



Division School Council Meeting Agenda

January 10, 2022

6:45 p.m.

Microsoft Teams

Presentation @ 6:00 pm – 6:45 *Digital Citizenship* with Mike Ribble

Note that the link is on the website – ALL parents are invited so spread the news!

1. Land Acknowledgement
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of the Minutes from December 6, 2021
6. Business Arising from the Minutes
7. Trustee Report
8. Alberta School Councils Association
 - 8.1. Link to Annual Conference [Annual Conference: Alberta School Councils' Association](#)
9. Reports from Division Committees
 - Poverty Intervention Committee – Dec 7, 2021 (Jamie Walburger and Shelley Roest)*
 - Policy Advisory Committee – Dec 8, 2021 (Jamie Walburger)*
10. Superintendent's Report – Cheryl Gilmore
 - 10.1. Town Hall
 - 10.2. COVID Update
 - 10.3. ICE Scholarship Event/ Speaker
 - 10.4. Inclusive Education Supports and ESL students - (Edna Asem)
11. Roundtable Reports
12. Adjournment

Division School Council 2021-22 Meeting Dates:

February 1, 2022 Town Hall
May 2, 2022

March 7, 2022
June 6, 2022

April 4, 2022

2021-22 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Alison Alma-North
Recording Secretary	Marlaina Ditrich
Policy Advisory Committee	Alison Alma-North and Jamie Walburger (alternate)
Poverty Intervention Committee	Jamie Walburger and Shelley Roest (alternate)
Division Wellness Committee	Edna Asem and Carrie Boschman (alternate)
Community Engagement Committee	Shelley Roest, Cynthia Young and Jamie Walburger

Division School Council Minutes for December 6, 2021

1. Land Acknowledgement

- Acknowledge that we are gathered on the ancestral lands located on the Blackfoot Confederacy Territory

2. Welcome and Introductions

- 21 participants

3. Approval of the Agenda – Approval accepted as presented

- Approved by: MD
- Seconded by: EA

4. Approval of the Minutes from November 8, 2021

- Approved by: SB
- Seconded by: JH

5. Business Arising from the Minutes

5.1 School Council Community Engagement Funding from Alberta Education

Superintendent: There are still some questions about what school councils can do with the \$500 funding. The Director of Finance has put the \$500 into the Schools accounts. Below are the requirements for the grant:

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 wellbeing, 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.

At the last meeting, there was a call out for some collaboration between schools for some workshops through ASCA, however there was no response. You can still access those workshops from ASCA as individual councils. If you would like to spend your money on a workshop, you can access these through ASCA.

Superintendent's comment: As School Councils cannot carry the funds into next year, each School Council Treasurer will give a report at the end of the School Year and will account for the expenditures for the grant and whatever is not tagged or associated with this fund will have to be returned to Alberta Education. Please spend it on something valuable for your school.

Parent Question: for French Immersion, could the School Council purchase resources in French to utilize that money or is that not under those examples.

Superintendent's Response: if the nature of the resources are for parent learning/engagement, that would be ok (they cannot be resources for students).

6. Trustee Report - CL

- 2020-21 Audited Financial Statement must be submitted to Alberta Education. The Board approved the financial statements as presented. The report is on the Division website.
- 2021-22 Approved budget update - this can be found on the Trustee Report agenda on pg. 93.
- Division Assurance Results Report – Each jurisdiction is required to approve and post the Assurance Result Report on the website. The Division staff worked hard to get this done on time and the Board did approve the Assurance results as presented. The report can be found on the division website: [2020 2023 Combined Three-Year Plan and Annual Education Results Report](#)
- On December 7th the board will be gathering as a 'Committee of the Whole' where decisions are not made, but an opportunity to gain information for deeper learning for the Board, they will be discussing the Board committees and composition of those committees.
- Regarding Bill 70 inclusion of school jurisdictions - Bill 70 provides Alberta's health system with civil liability protection and assures that health service provided cannot be held liable as long as they followed legislation. Bill 70 does not currently include schools, so the Board is engaging in advocacy to be included in Bill 70 along with other School Divisions so that Divisions are not held liable due to covid related issues. The Board is working on a letter.
- Transportation - some families have been affected by the issues with transportation. The Board is kept apprised of what is happening with the provider and are hopeful to move forward with positive results as bus drivers are being hired and trained.
- February 1, 2022 is the annual Town Hall meeting, this will be virtual, stay tuned for more information.
- Next board meeting Tuesday December 14, 2021:
 - Standing in-camera set from 2pm – 3:30pm
 - Livestream begins at 3:30pm
 - Public Forum begins at 5pm

7. Alberta School Councils Association (ASCA)

- On November 27, 2021 there was an engagement event with ASCA.
- Held from 1 – 4pm
- Approximately 100 people in attendance, School Councils, Trustees, etc.
- They did had some polling questions that were posted. The questions and poll are on the ASCA website, the link will be sent out along with the minutes.
- They had a curriculum presentation from the University of Lethbridge. The slide deck is on the ASCA website as well.
- If you are hoping to send any policy statements for the ASCA AGM, the deadline is coming up in mid January
- ASCA conference, the AGM is Sunday, April 24, 2022.

8. Reports from Division Committees

8.1 Policy Advisory – November 10, 2021

- These are the policies that were reviewed at the last Policy Advisory Committee meeting and feedback is able to be collected from school council members until December 8th!
 - o 204.12 Board Meeting Minutes
 - o 401.4 Employee Absences Requiring Substitutes
 - o 405.5 Practicum Student
 - o 405.6 Employee Recognition and Appreciation
 - o 806.1 Enterprise Risk Management (new policy)
- Upcoming policies we'll review at next meeting (Wednesday) are:
 - o 400.1 Welcoming, Caring, Respectful and Safe Work Environments
 - o 401.3 Non-Union Employees
 - o 404.5 Secondments and Exchanges
 - o 301.3 Evaluation Process for Superintendent of Schools
 - o 303.1 Administrative Appointments (may not be ready)
- Once these policies are reviewed, school council chairs can send them to their members for feedback to bring to the next PAC meeting, so they can affect policy in that way.

8.2 Community Engagement Committee – December 1, 2021

- This committee doesn't have a limit on membership, anyone can attend, we want to strengthen our community engagement. If you have ideas, you can join or send those in via the Public Engagement Website. There is also more information about the Community Engagement Committee on the Division Website.
- During the last meeting, the committee had the opportunity to review the terms of reference, talked about the ICE scholarship fundraiser and possibilities for the guest speaker for the event. The format for that meeting will be virtual.
- When discussing the possible Guest Speakers, they had High School students in mind; the committee is in the process of securing a Guest Speaker; they will let everyone know who that will be at a later date.
- Discussed thoughts about ways to best engage the community members and bring communication between the Division and community. Need to have strong dialogue back and forth.
- The Committee is meeting again in January to discuss ideas for more engagement.
- ICE scholarship event will be February 1, 2022.
- Discussed the new website that was created, the Public Engagement website:
 - o This Public Engagement website was put together in house, it's on the Division website's main page.
 - o Other websites and designs were considered but lacked what was required, so Garrett Simmons created this website.

- Parent Learning Sessions are linked here and will soon be linked to school websites.
- Click on the public engagement piece, as you navigate the top screen, you will see:
 - Current Public Engagement Projects (Re-Entry plan/survey, curriculum feedback, etc.)
 - Upcoming Engagement Projects (2022 Town Hall, Westside Elementary School Naming Process)
 - Past Engagement Projects (Boundary Review, 2021 Town Hall, Assurance Plan)
 - Sign-up For Updates – when new content is added, you will be alerted if you sign up
 - Connect with Us – send feedback or ideas

8.2.1 Town Hall

- Save the date, February 1, 2022 will be the Town Hall to talk with community members, teachers, etc.
- The Board hasn't decided on questions yet, still forming that piece.

9. Superintendent's Report

9.1 COVID update if applicable/ Vaccination clinics

The Superintendent has had a lot of question about vaccination clinics, wanted to clarify the school authorities and Alberta Education do not have any authority over children's vaccination, it's AHS that conducts vaccinations with parent permission. That is not to say that into the future, AHS may request that a school be used as a site to set up vaccination clinics. Please do not be alarmed, if clinics are being set up in the school, children would NEVER get a vaccination without a parent permission form, and it is organized through AHS.

10. Roundtable Reports

Reports are included with the agenda: an opportunity to highlights a very significant event or for questions from the representatives about information in a written report.

11. Adjournment – at 7:31 pm

Superintendents outgoing message. She is visiting schools and your children are delightful!! Enjoy the winter season and the break with you kids.

Division School Council 2021-2022 Meeting Dates

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Division Wellness Committee	Edna Asem and Carrie Boschman (alternate)
Community Engagement Committee	Shelley Roest, Cynthia Young and Jamie Walburger
Calendar Committee	Shelley Roest, Carrie Boschman, Linda McKeith (alternate)



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TRUSTEE report to school councils:

December 14, 2021

1. Numeracy Resource

Numeracy Lead Teacher, Michaela Demers, Senator Joyce Fairbairn Middle School vice-principal, Jenn Giles (former Numeracy Lead Teacher), and Director of Curriculum and Instruction, Karen Rancier, shared information about Numeracy in Lethbridge School Division.

The presentation included a video, which can be found here: [NUMERACY VIDEO](#).

The Board received the report as information.

2. Authorization of Locally Developed Courses

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

Due to International Baccalaureate extending their course outlines (and corresponding IB assessments), Alberta Education has aligned the end dates of (IB) locally developed courses by extending the current end dates.

With the changes from International Baccalaureate anticipated, the extension will allow Grade 11 courses to August 2024 and Grade 12 courses until August 2025. (This permits Grade 11 students to start the first year of two-year study in preparation for the new assessments.)

As the Board Motion/Resolution originally approving these courses will have the “old” end date, the continuation of these courses in Lethbridge School Division will require Board approval for these additional years.

The Board of Trustees approved the continued use of LDC3232 Biology (IB)35-3 for 3 credits from The Edmonton School Division from August 31, 2022 to August 31, 2024 to provide continuance of program offerings to students.

The Board of Trustees approved the continued use of LDC2241 Chemistry (IB) 25-3 for 3 credits from August 31, 2022 to August 31, 2023 to provide continuance of program offerings to students.

The Board of Trustees approved the continued use of LDC2241 Chemistry (IB) 25-5 for 5 credits from August 31, 2022 to August 31, 2023 to provide continuance of program offerings to students.

3. Policy Review

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. Co-ordinator of Learning and International Education, Trish Syme, co-ordinates the meetings. The Board adopted the revisions to the policies as presented by the Policy Advisory Committee.

204.12 Board Meeting Minutes -Amended

401.4 Employee Absences Requiring Substitutes - Amended

405.5 Practicum Student - Amended

405.6 Employee Recognition and Appreciation - Amended

806.1 Enterprise Risk Management - Presented

The policies can be found on Page 20 of the [AGENDA](#).

BOARD OF TRUSTEES

Allison Purcell, Christine Light, Andrea Andreachuk, Tyler Demers, Kristina Larkin, Genny Steed, Craig Whitehead

4. School Year Calendar for 2022-2023

The DRAFT 2022-2023 Calendar brought to the Board had been discussed and reviewed by school administrators and the Calendar Committee, which consisted of representatives from Division School Council, CUPE 2843, Human Resources Director, ATA, and Administrators' Committee.

The Board approved the 2022-2023 School Year Calendar.

The calendar can be found on the Division website here: [CALENDAR](#).

5. Multi-Faith Calendar

Trustee Kristina Larkin made a presentation in regards to a multi-faith calendar for the school division.

As our division moves to approve the 2022-2023 division calendar, we can embody our board priority of Inclusion by adopting a supplemental calendar: the Multi-Faith Calendar (Draft attached).

While we are a secular public institution, it must be recognized that likely most of our learners celebrate religious, spiritual, or cultural holidays with their families, and gain great value from that practice. Using a calendar that exclusively recognizes Canadian Statutory and Christian-based holidays, we force many students, their families, and our staff to pick between their school and their home, particularly when events like exams, project due dates, or parent teacher interviews coincide with holy days. In the absence of division demographic data on the topic, using Statistics Canada data, we can assume approximately 10% of students identify as Muslim, Hindu, Buddhist, Sikh, Jewish or other traditions including Indigenous spiritual traditions.

This issue could be impacting more than 1,100 students and staff. With the proposed adoption of a Multi-Faith Calendar, our school communities could see their full selves more fully welcomed and included, with limited labour or cost to the division.

In December 2020, Edmonton Public School Board was encouraged by a group of advocates to create a Multi-Faith calendar that represented the ever growing needs of their community. The resulting calendar would "recognize faith-based days of significance beyond Canadian statutory and Christian-based holidays and would reflect the increasing diversity across our Division."

(EPSB November 30, 2021 Agenda Information Report).

Administration in that division collaborated with schools, families, multicultural and multidenominational community agencies to create the attached draft calendar that includes dates from major religions, indicating holy days of significance (i.e. Eid, Diwali, Yom Kippur). While our community has a smaller population than Edmonton, our city and classrooms are increasingly diverse in their religious and cultural make up, and our students would equally benefit from the consideration derived from the use of a Multi-Faith Calendar as a planning tool across the division.

This effort is important as part of the growing movement for public institutions to act in solidarity with equity seeking communities, as well as in response to the 2019 Stats Canada Report that indicated that over half of Canadians reported religious or spiritual beliefs are somewhat or very important to how they lived their lives (Religion in Canada, Statistics Canada October 28 2021). Recognizing a multi-faith calendar is also in alignment with evidence based best practice from the Search Institute's 40 Development Assets, a widely used child & youth development framework implemented throughout Lethbridge.

Per the Search Institute's Asset # 19 (The Developmental Asset Framework, Search Institute), children who engage in religious practice regularly see improved long-term outcomes.

The Multi-Faith Calendar can be used as a planning tool across the division, a document provided for school staff to reference when setting dates for significant events, to avoid dates of importance. Schools know their families and could use this tool as part of their compassionate response to improve inclusion and reduce oppression as they build school-based calendars that meet the needs of their students, families, and staff. We have heard from school communities that they have been making great efforts to be more inclusive and want to continue to develop the tools and knowledge to build schools that welcome everyone, this Multi-Faith Calendar can be part of that effort.

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5. Multi-Faith Calendar

It was recommended that Lethbridge School Division use the attached Multi-Faith Calendar generated by Edmonton Public School Division as a model for developing a Multi-Faith Calendar for 2022-23 that will be:

- made available to students and families on the division website;
- provided to schools to reference when planning events such as exams, project deadlines or parent events to avoid holy days;
- accompanied with information on best practices for supporting students who are absent from school for religious reasons in accordance with the Education Act 7(4).
- updated annually.

6. Board Meeting Times

The Board approved a motion to develop an ad hoc committee of the Board to look at meeting times and report back to the Board.

Three Trustees (Craig Whitehead, Kristina Larkin, and Andrea Andreachuk) and a designate from Executive Council will be on the committee.

7. Public Forum

Alix Hirshe made a presentation regarding the Dec. 10 Chief Medical Officer of Health order, which classified spectators for school extra-curricular activities as in scope for the Alberta government's Restriction Exemption Program. Hirshe added it is difficult for families to choose which two spectators can attend their children's events. She added it seems reasonable for the Division to adapt its REP to have spectators use a QR code to enter events in greater numbers. Hirshe said school facilities are designed to accommodate large crowds and each student should be allowed to experience a normal school experience. She added an entire household and extended family should be allowed to attend events to support all family members.

David Lowry asked for a revision of Lethbridge School Division's REP in terms of spectators at extra-curricular events and performances. He added now that spectators for school events are recognized as in scope, the Division needs to make a change to follow the guidance laid out by the Chief Medical Officer of Health and the Government of Alberta. Lowry said the one-third capacity restriction should no longer be applicable. He requested the Division fully allow the REP to be implemented, remove capacity restrictions and allow for more spectators to attend, as long as they are compliant with the program.

The Public Forum portion of the meeting begins at the 1:21:07 mark of the Board Meeting livestream, which can be found here: [PUBLIC FORUM](#)

8. Restrictions Exemption Program

Trustee Genny Steed made the following recommendation:

That our superintendent provide clarifying communication expressing gratitude for volunteers and facilitators of extra-curricular activities and that our superintendent indicate to administrators that the Division recognizes the uniqueness of individual schools and supports strategies developed within schools including the full implementation of REP as outlined by the Alberta government or to implement additional restrictions, as deemed appropriate.

Trustees shared their perspectives, and the Board was not in consensus on the recommendation.

9. Community Conversations

The Board discussed an opportunity for the Board to engage with our constituents on a regular basis.

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9. Community Conversations

At least once per month the Board will offer a location, off Division property, to mix and mingle with the public, to answer questions, engage to hear the stories and to share information in an informal way. Open to all available trustees to attend, days/times would vary to be able to reach more constituents over the course of the year. The Board would try to vary the locations to meet a variety of people and recognize the needs and barriers within our community. There would be no formal agenda, on some months there may be topics of potential conversation but would be best left for open conversation.

Notification would be provided through regular channels of communication, social media, school emails, school councils, Division staff etc.

The Board approved a motion that the Board host Community Conversations with the public up to once a month during the school calendar year.

10. Associate Superintendent Reports

Christine Lee, Associate Superintendent, Business and Operations; Mike Nightingale, Associate Superintendent, Human Resources and Morag Asquith, Associate Superintendent, Instructional Services, delivered their respective reports for the Board. To read the reports in full, see Page 50 of the [AGENDA](#).

11. Town Hall

The Town Hall is scheduled for Tuesday, Feb. 1, 2022. The Superintendent reviewed the virtual structure and process that was used for the Town Hall in February 2021 at the regular Board meeting on Nov. 23. The virtual structure has also been reviewed by the Community Engagement Committee.

Planning will move forward with structuring a virtual Town Hall website and process. The process engages parents, students, staff, and community representatives by having them respond to a question or topic.

The responses gathered from Town Hall are used as one of the sources of data the Board considers in their strategic planning process.

The Board formed a committee, comprised of Trustees Kristina Larkin, Christine Light and Superintendent Cheryl Gilmore, to formulate a question for Town Hall, and report back to the Board.

12. COVID Update

Superintendent Cheryl Gilmore highlighted changes to COVID trends, the Re-Entry Plan, Restriction Exemption Program and COVID notifications that occurred over the past month.

The Board received the report as information.

The Dec. 14 update can be found here: [UPDATE](#).

13. ASCA Engagement Opportunity – November 27, 2021

The ASCA held a virtual School Council Engagement Opportunity on Nov. 27, 2021. There were a few parents from Lethbridge School Division in attendance. Trustee Allison Purcell provided a verbal report and offered the following links for those wanting more information:

Dr. Amy von HeyKing Curriculum Presentation

[School Curriculum: A Complicated Conversation \(albertaschoolcouncils.ca\)](#)

Polling questions responses

[196413 \(albertaschoolcouncils.ca\)](#)

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14. Board Reports

Reports were delivered for the Community Engagement Committee, Facilities Committee, Division School Council, Poverty Intervention Committee and the Policy Advisory Committee. The reports begin on Page 84 of the [AGENDA](#).

15. Economic Development Lethbridge (EDL)

Economic Development Lethbridge has an Education Sector seat on the Board that was vacant. Allison Purcell has been appointed as the Education Sector representative.

For more information about the work of EDL visit the website choosethbridge.ca

Allison Purcell attended Orientation for the EDL Board, and the first meeting will be held on Dec. 15, 2021.

Purcell provided verbal information on the importance of this opportunity and will provide regular updates to the Trustees.

Regular meeting video: [LIVESTREAM](#)

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NEXT MEETING:

Tuesday, January 25, 2 p.m.

Standing in-camera set for 2-3:30 p.m.

Livestream begins at 3:30 p.m.

Public Forum begins at 5 p.m.

