 Board Trustees who will serve as representatives: Christine Light, Genny Steed (alternate). They are unable to attend this evening.

3. Approval of Agenda – Approval accepted as presented with the additions:

- Approved by: Edna Asem
- Seconded by: Allison North

3.1. Additions to the Agenda

- Additions to the Agenda from Jamie Walburger:
 - o Surveys, Meet & Greet, Confidentiality and Transparency – adding as 7.1, after the Trustees report
 - o Waiving Student activity fees – adding 10.6, after the Superintendent report

4. Approval of the Minutes - October 4, 2021, Minutes accepted as presented with the corrections:

Approved by: Cynthia Young
Seconded by: Carrie Boschman

4.1. Corrections to the October 4, 2021, Minutes

- There was missing information that will need to be added. Allison Purcell asked the Superintendent about whether or not a Teacher had to disclose to Students their positive Covid Tests. The answer from the Superintendent was that Teachers are not required to share their personal medical information. This was asked during the Superintendent's report.
- An adjustment to the statement about Student Resources, the minutes stated, "a student in high school accessed what parents would consider inappropriate (language and sexuality) from the classroom library." Jamie Walburger requested this should be recorded more accurately as, "the Student was assigned to read and discuss in class what the Student and the Parents considered inappropriate." This was in Section 10. Roundtable Reports.
- Clarification in the minutes as it was stated that the grant was \$500 at one point and then \$250. The Superintendent stated that she would discuss this in more detail later in the agenda, but the \$500 is the grant from the Provincial Government and the \$250 is the amount that the Board gives every year to School Councils for ASCA.
- The Superintendent has written the first 2 corrections to the minutes and will have that updated.

5. Business Arising from the Minutes –

5.1 Volunteers for Committees within Division. As Allison Purcell had volunteered for some committees but as she is now a Trustee, she will play a different role and we'll need new volunteers for the following committees:

- Policy Advisory Committee: Jamie Walburger volunteered to be the alternate
- Community Engagement: Jamie Walburger volunteered

Question: where can parents find out more information about the Division Committees? The Superintendent answered that the committees and their function is listed on the Division Website.

<https://www.lethsd.ab.ca/board/committees>

5.2 Request for Feedback from School Councils by Jamie Walburger regarding selection of classroom resources (opportunity to share any feedback gathered at School Council meetings):

Discussion:

- o Jamie Walburger did take this back to School Council, their feedback was that some materials were inappropriate and didn't find that channels of communications were followed

- Tisha Elford, at her School Council meeting, they discussed the importance of communicating to their children as to what the families values are as well as communicating with the Teachers. There is so much that can get lost with miscommunication, so open communication is key to resolving situations.
- Edna Asem, had the same discussion at Chinook School Council, discussing values.
- Shelley Roest, Language Arts/English Teachers will send a form home to let parents know what resources that they have on their shelf and if there was anything that the Teacher can avoid for their child.
- Carrie Boschman, parents appreciate when they are told upfront with what is going on in the classroom, parents want to know especially seeing they are the primary educators, so having the parents in the loop is appreciated.

6. Criteria for Community Engagement Grant –

- The funds for the Community Engagement Grant is now in the Funding Manual (added the end of September 2021).
- The grant information will be attached to the November 8, 2021 Minutes
- To clarify, the \$250 is the amount that is allocated to each School Council from the Division, to spend to support individuals to attend the ASCA conference in the spring, or bring in speakers or use on matters that support the School Council.
- This grant is \$500 from the Province of Alberta. The Finance Director will put that money in the Schools accounts (school generated funds) and it will go to School Councils.
- School Councils, if spent, will have to include the amount spent in their year end financial reports.
- The grant has to be spent by the end of the year. If you do not spend the \$500, it will be sent back to Alberta Education.
- In the Funding Manual, there are examples of what you can use the \$500 for, such as:
 - Workshops for parents to increase capacity for School Council
 - Info sessions to support Student learning at home
 - Parent workshops for mental heal, cyber bullying, etc..
 - Programs to support multiculturalism and indigenous families
 - Professional development
- In the Funding Manual, there are examples of what you cannot use the money for, such as:
 - Food
 - Technology, cannot buy capital assets
 - The expenditure must be in the future, cannot be used for something in the past
 - No honorariums or gifts
 - No entertainment activities
- Suggestion for future Division School Council meetings, if you're School Council has come up with a way to spend the \$500, you can add it to the highlights to give other schools some ideas, or add it as an agenda item.

7. Trustee Report – Presented by Allison Purcell

- Allison Purcell was voted as Board Chair, Christine Light is Vice-Chair
- There is a list on the Division Website that lists out the School Liaisons for each school. <https://www.lethsd.ab.ca/board/trustees/school-liaisons>. School Trustees will start coming to School Council meetings very soon. If you have questions, concerns or comments you can reach out to your Schools Trustee Liaison.
- The Board decided as a procedural piece that they are going to move 'in-camera' starting at 2pm – 3:30pm. The meeting will be open to the public at 3:30pm with a public forum at 5pm.
- At the regular Board meeting, they went through policy
- The Board all agreed that there is a concern about gaps with access to physicians and help with Mental Health, they are going to advocate for this and start writing letters.
- At Chinook High School, they raised the flag for the Blackfoot Community, there were a number of Trustees in attendance.
- Shelley Roest listed the Trustees associated to the following Division School Council Committees:

- Community Engagement is Genny Steed & Christine Light
- Division Wellness Committee is Andrea Andreachuk & Genny Steed
- Policy Advisory Committee is Craig Whitehead & Kristina Larkin
- Poverty Intervention Committee is Kristina Larkin

7.1 Surveys, Meet & Greet, Confidentiality and Transparency –

Discussion:

- Jamie Walburger has a concern when survey's come out, participants do not like that they have to add their name to the survey. They feel that they may be judged for their opinion or there may be some retribution. Is there a way for the technical team to make sure that there is one answer per participant, but also keep it anonymous?
- Jamie also stated that Survey on the curriculum was great as it was more open ended, allowed for comments which is better than only have to check 2 or 3 options that may not fit entirely with your views.
- Allison Purcell stated that she can take that back as a Trustee and see what opportunities they have to make some changes. They may not have that information for the next meeting, but will be for a future meeting.
- Jamie Walburger mentioned that in the virtual Meet & Greet for the candidates for the Trustees, some of them were recorded without participants being made aware that they were being recorded. The room Jamie Walburger was in, it was not the Host of the call who was recording, but someone else. And this was happening in more than just one virtual room.
- Superintendent responded by stating that the Technical team is aware of one recording, however she will report to them that there may have been more recordings. In the future they may want to look at turning the record function off for those types of meetings.
- Shelley Roest, the virtual Meet & Greet was put together very fast, so any feedback would be greatly appreciated and there are some great learning opportunities and enhancements for this type of meeting.

8. Alberta School Councils Association (ASCA) Report –

- Allison Purcell stated that ASCA continues to offer workshops and have extended the Division deal. If you are interested in a workshop you can partner with another School Council to reduce the fee. If you are interested in this, please contact LeeAnne Tedder at the Division and she can coordinate that.
- In the October 4, 2021 minutes there is a list of workshops offered by ASCA
- Now is the time to start thinking about putting forward resolutions to ASCA
- The ASCA Conference and Annual General Meeting is April 22-24, 2022.
- The Division pays the School Council membership of ASCA. This event is free for members:
[Virtual Engagement Event: Alberta School Councils' Association](#) - November 27 1-4pm

9. Reports from Division Committees

9.1. Poverty Intervention Committee

- The last meeting was held on October 5, 2021. Outgoing Trustee Christine Light, gave a report discussing the Friends of 51, celebrating and recognizing the organizations who are giving donations, there is a massive growth of support, so much they are having troubles showing where all the supports are.
- The new Trustee will be Kristine Larkin
- Families are accessing the hampers as well as the WAM Bags
 - WAM Bags are weekend and more bags. This was started at Wilson Middle School for students who are in need of immediate access for food if they are in an emergency situation. They get a food hamper with pantry staples plus a grocery gift card for fresh ingredients. They also get a recipe card. Last year they increased the grocery gift card amount and that will continue and they are increasing the amount of pantry staples for larger families.
 - If students are in need, they are to contact their School Administration who can coordinate
- There have been some discussions about food insecurities, but need a better picture, but this is difficult due to COVID.

- There was a donation of winter wear from the Church of Jesus Christ of Latter-day Saints
- Christine Light has suggested putting together another donation for winter Wear in schools.
- Comment: Tisha Elfords daughter wanted to sew a few stockings for the homeless shelter and put out on facebook her idea and has received an abundance of donations so her goal now is to sew a hundred stockings. 3 schools in the division have decided to partner with Tisha's daughter. Nicholas Sheran Elementary is going to create Christmas cards for the YWCA and homeless shelter, GS Lakie Middle School will be doing a glove drive and Chinook High School will be doing a sock drive for the stockings as well.

9.2. Policy Advisory Committee

- Met last on October 6, 2021
- The first 4 policies that were reviewed have gone forward to the Board and on the Trustee Report
- The other 2 that were reviewed were Medical Examinations and Employee Resignations, there was some discussion and those will go forward to the Board
- Next meeting will be on November 10, 2021
- Feedback can be sent to Allison North or Jamie Walburger

10. Superintendent's Report

10.1. Enrollment Update (from October meeting)

- The enrollment report is presented regularly at the Board meeting
- The enrollment report is on the Division Website, click on Board and they will be attached under Board Meeting
- This report has the schools and their enrollment numbers
- Moving forward there will be very little movement now that the school year is underway

10.2. Parent Learning Sessions – schedule of topics

- Parent Learning sessions occur before the Division School Council meeting.
- Today, the session was 'Resource Selection for Instruction and Channels of Communication for Parents'
- If there are any topics that you would like to see or explore, feel free to provide that feedback
- The future Parent Learning topics are:
 - December 6, 2021 – Literacy
 - January 10, 2022 – Digital Citizenship
 - February 1, 2022 – Town Hall (possibly virtual)
 - March 7, 2022 – Sleep and Brain Development
 - April 4, 2022 – Celebration of Learning
 - May 2, 2022 – Roundtable discussion on topic(s) of interest, topic TBD Minecraft (educations vs regular)
 - June 6, 2022 – Roundtable discussion on topic(s) of interest, topic TBD
- For the literacy topic, they may split this into division 1 and division 2
- Question: is Mike Ribble the same presenter who is presenting the Middle School Social Media Presentation? Superintendent answer no, the Middle School presenter is Ted Emmett and has more to do with creating your public profile on social media and how that will affect your future.

10.3. Community Engagement Website

- On the Division website, there is the public engagement website. This is where you go if you are wondering what the Division has done for engagement.
 - for example, the curriculum feedback has been put together. The summary is there so you can click on the link to review
 - on the webpage, there is current, upcoming and past engagement topics.
<https://lethsdpublicengagement.schoolsites.ca/current-public-engagement-projects/curriculum-feedback>
 - you can sign up for updates which will send automatic links when new information is uploaded

- you can access this from the Division home page, the most recent engagement item will be on display, but if there is nothing recent the engagement link will display.

10.4. Concept Design Engagement Sessions held October 20

- the Division has been approved for a capital project for an elementary school on the Westside
- there was a meeting to review the elementary school design, concept design. There were 2 parents, some Staff, Trustee and Division Office.
- This was a 3 to 4 hour presentation
- it was an innovated way to engage the school and design stages of what an excellent elementary school would look like. They used design blocks.
- The results from this meeting will be shared with the Province and other Divisions.
- Comment from participating Parent: for a 4 hour meeting it went by quickly, from a parent, what they valued, compared to a music teacher valued, like don't put the music room next to the gym. From the first design, then go back and think about it, and they made a complete change to the design, it was a neat process.

10.5. COVID Protocols (opportunity for any questions from parents)

Superintendent opened the floor for questions:

- Question: as we get closer to the approval for the Covid vaccine for ages 5 to 11 are there any plans to have the covid vaccine done in the schools with Alberta Health Services (AHS)?
 - Superintendent Response: at this time there is no information about vaccines being administered in schools. However, if that is the decision, this will be coordinated by AHS and will require written permission from parents.
- Question: there was a letter sent from Lawyers to the Division in regards to mandating the covid vaccine for students, Staff and Teachers, has there been a response to that letter and has that response been made public?
 - Superintendent Response: this is not a public document, it is important to note that the procedure around vaccines is not to mandate the vaccine, the alternative is rapid testing. They are working with legal services. The legal team will get back to them.
- Comment: parents want to express their gratitude for the continuous work on the re-entry plan and ever changes in the covid protocols, especially allowing parents to watch athletics.
- Question: When parents get a letter that there is a positive case of covid in the classroom, are all those kids going into quarantine?
 - Superintendent Response: this has evolved over time, currently, every morning the Division gets a notification from AHS of any student or staff who has tested positive for covid. The Division will notify the school of the positive case where the Principal will use a letter template to notify all the parents of the school that there is a positive covid case. On that letter, it will indicate the cohort or class that had the positive covid case. The students will continue to attend class and the only time they will go into exclusion (on line learning) is if they are in a class that has had 3 or more positive cases within 5 days. Then the class will be excluded from the school from the date of the most recent case that was infectious while in school. They are home for 10 days, the Teacher will provide learning at home via Teams. The individual who tested positive takes direction from AHS to isolate.

10.6 Waiving Student Activity Fees

- Jamie Walburger: High School and Middle School Parents are wondering why they are paying for fees for Student activities that are not happening. This may vary from school to school, but how do we address this issue, with the School, the Division or the Board?
 - Superintendent Response: Every school has a decentralized budget, the fees collected go into that budget. The Division oversees the budget and approves the fees, however at the Division level, they wouldn't know specifically where or how those fees have been allocated. You can ask your School Council meeting to give a report of the school fees that were gathered and ask

how the money has been allocated, find out the accurate information then you can make recommendations to the school.

- Allison Purcell: could you touch on the funds announced from the province for literacy/numeracy and how that will be used within our division? As well, can you touch on the change in Diploma exams?
 - Superintendents Response: the schools all did assessments for literacy and numeracy reviews for grades 2 & 3's. Those assessments were compiled and submitted to the Province who then provided funding. Lethbridge received approximately \$450,000 to fund the BOOST program. They are now hiring some literacy and numeracy Teachers for intervention work with students.
 - Diploma exams for this year only are going to be weighted for 10%, parents may have already been notified by the school.

11. Roundtable Reports

- Many schools have has some amazing highlights, we encourage you to review those as they are attached with the agenda.
- Tisha Elford stated that they have implemented the Staff appreciation at 3 schools, doing quarterly at GS Lakie and Nicholas Sheran. At the School planning meeting, they met with Kristin Larkin and are working on creating inclusive recess bags for kid with special needs, for example a child in a wheelchair only has one option on the playground with a ramp to a tick tac toe game. They will be trying to connect with some grants and get some creative recess bags going.
- Feedback from Jamie Walburger, for the calendar committee, parents loved the week off in October.

12. Adjournment – 8:23 pm

Next Division School Council Meeting is December 6, 2021, the parent topic is literacy



Instructional Resources

DIVISION SCHOOL COUNCIL
NOVEMBER 8, 2021

Provincial Direction for Resources

- ▶ Alberta Education provides some guidance for the selection of resources:

- ▶ Grades 4, 5, 6 Authorized Novels and Nonfiction (2005)

<https://education.alberta.ca/english-language-arts-k-6/program-supports/everyone/resource-links/?searchMode=3>

- ▶ Social Studies Support Documents

<https://education.alberta.ca/social-studies-7-9/program-supports/everyone/social-studies-resource-links/>

- ▶ Math 10-12 Support Documents

<https://education.alberta.ca/mathematics-10-12/program-supports/everyone/support-documents/>

Lethbridge School Division Direction for Resources

- ▶ Policy 607.3 Instructional Resources and Materials
 - ▶ [LETHBRIDGE SCHOOL DISTRICT NO \(lethsd.ab.ca\)](https://lethsd.ab.ca/lethbridge-school-district-no)
 - ▶ Guidelines for Recognizing Diversity and Promoting Respect (referred to in Policy 607.3)
 - ▶ <https://open.alberta.ca/publications/9781460146897>
- ▶ Form 607.3 Use of Resources Not Provincially Authorized
 - ▶ [300535 \(lethsd.ab.ca\)](https://lethsd.ab.ca/300535)
- ▶ Policy 608.6 Learning Commons
 - ▶ [LETHBRIDGE SCHOOL DISTRICT NO \(lethsd.ab.ca\)](https://lethsd.ab.ca/lethbridge-school-district-no)
- ▶ Procedure 608.6
 - ▶ [LETHBRIDGE SCHOOL DISTRICT NO \(lethsd.ab.ca\)](https://lethsd.ab.ca/lethbridge-school-district-no)

Lethbridge School Division Direction for Resources

- ▶ Positive Spaces Committee
- ▶ Lead Teachers (Literacy, Numeracy, Indigenous, Health/Counselling)

Common Practices Across Schools

- ▶ Aligns with Curriculum
- ▶ Ensure Diversity – Windows and Mirrors
- ▶ Classics
- ▶ Popular Authors
- ▶ Professional Learning Sessions

Common Practices Across Schools

- ▶ Publisher Information (e.g., Scholastic)
- ▶ Teacher Professional Judgement
- ▶ Learning Commons Facilitator
- ▶ Student Interest/Voice
- ▶ Sharing upcoming content with students and parents for classroom instructional purposes(e.g., course outlines, newsletters)

Common Practices Across Schools

- ▶ University of Lethbridge Bookstore
- ▶ Websites
 - ▶ <https://www.goodreads.com/>
 - ▶ <https://www.commonsensemedia.org/>
 - ▶ <https://culturecommons.weebly.com/>
- ▶ Award Winning Books and Authors (e.g., Rocky Mountain Book Awards)

1003.1 Channels of Communication and Disputes Resolution

Policy

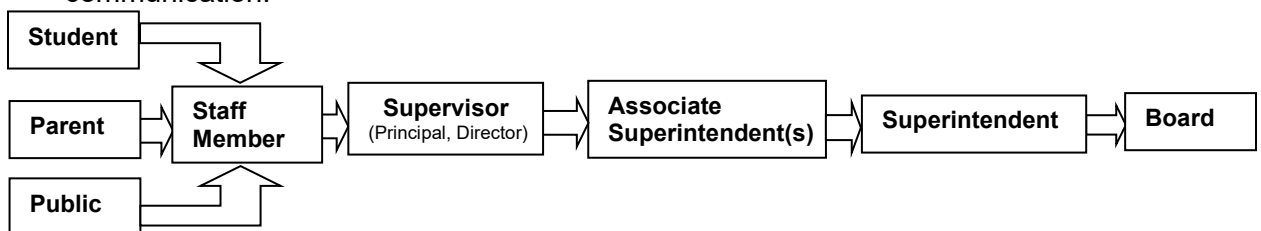
The Board shall engage in open communication with Division stakeholders as it is fundamental to the education of students and the successful operation of the Division.

Regulations

1. All official Board communications, policies, and directives of interest to staff shall be communicated to staff members through the office of the Superintendent.
2. All formal communications or reports to the Board from Division staff members shall be submitted through the Superintendent.
3. The Chair of the Board or designate shall be the official spokesperson of the Board.
4. The Board and/or Superintendent shall communicate with School Councils through School Council chairs and/or through Division School Council representatives.
5. Each school shall have a trustee assigned as a Board liaison.
6. Each school shall have a member of Executive Council assigned as a Division liaison.
7. The liaisons may attend School Council meetings, staff meetings and other special events, as available.
8. Schools will establish procedures to ensure liaisons are informed about activities and events in their assigned schools.
9. Significant school events should be reported to the office of the Superintendent and Communications Officer.
10. Staff members requesting information from the Board shall normally do so through the principal and/or Superintendent.

11. Channels of Communication

11.1 Matters involving students and/or staff shall respect the following channels of communication:



1000 – School/Community Relations

- 11.2 Matters involving governance can be conveyed to Board members directly. As per Policy 201.3 General Powers and Duties of the Board, these matters include: planning, policy, budgeting, accountability and assurances practices, appeals, advocacy and communication.
12. Information about appropriate channels of communication shall be made available on the school website.
13. For media requests, refer to Policy 1001.3 *Communications*
14. Dispute Resolution
- 14.1. The following procedures will be adhered to for resolving disputes or concerns between parents and school staff that endorse a co-operative and collaborative learning environment for students. Parents/guardians, students, and staff shall, at all times, approach the resolution process with respectfulness and intent for resolution. Some outcomes of this process may not be shared due to privacy legislation.
- 14.1.1. The parents/guardian or student over the age of 16 should address the dispute or concern directly with the staff member involved within five school operational days of being advised of the decision that is of concern or under dispute.
- 14.1.2. . If the parent/guardian or student's dispute or concern is not resolved by directly addressing it with the school staff member involved, the parent/guardian or student shall bring it forward to the principal or principal designate for resolution within five school operational days following the response of the staff member in 14.1.1. If the dispute or concern is with a non-school staff member, the concern shall be brought forward at this point to the direct supervisor of the staff member. If the dispute or concern is with a member of the school administration, the concern shall be brought forward at this point to the Associate Superintendent of Human Resources.
- 14.1.3. The principal, principal designate, or supervisor may utilize a variety of strategies to resolve issues, including but not limited to:
- 14.1.3.1. meeting with the parent and staff member;
 - 14.1.3.2. mediation;
 - 14.1.3.3. restorative justice;
 - 14.1.3.4. obtaining advice, services, or opinion of a medical practitioner or other professional;
 - 14.1.3.5. involving child welfare, social services, police, other external agencies; and or
 - 14.1.3.6. involving Division staff or consultants who have relevant expertise to the dispute or concern.

- 14.1.4. If the principal, principal designate or direct supervisor feels that the dispute or concern has been adequately addressed but the parent/guardian or student does not, the principal, principal designate or direct supervisor shall advise the parent/guardian or student of the Division appeal policy (Policy 505.9 *Appeals Concerning Student Matters*).

References

Alberta Education Act:	33, 41
Division Policies:	202.2 Chair of the Board, 202.3 Individual Trustees, 203.1 Policy Development, 201.3 General Powers and Duties of the Board, 402.8.1 Harassment and Discrimination of Employees, 505.9 Appeals Concerning Student Matters, 608.6 Parent and Student Handbook, 805.6 Access to Information, 805.7 Preservation & Disposal of Records, 1001.3 Media Relations, 1002.4 School Councils
Other:	Freedom of Information and Privacy Act (FOIP)

Alberta School Council Engagement (ASCE) Grant \$500/ School Council Requirements:

The funding is intended to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement activities that:

- Broaden the number of school events that include parents;
- Diversify the communication tools used to reach parents' and
- Seek out the advice and ideas of other parents.

Examples of parent engagement activities and projects that funds can be used for include:

- Workshops for parents to increase capacity for school council members;
- Information sessions on how parents can support student learning at home and at school;
- Parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.
- Programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis, and Inuit learners;
- Parent resources and tools in multiple languages;
- Events to engage parents on important local issues;
- Parent engagement in promoting the value of arts;
- Trainer/ facilitator costs for the professional development, workshops, or sessions associated with the above.

Examples of non-allowable expenses include:

- Entertainment costs, meals, snacks, other food
- Capital asset purchases
- Activities that have already taken place
- Organization membership or conference fees
- Fundraising events
- Prizes or incentives to parents and/or students
- Payment to school board staff including honoraria, gifts
- Entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances, etc.

All funds provided must be spent in the school year in which they are allocated. Any unused funds must be returned to Alberta Education.

As per section 13(2) and 14(1) of the School Councils Regulation, school councils must annually report to the board on the receipt, handling and use of the ASCE Grant.