

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

March 22, 2022

1:00 p.m.

Board Room / Microsoft Teams



- | | | |
|-----------|---|---------------|
| 1:00 p.m. | 1. Move to In-Camera | |
| 2:30 p.m. | 2. Approval of Agenda | |
| 2:32 p.m. | 3. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of February 15, 2022 it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:35 p.m. | 4. Business Arising from the Minutes | |
| 2:40 p.m. | 5. Associate Superintendent Reports | |
| | 5.1 Business and Operations | Enclosure 5.1 |
| | 5.2 Instructional Services | Enclosure 5.2 |
| | 5.3 Human Resources | Enclosure 5.3 |
| 3:00 p.m. | 6. Superintendents Report | |
| | 6.1 Board Priorities Report | Enclosure 6.1 |
| | 6.2 Acknowledgements of Excellence/Showcase | Enclosure 6.2 |
| | 6.3 COVID Highlights | Enclosure 6.3 |
| | 6.4 Calendar of Events | Enclosure 6.4 |
| 3:20 p.m. | 7. Presentations | |
| | 7.1 Edwin Parr Nominee | Enclosure 7.1 |
| | 7.2 Provincial Champions | Enclosure 7.2 |
| | 7.3 Intervention for literacy and numeracy (BOOST)/
Curriculum Update | Enclosure 7.3 |
| 4:10 p.m. | 8. Action Items | |
| | 8.1 Policy Review: | |
| | <i>400.1.1 Sexual Orientation, Gender Identity and Gender Expression</i> | |
| | <i>402.8.3 Employee Assistance and Wellness Programs</i> | |
| | <i>404.6 Cocurricular Grants and Honoraria</i> | Enclosure 8.1 |
| | 8.2 Board Budget Belief Statements | Enclosure 8.2 |
| | 8.3 2023-2025 Capital Plan | Enclosure 8.3 |
| | 8.4 Victoria Park Update | Enclosure 8.4 |

	8.5	Full day all week Kindergarten	Enclosure 8.5
	8.6	Curriculum Advocacy	Enclosure 8.6
	8.7	Welcome Back Event	Enclosure 8.7
5:00 p.m.	9. Public Forum	<i>Public Forum responses will be provided in the next Board meeting agenda.</i>	
5:15 p.m.	10. Division Highlights		
5:20 p.m.	11. Board Chair Report		
	11.1	Community Conversations	Enclosure 11.1
	11.2	Public School Board Association	Enclosure 11.2
	11.3	Structure of Board Meetings	Enclosure 11.3
	11.4	ASBA Spring General Meeting	Enclosure 11.4
	11.5	Board Funding Support to School Councils	Enclosure 11.5
5:40 p.m.	12. Reports		
	12.1	Policy Advisory Committee – March 2, 2022	Enclosure 12.1
	12.2	Division School Council – March 7, 2022	Enclosure 12.2
	12.3	Facilities Committee – March 7, 2022	Enclosure 12.3
	12.4	Poverty Intervention Committee – March 15, 2022	Enclosure 12.4
5:55 p.m.	13. Correspondence Received		
	13.1	Education Minister – February 15, 2022	Enclosure 13.1
	13.2	Education Minister – March 4, 2022	Enclosure 13.2
	13.3	Infrastructure Minister – March 10, 2022	Enclosure 13.3
5:58 p.m.	14. Correspondence Sent		
	14.1	Melcor Developments – March 11, 2022	Enclosure 14.1
6:00 p.m.	Adjournment		

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD FEBRUARY 15, 2022.

In Attendance:

Trustees: Andrea Andreachuk; Kristina Larkin; Christine Light; Allison Purcell;
Craig Whitehead
Administrators: Cheryl Gilmore; Mike Nightingale; Christine Lee; Morag Asquith
LeeAnne Tedder (Recorder)
Regrets: Tyler Demers, Genny Steed

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

The Chair called the meeting to order at 1:02 p.m.

1. Move to In-Camera

Trustee Christine Light moved:

“that the Board move to In-Camera.” **CARRIED UNANIMOUSLY**

*Move to In-Camera
6894/22*

The Chair reconvened the meeting at 2:36 p.m.

2. Approval of Agenda

Additions:

Board Strategic Planning Agenda 8.3

Committee of the Whole Dates 8.4

Trustee Craig Whitehead moved:

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

*Approval of Agenda
6895/22*

3. Approval of Minutes

Trustee Andrea Andreachuk moved:

“that the minutes of the regular meeting of January 25, 2022 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6896/22*

4. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

5. Presentations

5.1 Human Resources Presentation

Rhonda Aos (Human Resources Director) and Mike Nightingale (Associate Superintendent, Human Resources) presented on the topic of hiring processes.

*Presentations
Human Resources*

6. Associate Superintendent Reports

6.1 Business and Operations

Associate Superintendent Christine Lee provided a written

*Associate
Superintendent
Reports*

Business and Operations report.	<i>Business and Operations</i>
6.2 <u>Instructional Services</u> Associate Superintendent Morag Asquith provided a written Instructional Services report.	<i>Instructional Services</i>
6.3 <u>Human Resources</u> Associate Superintendent Mike Nightingale provided a written Human Resources report.	<i>Human Resources</i>
7. <u>Superintendents Report</u>	<i>Superintendents Report</i>
7.1 <u>Board Priorities Report</u> Board Priorities were included in the agenda. Teacher Induction Program outline was added. Additions of Town Hall and Community Conversations.	<i>Board Priorities</i>
7.2 <u>Acknowledgements of Excellence</u> Fleetwood-Bawden, Coalbanks and Lakeview schools were showcased.	<i>Acknowledgements of Excellence</i>
7.3 <u>COVID Highlights</u> The Board reviewed the current COVID context data.	<i>COVID Highlights</i>
7.4 <u>Calendar of Events</u> Calendar of events were included in the agenda. Board Meeting time change to 1:00 pm. Addition of Community Conversations on March 17, 2022.	<i>Calendar of Events</i>
8. <u>Action items</u>	<i>Action Items</i>
8.1 <u>Policy Review</u> The Board reviewed Policies 303.1 Administration Appointments and 404.3.1 Leaves of Absence	<i>Policy Review</i>
Trustee Craig Whitehead moved: “to approve Policy 303.1 Administration Appointments, as amended.” CARRIED IN FAVOUR: Allison Purcell, Christine Light, Kristina Larkin, Andrea Andreachuk OPPOSED: Craig Whitehead	<i>Policy 303.1 Administration Appointments 6897/22</i>
Trustee Craig Whitehead moved: “to approve Policy 404.3.1 Leaves of Absence, as amended.” CARRIED UNANIMOUSLY	<i>Policy 404.3.1 Leaves of Absence 6898/22</i>

8.2 Communications Plan

Communications Officer Garrett Simmons shared the Communications Plan.

Trustee Christine Light moved:

“to approve the Communications Plan of 2021-2022, as amended.”

CARRIED UNANIMOUSLY

*Communications Plan
6899/22*

8.3 Board Strategic Planning Agenda

The Board Strategic Planning agenda was reviewed for March 3 and 4, 2022.

*Board Strategic
Planning Agenda*

8.4 Committee of the Whole Dates

Executive Council proposed two additional Committee of the Whole meeting dates:

March 8 (4:45 – 6:00) Victoria Park Programs and Renovations

March 29 (4:00 – 5:30) Budget Debrief

Trustee Craig Whitehead moved:

“to approve the addition of the Committee of the Whole meetings on March 8 on Victoria Park programs and March 29 on budget.”

CARRIED UNANIMOUSLY

*Committee of the
Whole Dates
6900/22*

9. Division Highlights

Craig Whitehead attended Fleetwood School Council, Mike Mountain Horse School Council, and Town Hall.

Kristina Larkin viewed the Chinook Blackfoot word of the week video, attended Parker Pride celebration at Park Meadows, and Dr. Plaxton School Council (shout out to parents organizing hot lunches and fundraising).

Andrea Andreachuk attended the Oldman River Health Advisory Committee meeting (grass roots movement for students to pursue health careers), Dr. Probe School Council, Westminster School Council, Churchill School Council (conversation around students needing to complete a second year of grade 12 due to the pandemic), read to children at General Stewart, and ICE Scholarship.

Christine Light appreciated reading the expressions of gratitude to staff, Town Hall conversations, and ICE Scholarship Event.

Allison Purcell attended ICE Scholarship and curling Zones (LCI will host provincials).

Division Highlights

Trustees took a break @ 4:54 p.m.

Trustees reconvened @ 5:02 p.m.

Break

10. Board Chair Report

*Board Chair Report
Community
Conversations*

10.1 Community Conversations

Trustees spoke to the Community Conversations held February 10, 2022. The next meeting will be held Thursday, March 17 from 6:30 to 8:00 pm at the Boys and Girls Club of Lethbridge Youth Centre (227 12 B Street North).

10.2 Town Hall

Board Chair Allison Purcell shared highlights from Town Hall.

Town Hall

11. Reports

*Reports
Joint City / School
Boards*

11.1 Joint City / School Boards

Vice-Chair Christine Light provided a written report from the Joint City / School Boards meeting held January 26, 2022.

11.2 ATA Local Council

Trustee Andrea Andreachuk provided a written report from the ATA Local Council meeting held February 2, 2022.

ATA Local Council

11.3 Policy Advisory Committee

Trustee Craig Whitehead provided a written report from the Policy Advisory Committee meeting held February 9, 2022.

Policy Advisory Council

12. Public Forum – no submissions

Public Forum

12.1 Public Forum Response

Public Forum Response

12.1.1 John Greenshields

12.1.2 Katelyn Greep

12.1.3 Bonny Greenshields

12.1.4 Kathryn McKee

12.1.5 Chelsie Lindsay

13. Correspondence Received

*Correspondence
Received*

13.1 Aspen View Public Schools

13.2 Notice of Liability sent by the public

13.3 Alberta Minister of Education

14. Correspondence Sent

Correspondence Sent

14.1 Alberta Minister of Education

Trustee Craig Whitehead moved:
“to adjourn to return at 5:25 p.m.”

*Adjourn to In-Camera
6901/22*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The March 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

March 2022



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

01 Facility Services



The Three-Year Capital Plan has been developed and will be presented at the board meeting. See the detailed document on the Division website. Galbraith Elementary School is the #1 priority in the Capital Plan.

Plans have been underway for a renovation to Victoria Park High School. On March 8th, Trustees were provided a presentation from Victoria Park Administration on the educational program and supports provided to students and "why" the renovation is important to student learning. Daniel Heaton, Director of Facility Services, presented a scale model of the school and how these renovations could be phased in over three years based on available funding. The Division expects to receive details on Capital Maintenance and Renewal (CMR) and Infrastructure Maintenance and Renewal (IMR) funding by the end of March. The first phase of the project would address the priority of ventilation and accessibility within the school. The Board of Trustees will review the request to approve the renovation project at the board meeting.

Planning for the new West Lethbridge Elementary School in Garry Station is progressing very well. The Division has been working with bridging architects on schematic design and the project has now moved into design development. As this project is included with four other school projects in the province as part of a P3 (Public, Private, Partnership) bid and build methodology for construction, a lot of work is required up front by all parties in a short period of time. The Division has also received confirmation that Alberta Education will provide up to \$250,000 of funding towards the playground at the school site.



Sign, sign,
everywhere a sign...



Facilities department installing several signs to improve safety in our buildings

Provincial Budget Highlights

The Province of Alberta announced the budget on February 24th. Grant rate increases were provided for the base grant, plant operations and maintenance, and transportation grants. Although these rate increases were provided, due to "bridge funding" that was provided when the new funding model was introduced for the 2020-2021 school year, it is likely that no overall increase in funding will be realized for enrolment growth and grant rate increases. This means that overall provincial funding will remain at \$110 million as in the 2020-21 and 2021-2022 school years. Details will not be known until the Division receives the funding profile near the end of March. There was good news in additional grants that will be received on top of the funding profile. These included grants for curriculum implementation and student well-being. Details will be provided by the end of March.



Budget Development

Budget development for the 2022-2023 school year began on February 1st when the Division hosted the Town Hall meeting. This community engagement was the start of the budget development process as seen in the picture above. Information gathered from this meeting has informed the Board's strategic priorities and will guide the development of the budget. The Board of Trustees have taken the information from the Town Hall and developed strategic priorities and budget belief statements for the 2022-2023 school year. This information will be key to the allocation of funding that will be received by the Province. School Divisions will be provided with provincial funding allocations by the end of March. Once the funding allocations are known, the Division, through the Instructional Budget Committee, will begin developing budget allocations based on the priorities. The Instructional Budget Committee has met on March 8th and March 22nd and has begun discussions on priorities for the 2022-2023 budget. Further updates will be provided as the Division moves through the budgeting process.



03

Occupational Health and Safety



COVID Restrictions lifted, however enhanced cleaning and sanitization protocols continue to keep our students and staff safe. Thank you to all staff who make safety a top priority in our facilities.

Division Workplace Health and Safety Committee Meeting was held March 7th. Committee members reviewed incident reports to February 28th and learned about SIVA Safety Tips (below). Safety reminders were provided related to roof ladders, safety signage, and keeping OHS Bulletin Boards updated.

Staff Training

- First Aid training for Caretakers and Maintenance personnel.
- Nine caretakers have enrolled in the SAIT 5th Class Power Engineer course. The Division is supporting caretakers by purchasing textbooks and providing tutoring for the cohort of staff enrolled. The course is from March to September followed by an exam from Alberta Boiler's Safety Authority (ABSA). After successful completion staff will receive 50% reimbursement of the cost of the course.
- This year, over **70** staff have participated in SIVA (Supporting Individuals through Valued Attachments) Training. SIVA Training provides a holistic relationship based approach to supporting individuals with challenges and complex needs.



SIVA Safety Tip

When a student becomes dysregulated, they may engage in behaviors that have the potential to cause harm to themselves and others around them. SIVA (Supporting Student through Valued Attachments) is a program that provides a philosophical framework and practical application that when implemented in conjunction with our Division's supporting documentation, such as a student's Individual Support Plan and Behaviour Support Plan, helps to ensure that safety is maintained. SIVA Training is provided by our in-house trainers throughout the year and all staff are encouraged to take advantage of this professional learning opportunity.

One of SIVA's foundational strategies to maintain safety for all is to remember that **SPACE IS YOUR FRIEND**. If there is one thing the past couple of years have taught us, it is how to maintain a safe space between yourself and others. This is also important when supporting students with a history of physical dysregulation and/or when a student has escalated to the point of aggressive behaviour.

It seems like a simple thing to keep in mind but it's hard to maintain space, especially if it appears a child may become injured through their own actions or when property is damaged or destroyed. And yet, unless the "student's behaviour poses significant imminent danger of serious physical harm to self or others" (Lethbridge School Division Policy 502.1.4), staying back is exactly what you need to do.

Technology 04

The technology department has been busy with many projects which include:

- Supporting schools with student registration for the 2022-2023 school year.
- Moving all staff to multi-factor authentication by the end of June.
- Supporting the planning for electrical and data for the new Garry Station school currently in design development.
- Working with Senator Joyce Fairbairn to pilot new copier software that will track spending on copying by staff member to create usage awareness.
- The team will be participating in the Career Transitions fair, EPIC. The team will be telling students about careers as a technology professional.
- Jesse Sadlowski, Director of Technology and Innovation has taken the lead on the Southern Alberta Computer Consortia (SACC) RFP process for procurement of technology. There are seven other school boards that will be part of the RFP process. The RFP will be issued in April.
- The team has started implementing a new service ticket system. The new system "Fresh Service" will provide more data for the technology department to improve service levels and will be easier for staff at schools to use when they require support with a technology matter.
- Lethbridge School Division will be hosting a round table in April that includes school boards in Zone 6 and ATLE. The round table will have participants discussing tools for the prevention of cyber attacks.
- The team will be working with ATLE on a Privacy Impact Assessment (PIA) project to assess the privacy impacts of a variety of software used in schools.



Want to build a school? The technology department is supporting a division wide MINECRAFT Build a School Challenge for students in K-9. Students will construct a school using the software program MINECRAFT. The deadline for students to submit their entry is May 31st.



Technology integration
is not an event.

It should be an
everyday part of
our classroom...
like crayons
and breathing.

05 Transportation

Southland Transportation, Holy Spirit Catholic School Division, and Lethbridge School Division, reviewed possible transportation routes and developed new bell times for the 2022-2023 school year. These bell times were created with the goal to correct routing and timing issues experienced in the 2021-2022 school year.

April 7th, 2022



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 drivers attention, and vaccination and testing requirements.

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.

WINTER WEATHER ADVISORY

During the winter roads may also be congested and slippery resulting in possible traffic and bus delays. Parents/guardians whose children take a yellow school bus can view the status of their bus on the bus route monitoring app, MyBusStop.ca or visiting myschoolbusmonitor.com.

During the winter season Lethbridge School Division reminds parents/guardians of the following:

- Children should be well prepared for the weather.
- Families should ensure that they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school (i.e. with a neighbor or a nearby relative).



Other Matters 06



Happy 25th Anniversary to the South Region Parents as Teachers. Parents as Teachers is located in Dr. Robert Plaxton Elementary School. Parents as Teachers is an innovative, evidence-based model using the best research available on child development to provide the information, support and encouragement parents need to help their children develop optimally during the crucial early years of life. Parents as Teachers model-certified home visitors deliver four components of a cohesive package of services that are designed to identify and build on family strengths, capabilities and skills and build protective factors within the family.

Important meetings/events for March:

- Urban School Insurance Consortium (USIC) Risk Management and Claims committee
- Monthly insurance broker meeting with Marsh
- Joint meetings (weekly) with AB Infrastructure, AB Education, and OTA Architects re design of Garry Station Elementary
- Meetings with Melcor re Garry Station school site development
- Generative Dialogues: Plaxton and Lakeview, Lethbridge Christian and Immanuel Christian Secondary
- Southland and Holy Spirit SD meetings re 2022-2023 bell times
- Board Strategic Planning Meetings
- AB Education and stakeholder budget information meetings
- Instructional Budget Committee Meetings
- Attwell Staff and Safety Meeting
- Division Workplace Health and Safety Committee
- Facilities Committee Meeting
- Board Committee of Whole Meetings: Victoria Park Renovations, Indigenous Education, Budget Update
- Garry Station power and data meeting
- Parents as Teachers 25th Anniversary event
- Westminster, Lethbridge Christian, and Plaxton School Council Meetings
- Community Engagement Committee Meeting
- Elementary, Middle, and High School Administrator meetings
- Education Centre Leadership team meeting
- Administrator Committee Meeting
- Administrator Committee PL
- ATA Working Conditions Meeting
- Dr. Robert Plaxton Elementary School- Mars Month visit
- Student Performances:
 - WCHS Shrek the Musical
 - Lakie Dance Show: UNITE
 - LCI Dance Show: AWAKENING

STUDENT PERFORMANCES



WCHS Shrek the Musical



G.S. Lakie: UNITE



LCI AWAKENING

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

The March 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 REPORT - INSTRUCTIONAL SERVICES

MARCH 2022

MARCH IS WOMEN'S HISTORY MONTH

IMPORTANT DATES

March 15th- Poverty Intervention Committee
March 16th SIOP Training
March 17th- Indigenous Education Team meeting
March 23rd- Indigenous Education Committee #2
March 23rd- Anti-Racism and Anti-Oppression Committee
March 28th- Learning Commons Facilitator meeting
March 29th- LST- MS/HS
March 30th- LST- Elementary

PARENT SUPPORT

In the past three weeks we have answered and supported queries related to the following issues:

- Specialized programming for exceptionalities
- High school/dual credit programming
- Retentions
- At-risk youth and crisis response



CELEBRATIONS AND CONGRATULATIONS

Congratulations to Jackie Fletcher who will be taking over from Ann Muldoon under the umbrella of Inclusive Education. Goodbye to Melinda Moore Instructional Services Administrative Assistant we wish her safe travels to Creston where she will be starting a new position.

WELLNESS

Wellness Grant 21/22 final reports are due [Friday May 27th](#), Wellness Grant Applications for the 22/23 school year are due by [Friday, June 10th](#), Health Champs will be sharing a mini-wellness survey out to schools to determine direction/focus for the next school year. We recognize that wellness will need to continue to be a focus coming out of the pandemic.

The Child and Youth Wellbeing Review, which includes 10 recommendations for the province can be viewed [here](#). Activity and providing social learning opportunities are a common, repetitive theme throughout the review and identified as a need for all age levels.

Wellness Visioning Process- Moving into 2022-23 we know we must ensure we support students as they present with wellness struggles. We also recognize that we instruct students from where they are, and we need to be mindful of not using deficit-based language when discussing "gaps" or when students are not "where they are supposed to be". While we understand the government has already indicated that students have literacy "gaps" because of the pandemic we also are seeing students who are needing enhanced learning opportunities that support social emotional development and interaction and physical movement opportunities. The Division is currently doing an inventory of all the practices/interventions we use/implement to support student wellness including health curriculum, physical education, counselling, nutrition, digital citizenship, health champions and interventions that Human Resource supports for our staff. We recognize as we move forward, we will need to be very deliberate and purposeful around Wellness curriculum and develop a scope and sequence that continues to offer Universal Health learning.

The **Physical Education and Wellness Draft Curriculum** is accessible [here](#). Special thanks to our Health Champs for participating in reviewing the draft curriculum. We are hopeful that further adjustments will be made prior to the roll out of the finalized curriculum.

SPANISH BILINGUAL PROGRAM REVIEW – STAFF SURVEY

The final part of our Spanish Bilingual Program review took place with the very staff who have shaped and supported the program to become the success that it is!! Below is a summary of the feedback we received from staff. Overall, the staff are pleased with the opportunity to improve their pedagogical skills. Words used by the Teachers to describe the Spanish Bilingual Program- passionate, culturally rich, unique, supportive, challenging for students, welcoming.



When asked about methods or tools used to assess Spanish competency currently there is not a standard practice, however teachers are using many strategies including written assessments, reading quizzes, informal student observations, observations and checklists, one on one conversations, listening comprehension (observation), comprehensible input (method to assess comprehension). This is an area we will continue to support teachers so that there can be common language from grade to grade as we continue to move forward. Overall teachers shared a pride in the program that is shared with the students and parents, they also shared a collaborative energy among the Spanish Bilingual staff, they genuinely support one another and team regularly. Teachers also shared that as the program has grown, they have discussed and implemented program scope and sequence so that they are intentionally building on the growth of the Spanish language at each grade level. The cultural learning opportunities are deeply appreciated and inspire Spanish learning.

INDIGENOUS EDUCATION

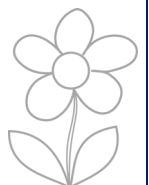
Graduation (Date TBA) - We are hopeful to be able to host an evening like we have pre-pandemic!! Exciting! We will be confirming this date in the next two weeks.

Post secondary event- our Indigenous Education Graduation Coaches have been working very hard to support post-secondary connection and orientation sessions for our students. A special thank you to Marley Heavy Shield, Amelle Weasel Fat and Juliet Toledo for all their work in this endeavor.

Melissa Purcell (ATA) presentation to the Board- Melissa and Morag presented to the Board March 15th. Truth and Reconciliation, current trends in Indigenous Education and current structure/supports in our Division was the focus.

Indigenous Education Survey- A survey went out to our Indigenous Education Committee exploring strengths and areas to grow. **Positives** mentioned included the work our teachers in the Indigenous Education portfolio are doing shifting and supporting teacher practice, resource availability, field trips in the outdoors (land-based learning), teachers are making their own community connections versus the model years past, grad coach support is appreciated at the High School level. **Areas to improve** include offering more cultural opportunities at the school level, involving student leadership/mentorship, recognition of culturally meaningful days that are indigenous, more staff of indigenous ancestry in our system, more Blackfoot Language learning opportunities.

Think Outside- Jenna, Shawnee and the Helen Schuler Centre are excited to announce the Spring session of "Think Outside" they will be at GS Lakie and Senator Joyce Fairbairn supporting outdoor, place based, movement oriented, cross curricular learning activities. Morag is currently writing a grant in attempt to secure further funding to extend "Think Outside" into the elementary grades (grade 4/5 pilot) for 2022/23



EARLY EDUCATION

March 16 and 17 - Hanen Teacher Talk Session B is being offered to kindergarten educational assistants (who have already completed session A)

March 4 and 25 - Hanen Learning Language and Loving It sessions 4 and 5 will be offered for Early Education Program (EEP) staff. Sessions will continue throughout the spring.

Families of children entering EEP in September will be notified of their placement outcome. Following registration, they will be invited to complete an Ages and Stages Questionnaire (ASQ) and participate in a speech-language check in.

DUAL CREDIT/CAREERS DEVELOPMENT & EDUCATION

As we continue to build more opportunities for our students with our post-secondary institutions in our region, a need has been identified to articulate what our division is currently doing to comprehensively support Careers Development/Education. Andrew Krul, Off Campus Coordinator, Kathy Mundell, Counselling Coordinator and Morag Asquith are working together on creating a "Career Development/Education Manual" that shares the work we are doing, and the programs offered in Lethbridge School Division. It is anticipated that this Manual will be available in the Fall of 2022. We have discovered that our community and many students are not aware of the amazing opportunities that are offered that create opportunities for careers learning (i.e., RAP, Work Experience, Dual Credit, Health/CALM, Knowledge and Employability, Grad Coaches, MyBluePrint).

ANTI-RACISM & ANTI-OPPRESSION COMMITTEE – POLICY WORK

The draft of the Anti-racism, Anti-oppression Policy has been completed by the sub-committee of the Anti-racism, Anti-oppression Administrators' Committee, we are looking forward to submitting it to the Policy Committee for April 6th's Policy Advisory Committee meeting after we have shared it with our Administrators' Committee meeting on March 24th.



MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The March 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
March 22, 2022



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 9 teachers to the substitute list in the past four weeks.
- Adding 9 support staff to the substitute list in the past four weeks.
- Onboarding 17 new staff members in the past four weeks.
- Extending 24 teacher contracts in the past four weeks.
- Facilitating the hiring of 18 teachers in the past four weeks.
- Facilitating the hiring of 15 support staff in the past four weeks.

Other Highlights

- Associate Superintendent Mike Nightingale participated in the Board strategic planning retreat.
- Associate Superintendent Mike Nightingale met individually with 23 school-based administrators to discuss their future plans.
- Associate Superintendent Mike Nightingale participated in instructional budget committee meetings, to help determine priorities for the 2022-23 budget.
- 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 Education Centre Leadership Team meeting.
- Director of Human Resources Rhonda Aos and Human Resources Coordinator Stacey Wichers in partnership with members of our facilities department, helped to organize 5th class power engineering tutoring sessions for CUPE 290 staff. A big thank you to Clint Patrick, Trevor Leusink and Patrick Steed for facilitating tutoring sessions!
- Director of Human Resources Rhonda Aos, Human Resources Coordinator Stacey Wichers and Principal Broc Higginson are facilitating a professional learning opportunity for CUPE 290 supervisors that focuses on leadership in the school caretaking context.





2022-23 Staffing Update

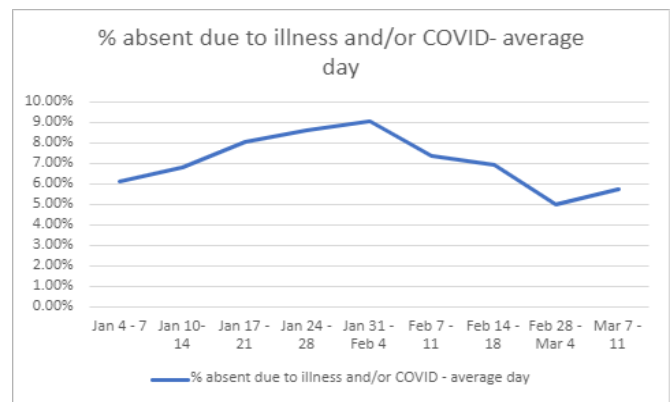
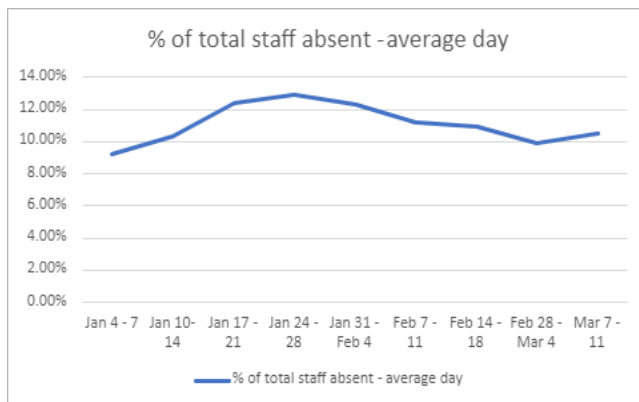
The 2022 – 23 staffing process for the division is underway. Although, we are waiting for student enrollment and more budget details, we are preparing for next year's staffing process:

- The hiring process has been completed for the Director of Inclusive Education position.
- The hiring process is in progress for vacant Principal positions.
- School based administrators have identified staffing priorities for the 2022-23 school year through the instructional budget committee.
- The Human Resources department and school administration are working to reconcile school staffing lists, staffing allocations and contracts.

COVID-19

The Human Resources department will continue to work closely with schools and staff as we navigate the challenges created by COVID-19. The department has been providing, and will continue to provide significant support in relation to:

- Leave Management
- Hiring
- Accommodations
- Substitute and casual replacement
- Data collection
- Providing staff with Employee Family Assistance Program resources



MEMORANDUM

March 22, 2022

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
Superintendent



Division Domains and Priorities for 2021-2022

Division Domain: Local and Societal Context

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

Division Domain: Governance Outcomes

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

Division Domain: Student Growth and Achievement Outcomes

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

Division Domain: Teaching and Learning Outcomes

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

Division Domain: Learning Support Outcomes

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

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

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- The Division engaged parents and community members in Draft Curriculum Feedback.
- Student Leadership, Mentorship and Wellness Series is a collaborative program with all middle and high schools in the Lethbridge School Division as well as Zone 6 School Divisions. The most recent session held March 15 explored the Eight Pillars of Wellness: physical, emotional, spiritual, social, occupational, financial, intellectual, and environmental.
- Town Hall
- Community Conversations

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.
- Dual credit courses for high school students are being implemented this semester in partnership with Lethbridge College and the University of Lethbridge.
- Cheryl and Morag met with Career Transitions, Palliser School Division and Southland to discuss how best to continue to support Career Development and Education in our schools and in partnership with post-secondary and trades.
- Southwest Collaborative Support Services Leadership Team (Education, AHS, CFS, FSCD) met on March 11. We continued to plan for contracted services (physiotherapy, complex communication, audiology and teachers of the deaf and hard of hearing and visually impaired) for the 2022-23 school year. We also reviewed budget and had presentations by Inclusion Lethbridge and the Family Resource Network.
- Ann Muldoon, Kathy Mundell and Morag Asquith met with the YMCA to explore opportunities to continue to engage and support students who may experience engagement challenges.
- Bev Smith attended a Lethbridge Immigration Partnership meeting on February 1.
- Lethbridge School Division met with Palliser School Division and Aspen View Public School to coordinate a province wide panel; discussion focused on network security.
- We continue to have discussion with the faculty of Education at the U of L regarding offering a summer session course that will focus on creating 360 video content for the classroom that is K - 5 curriculum specific.
- Joint School Boards and City Council meeting.
- Meeting with City of Lethbridge regarding advocacy related to change to CityLink system to assist students and families for transit outside of school.
- Human Resources attended a Certified Human Resources Professional (CPHR) meeting allowing the Division to collaborate with Human Resources industry within Alberta.
- The Division met with the Alberta Technology Leadership Education (ATLE) to discuss the current state of technology in the province. The Lethbridge School Division is also an active member that is part of a larger ATLE project that will provide much needed groundwork in evaluating companies regarding security and privacy.
- Lethbridge Tech Department will be hosting a provincial round table discussion focusing on network security on April 5, 2022. The round table will include input from Edmonton Public, Palliser, Aspen

View and Black Gold. Several School Divisions in the province have already signed up to join the conversation.

- The Technology Department met with Bell regarding Alberta Infrastructure moving to SuperNet 2.0. At this point there are some slight advantages to SuperNet 2.0, but we will continue to run our legacy connections because of a slight price increase to move to the new structure.

DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION

Literacy

- Bev, Michaela, and Karen continue to make plans to support teachers with PL around literacy, numeracy, as well as sessions specific to building capacity for curriculum implementation.
- Bev and Michaela joined Karen in meeting with each school's administrative team to discuss literacy and numeracy data at both the Division and school levels.
- Literacy Residencies continue with Bev modeling best literacy practices in classrooms and then working alongside of the teacher to implement those practices. In schools where more than one teacher is participating, the residencies were modified for the well-being of students and staff. The lessons were recorded and then Bev met with all teachers afterwards on TEAMS to review the lesson and provide Professional Learning.
- Bev provided Fountas and Pinnel Benchmark training for elementary teachers who were hired to our Division after the fall training was provided.
- Bev attended the Southern Alberta Professional Development Consortia (SAPDC) Literacy Committee meeting.
- The teacher's book club, focussing on "Sometimes Reading Is Hard" met and had a visit from the book's author, Dr. Robin Bright.

Numeracy

- Bev and Michaela joined Karen in meeting with each school's administrative team to discuss literacy and numeracy data at both the Division and school levels.
- "Effective Practices for Mathematics Instruction" flipbook will be an area of PL for teachers in April.
- Michaela continues to build capacity with teachers on the Building Fact Fluency Kits with elementary, middle and high school teachers.
- The new Math curriculum is to be implemented in September 2022. The grade levels for implementation have not yet been determined. Workshops to support teachers and administrators in this endeavour are being planned for May.

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

- Dual credit with Lethbridge College has commenced for second semester registration they are offering; Agricultural Finance, Psychology, Marketing, Geology, and Animation, the College is very open to exploring options or interests for our high school students.
- Dual credit courses offered with the University of Lethbridge this semester are Liberal Ed 2200, Management 1070, and Genetically Engineered Machines (IDST 3200).

- Second 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).
- Our Off Campus Department is partnering with our Counselling Department to explore a service that 5th on 5th is offering around resume writing and post-secondary exploration.
- The Technology Department will be presenting “Technology Professional” at Career Transitions EPIC event. EPIC is a great event that exposes students to several carriers.
- Morag is working with Andrew Krul (Work Experience Coordinator), Kathy Mundell (Counselling Coordinator) and Administrators on a Careers Development/Education Manual to create greater systemic alignment and clarity with R.A.P., CALM, Health, Work Experience, Dual Credit and Career Explorations.

Transition Strategies

- As new measures are announced such as the revised provincial guidelines for education released January 7, 2022 (mitigation measures such as masks and/or reporting processes), the Division keeps schools and parents informed.

Innovation and Technology

- The Lethbridge “Designing a School ”in Minecraft challenge has been released and launched. We are very excited to see what ideas students come up with.
- We have been working on sending out registrations for returning students, at this point all elementary schools' registrations have been sent out.
- We have started to install new local servers at our elementary schools. The new servers will be more reliable and all around, we should see a slight increase in performance.

Early Learning

- Early Education Program Expression of Interest has closed. Families will be notified of placement outcomes by early April. We are still taking registrations.
- In partnership with Family Centre, all new families to the division in EEP or kindergarten will be invited to complete an Ages and Stages Questionnaire. This will provide information on development and assist in program planning.
- Session 5 of Hanen, Learning Language and Loving It training will be held on March 25. This training is a professional development foundation within Lethbridge School Division’s early childhood programs.
- Alberta Education PUF Verification files were submitted January 14. Alberta Education has not yet communicated the results.

Indigenous Education

- 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 20 (Residential School Theme with Writing on Stone visit), November 1 (Indigenous Education Teaching Strategies and Metis Culture), February 7 (Pemmican making and Traditional Games) and April 11 (Tipi Teaching).
- Grad Coaches held an Indigenous Student Recruitment Day at Chinook - it was attended by over 100 students!!
- Our three Teachers – Indigenous Education attended The Gathering PL in Edmonton March 14-16 we look forward to hearing what they have learned.
- Morag Asquith and Melissa Purcell (Alberta Teachers Association) developed and presented a learning session for the Board on Truth and Reconciliation and where we are at in the Division with regard to supporting our learners of Indigenous ancestry and Indigenous Education work.

Wellness

- Anti- Racism and Anti-Oppression (ARAO) Administrators' Committee will be reviewing the sub-committee Anti-Racism/Anti-Oppression Policy draft March 23 and Administrators' Committee will be reviewing the Policy draft March 24 prior to the Policy Advisory Committee reviewing the first reading April 6.
- We are excited to continue Wellness Visioning in our Division. It is a complex and multi-systemic process that requires feedback from Schools, Health Champs, Wellness Teams, HR, Nutrition, Students and Board. We look forward to continuing to grow as we build a greater understanding of our entire system, recognizing that wellness is a primary focus during the Pandemic.
- Morag met with Health Champions to review the K-6 Physical Education and Wellness curriculum, several recommendations from this review will be shared with Alberta Education.
- Wellness Grant final reports will be due in May, and new Wellness Grants for the 22-23 school year are now shared. A follow up from the Health Champ meeting is for school teams to reflect upon and share what they are doing inside and outside the classroom to promote physical activity, social emotional connection with self and others and healthy eating choices.

Diversity

- We continue to meet regularly as an Administrator Committee to address anti-racism and anti-oppression in our system and update and facilitate professional learning related to this very important issue that we encounter.
- A group of Administrators connected with Karen Rancier and Kathy Mundell to touch bases and reflect upon the status of "where we are at" with regard to moving Positive Spaces work forward in our Division.
- We are so fortunate to have welcomed many newcomers to our school division since the start of 2022 from Bangladesh, Somalia, Nigeria, Nepal, Eritrea, and ten other countries around the world. On March 17, we continue with intakes that include a family of four children originally from Syria and one student from Ukraine.
- Instructional Services is working with Red Crow College to facilitate practicum placements in LSD for students in the Spring we are excited to be able to facilitate these placements.

International Programs

- Our International Program continues to grow. Most students have been double vaccinated prior to arrival. We will be welcoming approximately 70 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

- 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. The meeting in January focused on Instructional Leadership and Personnel Processes.
- April 14 New Admin Mentorship Program session will focus on Professional Learning.

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

- Lethbridge School Division employees have been assigned 6 courses in Mimecast that focus on basic user level cyber security training. We hope this additional training will help staff recognize and report malicious emails and overall help keep our network a safer place.

- Human Resources provides New Hire Orientations twice per month in February.
- Trustee Orientation Sessions. The last session was held on March 15 focusing on the topic of “Indigenous Education Truth and Reconciliation.”
- Think Outside will be “revving their engines” for the Spring and providing sessions to our Division. Think Outside is a joint program that started in 2020 to promote learning outside, cross curricular learning and weaving Indigenous land-based learning together.
- Our Early Learning Team are hosting a session for kindergarten educational assistants on “Teacher Talk” on March 16 and 17. This is a follow-up to a session offered in November.
- On March 16, Bev Smith is hosting the second session in our series on Sheltered Instruction Observation Protocol (SIOP) model to support English Language Learners.
- Nine caretakers have enrolled in the SAIT 5th Class Power Engineer Course. These caretakers will be taking this course online from March to September.
- Caretakers and Maintenance staff attended first aid certification in late February and early March.
- CUPE 290 Leadership training offered by Human Resources takes place March 18.

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. The session on January 14 comprised of a “principal” panel of experienced leaders who responded to common questions and concerns of beginning teachers.
- March 11 Teacher Induction Program focussed on Indigenous Ways of Knowing hosted by Shawnee Big Bull, Melanie Morrow and Jenna Jewison. We have one more session on April 8 that we are hoping to deliver using a hybrid method. This session will focus on ‘best practices’.

DOMAIN: Learning Supports **PRIORITIES: INCLUSION**

Building Staff Capacity to Meet the Needs of all Learners

- All Division schools have now submitted their support projections for 2022-23, and these will be used to make decisions about Team EA support for next year.
- Our next Learning Support Teacher meeting is on March 29 for middle and high schools and March 30 for elementary.
- The Inclusive Education leadership team is working with Division therapists to review the referral process for schools and to explore ways to make the caseload more manageable while maintaining excellent service.
- Bev has been working in Limited Formal Schooling and Transition classrooms with teachers new to ESL programming.
- Division therapists, psychologists, Behaviour Support Team, and Student Support Worker-ESL continue to be very busy in schools supporting staff and students.

Collaborative Partnerships to Support Learning

- We have been working closely with Immigrant Services and Alberta Education to support new students from outside Canada. Recently this has involved addressing issues around incorrect information on immigration documents, especially birthdates, which can significantly impact school placement.
- Ann continues to be involved in planning meetings with school staff, Division personnel, and community partners to plan collaboratively for student support (complex physical/medical needs) or transition (school to adult services, hospital to school).
- Division and school staff support the work of the AHS Child Development Clinic by providing impact statements for students who are being assessed for autism. We have received many requests

throughout February and March, but we appreciate the opportunity to be involved in the process and to attend debrief meetings with medical professionals and parents.

- Inclusive Education also works collaboratively with the FASD Clinic and has provided release time for teachers to attend debrief meetings. Collaboration in this process helps us build understanding about a student's strengths and needs and contributes to the support planning process.

Cross-Ministry Initiatives

- The leadership team (Education, AHS, CFS, FSCD) for Southwest Collaborative Support Services (SWCSS) met on March 11. Discussions around budget and shared contracted supports (e.g., physiotherapy, teachers of the deaf/hard of hearing and visually impaired, Complex Communication Team) for the 2022-23 school year have begun. The next meeting will take place on April 1 and include the Executive team, as we will be discussing budget and contributions from each of the school divisions. Morag and Ann will attend.

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

- Weekly meetings started in October working with Bridging Consultant on the design of the new Elementary School in Garry Station.
- Wrap up of \$4 million Infrastructure and Energy Improvement Project with Johnson Controls.
- Planning work for Galbraith modernization needs assessment and visioning session to be held May 10 and 11.
- Planning session with Victoria Park administration staff on upgrades to the school. Presentation to Board of Trustees on March 8.
- As schools start to explore learning outside more schools are also looking at developing their outdoor learning spaces.
- 2022- 2023 to 2024-2025 Three-Year Capital Plan has been developed. The plan includes eight modernizations with Galbraith Elementary School being the #1 priority in the capital plan. A new elementary school in the south end of West Lethbridge is still being requested to address future enrolment growth in west Lethbridge.
- Letter of confirmation from Alberta Education that the new elementary school in west Lethbridge in the community of Garry Station will receive \$250,000 of funding support towards a playground.

Other

- The 2021-2022 Lethbridge School Division Re-entry Plan, Restriction Exemption Program for extra-curricular activities, and COVID notification protocols are updated and communicated when changes are made at the provincial level.
- Work has begun on the development of the 2022-2023 operating budget.

MEMORANDUM

March 22, 2022

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:

The following students and staff will be awarded at the 2022 Lethbridge Sport Council Achievement Award Ceremony in April:

- **Jacob Sargent** (Chinook) – Junior Male Athlete
- **Mikka Eaves** (LCI) – Junior Female Athlete
- **Brad Dersch** (G.S. Lakie Vice Principal) – Shaun Ward Sport Champion

Immanuel Christian Elementary Showcase:

There are many highlights at Immanuel Christian Elementary School this year! This year our school received new Teaching for Transformation graphics to display in classrooms and throughout the school. These graphics were designed by Peter H. Reynolds, author and illustrator of the *The Dot*. The ten characters displayed in the graphics align with the Biblical through lines woven through the curriculum and serve as reminders of the parts we play in God's story.

ICES continues to serve our local and global communities through various projects. Once again, ICES had two successful food drives for the Interfaith Foodbank along with a clothing drive (socks, mittens and toques) for Streets Alive and Harbour House. As is our Christmas tradition, students at ICES contributed money they earned of their own accord (baking, shoveling snow, chores) to Compassion Canada. These funds were then designated by each classroom for specific items in the Compassion Canada Christmas catalogue supporting global initiatives. During the February noon recesses, we were pleased to offer a Grade 5 basketball skills camp twice per week for four weeks. All Grade 5 students had the option of participating; skills were developed and fun was had by all! Thanks to the Division Curriculum Resource Centre, students enjoyed the opportunity of using the gymnastics equipment for the month of January and curling resources in February.

This year we are building community through our monthly Eagles Days where everyone is encouraged to wear ICES school colours. In an effort to gather our school community together,

Monday morning acknowledgements are led by various cohorts on Teams and provide a virtual opportunity for students to connect with one another. Additionally, our chapels have been pre-recorded for school community to access and enjoy. Moving forward, we anticipate transitioning to in-person gatherings to further build community at ICES.

École Agnes Davidson Showcase:

École Agnes Davidson is moving along with immense success in our first year as a French Immersion Single track school. In September, we welcomed about 200 new students to our school along with 10 new staff members. We have gelled as a school community although we are excited for the time when we can have a whole school assembly to really connect. We will be moving slowly with Grade level assemblies as the spring progresses now that the Covid restrictions have been lifted. February and March are always extremely exciting at Agnes Davidson. February is our big month of Carnaval, the Quebec winter celebration. Students enjoyed snowshoeing, visiting with Bonhomme (the mascot of Carnaval), enjoying a tasty treat of Cabane a sucre (maple sugar in the snow), and a hot lunch of a pancake sandwich. We are now in our Science and Heritage Fair season. Although on a lesser scale than in years past, we were excited to open the opportunity up for our Grade 4 and 5 students. Now that we are able, we have also started adding some of our extracurricular activities. Choir will be up and running shortly along with our exceedingly popular Handbells group. We hope to have small-scale concerts / performances in the months ahead to highlight the students' hard work and commitment to these activities. Moving forward, we are looking at expanding our outdoor learning spaces as part of our commitment to the Indigenous ways of knowing and learning, knowing that being outside in nature is at the foundation. Some of our school reserve funds are being committed to this endeavor. Also, as our first year as a single-track school is wrapping up and the staff, students, and parents have gotten to know one another and what strengths each brings to the community, we are starting to look at who we are and who we want to be by re-examining our Mission and Vision. Lots of challenging work ahead but work that will bring value to our school community.

Lethbridge Christian Showcase:

It has been a great year so far at Lethbridge Christian School. Our student council has raised connection and excitement through hosting spirit days such as throwback Thursday, Tacky Tourist Day, Neon day, and fake-an-injury day just to name a few. We have also been engaged every Monday with Indigenous announcements led by Melanie Morrow, the elementary Indigenous Education teacher. Even though COVID made connecting somewhat difficult at times, our grade 1s were still able to walk through the St. James community and deliver Christmas cards to the residents. We are excited to have the return of field trips which has allowed our kindergarten class to go on nature walks at the Helen Schuler Nature Centre and our grade 8's participate in off-campus physical education trips including wall climbing and many fun adventures. In fine arts, our middle school band is excited to once again be participating in the Lethbridge music festival and plan to travel to Three Hills to participate with other Christian school Bands from across the province. With the lifting of restrictions, we are excited to resume full school assemblies/chapels and have experienced two so far. We are also

excited to look for opportunities to invite our families and the greater community into our building to showcase the additional classrooms and gym space that was built a year and a half ago and will work with the Lethbridge Christian School Society to plan an event to do so.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **COVID Highlights**

Background

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

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

March	29	Board Committee of the Whole 4:00 pm, Education Centre / Microsoft Teams
April	4	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	5	Board Committee of the Whole 3:00 pm, Education Centre / Microsoft Teams
	6	Policy Advisory Committee 12:00 pm, Education Centre
	6	ATA Local Council Meet & Greet 4:00 pm, Coast Hotel
	11	Team Lethbridge 4:00 pm, virtual
	15-22	Spring Break
	25	No School for Students Division-wide Professional Learning Day
	26	Board Meeting 1:00 pm, Education Centre
	27	Joint City of Lethbridge / School Boards Committee 9:00 am, City of Lethbridge

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: **Edwin Parr Nominee**

Background

On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association (ASBA). One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA. With many outstanding beginning teachers in the Division, it was certainly not an easy task to select a Division nominee.

The Lethbridge School Division nominee for the 2022 Edwin Parr Award is Ashley Zrim, a Grade 1 teacher at Senator Buchanan Elementary School. Some highlights regarding Ashley are as follows:



Principal Lenée Veres-Fyfe at Senator Buchanan Elementary School describes Ashley as a hardworking, dedicated, positive member of their staff who places students first in all that she does. She is the epitome of a role model for Senator Buchanan's students, and community. Right from the start of her contract, it was very clear that Ashley would be a special addition to Senator Buchanan Elementary School and the teaching profession. Whether it be differentiated, engaging lesson planning, relationship building, volunteering throughout the school, or collaborating with her colleagues, Ashley has excelled in every area.

Ashley conveyed, "I am very humbled and honored to be nominated for the Edwin Parr award. It is a remarkable feeling and a privilege to have my name chosen. Thank you to those who have nominated me and continue to support me as I begin my career path in the teaching profession."

Recommendation

It is recommended the Board receive this report as information and take the opportunity to have Ashley share her experiences during this year.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Provincial Champions**

Background

Provincial champions have been invited to attend the Board meeting.

LCI Wrestlers:

Payton Shields took gold in the female 61-kilogram division, while **Tamryn Bly** earned gold in the female 47-kilogram division.

On the male side, **Nolan Gobel** was golden in the 120-plus kilogram division, while **Solomon Prenevost** (68 kg) and **Ethan Boehme** (56 kg) took bronze in their respective categories.

Ryder Lowry earned a fourth-place finish (90 kg), while **Jager Sommerfeldt** (59 kg) and **Tyler Saruwatari** (98 kg) were both fifth in their divisions.

Rawley Selk (62 kg) and **Briggs Butler** (72 kg) earned sixth-place finishes.

Pat Selk and **Riley Ellis Toddington** coached the LCI wrestlers.

Chinook High School's **Reese Ferguson** also won silver in the female 57-kilogram division.

LCI's mixed Curling team earned gold at the 2022 Alberta Schools Athletics Association Curling Provincials. Team members: **Rhett Whittmire**, **Raquel Snideman**, **Bradley Pike**, and **Paige Snideman**. Coaches are **Cory Hoffner** and **Dave Fletcher**.

Recommendation

It is recommended the Board congratulate the athletes.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Intervention for Literacy and Numeracy (BOOST)/ Curriculum Update

Background

Karen Rancier, Director of Curriculum and Instruction, will provide a review of the provincially funded literacy and numeracy intervention program for grades 2-3. She will also provide a brief update regarding the status of curriculum implementation as announced by the province and plans to support teachers with new curriculum implementation.

Recommendation

It is recommended the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

March 22, 2022

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.

Trish Syme will attend the Board meeting and 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>
400.1.1	Sexual Orientation, Gender Identity and Gender Expression	Amended
401.8.3	Employee Assistance and Wellness Programs	Amended
404.6	Cocurricular Grants and Honoraria	Amended

Respectfully submitted,
Cheryl Gilmore



400.1.1 Sexual Orientation, Gender Identity and Gender Expression

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Policy

The Board is committed to establishing and maintaining welcoming, caring, respectful and safe learning environments that respect all sexual orientations, gender identities and gender expressions. All employees of the Division have the right to work in an environment free of discrimination, prejudice, and harassment. These fundamental rights are protected under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, the Alberta Bill of Rights, and Alberta Education Act.

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Regulations

1. In an atmosphere of mutual respect and appreciation for perceived and actual individual differences, staff with a diversity of sexual orientations, gender identities and gender expressions have the right to:
 - 1.1. be treated fairly, equitably, and with dignity and respect;
 - 1.2. have their privacy and confidentiality protected and respected;
 - 1.3. self-identification and determination;
 - 1.4. freedom of conscience belief, expression, and association in accordance with the Canadian Charter of Rights and Freedom and Alberta Human Rights Act;
 - 1.5. be fully represented in an inclusive, positive and respectful manner;
 - 1.6. have equitable access to supports, services and protections provided to all staff;
 - 1.7. have avenues of recourse, without fear of reprisal, available to them when they are targets of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
 - 1.8. have their identities, families, cultures, and communities included, valued and respected within all aspects of the school environment.
2. The Board is committed to implementing measures that will:
 - 2.1. define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects;
 - 2.2. ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively;
 - 2.3. continue to improve the understanding of gender identity, sexual orientation and gender expression;
 - 2.4. continue to support the safety and health needs of staff with a diversity of sexual orientations, gender identities and gender expressions;
 - 2.5. continue to evaluate inclusive educational strategies, professional learning opportunities, and administrative guidelines to

Deleted: Alberta Human Rights Act

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- ensure that sexual and gender minorities and their families are welcomed, included and treated with respect and dignity;
- 2.6. provide for all staff, privacy and safety when using facilities.

References

Alberta Education Act: 16, 31 C, D, E, F, 32 D, F, 33 D, 196 D, 197 A.1

Division Policies: Policy 400.1 Welcoming, Caring, Respectful, and Safe Work Environments, 402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace

Other:

- Canadian Charter of Rights and Freedoms
- Alberta Human Rights Act
- Alberta Freedom of Information and Protection of Privacy Act
- Alberta Teachers' Association Code of Professional Conduct
- Alberta Bill of Rights
- Employment Standards Act

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402.8.3 Employee and Family Assistance Program,

Policy

The Superintendent or designate shall oversee a program that promotes employee and family wellness. In addition, the Superintendent or designate shall oversee the Employee and Family Assistance Program (EFAP) in which provisions are made for confidential services for Division employees and their immediate family members experiencing social, emotional, mental or behavioural health problems that affect them personally and/or impair their job performance.

Regulations

1. Human Resources shall:
 - 1.1. inform employees of the EFAP services available through the Division's benefit provider; and
 - 1.2. promote access to services for employees and/or the employees covered family member(s) through the Division's benefit provider and EFAP services;
2. An employee may access the Division EFAP voluntarily or through a referral by Human Resources.
3. To voluntarily access the EFAP, an employee must be a participant in the Alberta School Employee Benefit Plan.
4. Employees participating in an approved treatment program, either through voluntary or mandatory referral, are eligible for sick leave benefits as specified in the collective agreements or employment contract.

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Deleted: <#>recognition of signs that may indicate the need for a referral to the EAP;and¶ interviewing and referring procedure for such employees.¶

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402.8.3 Employee Assistance and Wellness Programs...

5. In the case of a mandatory referral of an employee by Human Resources for treatment because performance of duty has been impaired, the following will be considered a condition of continued employment with the Board;
- 5.1, Acceptance by the employee of the referral;
- 5.2, adherence to the prescribed treatment program
- 5.3, improvement in the job performance to an acceptable level.
6. Whether the referral is voluntary or mandatory, the employee information will be handled confidentially.

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

References

Alberta Education Act: 226

Division Policies: 403.3 Employee Discipline, 600.1 Guiding Principles

Other: Alberta Labour Relations Code, Criminal Code of Canada, Canada Food and Drugs Act, Employment Standards Act, Collective Agreements, Employment Contracts

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Other Statutes: Alberta Labour Relations Code, Criminal Code of ¶
Canada, Canada Food and Drugs Act, Employment Standards Act

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404.6 Co-Curricular and Extra-Curricular Honoraria

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Policy

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Provision shall be made for co-curricular and extra-curricular honoraria.

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Deleted: <#>Grants may be provided to schools to assist with student activity program costs.¶

Regulations

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1. Honoraria in support of student activities shall be subject to annual review and approval as part of the Division budget process.

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- 1.1. Honoraria may be provided to recognize time donated by coaches/supervisors, to assist with student activities at Division schools.

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2. The principal of each school shall be responsible for the allocation of that school's co-curricular and extra-curricular honoraria.

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- 2.1. The school will provide a list to the Payroll Co-ordinator showing the individuals who are to be distributed a portion of the allocated honoraria.

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- 2.2. Subject to approval by the principal, employees may use some or all of their allocation to obtain up to 2.55 days of co-curricular and extra-curricular leave, with the money from their allocation being used to pay substitute costs.

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- 2.2.1. Employees must declare, at the end of the school year in which it is earned, what part of the money will be used to pay for substitutes for co-curricular and extra-curricular leave in the subsequent school year, and what part is to be received as an honorarium.

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- 2.2.2. All co-curricular and extra-curricular leaves the employee has declared and for which the employee is eligible under these regulations must be used before the end of the subsequent school year or they are forfeited. No payment will be made for days so forfeited.

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- 2.2.3. Co-curricular and extra-curricular leave day requests are granted at the discretion of the principal.

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- 2.2.4. Co-curricular and extra-curricular leaves may not be granted on Division or school professional learning days.

Deleted: <#>Lethbridge Automated Dispatch System (LADS)

- 2.2.5. Whenever possible, at least one week's notice prior to taking the days off using the absence reporting system.

Deleted: <#>shall be given to the Associate Superintendent, Human Resources prior to taking the days off.

Deleted: <#>The Employee Absence Report shall these days as "co- curricular days".¶

404.6 Co-Curricular Grants and Honoraria...

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- 2.3. Employees who do not wish to take all or any of the co-curricular and extra-curricular honorarium as leave will be reimbursed the monetary amount through payroll.

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LETHBRIDGE SCHOOL DIVISION

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

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References

Education Act: 53
Other Statutes: Alberta Labour Relations Code, Employment Standards Code
Division Policies: 404.3.1 Leaves of Absence, 503.5 Student Activities
Other: Employee Collective Agreements

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MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Board Budget Belief Statements

Background

During its 2022 Strategic Planning, the Board reviewed the Budget Belief Statements (attached) that will serve as a guide as the 2022-2023 budget is developed.

Recommendation

It is recommended that the Board adopt the Budget Belief Statements for 2022-2023 as presented.

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2022-2023 BUDGET

Lethbridge School Division is primarily funded by Alberta Education. The Board is legally obligated to create and approve the annual division budget and to fiscally manage the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the *Education Act*.

- The Board believes the Budget should be developed in the best interests of all students.
- The Board believes in a budget process that is open and transparent.
- The Board believes the Budget shall provide for staffing to facilitate educational opportunities for all students.
- The Board believes education at the primary level is foundational to student success, and as such is a priority.
- The Board believes funds need to be allocated to promote equitable access to educational opportunities and resources for all students.
- The Board believes in keeping Division and school levied fees as low as possible.
- The Board believes maintaining an uncommitted reserve is necessary for emergent and contingent situations.
- The Board believes opportunities for student learning are achieved by allocating funds to specific centralized programs and services.
- The Board believes in providing targeted opportunities to further innovative practices in schools.

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: 2023-2025 Capital Plan

Background

The Executive Summary to the 2022-2023 to 2024-2025 Capital Plan for the Division is provided for review. The 133-page detailed Three-Year Capital Plan will be located on the Division website.

Recommendation

It is recommended that the Board accept the 2023-2025 Capital Plan as presented.

Respectfully submitted,
Christine Lee

THREE YEAR CAPITAL PLAN

2022-2023 TO 2024-2025

Executive Summary

See the complete Capital Plan on the Division website



ON THE COVER:

*Dr. Robert Plaxton
Elementary School*



Lethbridge School Division's newest elementary school in south Lethbridge
Dr. Robert Plaxton Elementary School



Lethbridge
SCHOOL DIVISION

EXECUTIVE SUMMARY

Introduction

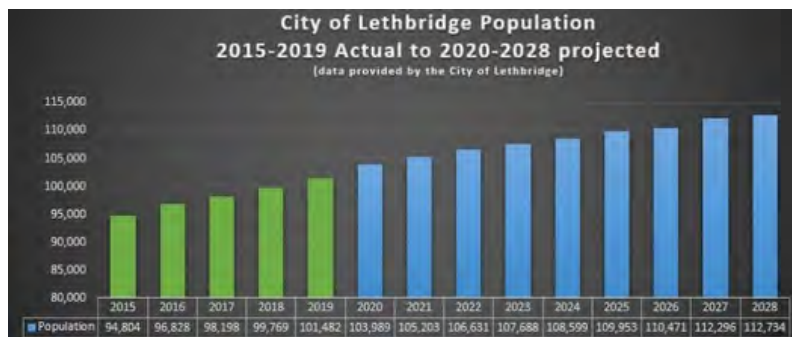
Lethbridge School Division ("LSD") provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The Division was established in 1886 and has proudly served our community for over 135 years.

LSD serves approximately **11,680** students from early education (pre-school) to grade twelve in 2021-2022. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty four (24) schools and four (4) institutional programs. Lethbridge School Division has 643 full time equivalent (FTE) certificated staff and 480 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2022-2023 to 2024-2025 is an analysis of future school capital needs for Lethbridge School Division to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

City of Lethbridge and Population Growth

Lethbridge School Division is the public school system for the residents of the City of Lethbridge. Lethbridge is a growing, vibrant city with over **101,482** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities, and green spaces. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it's anticipated to boost the population by **11%** from 2019 to 2028 from approximately **101,500** to **112,700** and anticipated to reach **150,000** residents by 2050..



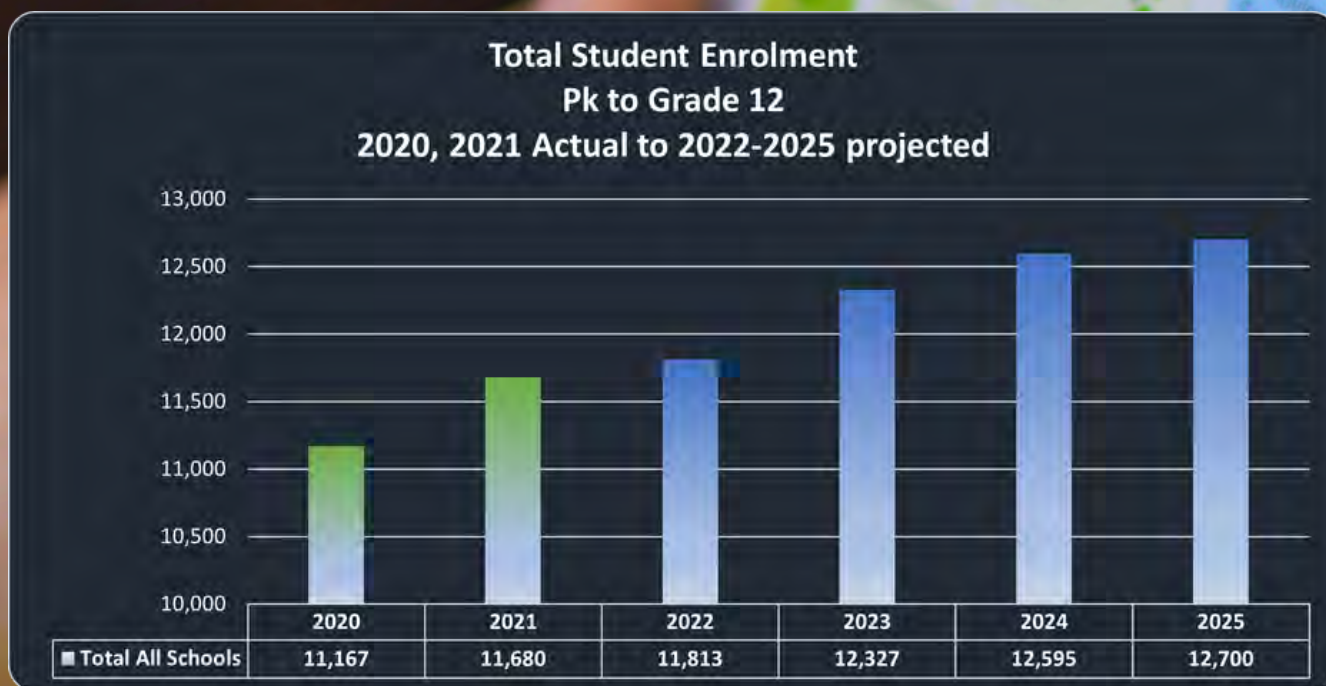
City of Lethbridge Development

Lethbridge is divided between North and South by a major highway (Highway 3). West Lethbridge is separated from both South and North Lethbridge by coulees and the Oldman River valley.

The City of Lethbridge, has identified areas for future growth and new neighbourhoods to support future growth. There are five main areas of growth identified. The very north of Lethbridge, south east Lethbridge and North, South and Mid west Lethbridge. West Lethbridge is the fastest growing community in Lethbridge and as such there is more area planned for future development in the west sector of the city. The City of Lethbridge planning department has also confirmed the need for two new public and one separate (Catholic) school in west Lethbridge siting anticipated growth of **1,758** students from age 5 to 19 in growth areas of West Lethbridge by 2028.



STUDENT ENROLMENT GROWTH



The school Division has experienced sustained growth over the prior five years, then experienced a significant reduction in 2020 due to COVID-19. As the chart above illustrates, Lethbridge School Division will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,595** students by 2024-2025. This is a growth of **915** students or **7.83%** from 2021. The Division will see further sustained growth reaching **12,700** students in five years which is an increase of **1,020** students or **8.73%** from 2021.

Over the three-year capital plan period, growth will be greatest in the south side of Lethbridge with an increase of **11.09%**. West Lethbridge which has been the highest growth area over the last few years and will have an increase of **8.93%**. North Lethbridge will see an increase in student population of **2.82%**. Interesting to note is that these enrolment growth factors do not take into account additional enrolment due to city economic development and new community development, such as the Southbrook subdivision that will provide approximately **400** elementary aged students in south east Lethbridge in the next 10 years. With the economic development that has been occurring in Lethbridge it is anticipated that the potential enrolment growth could be greater in every sector of the city.

ASSURANCE PLAN

Lethbridge School Division prepares an assurance plan as required by Alberta Education. The Board of Trustees of Lethbridge School Division approved the 2021/2022 to 2023-2024 plan was approved on May 25th, 2021 and Assurance Results Report for 2020-2021 on November 23rd, 2021. These documents are a highly collaborative effort and reflects the plans and annual Assurance Results Reports of each of the Division's schools, with input from partners, as the Division continues on the journey of innovating and improving practice. You will find Division priorities, trends, issues, opportunities, accomplishments and strategies that will provide Lethbridge School Division students with continued success. The Division is proud of the tireless efforts of our staff and students. This being said, Lethbridge School Division is continually committed to being better tomorrow than we were today. The 2021-2024 Assurance Plan and Assurance Results Report may be found on the Division's website.

FACILITY UTILIZATION

The school division begins to get concerned over space utilization when the utilization rate is over **85%**. When looking at utilization the Division considers not only base utilization but also core utilization. Core utilization takes into account the facility core learning spaces and does not include modular classroom facilities. Modular Classrooms may have been added to address immediate enrolment pressures, however through the facilitation of added enrolment may have exceeded rated core capacity. When this capacity gets very high programming space is impacted such as gymnasiums and learning commons.

This chart illustrates that the west sector will have utilization rates approaching 85% in next three years. Core utilization is especially high in the west sector of the city.

★ **Note that COVID-19 resulted in an impact on enrolment in 2020 and 2021 as such continues to have an impact on enrolment projections in the Capital Plan.**

73%

projected utilization rates by 2024/2025

69%

current utilization

Area Utilization by City Sector (Actual and Projected)

City Sector	Full Area		Projected Growth in three year period	Core Area Only	
	2021-2022 Actual	2024-2025 Projected		2021-2022 Actual	2024-2025 Projected
North	67%	69%	2.82%	72%	74%
South	64%	68%	11.09%	71%	84%
West	75%	83%	8.93%	126%	139%
Total Division	69%	73%	7.83%	92%	97%

CURRENT CAPITAL PROJECTS

A urgently needed new elementary school for west Lethbridge was approved by Alberta Education in February 2021. This kindergarten to grade 5 elementary school will be located in the north end of west Lethbridge in the community of Garry Station. Currently there is only one elementary school in this area that currently has the most significant growth in the city's westside. The school will open in September 2025 at a capacity of 610 students with approval to add 12 modular classrooms in the future to build to full capacity of 900 students. The new school has been included with four other schools as part of a public private partnership (P3) for design, bid and build of the school. The school board has been working closely with Alberta Education, Alberta Infrastructure, and bridging design architects to design the new school. The P3 projects will go out for proposal by Alberta Infrastructure in June 2022, with construction anticipated to begin in 2023.

Current Capital Projects								
Projected Opening/Completion	School/Community	City Sector	Project Type	Grade	Approved Capacity	Approval Date	Status as of February 2022	Estimated Cost
2025-2026	New Elementary School/Community of Garry Station	West	P3-New Construction	Kindergarten to Grade 5	610 opening with full build out to 900	Feb-21	In Schematic Design Development	\$31 million

New School Construction

Year	Priority	Community/School	City Sector	Site Readiness	Type	Grade	Capacity	2022 Cost (\$)
2023-2024	1	West Lethbridge Elementary School (West Lethbridge - South)	West	Site Not Yet Determined	New Construction	K-5	900	\$31.1 million

NEW SCHOOL CONSTRUCTION REQUESTS

Lethbridge School Division is requesting a number of new construction projects to alleviate current enrolment pressures and for anticipated growth in the City of Lethbridge due to economic growth, and future development plans to address an anticipated growth in population of over 11% from the 2019 census to 2028. The chart above provides information on the new school construction project requested in the Three-Year Capital Plan.

The new construction priority is a west Lethbridge Elementary (West Lethbridge-South) School. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. A new elementary school is in design development in the north end of west Lethbridge and once open will address enrolment pressures in that area. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from 124% to 202%. Core utilization is high due to the number of modular classrooms added for enrolment growth. This impacts instructional programming and puts a strain on core school areas such as gymnasiums and library commons.

The City of Lethbridge projects that in the areas of growth in west Lethbridge that there will be an additional **354** students aged 5 to 19 by 2024 and **1,758** by 2034 putting further significant strain on west Lethbridge elementary schools exceeding core utilization and the only High School that is at capacity in west Lethbridge.

Design Engagement Sessions

New Construction: K-5 Lethbridge Elementary School - Garry Station

Alberta Education provided Lethbridge School Division with planning funds to cover pre-design costs of the new elementary school in west Lethbridge approved in February 2021. The Division hired a consultant to undertake a review of the school site for architectural concept design. It was during this review that it was determined that the site would require a two-story school to meet capacity requirements. Part of the planning included an engagement opportunity for the staff and parent community in west Lethbridge. An engagement meeting was held at six school sites all connected virtually through TEAMS. The Division had building blocks built to a 1/200th scale of all the areas of a 900 capacity K-5 elementary school such as gymnasium, classrooms, modular classrooms, flex spaces, learning commons, administration, washrooms, data closets, etc. to approximate the school areas. Each block representing a different area type was labelled and given a different color. For example the administration areas were red, classroom areas green, the gymnasium white, and modular classrooms dark green. Seven sets of the blocks were built for the engagement opportunity, along with a large drawing of the school site that included site constraints such as bus laybys, parking, playground, and sports fields. Teams discussed a variety of rules for the design of the school then set out to design a school based on those parameters. Each team presented their school design and explained why they designed the new school the way they did. All this information as well as the consultants architectural design report provided valuable information to bridging architects for the schematic design of the new school.

Modernization: Galbraith Elementary School

Alberta Education provided Lethbridge School Division with planning funds to conduct pre-design work on the modernization of the Division's oldest school, Galbraith Elementary. The Division has engaged consultants that will lead school staff and the parent community through a value scoping session to determine priorities for the modernization. Building condition analysis is part of the planning work and high level costing for the scope of work required for the modernization. The two day value scoping exercise will be conducted in the early spring of 2022 as it has been postponed due to COVID operational concerns. A detailed report will be provided to Alberta Education to support the Division's funding request for the modernization.



MODERNIZATION OF SCHOOL FACILITIES REQUEST

Some of the oldest school facilities in Lethbridge are elementary schools. These schools require significant dollars of investment to upgrade for health and safety, environmental sustainability and to provide learning spaces to meet today's learner. Lethbridge School Division is requesting that seven (7) elementary schools receive approval for modernization.

There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between **49% to 110%**. Student enrolment growth in the north sector of Lethbridge will be **2.82%** over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **124% to 166%**, with anticipated enrolment growth in west Lethbridge of **8.93%** over the three-year capital planning period. As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

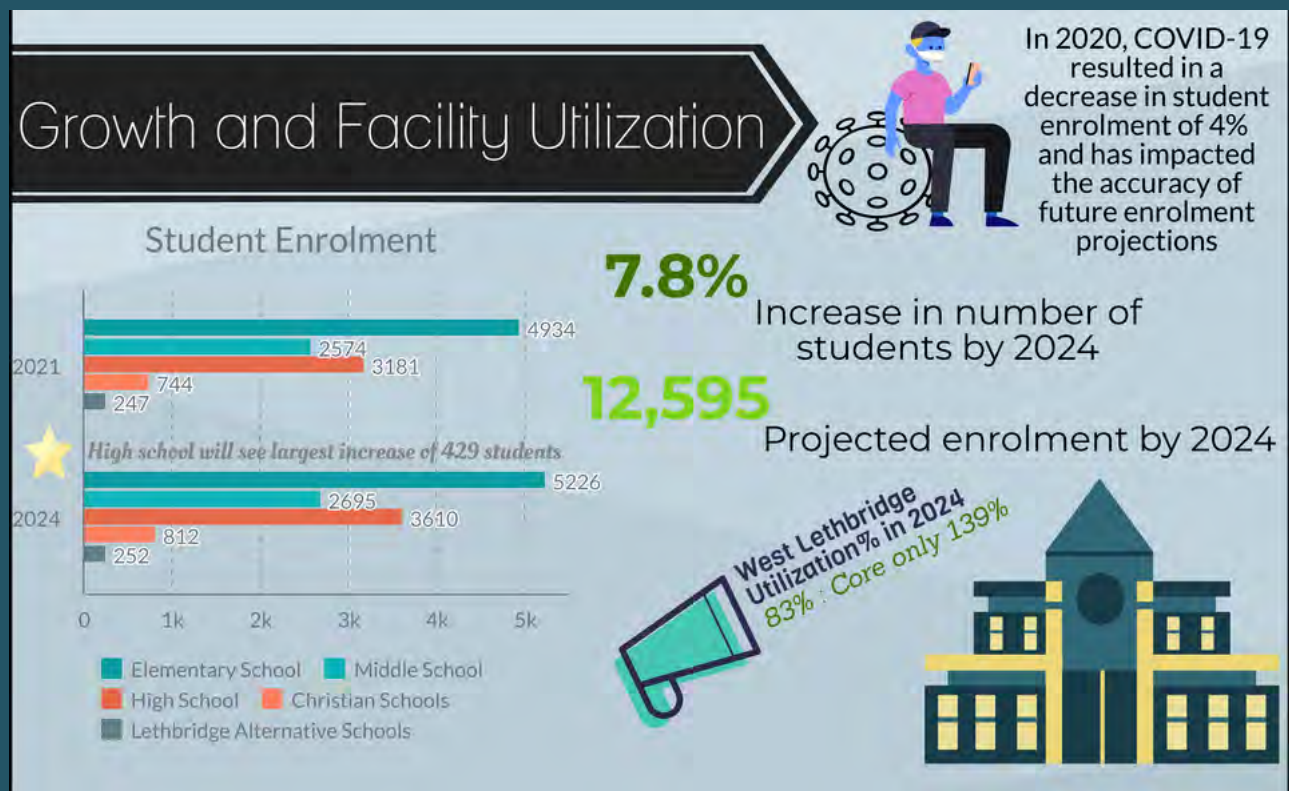


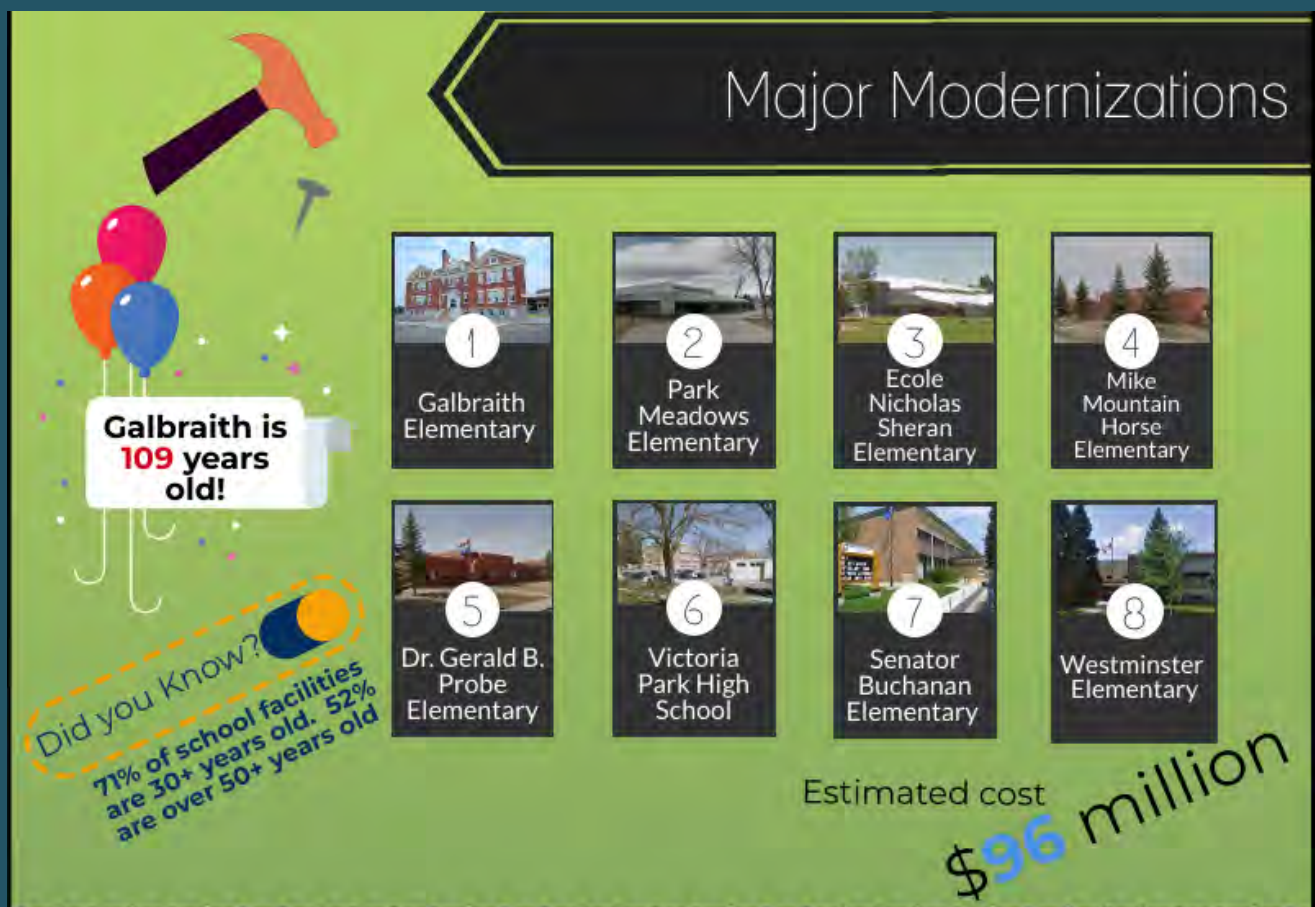
Modernization Projects

Year	Priority	Community/School	Facility Age	City Sector	Type	Grade	2022 Cost (\$)
2022-2023	1	Galbraith Elementary School	109 years	North	Modernization-Preservation	K-5	\$15 million
	2	Park Meadows Elementary School	40 years	North	Modernization-Preservation	K-5	\$11.5 million
	3	Ecole Nicolas Sheran Elementary School	40 years	West	Modernization-Preservation	K-5	\$13.4 million
2023-2024	4	Mike Mountain Horse Elementary School	34 years	West	Modernization-Preservation	K-5	\$12 million
	5	Dr. Gerald B. Probe Elementary School	29 years	West	Modernization-Preservation	K-5	\$12 million
	6	Victoria Park High School	64 Years	South	Modernization-Preservation	9-12	\$12 million
2024-2025	7	Senator Buchanan Elementary School	66 years	North	Partial Modernization-Preservation	K-5	\$10 million
	8	Westminster Elementary School	67 years	North	Partial Modernization-Preservation	K-5	\$10 million

Lethbridge School Division Three-Year Capital Plan

Year **2022-2023 to 2024-2025**



Lethbridge School Division facilities are the best places for teaching and learning

THREE YEAR CAPITAL PLAN

2022-2023 to 2024-2025

Prepared by Lethbridge School Division
Division of Business Affairs
433 15th Street South
Lethbridge Alberta, T1J 2Z4

March, 2022



Lethbridge
SCHOOL DIVISION

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: Victoria Park Upgrade Project

Background

The primary objective in this project is to renovate this old school building into a modern high school learning facility on a tight budget using our own maintenance funding and not Alberta Government (Alberta Education) Grant funded Modernization funds. The Division would be using Capital Maintenance and Renewal (**CMR**) funds and Infrastructure Maintenance and Renewal (**IMR**) funds if needed over three or more years. The total estimated cost of all three phases of the project is \$4.2 million.

The Victoria Park High School Renovation Project has been in planning for slightly more than one year and we are now ready to move into the design and construction phase. Consultants have been engaged to scope out the project and confirm some of our priorities. The timeline would see work continue year-round starting in the fall of 2022 and completing in fall of 2025. The project has several priorities as outlined in the attached document. Some of the more critical priorities include addressing building functionality, such as ventilation that includes cooling for the building. Victoria Park operates as a year-round school, therefore cooling the classrooms, especially on the third floor, is of importance to a quality teaching and learning space. Improving accessibility through installation of an elevator and access to barrier free washroom facilities is also a top priority given the three floors of classroom space and many half-level entry points to access a variety of spaces in the building.

As outlined in the attached document, the project will be phased with high priority items being completed first. At each phase, available CMR and IMR funding will be assessed before proceeding. This is an exciting project that will improve building functionality, accessibility, and provide for quality learning and gathering spaces for teachers and students.

Recommendation

The Board approves that administration may proceed with the Victoria Park Upgrade project on a phased-in approach provided the project is approved for Capital Maintenance and Renewal (CMR) funding from the Alberta Government. The Board further authorizes administration to supplement the project with Infrastructure Maintenance and Renewal Funding as required based on available funding.

Respectfully submitted,
Christine Lee

Victoria Park High School Renovation

PROJECT DESCRIPTION AND METHODS

Victoria Park High School occupies the 1958 section of what was Hamilton Junior High School and the 1928 section of the building is what is known now as the Education Centre of the original Lethbridge Collegiate Institute. The Education Centre was renovated after GS Lakie Middle School was built and the middle school system model was instituted.

The primary objective in this project is to renovate this old school building into a modern high school learning facility on a tight budget using our own maintenance funding and not Alberta Government (Alberta Education) Grant funded Modernization funds. We would be using Capital Maintenance and Renewal (**CMR**) funds and Infrastructure Maintenance and Renewal (**IMR**) funds if needed over three or more years. This method was used on Senator Buchanan and Westminster Elementary Schools recently. Those school projects were staged over a similar period to exceptional economical and scholastic results. The projects were stage as will this Victoria Park project whereby Facility Services was overall contractor with a Project Manager in place to coordinate each of the construction trades.

The construction for Senator Buchanan and Westminster was managed by having each contractor trades being under contract to the Lethbridge School Division. No one contract was over the \$250,000 limit as set out in the Alberta and Canada Canadian Trade Agreements. The Victoria Park Renovation is our number one request within the **CMR** program for funding, and if approved the Project will need to be further approved by Alberta Education as the total project value will exceed \$1 million threshold for that funding program. We are anticipating the cost of the total project to be \$4.2 million with numerous phases spread over 3 or more years.

The planned Construction Management project delivery method gives the Division flexibility to adjust the project responding to as found constraints or encountered limitations. The net benefit is that we alleviate costly change orders that typical construction projects have. The stages or phases of construction are planned in advance and the benefit is that if funding becomes tight from one year to the next the Division can modify the work schedule without being penalized for a work slowdown or stoppage due to funding constraints duration of the project.

The Victoria Park High School Renovation Project has been in planning for slightly more than one year and we are now ready to move into the design and construction phase. Consultants have been engaged to scope out the project and confirm some of our priorities. The timeline would see work continue year-round starting in the fall of 2022 and completing in fall of 2025. Students maybe moved out over summer periods of these years possibly to LCI to allow for more noisy, dusty, or dangerous work to be completed in the safety of an unoccupied building. A project of this complexity, construction time length and magnitude of working within an occupied space can only be accomplished by the daily supervision of an experience renovation construction

manager, the due diligence of Facility Services and the full cooperation with the Victoria Park Staff and students all of whom rely on the support and confidence of the Lethbridge School Board.

PROJECT DETERMINATES

Using the history of the building, the future of education and previous renovation experience the team made up of Facility Services, Victoria Park Administration and the Engineering consultants came up with a list of education and space priorities, spatial plan concept and mechanical and electrical systems design requirements. These priorities were then synthesized into three levels of priorities. These will then be used to shape the exact design and construction of the building project to deliver the best possible revitalized high school learning environment on time and at a reasonable cost.

Primary Priorities

The Primary Priorities are the physical needs of the building to enable the building to function as a modern educational facility that support the learning endeavors.

- Installation on a Ventilation System including Cooling
- Installation of new radiant heating system
- Installation of modern electrical distribution system
- Installation of modern data technology systems
- Installation of energy efficient LED lighting systems

Secondary Priorities

The Secondary Priorities are the Educational, Social and Spatial needs within the building to allow the teachers and students to educate and learn in a modern educational environment that would be found in any new school building.

- Access to washrooms on all floor levels including Barrier Free facilities
- Installation of an Elevator for Barrier Free access to all floors of the building
- Replace existing dated and worn floors, walls, and ceiling finishes
- Enhanced entry experience
- Enhanced alternate learning spaces other than traditional classrooms
- Enhanced social interaction spaces
- Reallocation and reconfiguration of spaces to allow for better teaching and learning patterns

Tertiary Priorities

The Tertiary Priorities are the Educational, Social and Spatial needs within the building to allow the buildings occupants and envelope systems to be incorporated in an altered older school building of today.

- Replacement of windows
- Replace existing asphalt roof with new SBS roof complete with additional insulation

PROJECT PHASING

With the Architectural and Engineering Construction Document Package the Construction Manager and Construction Trades that will be translate it drawings into reality. Below is a very high-level description of how the construction phased and the approximate funding required for each of those phases.

Phase	Year	General Work Description	Estimated Cost
1	2022-2023	Main Mechanical Units and duct runs Elevator car, shaft, and floor interconnections	\$1,600,000
2	2023-2024	Floor by floor Classroom Wing construction includes installation of ventilation, electrical, lighting, and new finishes, and washrooms	\$1,600,000
3	2024-2025	Main Floor construction includes installation of ventilation, electrical, lighting, and new finishes and washrooms and building envelope upgrades	\$1,000,000
Total Estimated Project Cost			\$4,200,000

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Andrea Andreachuk, Trustee
Genny Steed, Trustee
Craig Whitehead, Trustee

Re: Full day all week Kindergarten

Background

We have been hearing about the benefits of full day all week Kindergarten for many Kindergarten children. The extra time given to these young students, to practice important language and social skills, to develop early literacy and numeracy skills through play and to develop a love of life-long learning is invaluable and this is reflected in their later literacy and numeracy skill development.

We would like to bring advocacy to the idea of full day all week Kindergarten.

Recommendation

It is recommended that the Board form a committee to work on writing a resolution to present at the ASBA Fall General Meeting calling for provincial government funding support for full day all week Kindergarten.

Respectfully submitted,
Andrea Andreachuk
Genny Steed
Craig Whitehead

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

Re: **Curriculum Advocacy**

Background

Across Alberta educators and education leaders agree that a new curriculum is overdue in many subject areas. However, it is the professional opinion of many that the proposed curriculum and implementation timeline does not meet the objective of a balanced, prepared, and engaged curriculum development and implementation process.

The Board of Directors of Lethbridge School Division support the delay in the Grades 4-6 English language arts and literature and mathematics curriculum. In contrast, the recent announcement of continued plans for implementation in September of 2022 of the K-3 mathematics and English language arts and literature, K-6 physical education and wellness are concerning for many. We have publicly expressed concern with the fact that the K-3 curriculum is not yet available to review while it remains required for implementation in less than six months. Other implementation barriers include the short time to build resources and receive textbooks.

The Board of Directors has continuously advocated for a strong curriculum, alongside the necessary resources, time, and preparation for educators. We stand alongside our teachers who have expressed great concern about the time and resources available in order to successfully implement the required curriculum. While our school staff work diligently to build and maintain capacity in pedagogy that remains flexible to curriculum content, our division requires the time to build understanding of the new curriculum, build and distribute resources, and engage parents and students in understanding the changes.

Recommendation

It is recommended that the Board write a letter to Minister Adriana LaGrange in support of the announced delays in curriculum implementation and to advocate for postponement in implementation for the remaining curriculum areas until at least September 2023 to ensure time to review the edited curriculum, build educator capacity, and develop resources.

Respectfully submitted,
Kristina Larkin

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Welcome Back Event**

Background

Prior to COVID restrictions over the past two years, Lethbridge School Division traditionally held an in-person Welcome Back Breakfast for all staff at the end of August. A keynote speaker was secured, and continental breakfast items were provided. Chinook High School is the only facility that houses all staff comfortably. The past two years, the Board Chair provided a virtual message to be shared with all staff in place of the Welcome Back event.

Recommendations

It is recommended that the Board receive this report as information give direction on a Welcome Back event format.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Community Conversations

Background

Trustees hosted their Community Conversations meeting at the Boys and Girls Club of Lethbridge Youth Centre on Thursday, March 17, 2022 from 6:30 to 8:00 pm. Trustees are given the opportunity to speak to the success of the event.

Recommendation

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

Respectfully submitted,
Allison Purcell

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Craig Whitehead
Trustee

Re: **Public School Boards' Association of Alberta**

Background

Trustee Craig Whitehead would like to discuss having as many School Board Trustees as possible, attend the Public School Boards' Association Spring General Assembly being held June 2 to 4, 2022 in Red Deer. This would allow the Board to see if they should join this association in the Fall.

Recommendation

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

Respectfully submitted,
Craig Whitehead

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Structure of Board Meetings

Background

At the beginning of March COVID restrictions were lifted for indoor gatherings. The Board may want to consider moving forward with opening regular Board meetings to the public to attend in-person starting next month with the April Board meeting.

Recommendation

It is recommended that the Board provide direction regarding the structure for public attendance at Board meetings starting in April.

Respectfully submitted,
Allison Purcell

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: **ASBA Spring General Meeting**

Background

Board Chair Allison Purcell will highlight what Trustees can anticipate for meetings and learning sessions at the ASBA Spring General Meeting being held June 6-7, 2022, in Red Deer.

Recommendation

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

Respectfully submitted,
Allison Purcell

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Board Funding Support to School Councils

Background

Currently the Board provides funds to support one parent's registration cost at each school to attend the Alberta School Council Association Annual (ASCA) General Meeting held each spring. The Board also pays for each School Council membership fees to Alberta School Council Association. Additionally, the Board allocates \$250.00 annually to each School Council for the purpose of supporting additional costs incurred by a parent attending the ASCA AGM, or to support learning of the School Council (e.g. book a School Council learning session with ASCA or another organization). Over the past years there has not been a large number of parents who attend the ASCA AGM, so cost of registration has not been significant. The Board may want to consider supporting all of the costs of a parent from each school to attend the ASCA AGM in order to provide School Councils with more flexibility with the \$250.00. The \$250.00 can continue to target School Council learning or be used in other ways for events that target parent engagement. It is not anticipated that the cost for providing this flexibility will go beyond what is currently budgeted for support of School Councils.

Recommendation

It is recommended that the Board advise if they support restructuring support to School Councils as described.

Respectfully submitted,
Allison Purcell

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: Policy Advisory Committee – March 2, 2022

Attending: Craig Whitehead, Cheryl Gilmore, Trish Syme, Rod Scott, Kevin McBeath, Maggie Taylor, Nathan Pearson, Alison North, Kelsi Cook

Policies reviewed:

- **400.1.1** Sexual Orientation, Gender Identity and Gender Expression
 - Policy description paragraph and References, changed “School” to “Education”
 - Regulation #1, added “perceived and actual”
 - Regulation #1.4, added “Canadian Charter of Rights and Freedom” and added “conscience”
 - Regulation #1.6, deleted “these supports, services, and accommodations will be determined on a case-by-case basis” added “provided to all staff”
 - Regulation #1.8, deleted “unique”
 - Regulation #1.8, added “within all aspects of the school environment”
 - Regulation #2, added “implementing”
 - Regulation #2.3, added “continue to”
 - Regulation #2.5, deleted “develop, implement, and”, added “continue to”
 - Regulation #2.5, deleted “ staff with diversity of sexual orientations, gender identities and gender expressions, added “sexual and gender minorities and their families”
 - Regulation #2.6, deleted “including transgender staff, the right to”
 - References, updated Alberta Education Act Sections
 - References, added policy “402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace
- **404.6** Cocurricular Grants and Honoraria
 - Policy title changed to “Co-Curricular and Extra-Curricular Honoraria”
 - Policy description paragraph, deleted “grants and”, added “and extra-curricular”
 - Regulation #1, deleted “Grants and”
 - Regulation #1.1 deleted “Grants may be provided to schools to assist with student activity program costs”
 - Regulation #1.2 renumbered to #1.1
 - Regulation #1.2 (now #1.1), deleted “directors/sponsors”, added “supervisors”
 - Regulation #2, deleted “in consultation with the staff”
 - Regulation #2, added “and extra-curricular”

- Regulation #2, deleted “allocation” (repeated wording)
- Regulation #2.1, replaced “Associate Superintendent, Human Resources” with “Payroll Coordinator”
- Regulation #2.1, replaced “paid” with “distributed”
- Regulation #2.1, replaced “monies and the amount of each allocation” with “honoraria”
- Regulation #2.2, replaced “a teacher” with “employees”
- Regulation #2.2, replaced “his/her” with “their”
- Regulation #2.2, replaced “3” with “2.55”
- Regulation #2.2, added “and extra-curricular”
- Regulation #2.2.1, replaced “The teacher” with “Employees”
- Regulation #2.2.1, added “and extra-curricular”
- Regulation #2.2.1, deleted “days of”
- Regulation #2.2.2, added “and extracurricular:
- Regulation #2.2.2, deleted “days of” and changed “leave” to “leaves”
- Regulation #2.2.2, replaced “teacher” with “employee”
- Regulation added in, new #2.2.3, “Co-curricular and extracurricular leave day requests are granted at the discretion of the principal.”
- Regulation #2.2.3 renumbered to #2.2.4
- Regulation #2.2.4 (was #2.2.3), added “extra-curricular”
- Regulation #2.2.4 (was #2.2.3),, deleted “days of”
- Regulation #2.2.4 (was #2.2.3),, changed “leave” to “leaves”
- Regulation #2.2.4, deleted all; “Half days may be granted to a maximum of one in each school year”
- Regulation #2.2.5, deleted all; “Full days granted must be taken as full days”
- Regulation #2.2.6 renumbered to #2.2.5
- Regulation #2.2.5 (was #2.2.6), replaced “using the Lethbridge Automated Dispatch System (LADS) shall be given to the Associate Superintendent, Human Resources prior to taking the days off” with “prior to taking the days off using the absence reporting system.”
- Regulation #2.2.7, deleted all; “The Employee Absence Report shall reflect these days as co-curricular days”
- Regulation #2.3, replaced “A teacher” with “employee”
- Regulation #2.3, added “and extra-curricular”
- Regulation #2.3, replaced “co-curricular leave” with “leave”
- Regulation #2.3, replaced “may choose to have the amount: #2.3.1 paid as a cash amount; or #2.3.2 deposited to a school-based account from which the employee may be reimbursed for costs relating to professional learning, instructional supplies or instructional equipment, upon presentation of appropriate receipts. ” with “will be reimbursed monetary amount through payroll.”
- References, updated “School Act” with “Education Act”
- References, updated Education Act Sections

402.8.3 Employee Assistance and Wellness Programs

- Policy title changed to “Employee and Family Assistance Program”

- Policy description paragraph, replaced “shall develop” with “oversee”
 - Policy description paragraph, added “and Family”
 - Policy description paragraph, changed “(EAP)” to “(EFAP)”
 - Regulation #1.1, removed all “arrange with recreation, fitness and lifestyle service providers for the provision of employee programs;”
 - Regulation #1.2 renumbered to #1.1
 - Regulation #1.3 renumbered to #1.2
 - Regulation #1.2 (was #1.3), replaced “the concept of employee wellness” with “access to services for employees and/or the employees covered family member(s) through the Division’s benefit provider and EFAP services.

Respectfully submitted,
Craig Whitehead

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Christine Light, Trustee

RE: Division School Council – March 7, 2022

Trustee Christine Light will provide an oral report.

Division School Council meeting minutes are located on the Division website:

[384959 \(lethsd.ab.ca\)](https://384959.lethsd.ab.ca)

MEMORANDUM

March 22, 2022

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Facilities Committee – March 7, 2022

Committee Members:

Tyler Demers, Committee Chair

Christine Light, Trustee

Christine Lee, Associate Superintendent, Business and Operations

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

1. 2022-2023 to 2024-2025 Capital Plan- Draft

The committee discussed the three-year capital plan that will be presented for approval at the board meeting on March 22, 2022. The priorities all moved up one from last year, with Galbraith Modernization as the top priority in the plan.



2. 2022-2023 Budget Announcement

No funding details have been received as of the meeting date related to IMR and CMR grants for 2022-2023. The Division hopes to see information before the end of March.

3. Other Items

a. West Lethbridge Elementary School

The committee was updated on the progress of the schematic design phase of the new school. The school will now enter the design development phase with the bridging architects.

b. Victoria Park Upgrade Planning- Board Committee of the Whole, March 8, 2022.

The committee discussed a high-level review of project phases and estimated costs of each phase of this upgrade, with ventilation and accessibility being the top priority for the project.

c. 2022-2023 Facility Services Project Plan (preliminary)

The committee reviewed the preliminary project plans for IMR, CMR and Modular Classrooms for the next three years. *See attached listing.*

Respectfully submitted,
Tyler Demers





FACILITY SERVICES

Attwell Building, 3010 – 18th Ave. North, Lethbridge, Alberta T1H 5B7
Bus: (403)329-6564 Fax: (403)380-3297

Infrastructure Maintenance and Renewal Projects 2021-2024
Report to the Facilities Committee

				Completed								
School Name	Type	Sector	Project Description	IMR			Modular Capital Projects			CMR		
				2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
Multiple Sites	All	All	FOB System Replacement	\$250,000								
			Johnson Controls Project (LED Lighting, Ceiling Tiles, HVAC Systems)	\$765,000						\$1,635,210		
			Total	\$1,015,000	\$0	\$0	\$0	\$0	\$0	\$1,635,210	\$0	\$0
Total Multiple Sites				\$1,015,000	\$0	\$0	\$0	\$0	\$0	\$1,635,210	\$0	\$0
Senator Buchanan	Elementary	North	Re-keying and Hardware Upgrade		\$45,000							
			Concrete Sidewalks	\$15,000								
			Removal of Exterior Wall by Entrance	\$25,000								
			Repair Landscaping. Irrigation	\$5,000								
			Washroom fixture upgrade	\$3,500								
			Security Upgrade	\$10,000								
			Sump and Weeping Tile	\$0	\$125,000							
			Total	\$58,500	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Westminster	Elementary	North	Re-keying and Hardware Upgrade		\$45,000							
			Security upgrade	\$10,000								
			Irrigation on south side	\$5,000								
			Hot Water Tank & Recirculation Lines	\$20,000								
			Garbage and Shed Area	\$15,000								
			Total	\$50,000	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Galbraith	Elementary	North	Exterior Cornice Reconstruction		\$50,000							
			Fascia and Soffit Upgrade		\$12,000							
			North East Stair Replacement	\$30,000								
			Security Upgrade	\$10,000	\$0							
			Total	\$40,000	\$62,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Infrastructure Maintenance and Renewal Projects 2021-2024 Report to the Facilities Committee

				Completed								
				IMR			Modular Capital Projects			CMR		
School Name	Type	Sector	Project Description	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
Park Meadows	Elementary	North	Painting- classrooms	\$50,000								
			Ventilation Air Conditioning Upgrade			\$500,000						
			Total	\$50,000	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0
Agnes Davidson	Elementary	South	Flooring replacement		\$250,000							
			Bottle filler fountains	\$5,000								
			Modular demolition		\$75,000							
			Total	\$5,000	\$325,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lakeview	Elementary	South	Boiler review and projects	\$30,000								
			Upgrade Special Needs Washroom	\$25,000								
			Tractor Shed	\$5,000								
			Concrete: Secondary Entrance & Wheelchair Ramp	\$20,000								
			Painting	\$10,000	\$20,000							
			Total	\$90,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Stewart	Elementary	South	Flooring replacement		\$200,000							
			Parking Lot replacement including drainage upgrade		\$75,000							
			Re-keying and Hardware Upgrade	\$25,000		\$0						
			Total	\$25,000	\$275,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fleetwood	Elementary	South	Painting	\$10,000	\$10,000							
			Total	\$10,000	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Nicholas Sheran	Elementary	West	Boiler Review		\$30,000							
			North East entry Reconstruction	\$0	\$40,000							
			Decommissioning Change Rooms into Storage Rooms		\$50,000							
			Painting: Classrooms	\$50,000								



Infrastructure Maintenance and Renewal Projects 2021-2024 Report to the Facilities Committee

[illegible]



FACILITY SERVICES

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Infrastructure Maintenance and Renewal Projects 2021-2024
Report to the Facilities Committee

				Completed								
School Name	Type	Sector	Project Description	IMR			Modular Capital Projects			CMR		
				2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
Wilson	Middle	North	Exterior Facade Upgrade	\$20,000	\$60,000							
			Sidewalk		\$55,000							
			Total	\$20,000	\$115,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paterson	Middle	South	Ventilation Unit Library	\$60,000								
			re-Keying and Hardware Upgrade			\$100,000						
			Concrete infill by band room & fence	\$20,000								
			North Wing Second floor Access		\$250,000							
			Total	\$80,000	\$250,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0
G. S. Lakie	Middle	West	Flooring Replacement and Floor Slab Leveling		\$50,000							
			Swing	\$5,000								
			Landscaping/Irrigation Repair	\$15,000								
			Modify Ventilation in Tractor storage	\$5,000								
			Concreate Sidewalks and mow strips	\$110,000								
			Concrete Play Surface/Basketball court		\$50,000							
			Total	\$135,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Senator Joyce Fairbairn	Middle	West	Storage Garage	\$75,000								
			Flush Valve Replacement	\$7,000								
			Garbage Enclosure		\$75,000							
			CTS Reconfiguration	\$78,000								
			Drama Music control Balcony		\$45,000							
			Concrete Outdoor Areas at South West			\$30,000						
			Total	\$160,000	\$120,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$0
Total Middle Schools				\$395,000	\$585,000	\$130,000	\$0	\$0	\$0	\$0	\$0	\$0



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Infrastructure Maintenance and Renewal Projects 2021-2024
Report to the Facilities Committee

				Completed								
School Name	Type	Sector	Project Description	IMR			Modular Capital Projects			CMR		
				2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
Winston Churchill	High	North	Removal of North Exterior Sunken Patio			\$100,000						
			Flooring Replacement	\$4,000								
			Concrete Sidewalk Replacement	\$0	\$50,000							
			Painting of Exterior V's	\$20,000	\$0							
			Re-Keying and Hardware Upgrade	\$95,000								
			New Gym curtain	\$30,000								
			Aluminum Door Replacement			\$100,000						
			Total	\$149,000	\$50,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0
LCI	High	South	Chiller Plant Upgrade	\$250,000								
			Washroom Upgrade		\$100,000	\$100,000						
			New gym curtain	\$25,000								
			Old Gym divider wall removal	\$19,000								
			Barrier Free Doors between F&G wing	\$8,000								
			LED lighting Autobody	\$4,000								
			Additional securement cafeteria door	\$2,000								
			staff parking line painting	\$5,000								
			Clean up of partners move	\$5,000								
			E Sports Arenda	\$25,000								
			Score clock repair	\$2,000								
			Re finish gym floor	\$8,000								
			Transformer replacement F wing	\$22,000								
			Swap metric Fluorescent fixtures to LED	\$60,000								
			Fitness Centre Flooring Repair	\$2,500								
			Repair/repaint hallway walls from JCI project	\$25,000								
			Replace fountain in G wing	\$4,000								



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Infrastructure Maintenance and Renewal Projects 2021-2024
Report to the Facilities Committee

Completed												
School Name	Type	Sector	Project Description	IMR			Modular Capital Projects			CMR		
				2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024	2021-2022	2022-2023	2023-2024
			clean up piping /housekeeping pads in C Wing	\$3,000								
			Flooring		\$100,000	\$100,000						
			Painting	\$60,000	\$20,000	\$200,000						
			Total	\$529,500	\$220,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0
Victoria Park	High	South	Ceilings, Walls, and Flooring Upgrade	\$200,000	\$200,000	\$200,000						
			Dust Collector upgrade	\$6,600								
			Shop Compressor	\$3,000								
			New doors for shop	\$5,000								
			Security panel upgrade	\$3,500								
			Shop/Art Room/Stairwell LED Lighting Upgrade	\$15,000								
			Re-Keying and Hardware upgrade		\$75,000							
			Phase 1 upgrade: Boilers, Ventilations and Elevators								\$1,600,000	
			Phase 2 upgrade:									\$1,600,000
			Phase 3 and Phase 4 (2024-2025)									
			Total	\$233,100	\$275,000	\$200,000	\$0	\$0	\$0	\$0	\$1,600,000	\$1,600,000
Chinook	High	West	Install 3 Modular Units obtained from Medicine Hat Francophone (installation approved AB ED)				\$750,000	\$0				
			Re-Keying and Hardware Upgrade			\$105,000						
			Chiller Plant Piping Repair		\$65,000							
			Total	\$0	\$65,000	\$105,000	\$750,000	\$0	\$0	\$0	\$0	\$0
Total High Schools				\$911,600	\$610,000	\$905,000	\$750,000	\$0	\$0	\$0	\$1,600,000	\$1,600,000
Total Expenditures				\$2,838,600	\$2,322,000	\$1,535,000	\$1,500,000	\$1,100,000	\$0	\$1,635,210	\$1,600,000	\$1,600,000

MEMORANDUM

March 16, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Poverty Intervention Committee

The Poverty Intervention Committee met on **March 15, 2022**.

Committee Members Present: Kristina Larkin, Karen Rancier, John Cahoon, Char Taylor, Victoria Hecker, Dean Hawkins, Melanie McMurray, Ciona Thompson, Carleen Meyer, Craig Findlay, Jamie Walburger, Brian Palsky, DeeAnna Presley-Roberts.

1. Welcomed a presentation from Winston Churchill High School students from Leadership and Interact Club who shared about their work supporting poverty intervention in their community through many initiatives. They have:
 - a. Raised \$580 for SAGE Clan with a 'Crush' pop sale for Valentine's Day
 - b. Raised 900lbs of food and \$2,300 as part of a total of \$19,000 raised for food banks as part of the Tri-High Food Drive. Their campaign slogan was "Every Revolution Starts with a Snack" - a sentiment that resonated with the PIC!
 - c. Collecting winter clothing and toiletries for students, with remainder items donated to Streets Alive.
 - d. Volunteering at the Soup Kitchen more than 9 times
2. New Terms of Reference were provided to the committee, with the addition of a second trustee. Christine Light was announced as the second Trustee representative.
3. Public Transportation update was provided with information about board advocacy, and Kristina Larkin provided a list of local youth organizations who provide transportation support to enhance school capacity to refer youth to community-based programs.
4. Family Support Services & WAM Bag Update included:
 - a. 327 economic requests have been processed so far this year; and to date 62 Weekend-And-More (WAM) bags have been distributed. There are fewer WAM Bag distributions this year due to increased covid-related food support in the community

- b. Recent generous donations have included from University Drive Alliance Church (UDAC) of ground meat and Evangelical Free Church (E-Free) of a month's worth of WAM bag supplies including supplies for larger families.
 - c. WAM program may explore a monthly sponsorship option based on the E-Free model.
- 5. The Financial Report was provided; and the group was encouraged to remember that the group historically spends more than is raised in a year; and that generating donations and funds for PIC is important for viability.
- 6. Representative Updates highlighted a few trends: that Mindful Munchies and the fresh fruit distribution continues to be very popular. Members shared some ideas around connecting with Cobbs Bread for donations, as well as working with Mindful Munchies to receive the lunch kits in single items rather than grouped lunches which does not work for some schools.
- 7. The committee was requested to please connect with their representative groups to come to the next meeting prepared to share celebrations of the ways the groups they represent have supported students' needs around poverty over the year. This is to highlight the school site level work happening, in addition to the division level work happening through PIC.

Next Meeting is May 17, 2022

Respectfully submitted,
Kristina Larkin



ALBERTA
EDUCATION

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

AR117862

February 15, 2022

Ms. Christine Light
Chair
Lethbridge School Division
433 - 15 Street S
Lethbridge AB T1J 2Z5

Dear Ms. Light:

Thank you for your November 26, 2021 letter requesting ministerial approval to fund the Lethbridge School Division's transportation, instructional and other school-based costs through access from operating reserves.

For the 2021/22 school year, the Lethbridge School Division has requested an additional \$879,802 in reserve spending.

I hereby approve the \$879,802 in reserve spending from operating reserves to support these expenditures for your division for the 2021/22 school year, bringing the total approved spending from operating reserve in 2021/22 to \$3,516,233.

Sincerely,

Adriana LaGrange
Minister

cc: Andre Tremblay
Deputy Minister



ALBERTA
EDUCATION

Office of the Minister

MAR 04 2022

AR115924

Ms. Allison Purcell
Chair
The Lethbridge School Division
433 - 15 Street S.
Lethbridge AB T1J 2Z4

Dear Ms. Purcell:

Playgrounds provide a place where students can explore and develop, and they benefit all families in the local community. I am pleased to advise you of the following funding allocation for the Lethbridge School Division:

Project Name	Funding Amount
New School Project - Elementary School in West Lethbridge	Up to \$250,000

This funding is intended to assist with the provision of playgrounds for these schools, and we expect the funds will supplement existing fundraising efforts within the school community.

Further details regarding this funding, including project details, reporting requirements and funding disbursement will be provided in a follow-up email from Dale Box, Director, K-12 Strategic Capital Planning.

Sincerely,

Adriana LaGrange
Minister



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary-Edgemont*

AR 52443

March 10, 2022

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

Dear Cheryl Gilmore:

Further to Deputy Minister of Infrastructure's letter on August 27, 2021, I am pleased to advise you that the P3 business case demonstrated significant value for money and that the *New Elementary school in West Lethbridge* has been approved for delivery as part of the P3 School Bundle #3 (P3SB3) project.

Infrastructure's project team will continue to progress the design of the new school and proceed with the project under a P3 delivery methodology. The P3SB3 is anticipated to release the Request for Qualification for a P3 proponent in early spring 2022.

Alberta Infrastructure and Alberta Education will be inviting you and your staff to a Liaison Committee meeting in March, which will include an overview of upcoming project milestones.

We thank you and your staff for their support, and welcome the opportunity to discuss the project further.

If you have any questions or concerns, please contact Vince Farmer, Executive Director of the Learning Facilities Branch, at 780-999-7122.

Sincerely,

Prasad Panda
Minister

Attachment

cc: Honourable Adriana LaGrange, Minister of Education
Andre Tremblay, Deputy Minister of Education
Mary Persson, Deputy Minister of Infrastructure
Allison Purcell, Chair, The Lethbridge School Division

AR 51723

August 27, 2021

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

Dear Cheryl Gilmore:

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

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

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

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

Sincerely,



Mary Persson
Deputy Minister

Attachment – June 8, 2021 Alberta Education Letter

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



Office of the Minister

June 8, 2021

AR115154

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

Dear Ms. Light:

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

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

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

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

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

.../2

Ms. Light
Page Two

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

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

Sincerely,



Adriana LaGrange
Minister of Education



Prasad Panda
Minister of Infrastructure

Lethbridge School Division

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



March 17, 2022

Tim Melton, Executive Chairman
Melcor Developments Ltd./Melco REIT
10310 Jasper Ave #900, Edmonton, AB T5J 1Y8

Re: School site development, Garry Station in West Lethbridge

Dear Mr. Melton,

On behalf of Lethbridge School Division, we would like to extend our thanks to Melcor Developments Ltd. for agreeing to expedite the development of the Garry Station area in and around the school site for our newly announced K-5 Elementary School. We appreciate Melcor's support as we are aware that the announcement of the new school and the need for a developed school site was far ahead of planning for this area of Garry Station. Lethbridge School Division has had the request for this new school on our Three-Year Capital Plan since 2008. As West Lethbridge has been one of the fastest growing communities, and the school division only had one elementary school, Mike Mountain Horse, on the north end of West Lethbridge, a new elementary school in Garry Station was at top priority of the school division. The Division is excited for the opening of the new school in September 2025.

Associate Superintendent of Business and Operations, Christine Lee and Director of Facility Services, Daniel Heaton have started working with both Perry Neufeld and Stantec Consulting on the planning of the site development. Lethbridge School Division appreciates the collaboration and support of the team from Melcor to expedite the area development to meet the tight timelines from Alberta Infrastructure.

We are planning on a sod turning to commemorate the beginning of construction of our new K-5 Elementary School in Garry Station in the spring of 2023. We would be pleased if you and other representatives from Melcor are able to attend the ceremony. We will extend an official invite in 2023 when we have all details arranged.

Once again, we appreciate the relationship established with Melcor and the support your team is providing to Lethbridge School Division, the community of Garry station, our students and their families through this project.

Sincerely,



Allison Purcell
Board Chair



Cheryl Gilmore
Superintendent

cc: Naomi Stefura, Executive Vice President & Chief Financial Officer
Guy Pelletier, Vice President Red Deer Region
Perry Neufeld, Regional Manager Lethbridge Region
Brad Schmidtke, Stantec Consulting
Board of Trustees, Lethbridge School Division
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services