

**Division School Council Meeting Minutes**  
**June 6, 2022**  
**6:30pm**  
**In Person at the School Division and Microsoft Teams**

**1. Land Acknowledgement**

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

**2. Welcome and Introductions**

In person: A.T., S.R., C.B., S.B., C.Y., S.P., T.E., M.N.

Online: L.F., M.D., L.H., J.W.

**3. Additions to the Agenda**

- No Additions

**4. Approval of the Agenda** – Approved and accepted as presented

- Approved by: T.E.

**5. Approval of the Minutes from May 2, 2022** – Approved and Accepted as present with the additions.

- Addition: Should be included under 6.1 – Elementary Bell Times from the May 2, 2022 minutes. A comment from a parent was missed on the minutes of the last meeting, where that parent had stated that the Division “learned from last year” and “I am thrilled with the changes” and [the Division is] “not going to please everyone”.
- Approved by: Cynthia Young

**6. Business Arising from the Minutes**

- None

**7. Engagement Fund Discussion** (sharing success for this year/ ideas for next year)

- **Mike Mountain Horse Elementary School:**
  - Parents had a numeracy night, where the Principal and Vice Principal did a presentation about numeracy, discussing the differences of what kids are learning now in comparison to what the parents learned in school.
  - There were 3 stations with activities for parents to do numeracy learning
  - Parents got a package to take home, such as dice, cards, pieces of papers with snakes and ladders, 100’s charts, etc.... for parents to do at home with their kids.
  - Next year they are planning on a literacy night and some parent engagement nights on a regular basis.

**Question:** How was the money spent?

**Answer:** not 100% sure, they spent money on the take home packages for the parents and photocopies but will have to look a bit further if that cost the full \$500 or not.

**Follow up question:** one of the restrictions was that it couldn’t be supplies, so curious

**Answer:** Books are an option and supplies for parents were an option, just not supplies for kids.

- **Dr. Robert Plaxton Elementary School:**
  - Planning some sessions with Dr. Robin Bright in the fall for a literacy evening, they may have scheduled 2 sessions, but nothing has been confirmed as their School Council meeting is next week to finalize.
  - Also planning on getting in the Division session, but not sure if the School Council confirmed that or not.
  
- **Dr. Gerald B. Probe Elementary School:**
  - The final School Council meeting is this Wednesday
  - Originally going to partner with SJF for a Book Club, but they are moving towards the Division wide presentation in the fall.
  
- **Senator Buchanan Elementary School:**
  - They didn't make a decision and feel that it could be too late as Senator is not fully opened yet and it's a bit hard.
  - They have one more School Council, but it's a dinner meeting.

**Comment:** it's not too late, there is still time, you have until mid to late June to spend the \$500.
  
- **Senator Joyce Fairbairn Middle School:**
  - They were going to bring in psychologist to come in on the 3<sup>rd</sup> week of June to speak on screens but ended up not doing it. They are thinking about bringing in the psychologist in September. The psychologist was going to be speaking on screens for the first time and needed a lot of prep time and were worried that there wouldn't be a lot of parents engaged at the end of June.
  - They spent the money on books for the Book Club. The book is called 'Glow Kids: How screen addiction is hijacking our kids and How to break the trance'.
  - In the fall they will start the Book Club.

**Question:** How much money did you spend on the books?  
**Answer:** the books are about \$20 each, they bought off Amazon, which was 30 books, and the school matched the number of books and the school will buy more if there are more parents.

**Question:** would you do more than one book?  
**Answer:** Their Council talked about that and if this is successful, they will continue to do it with different education topics.
  
- **Nicholas Sheran Elementary School:**
  - They brought in a provision psychologist to speak
  - Thought that they vetted, but unfortunately his language was too colourful and couldn't use the recording to send out to parents.
  - They are going to use left over funds to buy some books, one called 'Worrying to much is like a Tomato Plant', this is good for Elementary School age kids to help with anxiety. Along with some other books. [What to Do When You Worry Too Much: A Kids Guide to Overcoming Anxiety by Dawn Huebner].
  - Hoping to do a numeracy night next year as well.
  
- **G.S. Lakie Middle School:**
  - They had someone from the Division come in and teach about mental health. She gave a great presentation with different ideas, resources, and some alternative ways

to treat anxiety. There were fidgets on the table during the presentation. But cannot book her for next year as she is retiring.

- Onboard for Save the Kids next fall

- **Chinook High School:**

- Brainstormed a bunch of ideas, but ultimately the decision was made by the staff on how to spend the grant money. Parents did share their frustrations around that piece and hopefully that is resolved for next year.
- The money was spent to pay for 6 translators for a parent engagement night.
- Will be following up with the Chinook as to how that went with the addition of translators and was it beneficial.
- Onboard for Save the Kids next fall.

- **Galbraith Elementary School:**

- There hasn't been a set decision on how to spend the \$500.
- The next School Council meeting is next Tuesday, so there is still time.
- Talked about a Book Club and a presenter
- May be giving back that book

**Comment:** S.R. can give a copy of Glow Kids to M.D. to take to their next meeting and there are a lot of books about different topics that could work as well. Wilson did a survey with 5 books and from those survey results that they could do a book study on.

- **Wilson Middle School:**

- Wilson has purchased tables to host Parent Engagement events.

- **Immanuel Christian Secondary School:**

- They have a new Chair who will be meeting with the Principal tomorrow and will ask if they have spent the grant
- They have one more School Council meeting, so if it hasn't been spent, they could come up with a creative meeting.

- **Fleetwood-Bawden Elementary School:**

- Applied some of the money to an ASCA Workshop on School Council Purpose.
- The rest of the money is going toward building a Parent Resource Library, they have a list of books to have on hand for parents to borrow.

**Question:** What way would you have parents sign out the books?

**Answer:** At their school, in the past, they had a lending library in the entrance. This was very informal. They talked about putting it there or if they should do in the library, but people are not going in the school. They are using this year's money to lay the foundation for something that will be useful for the next year. They are thinking it will just be in the entrance and be based on the honor system. Have parents sign out the book and return in a reasonable time.

**Comment:** another parent suggested to keep it in the office and put in the newsletter each month as to what is available.

**Final Comment:** **TRY NOT TO SEND THE MONEY BACK**, buy some books before the end of the year.

There is the \$250 that is generally used to send someone to ASCA, but you can use that for food for an event if you don't send someone to ASCA and you don't have to use it all for ASCA.

8. **Lethbridge School Division reporting forms for School Councils** (see Policy 1002.4.1). Due on or before September 30th of each year:

1002.4.1 School Council Annual Report [Microsoft Word - 1002.4.1.rtf \(lethsd.ab.ca\)](#)  
1004.4.2 School Council Balance Sheet [Microsoft Word - 1002.4.2.rtf \(lethsd.ab.ca\)](#)  
1004.4.3 School Council Statement of Receipts and Disbursements (includes the provincial parent engagement grant of \$500) [Microsoft Word - 1002.4.3.rtf \(lethsd.ab.ca\)](#)

- This is a reminder for any new Chairs and a refresher for existing Chairs. The School Council Chair has the responsibility for filling out the above 3 forms. These are required by the Division for reporting.
- These do pertain to the current school year, 2021/2022.
  - o 1002.4.1 – The School Council Annual Report
    - This has the positions.
    - Meeting dates.
    - This is due September 30, 2022.
  - o 1002.4.2 – School Council Balance Sheet
    - This is the balance sheet for the School Year
    - This is due September 30, 2022.
    - Please Note: Some schools have a Society and a School Council and if there is no money going through School Council, then you don't report that to the division. The Society gets reported to Service Alberta Registry.

**Question:** If the Society was dissolved into the School Council do you have to report on everything? Society wrote a check to Council at the start of the year.

**Answer:** It depends on what the date of that, you can reach out to the Division or Admin Resources. S.R. We haven't had a Society that has dissolved before, but if all the money is through Council and the School, then it has to be reported. The Society money is accountable to Alberta Services Registry and goes through their process.

- o 1002.4.3 – School Council Statement of Receipts and Disbursements
  - This is a new form this year
  - It is not on the Website, but the link is above
  - This will be sent out to everyone
  - This mainly has to do with the provincial engagement grant.

**Question:** What is the difference between the 1002.4.3 and the Balance Sheet, 1002.4.2?

**Answer:** it does seem redundant, but it's the \$500 that was added and that is the only difference.

**Question:** Do we attach photocopies of receipts?

**Answer / Action:** They will check on whether or not receipts need to be included and sent that out in an email.

**Question:** The \$250 does that go on the Balance Sheet (1002.4.2) or the School Council Statement of Receipts and Disbursements (1002.4.3)

**Answer:** I think it goes on both. They are similar, but the 1002.4.3

**Question:** Should these forms be emailed to a particular email?

**Answer:** You can send it to the Principal, you can include it on the minutes as well. You can drop it off at the Division email. You could also scan it and send it to LeeAnne as well, it's just a matter that they have it.

#### 9. **Trustee Report** [\[Link\]](#) (Pg. 13)

- The Trustee sends her regrets for not being able to make it today.
- Please refer to the above link.

#### 10. **Alberta School Councils Association**

- The AGM and Conference was in April

- On social media they have a survey in regard to re-entry after Covid / impact of Covid.
- This is the link to the ASCA Website explaining the Survey:  
<https://www.albertaschoolcouncils.ca/about/the-parent-voice/education-and-the-impact-of-covid-19-survey>
- This is the link to the Survey:  
<https://forms.office.com/Pages/ResponsePage.aspx?id=Q5IE2IW3tEazuM9cKZu81auCLL-VADIHqEhc47n5KylURFZPV0wwMTZNV1hDNiY3RzFPV1U4T1RPMiQIQCN0PWcu>

## 11. Reports from Division Committees

### 11.1 Policy Advisory Committee – Alison Alma-North, Jamie Walburger (alternate)

- at the last Board Meeting there was a new policy that had it's first reading. It is Policy 103.1 Anti-Racism and Anti-Oppression.
- Link to the first reading at the Board Meeting:  
<https://www.youtube.com/watch?v=EA1VEBPcd6k&t=8583s>
- PDF of the Draft Policy



Draft Policy 103.1 -  
Anti-Racism and Ant

- **Send feedback by June 16<sup>th</sup> to:**
  - o Parent representative Allison Alma North [alisonalmanorth@gmail.com](mailto:alisonalmanorth@gmail.com)
  - o LeeAnne Tedder [leeanne.tedder@lethsd.ab.ca](mailto:leeanne.tedder@lethsd.ab.ca)

### 11.2 Poverty Intervention Committee – Jamie Walburger, Shelley Roest (alternate)

- They updated the terms of reference, added a new Trustee so there are 2 now for the Poverty Intervention Committee.
- Discussed inflation and financial barriers for families and that costs are rising.
- Talked about specific request for physical donations, there are some things that people need, and we could ask for those specific items.
- The Wholesale Club donated to the WAM Bag program and will offer discounts in the future, this will be a great partnership!!!
- Received the financial report, they have a surplus.
- The Trustee stressed the importance bus transportation being available to everyone.
- Said goodbye to 2 committee members, they were thanked for their many years of service and their impact on the committee.
- They held a celebration of the contributions of all the members.
- Every year in the newspaper, radio and in social media, they send out mentions to the sponsor and those who contribute to the poverty intervention in our Division.
- There was a 2021 review slide show created, will ask if the Division can send it out to the School Councils to promote the work that is being done by the Committee.

**Question:** Wondering how the WAM Bags get distributed?

**Answer:** The WAM Bags are distributed to the families by the schools Administration. If a family is in need, they will contact their school, the Admin will handle that distribution, get them the bags that they need. There is a limit on how many times they can access the WAM Bags.

### 11.3 Division Wellness Committee – Edna Asem, Carrie Boschman (alternate)

- no current update available

#### 11.4 Community Engagement Committee – Shelley Roest, Cynthia Young, and Jamie Walburger

- met on May 12th, 2022
- Talked about events needing to be coordinated on the calendar from feeder schools to Middle schools so that parents are able to attend events at both schools.
- ICE Scholarship, final presentations were last week. Students will hear who the finalists are later in the week.
- Community Conversations, the next is on June 13<sup>th</sup>. Trustees will be gathered outside at Henderson Lake Park from 10-11:30 a.m. at the Gunnery Point Picnic Shelter.  
<https://lethsdcommunityengagement.schoolsites.ca/current-community-engagement-projects/community-conversations>
- Talked school-to-parent communications coming to keep parents aware of what's coming.
- Check out the division website, there is a tonne of information out there.  
<https://lethsdcommunityengagement.schoolsites.ca/>

### 12. Superintendent's Report

#### 12.1 [The Loop June 2022](#)

- There is a copy of the Loop, you can reference
- Update to the Staffing Process:
  - o From a teachers perspective, towards the end of April, budgets were released to schools, and they create their allocations once the budget is done.
  - o They offer contracts, probationary contracts, and continuing contracts.
  - o Once that was done, they did the round 1 hiring, on May 9th.
  - o The Division advertised for approximately 18 open probationary positions in that first round.
  - o Round 2 was for the temporary positions, approximately 12 positions.
  - o They are now advertising for positions that are available due to movement of teachers between schools.
  - o For support staff, the Inclusive Education and HR department go over every school's needs. They provide the allocation, and they are into their round one hiring. Interviewing support staff all week.
  - o In May there was 1567 applications, it could be 1 person applying for multiple jobs, but all separate applications. In the first week of June, they are at 273 applications, each application gets reviewed, short lists are created, then go through the interview process. There is a lot of work this time of year.
  - o The highest number of applications for one position was 111 applications.

**Question:** Today there was posting for the psychologist posted, is that a full-time position for the division or a contract?

**Answer:** Yes, but it's a replacement position.

**Question:** What is the criteria that they are looking for new teachers, how do new teachers fresh out of University get noticed?

**Answer:** The reality is that most of their resume looks the same for those out of University, so how does yours stand out. It has a lot to do with the cover letter and how you tailor it to the position. There is a lot of generic cover letters, but if you see that they have learned about the school, or learned about the programs, learned about how important literacy is. Also, if you can get the sub work and get to be known, that makes a difference and lastly, keep on it. The first round is a feeding frenzy, but then later there are more opportunities that come later. A lot of new teachers are a temporary contract, for example if someone is off for 4 days, but then that person could end up being out for longer and that position can turn into a position. We have incredible people who want to work for the Division and good people coming into the position.

13. **Roundtable Reports** are included with the agenda as an opportunity to highlight a very significant event or for questions from the representatives about information in a written report.
- Please note for next year, that there isn't a Division meeting in September. Most School Councils need to meet in September so Division will meet for the first time in October 2022.
  - All positions for School Council will be open for next year.
  - Thank-you for coming every month, sharing ideas, and coming to learn about what is happening in your kids schools.
  - Please know that your participation and showing up makes a difference!!!

Adjournment @ 7:28pm

**Division School Council 2022-23 Meeting Dates:**

October 3, 2022  
November 7, 2022  
December 5, 2022  
January 16, 2023  
February 7, 2023 – Town Hall  
March 6, 2023  
April 3, 2023  
May 1, 2023  
June 5, 2023

**2021-22 Division School Council Representatives**

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