

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

September 27, 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 June 27, 2022 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Special Meeting of August 3, 2022 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Organizational Meeting of September 13, 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

5.2.1 Mental Health Grant

5.3 Human Resources

Enclosure 5.3

3:00 p.m. **6. Superintendents Report**

6.1 Board Priorities Report

Enclosure 6.1

6.2 World Teachers' Day

Enclosure 6.2

6.3 Calendar of Events

Enclosure 6.3

3:20 p.m. **7. Presentations**

3:20 p.m. **8. Action Items**

8.1 Policy Review

Policy 103.1 Anti-Racism and Anti-Oppression

Enclosure 8.1

8.2 Locally Developed Courses

Enclosure 8.2

3:45 p.m. **9. Division Highlights**

4:00 p.m. **10. Information Items**

10.1 Board Chair Report

10.1.1 Board Standing Committee Annual Reports and

Terms of Reference Review:

Board Audit Committee

Board Budget Committee

Community Engagement Committee

Division Wellness Committee

Facilities Committee

Indigenous Education Committee

Policy Advisory Committee

Poverty Intervention Committee

School Boundary Alignment Committee

Spirit of 51 Committee

Superintendent Evaluation Committee Enclosure 10.1.1

10.1.2 Community Conversations Enclosure 10.1.2

4:45 p.m. **11. Committee Reports**

11.1 Economic Development Lethbridge

Enclosure 11.1

11.2 Indigenous Education Committee

Enclosure 11.2

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

Public Forum responses will be provided in the next Board meeting agenda.

5:15 p.m. **12. Correspondence Received**

12.1 Alberta Education - Dual Credit Application

Enclosure 12.1

12.2 Alberta Education - Funding

Enclosure 12.2

12.3 City of Lethbridge- Land Use Bylaw Amendment

Enclosure 12.3

12.4 Alberta School Council Association (ASCA)

Enclosure 12.4

12.5 Minister of Finance

Enclosure 12.3

5:40 p.m. **13. Correspondence Sent**

13.1 Alberta Education Minister and Finance Minister

Enclosure 13.1

5:42 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JUNE 27, 2022.

In Attendance:

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

The Board Meeting was live streamed via Microsoft Teams.

The Chair called the meeting to order at 1:01 pm

1. Move to In-Camera

Trustee Craig Whitehead moved:

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

*Move to In-Camera
6963/22*

The Chair reconvened the meeting at 2:42 p.m.

2. Approval of Agenda

Trustee Kristina Larkin moved:

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

*Approval of Agenda
6964/22*

3. Approval of Minutes

Trustee Craig Whitehead moved:

“that the minutes of the regular meeting of May 24, 2022 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6965/22*

Trustee Andrea Andreachuk moved:

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

*Budget Meeting
6966/22*

4. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

5. Associate Superintendent Reports

5.1 Business and Operations

Associate Superintendent Christine Lee provided a written report. The government announced a fuel price rebate when diesel prices are above \$1.25/litre for March – June 2021 and the 2022-23 school year.

*Associate
Superintendent
Reports
Business and
Operations*

- 5.2 Instructional Services *Instructional Services*
Associate Superintendent Morag Asquith provided a written report that was shared by Superintendent Cheryl Gilmore. Bouquets to Karen Rancier, Bev Smith and Michaela Demers for their support of the Boost program and submission of data.
- 5.3 Human Resources *Human Resources*
Associate Superintendent Mike Nightingale provided a written report.
6. Superintendents Report *Superintendents Report*
6.1 Board Priorities Report *Board Priorities*
Board Priorities were included in the agenda. Trustee Christine Light thanked Cheryl and team for the details.
- 6.2 Donations and Support *Donations and Support*
Telus Lethbridge donated \$3000 to Gilbert Paterson Middle School for their nutrition programs. We have businesses providing support to schools that don't always get reported.
- 6.3 Acknowledgements of Excellence *Acknowledgements of Excellence*
G.S. Lakie and Chinook schools were showcased.
- 6.4 L.H. Bussard Award Winners *L.H. Bussard Award*
L.H. Bussard Awards are presented to elementary students who demonstrate outstanding ability, imagination, and originality in the area(s) of music, art, drama, language arts and physical education. The list of recipients is listed in the agenda.
- 6.5 ICE Scholarship Winners *ICE Scholarship winners*
ICE Scholarship awards recognize outstanding achievement in innovation, creativity and/or innovation. Award winners were recognized on June 21, 2022 with a video of the celebration on the website.
- 6.6 Esport Tournament Champions *Esport Tournament Champions*
Esport champions are listed in the agenda.
- 6.7 Administration Appointments *Administration Appointments*
Administration appointments for the 2022-2023 school year were included in the agenda.

6.8 Calendar of Events

Calendar of Events

Calendar of events were included in the agenda.
Addition: August 20 - First Ride @ St. Paul's

7. Presentations

*Presentations
Rugby Provincial
winners*

7.1 Provincial Rugby Champions - WCHS

WCHS boys and girls rugby team members were invited to the meeting to be recognized.

7.2 Minecraft Challenge

*Minecraft Challenge
winners video*

The Minecraft Challenge winners were included in the agenda and videos are available on the Division website.

8. Action items

Action Items

8.1 International Trip Approval

Patrick Leahy, LCI teacher, shared the proposed trip to Spirit Lake, Idaho from October 7-8, 2022.

Trustee Craig Whitehead moved:

"That the Lethbridge Collegiate Institute football trip to Spirit Lake, Idaho on October 7-8, 2022 be approved by the Board, on the condition that all Division policies and procedures are strictly followed."
CARRIED UNANIMOUSLY

*International Trip – LCI
to Idaho
6967/22*

8.2 International Trip Approval

Sam Yamamoto, LCI teacher, shared the proposed trip to Anaheim, California between April 4 and 14, 2023.

Trustee Craig Whitehead moved:

"That the Lethbridge Collegiate Institute trip to Anaheim, California in April 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed."
CARRIED UNANIMOUSLY

*International Trip – LCI
to California
6968/22*

Trustee Craig Whitehead moved to go In-Camera at 3:56 pm.

CARRIED

*Move to In-Camera
6969/22*

In Favour: Craig Whitehead, Genny Steed, Tyler Demers, Andrea Andreachuk

Opposed: Christine Light, Allison Purcell, Kristina Larkin

The Board returned to the regular meeting at 4:37 pm.

*Return to regular
meeting*

8.3 Policy Review

Policy Review

The following policy was reviewed.

Policy 103.1 Anti-Racism and Anti-Oppression

Tracy Wong (WCHS Principal) and Cayley King (Victoria Park Principal) shared the changes made to the policy and addition of the appendix with definitions of language from the Anti-Racism and Anti-Oppression Committee.

Definitions addition of financial under Discrimination.

Add financial demographic to the Discrimination definition.

Policy change - Before regulations – please refer to Appendix for definitions of terminology throughout this policy.

Trustee Kristina Larkin moved:

“the Board approve the second reading of Policy 103.1 Anti-Racism and Anti-Oppression, as revised and amended.”

CARRIED

In Favour: Andrea Andreachuk, Tyler Demers, Christine Light, Genny Steed, Allison Purcell, Kristina Larkin

Opposed: Craig Whitehead

*Policy 103.1 Anti-Racism and Anti-Oppression
2nd Reading
6970/22*

8.4 Policy Review

Policies 202.2 and 203.4 were reviewed by the Board for congruency.

Trustee Craig Whitehead moved:

“to develop consistency to both policies for the chair to act as ex-officio with voting privileges”.

DEFEATED

In Favour: Craig Whitehead

Opposed: Allison Purcell, Tyler Demers, Christine Light, Kristina Larkin, Andrea Andreachuk, Genny Steed

*Policy 202.2
6971/22*

Trustee Tyler Demers moved:

“Policy 202.2, that the role of the Chair is to act as ex-officio member with no voting privileges when acting ex-officio to all committees appointed by the Board.”

CARRIED

In Favour: Tyler Demers, Andrea Andreachuk, Christine Light, Genny Steed, Allison Purcell, Kristina Larkin

Opposed: Craig Whitehead

*Policy 202.2
6972/22*

Public Forum - none

Public Forum

8.5 Policy 203.4.1 Standing Committee

Trustee Craig Whitehead proposed changes to Board representation on the Board Budget and Superintendent

*Policy 203.4.1
Standing Committees*

Evaluation Committee. In addition, Trustee Whitehead requested that the Board form a new committee – School Boundary Alignment and Grade Configuration comprised of all Trustees.

Trustee Craig Whitehead moved:
“That the Board Budget Committee membership be comprised of all Board members.”

*Board Budget
Committee
6973/22*

DEFEATED

In Favour: Genny Steed, Craig Whitehead, Andrea Andreachuk
Opposed: Tyler Demers, Christine Light, Allison Purcell, Kristina Larkin

Trustee Allison Purcell moved:
“to table this motion to the Organizational meeting in September.”

*Superintendent
Evaluation Committee
6974/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved to continue the meeting after 6:00 p.m.

*Meeting extension
6975/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved:
“That a new standing committee be formed named School Boundary Alignment comprised of all Board members.”

RESCINDED

Trustee Craig Whitehead moved:
“that a new standing committee be formed and named School Boundary Alignment that will include three Trustees and administration as required.”

*School Boundary
Alignment Committee
6976/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved:
“that a new standing committee be formed and named Grade Configuration that will include three Trustees, the Superintendent and the Associate Superintendent of Business and Operations.”

*Grade Configuration
Committee*

RESCINDED

8.6 Third Quarter Financial Report

Avice DeKolver, Director of Finance, presented the Third Quarter Financial Report.

Trustee Craig Whitehead moved:
“that the Board accept the 2021-2022 Third Quarter Financial Report, as presented.”

*Third Quarter
Financial Report
6977/22*

CARRIED UNANIMOUSLY

Associate Superintendent Christine Lee left the meeting at 6:38 pm.

Trustee Tyler Demers moved:
“that the Board take a break for dinner at 6:40 pm, off-site.”

Break
6978/22

CARRIED

In Favour: Tyler Demers, Kristina Larkin, Christine Light, Allison Purcell,
Kristina Larkin, Craig Whitehead

Opposed: Andrea Andreachuk

Reconvene

The Board Meeting reconvened at 8:04 pm.
Trustee Andrea Andreachuk returned to the meeting at 8:06 pm.

8.7 Legion Banner

The Board discussed purchasing a Legion banner.

Trustee Craig Whitehead moved:
“to approve the purchase of a Legion banner, as presented.”

Legion banner
6979/22

CARRIED UNANIMOUSLY

8.8 Public School Boards Association of Alberta (PSBAA)
Membership

The Board discussed membership to PSBAA.

Trustee Craig Whitehead moved:
“that the Board join PSBAA for the following year 2022-23 at
the reduced fee of \$29,627.60 which is a discount for the first
year and that we treat the per diems the same as the ASBA.”

RESCINDED

Trustee Craig Whitehead moved:
“that the Board join PSBAA for August, 2022 through to
December 31, 2023 at the reduced fee of \$29,627.60.”

PSBAA Membership
6980/22

CARRIED

In Favour: Genny Steed, Andrea Andreachuk, Allison Purcell,
Craig Whitehead

Opposed: Christine Light, Tyler Demers, Kristina Larkin

Trustee Tyler Demers moved:
“any expense per diems for PSBAA meetings come from
Trustee expense accounts.”

CARRIED

PSBAA Per Diem
6981/22

In Favour: Tyler Demers, Andrea Andreachuk, Christine Light,
Genny Steed, Kristina Larkin

Opposed: Craig Whitehead, Allison Purcell

8.9 Urban Caucus

The Board discussed meeting with Alberta urban boards.

Trustee Craig Whitehead moved:

“that the Board approve an invitational letter be sent to all urban Boards in Alberta and that Trustee Whitehead host an initial Urban Caucus virtual meeting in October.”

*Urban Caucus
6982/22*

CARRIED UNANIMOUSLY

8.10 Naming Board Member for Ad Hoc Committee

The Board determined who would join Trustee Craig Whitehead on the Ad Hoc Committee for the purpose of hiring an outside consultant to review Board policies. Genny Steed will be the additional Trustee on the committee.

*Ad Hoc Committee
Additional Trustee*

8.11 Electoral Ward System Plan

The Board discussed the implications of a City ward system.

Trustee Allison Purcell moved:

“that Superintendent Gilmore provide a plan by the December Board meeting that outlines the school division plan including timeline, roles, and responsibilities over the next few years, so that we are prepared should we need to be making a decision about moving to a ward system. The plan should include necessary engagement along the process.”

*Electoral Ward System
Plan
6983/22*

CARRIED

UNANIMOUSLY

8.12 Monthly Committee of the Whole Meetings

The Board discussed the possibility of moving to monthly Committee of the Whole Meetings. 5 to 9 pm. Executive Council would attend, as needed. Not in December.

Trustee Allison Purcell moved:

“that the Board have Committee of the Whole meetings, as needed, typically to be held 2 weeks prior to the regular Board meetings.”

*Committee of the
Whole Meetings
6984/22*

CARRIED UNANIMOUSLY

8.13 Organizational Meeting

The Board discussed the timing of the Organizational meeting.

Trustee Christine Light moved:

“to approve the Organizational meeting to be held on

*Organizational
Meeting
6985/22*

Tuesday, September 13, 2022 at 2 pm followed by a Committee of the Whole meeting, if needed.”

CARRIED UNANIMOUSLY

8.14 Superintendent Evaluation

In accordance with Policy 301.3 Evaluation Process for the Superintendent, a summative evaluation of the Superintendent occurs in the year prior to the final year of the Superintendent’s term of appointment.

Trustee Kristina Larkin moved:

“to table this report.”

RESCINDED

*Update on Policy
400.1.1*

8.15 Update Request on Policy 400.1.1

The Board was provided with an update on current and planned implementation of Policy 400.1.1.

Multi-faith Calendar

8.16 Multi-Faith Calendar Update

The Board was provided an update on the Multi-Faith Calendar on the Division website. Student attendance system has a new absence code for cultural holidays.

Division Highlights

9. Division Highlights

Christine Light noted the ICE Scholarship award presentations, Indigenous Education graduation, and the Division retirement banquet.

Kristina Larkin joined the Division Pride Parade float.

Genny Steed visited her children’s schools and connected with a support staff member while there.

Andrea Andreachuk highlighted giving a rose to Angela Wilde, pancake breakfast at Dr. Probe, Indigenous grad at Churchill, ICE Scholarship, General Stewart class play and Kindergarten grad.

Craig Whitehead will see Wilson staff tomorrow, good Community Conversations, and the “New Blood” presentation at PSBAA.

Allison Purcell noted years of service awards, having conversations with staff, attended SJF production of “Annie”, and Churchill grad.

*Board Chair Report
Community
Conversations*

10. Board Chair Report

10.1 Community Conversations

The Board held a virtual Community Conversations on June 13, 2022. The virtual format was appreciated by parents.

Standing Committees

10.2 Standing Committees

Board of Trustees Standing Committee chairs are asked to

provide an Annual Report and Terms of Reference for review at the Organizational meeting to be held in September.

10.3 PSBAA Conference

PSBAA Conference

Trustee Craig Whitehead provided a written report from the PSBAA Conference.

10.4 ASBA SGM Resolution Outcomes

ASBA SGM Resolution Outcomes

Vice Chair Christine Light provided a written report from the ASBA Spring General Meeting. Wording added “with the deficit being supported by reserves”.

10.5 Follow-Up Meeting with Holy Spirit

Meeting with Holy Spirit

Board Chair Allison Purcell provided an update regarding meeting with Holy Spirit Catholic School Division.

11. Reports

*Reports
Division Wellness Committee*

11.1 Division Wellness Committee

Trustee Andrea Andreachuk provided a written report from the Division Wellness Committee meeting held May 30, 2022.

11.2 Facilities Committee

Facilities Committee

Trustee Tyler Demers provided a written report from the Facilities Committee meeting held May 30, 2022.

11.3 Division School Council

Division School Council

Trustee Christine Light provided a meeting minutes link to the Division School meeting held June 6, 2022.

11.4 Indigenous Education Committee

Indigenous Education Committee

Trustee Christine Light provided a written report from the Indigenous Education Committee meeting held June 8, 2022.

11.5 Economic Development Lethbridge

Economic Development Lethbridge

Trustee Allison Purcell provided a written report from the Economic Development Lethbridge meeting.

12. Correspondence Received

*Correspondence Received
Dr. Oye, U of L
Alberta Infrastructure*

12.1 Dr. Oye, University of Lethbridge

12.2 Alberta Infrastructure Minister

Trustee Craig Whitehead moved: “to return to In-Camera at 10:03 p.m.”

*Move to In-Camera
6986/22*

CARRIED UNANIMOUSLY

The meeting reconvened at 11:08 p.m.

Reconvene

8.14 Superintendent Evaluation

*Superintendent
Evaluation*

Trustee Genny Steed moved:

"that the Board approve the Superintendent evaluation report as developed during the evaluation workshop of June 16, 2022 as an accurate accounting of the Superintendent's performance for the period of August 15, 2021 to June 15, 2022, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf."

Trustee Andrea Andreachuk paused the vote asking for clarification.

Trustee Craig Whitehead moved: "to move to In-Camera at 11:19 p.m."

CARRIED

*Move to In Camera
6987/22*

In Favour: Andrea Andreachuk, Kristina Larkin, Christine Light, Allison Purcell, Genny Steed, Craig Whitehead

Opposed: Tyler Demers

The meeting reconvened at 11:42 p.m.

Reconvene

8.14 Superintendent Evaluation

Trustee Genny Steed moved:

"that the Board approve the Superintendent evaluation report as developed during the evaluation workshop of June 16, 2022 as an accurate accounting of the Superintendent's performance for the period of August 15, 2021 to June 15, 2022, and further that the Board authorize the Chair to make any required technical edits and to sign the report on the Board's behalf."

*Superintendent
Evaluation
6988/22*

DEFEATED

In Favour: Allison Purcell, Genny Steed, Craig Whitehead

Opposed: Andrea Andreachuk, Christine Light, Tyler Demers, Kristina Larkin

Trustee Craig Whitehead moved:

"to have a special meeting of the Board before July 31, 2022 with a sole agenda item to discuss evaluation of the Superintendent."

*Special Board Meeting
6989/22*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved:

"to adjourn the meeting at 11:46 p.m."

CARRIED UNANIMOUSLY

*Adjourn the Meeting
6989/22*

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD AUGUST 3, 2022.

IN ATTENDANCE:

Trustees in-person: Andrea Andreachuk; Tyler Demers; Genny Steed;
Christine Light; Kristina Larkin; Craig Whitehead;
Allison Purcell

Administrators: Cheryl Gilmore; Mike Nightingale; Christine Lee;
Garrett Simmons; Katie Guccione (Recorder)

The Chair called the meeting to order at 8:33 a.m., requested the meeting be moved in camera.

MOTION

Craig Whitehead motioned to move in camera.

Prior to the Board voting to move into camera, Trustee Tyler Demers requested that the public who was attending the meeting be allowed to voice why they were attending the meeting.

Vote held to move meeting in camera.

In Favor: Allison Purcell, Genny Steed and Craig Whitehead

Opposed: Andrea Andreachuk, Kristina Larkin, Tyler Demers and Christine Light.

DEFEATED

*Move in camera
6990/22*

Discussion amongst Trustee's as to whether to allow for a public forum in which the public in attendance could speak.

MOTION

Trustee Genny Steed moved to add public forum to the agenda.

In Favor: Andrea Andreachuk, Kristina Larkin, Tyler Demers, Genny Steed and Christine Light.

Opposed: Allison Purcell and Craig Whitehead.

CARRIED

*Public forum
6991/22*

Public given 15 minutes max to speak as per Division policy.

Erin Hurkett, Lethbridge School Division Principal at Plaxton Elementary School, spoke on behalf of a positive evaluation for Cheryl Gilmore, Superintendent. Erin Hurkett spoke on behalf of other Lethbridge School Division Administrators who were in attendance at the meeting.

Board Chair, Allison Purcell, thanked Erin Hurkett and other Administrators for input.

MOTION

Trustee Craig Whitehead moved to have meeting in-camera at 8:45 a.m.

CARRIED UNANIMOUSLY

*Move to in camera.
6992/22*

Mike Nightingale, Christine Lee, Garrett Simmons and Katie Guccione left meeting.

Cheryl Gilmore was then requested to leave in-camera meeting.

Board requested Cheryl Gilmore, Mike Nightingale, Christine Lee, Garrett Simmons and Katie Guccione rejoin the meeting at 11:24 a.m.

MOTION

Trustee Craig Whitehead moved to come out of in-camera at 11:26 a.m.

CARRIED UNANIMOUSLY

*Return to regular
meeting
6993/22*

Superintendent Evaluation

The Board of Trustees discussed the Evaluation Process for the Superintendent 301.3, the summative evaluation of the Superintendent that occurs in the year prior to the final year of the Superintendents term of appointment.

Trustee Allison Purcell moved:

“After reviewing the information in-camera at the Special Meeting of the Board on August 3, 2022, that the Board approve the Superintendent Evaluation report, as developed, as an accurate accounting of the Superintendent’s performance for the period of August 15, 2021 to June 15, 2022, and further, that the Board authorize the chair to make any required technical edits, and to sign the report on the Board’s behalf.”

In Favor: Andrea Andreachuk, Kristina Larkin, Allison Purcell, Genny Steed, Craig Whitehead.

Opposed: Tyler Demers and Christine Light.

CARRIED

*Superintendent
Evaluation review
6994/22*

Trustee Christine Light moved to go back to in-camera at 11:28 a.m.

*Move to in camera
6995/22*

CARRIED UNANIMOUSLY

Garrett Simmons and Katie Guccione were excused from the meeting at 11:28am.

Cheryl Gilmore, Christine Lee and Mike Nightingale were excused from the meeting at 12:20pm.

Adjournment

Trustee Craig Whitehead moved to come out of in-camera at 1:17 p.m.

*Return to regular
meeting
6996/22*

CARRIED UNANIMOUSLY

Trustee Christine Light moved to adjourn the meeting at 1:18 p.m.

*Adjournment
6997/22*

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations.

MINUTES FROM THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 13, 2022.

IN ATTENDANCE:

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

The Superintendent called the meeting to order at 2:08 p.m.

1. Election of Chair

Election of Chair

Superintendent Cheryl Gilmore called for nominations for Chair to hold office during the pleasure of the Board.

Trustee Kristina Larkin nominated Trustee Christine Light for the position of Chair for the 2022-2023 term.

Trustee Craig Whitehead nominated Trustee Allison Purcell for the position of Chair for the 2022-2023 term.

Superintendent Cheryl Gilmore called three times for further nominations and there were none. The nominees were each given an opportunity to speak before voting. Associate Superintendent Mike Nightingale and Superintendent Cheryl Gilmore took the votes to be counted.

Superintendent Cheryl Gilmore declared Allison Purcell the Chair of the Board for the 2022-2023 school year. Congratulations to Allison Purcell.

Allison Purcell assumed the Chair's position.

Trustee Craig Whitehead moved:
"to destroy the ballots".

CARRIED UNANIMOUSLY

*Destroy the ballots
6998/22*

2. Approval of Agenda

Trustee Christine Light moved:
"that the agenda be approved, as presented."

CARRIED UNANIMOUSLY

*Approval of Agenda
6999/22*

3. Election of Vice-Chair

Election of Vice-Chair

The Chair called for nominations for the position of Vice-Chair to hold office during the pleasure of the Board.

Trustee Andrea Andreachuk nominated Genny Steed for the position of Vice-Chair for the 2022-2023 term.

Trustee Kristina Larkin nominated Christine Light for the position of Vice-Chair for the 2022-2023 term.

Chair Allison Purcell called three times for further nominations and there were none. Associate Superintendent Mike Nightingale and Superintendent Cheryl Gilmore took the votes to be counted.

Superintendent Cheryl Gilmore declared Trustee Genny Steed as Vice-Chair for the 2022-2023 school year. Congratulations to Genny Steed.

Trustee Craig Whitehead moved:
“to destroy the ballots.”

CARRIED UNANIMOUSLY

*Destroy the ballots
7000/22*

4. Approval of Bank Borrowing Resolution

Trustee Craig Whitehead moved:

“that the Board approve the 2022-2023 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school division as required, pending receipt of government funding, and that a copy of this resolution be appended to the minutes of this meeting.”

CARRIED UNANIMOUSLY

*Approval of Bank
Borrowing Resolution
7001/22*

5. Approval of Signing Authority

Trustee Kristina Larkin moved:

“that the bank signing authority be the Board Chair or the Vice-Chair and the Secretary-Treasurer or, in their absence, the Director of Finance, with the exception that for the purpose of signing cheques, the signing authority shall be the Superintendent of Schools and/or the Secretary-Treasurer and/or Director of Finance and further, that the Board authorize the bank to establish an overdraft lending agreement which has been duly executed by the proper officers of the Board when loans are required.”

CARRIED UNANIMOUSLY

*Approval of Signing
Authority
7002/22*

6. School Boundary Alignment – Draft Terms of Reference

Reviewed the terms of reference provided.

Trustee Craig Whitehead moved:

“To accept the draft of the School Boundary Alignment
Committee Terms of Reference. **CARRIED UNANIMOUSLY**

*School Boundary Alignment
Committee 7003/22*

7. Committee Reports and Terms of Reference

All Committee reports and Terms of Reference were reviewed at
the September 2022 meeting.

*Committee Reports and
Terms of Reference*

8. Appointments to Committees

*denotes Chair

*Appointments to
Committees*

7.1 Standing Committees

- 7.1.1 Board Audit Committee
*Craig Whitehead, Tyler Demers
- 7.1.2 Board Budget Committee
*Kristina Larkin, Genny Steed
- 7.1.3 Community Engagement Committee
*Genny Steed, Kristina Larkin
- 7.1.5 Division Wellness Committee
*Andrea Andreachuk, Genny Steed
- 7.1.6 Facilities Committee
*Christine Light, Tyler Demers
- 7.1.7 Indigenous Education Committee
*Christine Light, Andrea Andreachuk
- 7.1.8 Policy Advisory Committee
*Craig Whitehead, Kristina Larkin
- 7.1.9 Poverty Intervention Committee
*Kristina Larkin, Christine Light
- 1.1.10 School Boundary Alignment Committee
Craig Whitehead, Allison Purcell, Christine Light
- 1.1.11 Spirit of 51 Committee
*Andrea Andreachuk, Tyler Demers
- 1.1.12 Superintendent Evaluation Committee
Allison Purcell, Christine Light, Craig Whitehead

7.2 Special (ad hoc) Committees

- 7.2.1 ATA Negotiating Committee
*Craig Whitehead, Allison Purcell
- 7.2.2 CUPE (Local 290) Negotiating Committee
*Kristina Larkin, Andrea Andreachuk
- 7.2.3 CUPE (Local 2843) Negotiating Committee
*Christine Light, Tyler Demers
- 7.2.4 Expulsion Committee – Two trustees as needed
- 7.2.5 Non-Union Staff Committee
*Christine Light, Kristina Larkin
- 7.2.6 Policy Review Committee
*Craig Whitehead, Genny Steed

7.3 Joint Committees

7.3.1 ATA Working Conditions Committee

*Tyler Demers, Craig Whitehead

7.3.2 City/School Boards Committee

*Christine Light, Allison Purcell

7.3.3 Economic Development

Allison Purcell

7.4 Appointment of Board Representatives:

7.4.1 ASBA Zone 6

Allison Purcell, Craig Whitehead (alternate)

7.4.2 Division School Council

Genny Steed, Christine Light (alternate)

7.4.3 Division Student Leadership

Kristina Larkin

7.4.4 TEBA

Tyler Demers

7.4.5 Team Lethbridge

Christine Light, Craig Whitehead

7.4.6 Public School Boards Association of Alberta

Craig Whitehead, Allison Purcell (Alternate)

8. Adjournment at 3:10 p.m.

Trustee Craig Whitehead moved:

“to adjourn the Organizational Meeting.”

Adjournment

7004/22

CARRIED UNANIMOUSLY

Allison Purcell

Chair

Christine Lee

Associate Superintendent
Business and Operations

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The September 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

September 2022

*Cheers to another great year of
learning in Lethbridge School
Division!*

Welcome to the 2022-2023 School Year

The Business and Operations team is always excited for the start of a new school year as we get to show off some of the work we have been doing all summer. Students may arrive on a school bus or by other means, but the team takes pride in getting our kids to school safe and to a building that has been tuned up and shined up over the summer.

Elementary schools this year will have new PC's. The financial books will be balanced as the start of a new school year means an end to the financial year.

kids

ARE OUR BUSINESS



**Lethbridge
SCHOOL DIVISION**



Facility Services



Summer Projects

During the summer, the facility services department gets things done!

Some of the projects that took place this summer in our schools included:

Our caretakers are cleaning classrooms and polishing up the floors. Grounds crew are manicuring the lawns, trimming trees, and moving items around the Division.

The maintenance team was taking care of a variety of preventative maintenance projects from electrical, plumbing, and general carpentry work that was needed.

And of course the office team was busy coordinating and supporting the work of caretakers and contractors to make sure the work all got done before school started.

- Lighting upgrades
- Cement replacement to improve walkways, accessibility and address safety hazards
- Ventilation service
- Boiler and hot water tank replacements
- Painting of classrooms
- Replacement of gym curtains
- Electrical work
- Watermains and weeping tile
- New fob system for all buildings
- A variety of system safety checks and preventative maintenance occurred such as fire systems, elevators,, generators, boilers, bleachers, and cafeteria equipment

For more information on the 2021-2022 facility projects, see the Facilities Committee year end report

Modular's on the Move

As seen below, one of three modular classrooms being moved and put in place at Chinook High School. These classrooms now in place will be fit up and ready for occupancy by the end of December.

At Coalbanks Elementary School, the school site was prepared and serviced to receive one modular classroom and one washroom unit. Unfortunately there has been a delay in the manufacture of the units and they will not arrive as anticipated in September.

Once a delivery date is confirmed then an estimation of occupancy date will be determined.



Finance



The primary purpose of the audit committee is to provide oversight of the financial reporting process, the audit process, the Division's system of internal controls and compliance with laws and regulations.

2022-2023 Budget Report Submission

Lethbridge School Division has completed the 2022-2023 Budget Report submission for ASBO International's Meritorious Budget Award Program. To see this very comprehensive budget document that not only provides great financial information, but also provides information about the school's division as an organization. The picture below is the cover to this amazing document which may be found at Financial Reporting | Lethbridge School Division (lethsd.ab.ca)



The Finance Department is busy finalizing financial information for the 2021-2022 school year and will be preparing for the Division's auditors, BDO Canada LLP, to audit the Division's financial records. The Audit Committee met to discuss planning for this year's audit.

The start of the new year begins with the review of actual enrolments and a review of the preliminary budget that was approved in May. Adjustments to the budget will be made based on September 30th enrolment, staffing adjustments required, and school and program spending priorities.

For more information on the work of the Audit Committee , see the Audit Committee year end report



Lethbridge School Division Annual Budget Report



For the Fiscal Year Ending
August 31, 2023

Lethbridge, Alberta, Canada



Occupational Health and Safety



Be electricity mindful

Some electrical cord basics:

Inspect Cords and Plugs

- Check extension cords and plugs daily. Do not use, and discard cords and plugs if they are worn or damaged.

Eliminate Octopus Connections

- Do not plug several items into one outlet or plug multiple cords to each other.
- Pull the plug, not the cord.

Never Break OFF the Third Prong on a Plug

- Replace broken 3-prong plugs and make sure the third prong is properly grounded.

Never Use Extension Cords as Permanent Wiring

- Use extension cords only to temporarily supply power to an area that does not have a power outlet.
- Keep extension cords away from heat, water and oil. They can damage the insulation and cause a shock.

Safety is Everyone's Responsibility

Division staff have received online safety courses to ensure that all staff are trained in important safety matters. Some courses are taken annually and some are every three years after initial new employee orientation.

Some of these courses included:

- Anaphylaxis Awareness
- Employee Accident and Incident Reporting
- Role specific hazard assessment review
- Employee Conflict of Interest
- Fraud Prevention, Identification, and Reporting
- Policies and Procedures
- Reporting a Hazard
- Safety Data Sheets (for Hazardous materials and chemicals)
- Slips, Trips and Falls Prevention
- Violence in the Workplace
- Facility Services specific courses such as Aerial lift safety, electrical safety, asbestos awareness, PPE
- Educational staff specific courses such as proper lifting of students, supervision of students

Division Workplace Health and Safety Committee held on Sept 19th

As seen in the Division Dispatch, Aug 2022

HEALTH/SAFETY >

Health and Safety Corner

As we start the 2022/2023 school year, please remember that Safety is Everyone's Responsibility.

The Division will be sending out a variety of safety courses through Public School works to ensure that Division staff are aware of important safety policies and practices. Note these courses that are assigned to employees are mandatory with completion deadlines.

Staff will also have an opportunity to participate in the Division safety program through serving on building site's Safety Committees.



Information will be provided by administration at the August staff meetings on how to participate.

As a reminder, there is lots of information about safety on your building site's safety board. Please go to this board for OHS committee minutes and updates on safety information.

At anytime if you have safety concerns or questions, please contact your site safety representative directly, your school administration or email OHS@lethsd.ab.ca.

Have a great year! ■



Technology

What's
New?

What's new for 2022-2023

This year the tech Department will have a strong focus on digital citizenship and will be offering opportunities for parents and teachers to learn how to navigate the changing world of social media. Stay tuned for upcoming opportunities.

A Lot of Activity for the Tech Team this Summer!

- The Technology Team replaced all the elementary school desktop PC over the summer. The 5-year-old machines are taken to spaces to replace the 10-year-old machines. Approximately 1500 PC's were replaced or moved.
- This summer many of the Division network backups and services were moved to the Azure cloud. The Division currently has around 140 Virtual servers that are now backing up to the cloud.
- Cisco Duo was rolled out to all machines over the summer. With Cisco Duo the Division now has two factor authentication turned on for all systems and services.
- Over the summer 1500 iPads have been moved off the Meraki management tool and to Intune. There was a need to move away from Meraki due to the high cost of the software and the lack of features provided.
- All Division WiFi access points have been updated over the summer. The new updates should provide faster connectivity over our WiFi network. As seen in the picture below, replacing access points is not for those afraid of heights!



Transportation



School Bus Routes posted on August 22 and may be found on through a link on the Division website:
Transportation | Lethbridge School Division (lethsd.ab.ca)

MyFirst Ride Event

As seen in the picture below, on Aug. 20, Southland Transportation Ltd. teamed up with Lethbridge School Division and Holy Spirit Catholic School Division for a special event at St. Paul School.

My 1st Ride is a free bus safety program for first-time riders, and their parents, designed to make students more comfortable on their first day of school. Southland and school division representatives were on hand to help students learn about school bus safety and protocol. The day included a short presentation and an opportunity to take a short ride on a school bus followed by a free hotdog or hamburger lunch for the whole family. Over 120 people attended the event.



Choose School

School(s) that serve 402 - 498 HIGHLANDS BLVD W, LETHBRIDGE

[New Search](#)

Click on a school below to display that school's information on the right.

Elementary

PK - 5 Mike Mountain Horse Elementary

Middle

6 - 8 G.S. Lake Middle

High School

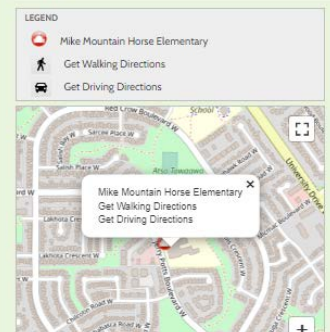
9 - 10 Chinook High

11 - 12 Chinook High

School Information Mike Mountain Horse Elementary



Name	Mike Mountain Horse Elementary
Address	155 Jerry Potts Blvd. W, Lethbridge, AB T1K 6G8
Principal	Kerry Taylor
Vice Principal	Lindsay Wehrwein
Secretary	Alyssa Stacey
Phone	(403) 381-2211
Fax	(403) 329-0547
Web page	Mike Mountain Horse Elementary
Start time	08:16 AM
Closing time	03:20 PM
Wheelchair	Yes
Comments	For bussing information please call the school or Cheryl Shimbashi at (403) 380-5303.



As seen in the picture to the right, parents can find information about their designated boundary school by using the School Locator App, found at School Boundaries | Lethbridge School Division (lethsd.ab.ca)

New this year is a map that will provide directions to the school for walking or driving.



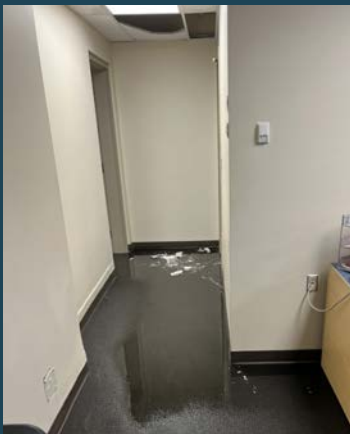
Other Matters



Education Centre Flood

It was a warm Thursday night in August, when a little coffee station waterline had "enough" and burst in the HR department. As water does, it found its way on the floor and through the ceiling to the purchasing department. When caretaking arrived on Friday morning the flood was discovered, Amazing how much damage one little waterline will cause. It was all hands on deck with maintenance and caretaking staff, contractors, and the restoration company working to mitigate the damages and get areas dried out. Flooring in HR and Purchasing will need to be replaced. There was some lost product in the warehouse but due to the purchasing team working quickly to salvage warehouse items, the loss was not significant.

Flood damage in purchasing



Meetings/Events worth noting:

- Team Lethbridge meeting in July with Canada's Ambassador to the United States, Kirsten Hillman
- Cassix/ASBOA Summer Conference
- First Ride Event hosted with Southland and Holy Spirit School Division
- USIC Risk Management and Claims Committee meeting
- Monthly Risk Management call with broker (Marsh)
- OHS Management Committee Meeting
- Bi-Weekly meetings with Melcor re Garry Station development
- School liaison visits: Coalbanks, Nicholas Sheran, Wilson, General Stewart and Victoria Park
- Meeting with Minister LaGrange and Board, Taber
- Welcome Back Breakfast
- Business and Operations Directors meeting and generative dialogue
- Education Centre Staff meeting
- USIC Marketing Meeting, with London underwriters in London and Domestic underwriters in Halifax. Meetings sponsored by USIC and Marsh
- Division Workplace Health and Safety Committee meeting
- ATA Working Conditions Meeting
- 51-25 Banquet
- Administrator Committee Meeting
- Lethbridge Family Services AGM
- Meeting with City of Lethbridge re waste and recycling
- Audit Committee Meeting
- Administrator's PL symposium
- Team Lethbridge meeting

Welcome Back Pancake Breakfast



MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

The September report of the Associate Superintendent, Instructional Services is attached. Morag Asquith will also provide an oral report regarding Lethbridge School Division submission to Alberta Education for Mental Health project funding.

Recommendations

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

Respectfully submitted,
Morag Asquith



ASSOCIATE SUPERINTENDENT REPORT - INSTRUCTIONAL SERVICES

SEPTEMBER/OCTOBER 2022

IMPORTANT DATES

Indigenous Education Team meeting (all grad coaches and Indigenous Ed Teachers)-
September 8th- 10-12 pm
Fountas and Pinnell Training- September 9th, 1-3 pm
Learning Support Teacher meeting- September 12th -1-3:30 pm
Division Placement Committee- September 13th 8:30-11:30 a.m.
Nurse Orientation (at Board Office)- September 14th (12 noon-2 p.m.)
Building Fact Fluency Toolkits for Elementary Teachers- September 19th-12- 4:30 p.m.
Indigenous Education Committee Meeting- September 21st- 9-11 a.m.
Anti-racism and Anti-oppression Committee- September 21st- 3:30-4:30 p.m.
Building Fact Fluency Toolkits PL for Middle school- September 21st-12-4:30 p.m.
Orange Shirt Day- September 29th
National Day for Truth and Reconciliation- September 30th
Wellness Committee Meeting #1- October 3rd- 1:30- 3:30 p.m.
Chinook Child and Youth Advocacy Centre meeting- October 6th- 10-1:30 p.m.
Spanish Consortium Subcommittee (provincial)- October 14th.
Health Champ Meeting- October 17th, 1-3:30



WELLNESS

The **Physical Education and Wellness curriculum K-6** is available here

<https://www.alberta.ca/curriculum-physical-education.aspx>

Karen Rancier, Jen Day and Morag Asquith are planning a learning opportunity with K-5 Principals to acquaint themselves with the new curriculum and to develop an aligned plan for rolling out the PEW new curriculum October 25th all day.

The Division of Instruction has collaboratively worked alongside CSAC (Children's Advocacy Centre and Chinook Sexual Assault Centre), Lethbridge Police and AHS- Comprehensive Health and Addictions and Mental Health to put together an application to Alberta Education for the Mental Health Grant related to Digital Citizenship and Digital Education. If successful we will be able to post for 2 positions (a teacher and a family support) in October. Fingers crossed !!

NUTRITION

The Division wide Fruit and Veggie program will be starting again in October and seasonal apples will be delivered on the same schedule as last year that will be shared with schools last week of September!

EARLY EDUCATION

A special thank you to Rochelle Neville, Early Education Coordinator for working through the budget process with Ann Muldoon to build as much consistency as possible in the staffing and program locations for the 2022/23 school year. There has been a slight reduction in programs due to the decrease in registrations.

Locations – 18 programs (no BBT at-home):

<i>North</i>	<i>South</i>	<i>West</i>
Galbraith -2	Lakeview -2	Dr. Probe -2
Immanuel (am only) -1	Fleetwood-2	MMH -4
Park Meadows -2		Nicholas Sheran -2 classes
Westminster (am) -1		

DUAL CREDIT/CAREERS DEVELOPMENT & EDUCATION

We have 21 students who have signed up for Lethbridge College Dual Credit learning opportunities this Fall, and interest continues to grow.



We are excited to announce that the College is hosting an dual credit pathway event focussing on the Trades it is in the evening 6:30-8:30 p.m. September 28th and the event is free and registration is encouraged.

The College recognizes that they need to provide more opportunities for our parents, teachers, and students to see Trades training in action and the amazing facilities and opportunities that exist at the College. Everyone is welcome.

Division of Instructional Services will be bringing their first draft of the Career Education and Development Manual to the Administrators Committee before sharing out to Wellness Teams, Administrators and publishing it on the website. The manual is a collaborative effort by Off Campus, Counselling and Curriculum to create a comprehensive document that assists our parents and students in understanding how our division supports Career Education and Development K-12.

In the summer Lethbridge School Division was notified that we were successful in securing \$50,000 in support of a Zone 6 (Horizon, Livingston Range, Palliser, West Wind and Holy Spirit School Division) collaborative initiative to support developing with Lethbridge College a more comprehensive "Introduction to the Trades" for students in the South Zone schools. We are excited to plan and develop this concept through the 22-23 school year.

NURSES- University of Lethbridge Partnership

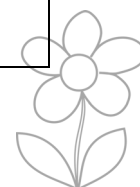
Prior to the pandemic Lethbridge School Division accommodated Nurse Practitioner Practicums from the University of Lethbridge in our Schools. We are delighted to be planning for this opportunity to recommence in late September 2022. They will be hosted at Winston Churchill High School and Victoria Park for the Fall and potentially Chinook and LCI in the Winter session. Our schools have always benefitted from nurses fulfilling their practicum requirements in our schools.

Think Outside Schools for the 2022/23 school year

Jenna Jewison, Shawnee Big Bull, Melanie Morrow and Jessica Deacon-Rogers (Helen Schuler Centre) will be striking up conversations with schools and creating a Fall schedule for the Think Outside Program that will be working with grade 4/5 classrooms and the schools that have indicated interest are:- Coalbanks, Fleetwood Bawden, Dr. Probe, Westminster, Nicholas Sheran and Galbraith. The goal of the program is to team teach with the classroom teacher 2 lessons in the Fall and 2 lessons in the Spring to each class. The objective of Think Outside is to promote learning from the land and the lessons integrate grade level outcomes from math, science, social studies and language arts and the program often promotes movement !

Inclusion and Diversity and Wellness- Mapping for the 2022/23 year

Task	Groups involved	Timeline
ARAO Policy	-ARAO Admin Committee -Trustees -Roll out communication- Garrett website -Division School Council	Approval pending September 2022



	-School websites and assemblies -DIS n' That	
ARAO Procedure	-ARAO Admin Committee -Roll out communication- Garrett website -Division School Council -School websites and assemblies -DIS n' That	Commence work November/December
Inclusion in School Councils "How do we support greater inclusion and diversity in School Councils"	-Division School Council -School Councils -Indigenous Education Committee -Wellness Committee -Administrators -Cheryl/Board	October/November 2022
Staff Wellness- survey	-Human Resources -Wellness Committee -Health Champions -Administrators -Division Workplace Health and Safety	TBD
Wellness, Inclusion/Diversity Student World Cafe	-Indigenous Ed Committee -Wellness Committee -Division Student Council -Health Champs -Administrators -Division School Council -Trustees	Early November 2022
Division Multi-Cultural Calendar	-all schools	June 2022
SOGI Procedure	-Positive Spaces -Communication -Administrators committee -Wellness/counselling teams	September/October 2022
Blackfoot Flag Raising Ceremony	-Indigenous Education Team -Indigenous Education Committee -Administrators -Trustees -Kainai, Piikani, Siksika School Boards -Elders	Date to be revised 2022
Diversity and Inclusion Parent Table	-DIPT, Division School Council -Sharing student data from World Café -Administrators	January/February 2023
Division Pow Wow	-Indigenous Education Committee -North side elementary -All Administrators	April/May 2023

Curriculum and Instruction

It was announced the week of September 12th that the provincially mandated literacy and numeracy assessment deadline has been extended to October 7th to have this round completed. School authorities are required to administer approved literacy and numeracy screening assessments to all grade 2 and 3 students in September 2022, followed by all grade 1 students in January 2023. Based on these assessment results, school authorities must reassess all identified at-risk students at the end of the school year to measure their progress.



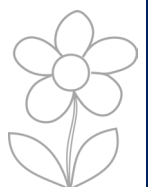
To support the work in developing beginning-of-year and end-of-year provincial literacy and numeracy norms for the government-provided screening assessments, and to support participating school authorities in their collection and reporting of results, the following timelines have been established:

- September 15-October 7: Participating schools submit their Grades 2 and 3 literacy and numeracy assessment data to Alberta Education.
- October 14: Alberta Education posts beginning-of-year Grades 2 and 3 literacy and numeracy norms to [New.LearnAlberta.ca](https://www.alberta.ca/new-learn-alberta-ca).
- October 19: Alberta Education provides beginning-of-year Grades 2 and 3 literacy and numeracy school and school authority reports on [Stakeholder File Exchange \(SFX\)](#).
- January 16-February 8: Participating schools submit their Grade 1 literacy and numeracy assessment data to Alberta Education.
- February 17: Alberta Education posts Grades 1 literacy and numeracy norms to [New.LearnAlberta.ca](https://www.alberta.ca/new-learn-alberta-ca).
- February 23: Alberta Education provides Grade 1 school and school authority reports on [Stakeholder File Exchange \(SFX\)](#).
- June 1-15: Participating schools submit their Grades 1 to 3 literacy and numeracy assessment data to Alberta Education.

Indigenous Education

Shawnee BigBull, Jenna BruisedHead and Melanie Morrow our teachers who support the Indigenous Education portfolio have been working on a division wide activity for “Pathways to Reconciliation” for the September National Day of Truth and Reconciliation (September 30th). The team has delivered orange rocks to each school on Monday September 12th. The hope is that schools will work together to create a “pathway to reconciliation” with the rocks- it can be a message, garden/park outline or anything else schools can think of! We need to remember that we live, work and play on Treaty 7 territory which is the traditional territory of the Blackfoot First Nations (Kainai, Piikani and Siksika). It is Treaty 7 Day September 22nd and it is Division Orange Shirt Day September 29th. September is a very busy month for our Indigenous Education Staff.

We would also like to warmly welcome Val GoodStriker to Victoria Park as their new Graduation Coach and Jean PantherBone as the new Graduation Coach at Lethbridge Collegiate Institute.



MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Mike Nightingale
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The September 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
September 27, 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 29 teachers to the substitute list since the beginning of August.
- Adding 15 support staff to the substitute list since the beginning of August.
- Onboarding 42 new staff members since the beginning of August.
- Extending 3 teacher contracts since the beginning of August.
- Facilitating the hiring of 20 teachers since the beginning of August.
- Facilitating the hiring of 27 support staff since the beginning of August.
- Executive Assistant Katie Guccione and Administrative Professional Jolayne Prus facilitated ADW and Workable training for new administrative assistants and administrators across the division.
- Administrative Assistant Carrie Fahl facilitated the organization of the 51-25 banquet.

Other Highlights

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended virtual school administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an administrators committee meeting.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an Education Center Leadership Team meeting.
- Associate Superintendent Mike Nightingale attended CASSIX meetings.
- Associate Superintendent Mike Nightingale attended a management OH&S meeting.



Enrollment

The following enrollment numbers are based on information collected on September 16, 2022. We anticipate there will be changes to overall enrollment numbers prior to September 30, 2022.

K-12 Enrollment

	September 30, 2021	September 16, 2022	Difference from 2021
Total	11,374	11,775	401

Total Student Enrollment (includes early learning programs)

	September 30, 2021	September 16, 2022	Difference from 2021
Total	11,676	12,015	339



Elementary Class Size Averages – September 16, 2022

	2021	2022
KG	18.8	19.4
Grade 1	20.3	20.9
Grade 2	20.8	20.7
Grade 3	20.4	20.5
Grade 4	22.3	22.7
Grade 5	23.2	23.1
Combined classes		
Grade 1&2	18.6	21.3
Grade 2&3	20.7	20.8
Grade 3&4	20.2	21.8
Grade 4&5	24.8	23.2



MEMORANDUM

September 27, 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 (Achievement, Inclusion, and Innovation) are identified under the Assurance Domains in the Lethbridge School Division 2022-2023 Assurance Plan approved by the Board in May.

The leadership team will provide a monthly summary at Board meetings outlining strategies that have been implemented to address the three priorities.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



Division Domains and Priorities for 2022-2023

Division Domain: Local and Societal Context

Planning Considered: 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.
- Governors engage in advocacy to promote change and action with government policy, priorities, and/or financial allocation that impact Board priorities and the well-being of students.

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.

**2022-2023 DIVISION PRIORITIES
REPORT TO THE BOARD**

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- On August 20th Lethbridge School Division, Holy Spirit Catholic School Division and Southland Transportation held First Ride. This was second year hosting this event to provide families and students a stress free first bus ride and learn about bus safety. This event was open to the community and included hotdogs, hamburgers, chips, water, and face painting.
- The CCST (Collaborative Community Safety Team) met in August to discuss the status of the youth engagement officer team with Lethbridge Police service. The CCST mission is to address issues facing school health and safety, which have legal implications. The members on this team are both Lethbridge School Divisions, AHS and Lethbridge Police.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- The Division of Instructional Services collaborated with CSAC (Chinook Sexual Assault Centre), AHS- Comprehensive School Health and Addictions- Mental Health (Alberta Health Services) to draft a grant application for Mental Health in Schools (Alberta Education), it was submitted September 15th.
- Jackie Fletcher, Director of Inclusive Education, worked alongside Southwest Collaborative Support Services (SWCSS) and other zone 6 Directors to apply for the 2022 Enhancing Access for Specialized Assessments for School Authorities: Service Coordinator Grant (Alberta Education). This was submitted on August 22, 2022. Currently, our division works with SWCSS to provide Physiotherapy Services for our students. In addition, the school divisions that are part of the SWCSS Zone 6 group put forth a group application for the Mental Health Grant, submitted on September 15th.
- ESL Student Support Worker, Saajan Sapkota, connected with MyCityCares, Shoes for Kids YQL, and Lethbridge Family Services to provide several of our new ELL students with school supplies, running shoes, and winter clothing

**DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION**

Literacy

- Literacy Lead Teacher, Jodie Babki, is meeting with all elementary and middle school administrative teams to ascertain their literacy needs and to offer specific support with the new resources for the English Language Arts and Literature (ELAL) curriculum.
- Jodie co-presented at the Teacher Induction Program (TIP) on concept-based teaching and learning on August 26.
- Jodie facilitated a Fountas and Pinnell training session for elementary teachers new to our Division on Friday, September 9 in the afternoon.
- New ELAL resources were organized and distributed to all elementary schools.
- Jodie has been preparing handouts, presentations and support for all the new ELAL resources.
- Jodie has provided support to our elementary schools with Alberta Education's mandatory literacy assessments, the LeNS and CC3.

Numeracy

- Numeracy Lead Teacher, Michaela Demers, has been meeting with elementary, middle, and high school administrators and teachers to provide Professional Learning (PL) on a variety of topics.
- Michaela co-presented at the Teacher Induction Program (TIP) on concept-based teaching and learning on August 26th.

- Michaela facilitated August start-up PL with 4 elementary school teaching staffs with a focus on Math Workshop, Building Fact Fluency Toolkits, and thinking tasks.
- New Math and Financial Literacy resources were organized and distributed to all elementary and middle schools.
- MIPI (Mathematics Intervention/Programming Instrument) online data collection is currently underway in Grades 2-9.
- Michaela has provided support to our elementary schools with Alberta Education's mandatory math assessment, the Numeracy Assessment Screening Tool (NSAT).
- Preparation is occurring for the upcoming Building Fact Fluency (BFF) Toolkits PL for elementary and middle/high school numeracy committee representatives.

Implementation of Student Learning Competencies (Karen/Jackie/Morag)

- The competencies promoted in the Alberta 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 recently released curricula. As such, building capacity in this area will weave into any curriculum roll out.
- Karen Rancier, Jen Day and Morag Asquith are planning a professional learning session for K-5 Principals on October 25 related to Physical Education and Wellness curriculum.

Experiential Learning including secondary initiatives:

Off-campus, dual credit, high school re-design, career exploration, and experiential learning at all levels

- We are continuing to build a digital library of 360 experiences for students in the Division. The latest experience includes a tour of the Calgary flames dressing room and what it's like to play for the Calgary Flames.
- September 28th Lethbridge College is hosting a Trades Evening Event for students, staff and parents this is in conjunction with the new trades programming Zone 6 Directors are collaborating with Lethbridge College to create.
- Our Esports program continues to grow through the Division and we are working with Holy Spirit School Division and the Lethbridge College to share resources so that more students can participate in competitive Esports.
- Division of Instructional Services was successful in securing a \$50,000 grant from Alberta Education to promote Trades in high school

Innovation and Technology

- We are piloting at two elementary schools a new Digital Portfolio tool called "Spaces ". To learn more, visit education.myblueprint.ca/spaces-pilot/ . Spaces will be available to all K-5 teachers if they do want to demo or try the software.

Early Learning

- We have Early Education Programs in nine of our elementary schools this year. There are currently 250 children enrolled across the division, with 132 accessing supports through Program Unit Funding (PUF), mild/moderate or English Second Language.
- We had 40 families withdraw from programming prior to school start up; some reasons provided were daycare requirements, and transportation challenges
- Partnering with the Family Centre allowed our Division to offer an on-line Ages and Stages Questionnaire (ASQ) for families new to the Division, and entering an Early Education or Kindergarten program. The ASQ provides the Division with information regarding children so that we can provide optimal programming right from the start in September.

Indigenous Education

- Shawnee BigBull, Jenna BruisedHead and Melanie Morrow, the teachers who support the Indigenous Education portfolio have been working on a division wide activity for “Pathways to Reconciliation” for the September National Day of Truth and Reconciliation (September 30th). The team has delivered orange rocks to each school on Monday September 12th. The hope is that schools will work together to create a “pathway to reconciliation” with the rocks- it can be a message, garden/park outline or anything else schools can think of! We need to remember that we live, work and play on Treaty 7 territory which is the traditional territory of the Blackfoot First Nations (Kainai, Piikani and Siksika). It is Treaty 7 Day September 22nd and it is Division Orange Shirt Day September 29th. September is a very busy month for our Indigenous Education Staff.
- Welcome Val GoodStriker and Jean PantherBone to our Graduation Coach team

Wellness

- Student Nurses attended a Division orientation September 14th, there are 24 nursing students who will be working in WCHS and Vic Park over the Fall, we are very lucky to be able to host this practicum after not hosting for 2 years (pandemic)
- The first “MHCB Wellness Throw Down” of the year will be in October.
- Lethbridge School Division Fruit and Veggie Program will also be starting up in October.

Diversity

- Anti-Racism and Anti-Oppression Administrators Committee will be meeting September 21st, 3:30-4:30 p.m.
- The Committee will commence work on developing procedures to support the Policy that is in 3rd reading.
- Planning has started for an Inclusion and Wellness Student Forum to take place in late Fall

International Programs

- The Division International Program has grown exponentially for the 2022-23 school year. We have registered 89 students for the start of semester one with 16 more students arriving in early October and 61 students registered for semester two. Canada Homestay Network, our homestay program, has worked very hard to house all our students.

DOMAIN: Teaching and Leading

PRIORITIES: ACHIEVEMENT AND INNOVATION

Administrator Professional Learning

- The New Administration Program started on August 25th, with an afternoon workshop focusing on the Leadership Quality Standard and Division Priorities. October 6th will be the second session focussing on School Management.
- The Administrator fall Learning Symposium is scheduled for September 28 and 29th. The theme this year is “Thinking to Learn and Learning to Think” extending learning over the past two years focused on creating thinking classrooms.

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

- Elementary and Middle Schools are planning for a school-based PL day on October 11. Collaborative Communities will occur on the morning of October 20.
- “Start Here, Start Now” is a book written by Liz Kleinrock recommended from the ARAO Committee to purchase for each school team. It is a very helpful book that provides simple, thoughtful strategies to assist Administrators and staff to better understand anti-bias and anti-racist work in school communities. i.e. how we build community, identity mapping, to reflecting upon curriculum that may reinforce stereotypes or racism
- Jen Day, Counselling Coordinator, arranged for both Suicide Intervention Training and VTRA training to take place for teachers and administrators requiring this training.

- Rebecca Adamson (Inclusive Education Coordinator), along with fellow trainers, provided SIVA training to 3 new staff members and re-certified an additional 14 staff.
- Christie Archer, School Psychologist, presented to numerous school staffs on Self-Regulation and strategies used to support students with regulation needs and complexities
- Good Sense Training professional development was provided on August 26 for Early Learning Educators. The session provided information on sensory processing and creating environments and activities to assist children with sensory processing needs. Division Psychologists, Speech-Language Pathologists, and our Occupational Therapist also participated. Rebecca Adamson, Inclusive Education Coordinator, also attended this session and is currently working with the providers to adapt this presentation to the professional learning needs of our Educational Assistants beyond Early Education.
- Professional Learning for our Advanced Educational Assistants in August included guest presenter Louise Cormier and Rebecca Adamson, teaching and implementing self-regulation strategies and identifying barriers to learning through working with the medium of clay

DOMAIN: Learning Supports

PRIORITIES: INCLUSION

Building Staff Capacity to Meet the Needs of all Learners

- Concept-based teaching and learning as well as thinking classrooms continue to be the areas of focus through which our teachers are implementing the new curricula in English Language Arts and Literature (ELAL) and Mathematics.
- ESL Lead teacher, Carmen Carvalho, co-presented at the Teacher Induction Program (TIP) on English Language Learners and the Alberta Education ELL Benchmarks on August 26th. A similar presentation highlighting the differences in the original Alberta Education ELL Benchmarks and the new Benchmarks 2.0, was shared with Division LST's and admin at the September 12th LST Meeting.
- Jen Day shared the Sheldon Kennedy Centre presentation re: abuse disclosure with all schools to be viewed by all school staff prior to the arrival of students in September.

Collaborative Partnerships to Support Learning (Jackie/Morag)

- We are very grateful to be working closely with Rachel Hoof (Jordan's Principle)- she will be sharing a brief presentation with division staff September 21- Jordan's Principle is a federal body that responds to unmet needs of First Nations children no matter where they live in Canada
- Jackie attended a presentation by Wrap 2.0: FASD Coaching Partnership Project and will be exploring this partnership to receive small group coaching for student learning support.

Cross-Ministry Initiatives

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

- Three modular classrooms have been moved into place at Chinook High School. Over the next 3 to 4 months the modulars will be hooked up with utilities and the interior finishes will be touched up on these classroom spaces.
- Over the summer site preparation was completed for the arrival of one modular classroom and one washroom unit for Coalbanks Elementary. The Division is waiting for the new modular units to arrive.
- The Board of Trustees have approved the terms of reference for a School Boundary Alignment Committee.

Other

- To date, we have accepted 73 Kindergarten Speech and Language Referrals, and 10 new requests for Complex Learning Needs Transportation
- To date, we have completed 57 new ESL Student intake assessments (completed by Carmen Carvalho, Saajan Sapkota, in coordination with Lethbridge Family Services - Immigration

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: World Teachers' Day

Background

World Teachers' Day is held annually on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels. As outlined on the UNESCO website, the aim of World Teachers' Day is to ensure that the needs of future generations will continue to be met by teachers. It also commemorates the anniversary of the 1966 signature of the UNESCO/ILO Recommendation Concerning the Status of Teachers.

The strength of Lethbridge School Division has historically been its staff members, who are committed to providing outstanding learning opportunities for all students while ensuring that each young person feels valued and supported.

Division teachers are recognized across the province for their expertise, with a number serving on regional and provincial curriculum and professional learning committees.

Recommendation

It is recommended that the Board receive this report as information and take the opportunity to publicly acknowledge the commitment to excellence that teachers, and all staff members, demonstrate for the benefit of students.

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

September	29	Orange Shirt Day
	30	National Day for Truth and Reconciliation (non-operational day)
October	3	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	5	Policy Advisory Committee 12:00 pm, Education Centre
	10	Thanksgiving Day – NO SCHOOL
	11	No School for Elementary and Middle school students – Professional Learning Regular day for High school students
	11	Board Committee of the Whole
	11	Board meeting with MLA Nathan Neudorf
	12	Joint City of Lethbridge and School Boards meeting Education Centre, Board Room
	20-21	No School for students – Professional Learning / Parent Teacher Interviews
	25	Board Meeting 1:00 pm, Education Centre, Board Room

MEMORANDUM

September 27, 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 2021-2022 school year.

Policy review (including procedures, forms, and exhibits) of the 500 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.

Policy #	Policy Name	Action
103.1	Anti-Racism & Anti-Oppression	Third Reading

Respectfully submitted,
Cheryl Gilmore

103.1 Anti-Racism and Anti-Oppression

Policy

Lethbridge School Division affirms the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.

The Board acknowledges that racism exists and the important role that public education serves in reflecting, influencing, and driving positive systemic change. Furthermore, the Board acknowledges that racism can be perpetuated at the individual, institutional and systemic level and is rooted in historical oppression, white supremacy, and colonialism. Proactive action is required to create anti-racist environments.

The diversity of the students, staff, and families of Lethbridge School Division is a strength. The Board recognizes that respect for diverse cultural perspectives, traditions, languages, beliefs, lived experiences, and values enriches the learning and working environment for everyone and is important to student and staff well-being and personal growth.

The Board acknowledges that anti-racism and equity require continuous action, learning, and improvement.

Policy Appendix 103.1 provides definitions to guide interpretation of the policy.

Regulations

1. In an atmosphere of mutual respect and appreciation for individual differences, all staff, students, families, and community members, regardless of race, ethnicity, culture, gender, faith, nation or spoken language, within the school division, 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 Freedoms, the Alberta Human Rights Act;
 - 1.5 be represented in an inclusive, positive and respectful manner;
 - 1.6 have equitable access to supports, services and protections provided to all staff and students;
 - 1.7 have avenues of recourse available, without fear of reprisal, when individuals or groups are targets of harassment, prejudice, discrimination, intimidation, bullying, racism and/or violence; and
 - 1.8 have their unique identities, families, cultures, and communities included, valued and respected.
2. In the spirit of supporting anti-racist and anti-oppressive systems, the Board is committed to:
 - 2.1 honouring cultural diversity, promoting intercultural understanding to enable reflection and growth, and fostering a sense of belonging.

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LETHBRIDGE SCHOOL DIVISION

- 2.2 actively supporting systemic change and acknowledging that empathy, compassion and learning are critical for achieving anti-racism and equity.
- 2.3 using evidence and data to better understand issues of racism and equity in Lethbridge School Division, to inform decision-making and action, and to monitor progress and outcomes of this ongoing work.

References

Alberta Education Act:	16, 31, 32, 33, 35
Division Policies:	400.1 Welcoming, Caring, Respectful, and Safe Work Environments; 502.1 Welcoming, Caring, Respectful, and Safe Learning 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

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: **Authorization of Additional Locally Developed Courses**

Background

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. Division high schools have requested the addition of the courses listed below. Considering this, we ask the Board of Trustees to authorize the use of these previously used locally developed courses in all Division high schools to enhance program offerings to students:

Requested Authorization until August 31, 2025:

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Film and Media Art 15	3 Credits (2021-2025)	LDC1092	2022-2023		2024-2025
Film and Media Art 15	5 Credits (2021-2025)	LDC1092	2022-2023		2024-2025
Film and Media Art 25	3 Credits (2021-2025)	LDC2092	2022-2023		2024-2025
Film and Media Art 25	5 Credits (2021-2025)	LDC2092	2022-2023		2024-2025
Film and Media Art 35	3 Credits (2021-2025)	LDC3092	2022-2023		2024-2025
Film and Media Art 35	5 Credits (2021-2025)	LDC3092	2022-2023		2024-2025

Recommendation

That the Board of Trustees approve the use of Film and Media Art 15 (LDC1092) for 3 and 5 credits until August 31, 2025, to schools to enhance program offerings to students.

That the Board of Trustees approve the use of Film and Media Art 25 (LDC2092) for 3 and 5 credits until August 31, 2025, to schools to enhance program offerings to students.

That the Board of Trustees approve the use of Film and Media Art 35 (LDC3092) for 3 and 5 credits until August 31, 2025, to schools to enhance program offerings to students.

Respectfully submitted,
Morag Asquith

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Cheryl Gilmore, Superintendent

RE: Board Standing Committee Annual Reports and Terms of Reference Review

Background

At the September regular Board meeting each year, Board member chairs of standing committees provide a year-end report and make any recommendations regarding changes to standing committee Terms of Reference.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

Board Audit Committee Year-End Report 2021-2022

Committee Members:

Clark Bosch, Trustee (Until Oct 2021)
Craig Whitehead, Trustee (Started Oct 2021)
Tyler Demers, Trustee
Don Reeves, Public Member
Jason Baker, Public Member
Carmen Mombourquette, Public Member

Auditor:

BDO Canada LLP, Auditors

Management:

Christine Lee, Associate Superintendent Business and Operations
Mark DeBoer, Director of Finance

Committee Activities:

The Audit Committee met twice in the 2021-2022 year.

The first meeting was in September 2021 to address the audit planning for the 2020-2021 audit.

The scope of the audit was discussed as well as selecting which schools would have their School Generated Funds (SGF) reviewed.

The second meeting was in November 2021 after substantial completion of field work and review of the financial statements. The results of the audit and any recommendations for improvement to the controls were discussed. There were no concerns or recommendations for improvement regarding the systems of controls at the Division level.

There were a few recommendations for improvements regarding School Generated Funds. The Business and Operations department continues to address some of the areas noted by the auditors. Thank you to the Business and Operations department for their continued work with schools to facilitate the improvements.

November 23rd, 2021 the audited financial statements were presented to the Board with an unqualified audit opinion. The Board of Trustees received quarterly financial reports for the periods, November 30th, 2021, February 28th, 2022, and May 31st, 2022 for the 2021-2022 school year.

Respectfully submitted, Tyler Demers, Board Audit Committee Member

Board Audit Committee Terms of Reference

Purpose:

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the Division's compliance with laws and regulations pertaining to the financial operations.

Authority:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
- Meet with Division officers, external auditors or outside counsel, as necessary.

Composition:

The Audit Committee will consist of the following members:

- Two Trustees, one of whom shall act as chair of the Audit Committee; and
- At a minimum of two members of the general public, who are independent to the Division, have no relationship to the audit firm and who are financially literate.

Resources:

- The Associate Superintendent of Business and Operations and Director of Finance will provide assistance to the committee as deemed necessary.
- The Audit Committee may have access to other third party expertise as deemed necessary.

Meetings:

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele- or video-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant to the Associate Superintendent of Business and Operations shall act as the Secretariat to the Audit Committee.

Compensation:

The Audit Committee members from the general public shall be compensated based on a per diem rate.

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

- Review significant accounting and reporting issues, including complex or unusual transactions;
- Review with management and the auditors the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- Review with management and the auditors all matters required to be communicated to the School Board.

Internal Control:

- Consider the effectiveness of the Division's internal controls over annual reporting, including information technology security and control; and
- Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Audit:

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School Division, including non-audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance:

- Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- Obtain regular updates from management and company legal counsel regarding compliance matters.

Timing:

The Audit Committee will commence its work for the fiscal year.

Board Budget Committee Report 2021-2022

Committee Members:

Kristina Larkin, Chair
Genny Steed, Trustee
Christine Lee, Associate Superintendent Business and Operations
Avice DeKolver, Director of Finance

For the 2021-2022 year, the Board Budget Committee met as a whole Board to provide greater detail and learning opportunities for new Board members on the budget process and budget components.

Committee Activities:

- The Board held a Strategic Planning Retreat on March 3rd to 4th, 2022 to review Division priorities and feedback from the Virtual Town Hall meeting held with the community in February. Budget Beliefs and priorities were reviewed and accepted and priorities set.
- On March 29th, 2022, the Board met to review the provincial budget funding profile, the draft allocation model, and to discuss the Board based and Instructional Budget Committee priorities.
- On May 9th, 2022 the Board met as a whole to review the draft budget documents for the 2022/2023 school year.
- On May 17th, 2022, the draft budget was presented to Trustees, administration, and members of the public to provide engagement and feedback on the budget. The engagement occurred as an online video presentation of the budget. The budget presentation video, budget infographic boards, and other budget reports were uploaded to the website allowing public feedback.
- The Board passed the budget on May 25th, 2022.
- The 2022-2023 Annual Budget Report was submitted by the Finance Department for the Meritorious Budget Award (MBA) on August 23rd, 2022. The Division is waiting to receive notice on the award but is hopeful that the Division will receive the MBA award again for its 17th consecutive year.

Respectfully submitted,
Kristina Larkin, Budget Committee Chair

Board Budget Committee Terms of Reference

Name and Type of Committee

The Board Budget Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose:

- To gather information and advise the Board on the Division budget.
- To review the budget process to ensure that stakeholders have adequate budget information and appropriate opportunity for input into their school budgets and the Division's budget.
- To advise and provide supporting information to the Board on budget issues relating to advocacy.

Key Duties and Responsibilities:

- Obtain data on the impact of the current year budget for schools, programs, and services.
- Consult with stakeholder groups to determine budget issues and priorities.
- Recommend budget priorities to the Board for each coming year.
- To develop the timelines for the budget process
- Provide supporting information to the Board on budget issues that relate to advocacy.

The Board Budget Committee shall be advisory to the Board. Composing the Division budget draft remains the responsibility of Division administration and the Instructional Budget Committee.

Composition and Appointments

- Two trustees, one whom shall act as chair of the Board Budget Committee
- Associate Superintendent, Business and Operations
- Director of Finance

Meetings

- Approximately five meetings will be called annually by the Chair.

Resources

Board Budget Committee expenses, including the cost for substitutes for committee members, would not exceed \$1500. The Board must approve any additional expenses.

The Business and Operations Department will provide committee administrative support.

Specific Annual Objectives

- Develop a work plan with time lines for this committee's duties and responsibilities.
- Finalize the Terms of Reference for the Board Budget Committee.
- Reports and target dates are to be determined by the committee.

Review and Evaluation

The accomplishments of the Board Budget Committee will be reviewed and evaluated at the final meeting of the school year. Recommendations for changes and any new objectives will be identified in preparation for the Board's annual organizational meeting.

COMMUNITY ENGAGEMENT COMMITTEE YEAR END REPORT

The Community Engagement Committee exists to develop and implement strategies for the Board to fully engage in all sectors of the community with Lethbridge School Division.

Members:

Allison Purcell, Board Chair
Genny Steed, Committee Chair
Christine Light, Trustee
Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent of Business Affairs
Garrett Simmons, Communications Officer
Shelly Roest, Member
Cynthia Wood, Member
Jamie Walburger, Member

Community Connection Efforts

A decision was made that the communications team would develop an operational document to help guide practices and to make information accessible in quick review format. The Public Engagement Website was updated to include "contact us" tab with access to trustee emails as well as superintendent and admin staff emails.

The Canada 150 ICE Scholarship Breakfast and Student ICE Recipients

On Feb. 11, 2022 the Committee sponsored the 6th annual ICE scholarship event with keynote speaker Scott Armstrong, an international speaker, emcee, and published author. Our event raised \$14,300 and was again held virtually, forgoing the breakfast portion of the event and receiving our speaker virtually throughout schools and the community. The Board of Trustees handed out six Canada 150 ICE Awards Scholarships valued at \$6000.

Winners of the 2022 scholarships were split into two categories:

Grade 9/10:

Roxana Albu (Grade 9 Chinook High School) - Expression Through the Paint
Melora Bowie (Grade 9 Lethbridge Collegiate Institute) - Cramp Kits
Ava Martin (Grade 9 Lethbridge Collegiate Institute) - Nails by Avalee.

Grade 11/12:

Samarpit Paul (Grade 11 Winston Churchill High School) - Advantage of Quantum Computers
Kieran Schmidtke (Grade 12 Lethbridge Collegiate Institute) - Bridges Consulting Music Program

Kaydence Tanner (Grade 12 Lethbridge Collegiate Institute) - The Pop Stop.

Honourable mention certificates were also handed out to four other finalists:

Madison Elford (Grade 9 Chinook High School) - Christmas Stockings

Sara Kozub (Grade 9 Lethbridge Collegiate Institute) - Crochet Dolls
Josie Meyer (Grade 11 Winston Churchill High School) - Quilting Project
Grant Nelson (Grade 11 Winston Churchill High School) - Green Certificate.

Town Hall

On Feb. 1, 2022, a virtual Town Hall Event was held posing the questions, "In what ways have we successfully supported student learning?" And "Moving forward, what can the school division do to strengthen student learning?"

Technical difficulties impeded the initial portion of the meeting, but response rates remained high and feedback was received from parents, students, staff and community members.

Respectfully submitted,

Genny Steed, Committee Chair

**Community Engagement Committee
Terms of Reference
2022-2023**

Type of Committee

This is a Division Board Standing Committee.

General Purpose

To develop and recommend strategies to the Board to fully engage all sectors of the community. Assist with the implementation of strategies where possible.

Composition and Appointments (for life of the committee)

- Two trustees, one of whom shall act as chair of the Community Engagement Committee
- Superintendent or designate
- Minimum of one representative from the Division School Council
- Communications Officer
- Associate Superintendent – Business and Operations
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will be maintained by the Department of Business Affairs
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.
- Contribute ideas regarding the structure of Town Hall as well as feedback regarding areas of improvement.

- Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years. The Committee will gauge interest and viability two years prior to potential implementation date.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.

Division Wellness Committee Year-end Report: 2021-2022

Andrea Andreachuk and Genny Steed enjoyed our time on the Wellness Committee, well supported by Morag Asquith and Christina Peters, this past year.

Highlights include:

DeeAnna Presley-Roberts, our Making Connections Coordinator, and her team providing Wellness Throwdowns for students and staff including The Amazing Race, Roots of Friendship, Just Dance, Connect4Wellness, Pink Shirt Day, Bell Let's Talk Day and a Kindness Tree which were all well received. There was a wonderful response to the Amazing Race that was put on for staff in the Fall. QR codes were scanned by 177 participants and in many cases entire families or staff groups raced through the challenges meaning that the participation was even higher. Staff feedback indicated that they would love to see another Amazing Race!

Receiving \$250K in Government Nutrition Grants, confirmed by Rebecca Adamson, for the 2022-2023 school year. 15 schools have already applied for some of the financial assistance, with most grants centering around breakfast programs.

"The Loop" newspaper for providing Wellness Support as noted by Kathy Mundell.

Starting in Fall 2023, Nurse Practicums will be back in schools starting at Victoria Park and Winston Churchill.

Courtney Epp of Comprehensive School Health - AHS was happy to join our Division Wellness Committee and she shared Health Champs' ideas with Morag and the Health Champs Team throughout the year. The AHS team will be back to supporting Division Wellness Goals in a similar fashion as they did before the pandemic.

The Think Outside Program which helps reduce stress, increases creativity and is an excellent entry point for Indigenous Education reached 1067 students from our Middle Schools. The Indigenous Education Team spent 124 hours outside with the Middle Schools and they will pilot the program with Grade 4 and 5 during the 2022-2023 School Year.

Student Wellness Survey Results were received by the Health Champs. The survey highlighted focus areas for the coming year around Physical Activity, Healthy Eating and Social-Emotional Connections.

Shelly David and Morag Asquith reviewed the Wellness Grant Applications for the upcoming 2022-2023 school year with most centered around self-regulation and physical equipment connecting to learning.

Christine Lee will be sharing the OH&S Survey that went out to Staff at an upcoming Board Meeting.

Mike Nightingale, Rhonda Aos and their HR team developed a Wellness Vision. It looks to take action to positively form a partnership between staff members and the division in building wellness. It looks at our Foundation of Wellness (what we have in place that promotes wellness), our Culture of Wellness (safe and caring) and Personalization of Wellness (what can the individual do towards wellness) and how might we help individuals on their personal journey. Division Wellness Visioning occurred in June with staff from the Ed Centre.

Andrea Andreachuk attended the Oldman Regional Advisory Council throughout the year. ICU capacity is being expanded across the province, including 6 beds in Lethbridge and there is a focus on catching up on elective surgeries. Dr. Aaron Low will be discussing with Morag, Genny and Andrea, ways to provide physician support in schools around the idea of encouraging students to pursue Health Care careers.

Cross-School interactions such as Winston Churchill hosting "Movie in the Park" with other High Schools invited, highlighted the importance of in-person connection and of cross-school interaction.

Kathy Mundell, our Division Counselling Coordinator reported throughout the year on the many Community Agencies that help our Division provide wrap-around supports for our students such as Lethbridge Family Services. She also sat on the Collaborative Community Safety Team, the Domestic Violence Action Team, the Community Substance Abuse Awareness Resource Team and the Sexual Violence Action Committee. We thank Kathy for being on our Wellness Committee and welcome Jen Day in this role for 2022-2023.

Andrea attended the Healthy Lethbridge Committee Meetings throughout the year and shared news of some of the wonderful programs they report on, like the U of L program Building Brains Together for young children.

Conversations will continue about the importance of welcoming staff back from medical and other leaves in a healthy and respectful way.

We will be reviewing/updating Policies related to Wellness - "Healthy Nutritional Choices" (504.11) Policy and Procedures as well as our "Wellness in Schools" (504.2) Policy this year.

We will be reviewing the Health Champs roles and responsibilities document this year.

Terms of reference were updated noting the addition of a Trustee and the taking out of the listed policies concerning wellness, which we can reference as we need them.

Andrea Andreachuk, Genny Steed and Morag Asquith thank the committee members for their contributions to the Committee during the 2022-2023 year!!

Attachments:

- Wellness Committee Terms of Reference
- Health Champs roles and responsibilities

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

Respectfully submitted,
Andrea Andreachuk

Division Wellness Committee Terms of Reference

Type of Committee

- This is a Division committee.

General Purpose

- To promote and facilitate wellness among students, families and staff of the Division

Composition and Appointments (for life of the committee)

- Two Trustees, one of whom will be chair
- Associate Superintendent, Instructional Services
- Associate Superintendent, Human Resources (as needed)
- 2 School Administrators (one elementary, one MS/HS)
- Three classroom teachers (preferably one elementary, one middle and one high school)
- One Parent, One Alternate
- Representatives from Alberta Health Services
 - Addictions and Mental Health
 - Comprehensive School Health
- Counselling Coordinator (as needed)
- Communications Officer (as needed)
- Other community and school members (as needed)

Meetings

- Meetings will be held three times per year (Sept., Jan/Feb., April/May)
- They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.
- Sub-committees as needed
- 3 Health Champ Meetings a year

Resources

- \$20,000 per year toward Wellness Grants in Schools
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year
- Support from Administrative Assistants required
- Applications to grants yearly

Specific Annual Objectives for the 2020-21 School Year

- Support/coordination of the work of the Health Champions
- Continue wellness communications plan with the help of Communications Officer and the Technology Department (“Wellness Spotlight”)

- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness

Reports and Target Dates

- Reports will be submitted annually or as the need arises.
- The Committee will report both in writing and/or orally.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary.



THE ROLE OF A HEALTH CHAMPION

A school staff member with an interest in making their school a healthier place!

Being a Health Champion Means:

- ❖ Being a wellness leader in your school
- ❖ Working in partnership with your principal, wellness team, and other school community participants, to foster healthy eating, active living, and positive social emotional relationships
- ❖ Working towards establishing and maintaining a Wellness Committee at your school
- ❖ Help your schoolwork towards implementing the division's Healthy Nutritional Choices Policy
- ❖ Attend scheduled Health Champion workshops (with sub release time)
- ❖ Share health information with staff, school councils, students, and their families
- ❖ Collect health-related feedback and opinions from your school community and report back to Health Champion network
- ❖ Add an agenda item to each of your school's staff meeting regarding wellness.

Revised: September 2021

Facilities Committee Report 2021-2022

Committee: Tyler Demers, Trustee, Chair
Christine Light, Trustee
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services
Chris Chapman, Coordinator, Operations and Maintenance

Type of Report: Annual Report to the Board of Trustees

Committee activities:

Capital Plan

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, Capital Maintenance and Renewal (CMR) requests and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 22, 2022 and was submitted to Alberta Education.

New West Lethbridge Elementary School

Alberta Education approved the Board's number one capital priority, a new 900 student, K-5 elementary school in Garry Station in west Lethbridge in the Spring of 2021. The project was approved under a P3 mode of project delivery. In June 2022, the project was changed to a Design Build mode of delivery which was preferable to the Division as we do not have to worry about a 30-year maintenance agreement with a third-party provider. An engagement opportunity was held September 20th with stakeholders in west Lethbridge to provide an opportunity to vision what the new school could look like. This information was provided to the design architects and work on the design of the school occurred until May 2022. The school has completed the Design Development stage and Alberta Infrastructure will be handling the procurement process for a design builder. The anticipated opening date of the school will be September 2025.



Galbraith Elementary School Modernization Visioning Session

A visioning session was held for the modernization of Galbraith Elementary School in May 2022. This session provided the opportunity for consultants, staff, and parents to discuss the historical value of Galbraith and what could the school look like after a modernization is completed. Costs for this session were covered by Alberta Education through planning funds for this project. Galbraith is the number one priority in the Division's Three-Year Capital Plan.

Victoria Park Upgrade Project

The Board of Trustees approved a multi-year project to upgrade Victoria Park High School. This project has been approved for \$1 million of CMR funding for 2022-2023. The project will be done in phases over 3 to 4 years with the use of CMR funding and supplemented by IMR funding. The project will update the mechanical, electrical, ventilations systems and provide more accessibility through the installation of an elevator that will access all floors of the school. Planning and design work will occur over during the summer with work scheduled to begin in the fall.

Modular Classrooms

Over the summer the Division began work to install three modular classrooms at Chinook High School and one classroom and one washroom unit at Coalbanks. All units are schedule to be ready for occupancy in December.

Infrastructure Maintenance and Renewal Projects

As always it was a busy year for IMR projects. Some of the major work completed included concrete work, lighting, gym curtains, major service on ventilation units, and painting at a variety of schools.

The 2021-2022 Facility Services Projects summary attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

Respectfully submitted,
Tyler Demers, Committee Chair

Three Modular Classrooms
placed and ready for fit up at
Chinook High School



Facility Services 2021-2022 Projects

The list below contains most of the variety of projects that took place over the 2021-2022 school year:

Summer Safety Checks and Preventative Maintenance (PM)

- Cafeteria equipment inspections and PM
- Elevator inspections
- Fire sprinklers and suppression systems inspections
- Fire alarm system inspections
- Fire extinguisher inspections
- Roof top unit PM
- Boiler PM
- Bleacher PM
- Gym Equipment, Back stops, GYM Curtains PM
- Generator Service and repair
- Catch basin cleaning

Lighting upgrades

Lighting upgrades were done at a variety of schools including Lakeview, General Stewart, Agnes Davidson, LCI

Cement work

Cement work to improve walkways, accessibility and address OHS hazards were conducted at a variety of schools including Lakeview, Park Meadows, Westminster, LCI, Mike Mountain Horse, Probe, Chinook, and Nicholas Sheran.

Ventilation

- Due to the small size and scope of this project, General Stewart classrooms received air conditioning.
- Major service on all roof top ventilation units in Division
- Ventilation units ordered for Victoria Park Upgrade project

Plumbing

- New hot water tank and recirculation lines at Westminster
- Boiler replacement at Westminster

Electrical

- Electrical for LCI Welding area

Outdoor work

- Weeping tile, asphalt, and landscaping at Buchanan
- Watermain project at Westminster
- Basketball stands and nets at Plaxton
- Irrigation zones at Westminster and LCI

Interior and other work

- Creation of additional classrooms space and loft conversion at Park Meadows
- Painting at various schools including all classrooms at Nicholas Sheran, Park Meadows Gym, Paterson, and Chinook Learning Commons
- Gym curtain replacement at LCI, WCHS, and Nicholas Sheran
- Moving of the Downtown LA program from Park Meadows to Galbraith Elementary School
- Education Centre Flood: Working with restoration company to mitigate and arrange replacement of flooring in HR and Purchasing
- Hazardous materials audit at all building sites
- New fob access system completed at all buildings

Significant projects:

Modulars:

- Chinook Modular Classrooms: Site prepared and modulars placed and ready for final fit up.
- Coalbanks Modular classroom and washroom unit: site works completed and pile in place to receive the units estimated to arrive in September

Victoria Park Upgrade:

- Planning work for the project ongoing
- Two second floor classrooms modified, and a breakout space created
- Learning Commons prepared for sliding glass wall to create more learning spaces.

Galbraith Elementary Modernization Planning:

- Visioning session held in May with stakeholders
- Final report from consultant received in August and submitted to Alberta Education to support the request for funding for the modernization of the school

FACILITIES COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

Facilities Committee

2. PURPOSE:

- To review school division facility needs and develop a Facilities Plan.
- To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.

3. DUTIES AND RESPONSIBILITIES:

- To review school division facility needs and develop a Facilities Plan.
- The Facilities Committee will review school division facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school division facility new construction and modernization priorities.
- The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.

4. COMPOSITION AND APPOINTMENTS:

- Two trustees, one of whom shall act as chair of the Facilities Committee, Associate Superintendent -Business and Operations, Director of Facility Services, and Coordinator of Maintenance.
- The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.

5. MEETINGS:

- The meetings will be held a minimum of three times per year and as and when necessary to review school Division facility needs and prepare recommendations for the Board.

6. RESOURCES/REMUNERATION:

- The Facilities Committee shall require administrative support.
- No per diem is provided to trustees for Facilities Committee.

7. SPECIFIC ANNUAL OBJECTIVES:

- Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the Division. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.

- Continue to support Board dialogue with Minister and MLA's to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
- Review and recommend to the board the yearly Capital Plan.

8. REPORTS:

- The Facilities Committee will provide to the Board recommendations for their approval on the Infrastructure Maintenance Renewal (IMR), Modernization projects, and New School Applications.

9. REVIEW AND EVALUATION:

- Recommendations for changes to the Facilities Committee's Terms of Reference will be submitted should government school facilities programs and reporting requirements change.

Indigenous Education Advisory Committee Year-End Report 2021-2022

Committee Members: Christine Light, Morag Asquith, John Chief Calf, Andrea Andreachuk, Lenee Fyfe, Catherine Thorson, Phil Williams, Dante North Peigan, Melanie Morrow, Marley Heavy Shield, Alison Stewart, Kathy Mundell, Sarah Burton, Taylor Keith, Shawnee Big Bull, Juliet Toledo, Jenna Jewison, Christina Peters



Lethbridge School Division, through the Indigenous Education department, continues to assist Division schools to be responsive to the needs of Indigenous students. The program has taken a leadership role in southern Alberta in the development of "Best Practices" in urban Indigenous Education with its wide variety of programming and community partnerships within Lethbridge School Division schools with an increasingly culturally relevant education and learning atmosphere.

The 2021/2022 year was an exciting year for Indigenous Education throughout the Division. We have a highly passionate, innovative, and caring team serving our staff and students, building capacity, awareness, and understanding of Indigenous culture and ways of knowing. Our teaching community is shifting from using things and resources to asking, 'How do I teach this?' when engaging lesson planning. This development towards a Division Family approach is to be celebrated.

The beginning of the year saw strong intentionality to build relationship and community. Students were given space and support needed to re-engage in school following the pandemic and high rates of anxiety were expressed. Support to students was dedicated to a holistic approach. Time was spent focusing on the medicine wheel to balance physical, mental, emotional, and spiritual health, and activities were made available to open dialogue with students. Medicine pouches, open spaces given for conversation, and art therapy projects are just a few examples of how students' needs were met.

Several PL opportunities were given throughout the year.

- Staff taught history of Indian Battle Park and the significance of the area
- Missing Murdered Indigenous Women (MMIW): facilitated learning across division; Jenna and Mel ran a presentation looking at roles of Indigenous Women within communities. Through tipi teaching they were able to present risk factors and advocacy.
- The Moose Hide Campaign: a movement to bring awareness and bring an end to violence against women and children, and a call to men/warriors to fulfill the role of protector.

- Our Indigenous Education Team created the Ways of Knowing 51 web site, a bank of Indigenous Resources that can be accessed in one place readily available to teachers which integrates Indigenous culture into curriculum. You can find it on the Indigenous Education page of our Division web site. SAPDC has worked with the Indigenous Education team and is taking ownership over the program. This will expand the reach and ability for resources to be uploaded from across Southern Alberta. A staff survey will go out to gather data on utilization. Cheers to this team for capturing their vision in an innovative format that will impact the learning of staff and students province-wide and beyond!

The 2022/2023 School Year will be Year 3 out of a 4-year cycle. The plan for the upcoming school year includes:

- Anti-Racism & Anti-Oppression work
- A subcommittee for a fall Blackfoot Raising Ceremony
- Engaging student voice through a student World Café. A subcommittee of the Wellness
- Committee is being formed to facilitate an in-person event with 5-10 students from Middle and High Schools to talk about inclusion, diversity & wellness.
- Think Outside will be expanding to Grade 4-5 elementary schools, with 6 schools
- indicating interest in participating in the initiative. We are seeing more students
- outside than ever before.

The need to move away from a deficit-mindset-only approach to sharing data has been discussed. Feedback received from within the team and from outside sources have challenged the presentation of data to include the sharing of positive and useful data to highlight the growth in the portfolio. Brainstorming ideas include stories, student-owned initiatives and measures, Indigenous voice, teacher data, culture, community.

On June 2 we celebrated 40 graduates at our Indigenous Graduation Ceremony. Winston Churchill High School hosted a fantastic event of food, drumming, and dancing. Showcasing the incredible accomplishments of our students brought shared pride to all who attended.

This year ended with a positive momentum. We look forward to continuing to strengthen this path forward next year as we welcome Joel Tail Feathers as the Division's new Coordinator of Indigenous Education.

Respectfully submitted,
Christine Light

Indigenous Education Committee

TERMS OF REFERENCE

TYPE OF COMMITTEE

This is a standing committee of the Board of Trustees

GENERAL PURPOSE

- To improve educational opportunities and achievement of all students (children and youth)
- To directly improve learning outcomes for all students who self-identify as having Indigenous ancestry.
- To understand and support Indigenous Ways of Knowing.
- To support the capacity of teachers and our Indigenous Education Department to feel comfortable and skilled in delivering and appreciating Indigenous content as per Alberta Education curriculum and Alberta Teaching Quality Standard Competency 5.

KEY DUTIES AND RESPONSIBILITIES

- Annually assess the Division's work through reflection upon qualitative and quantitative data, anecdotal reporting, and observations through a strength-based lens.
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other Indigenous cultures in Canada.
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program.
- Generate professional development opportunities that can be integrated into the Indigenous Assurance Plan for all staff in Lethbridge School Division.
- Participate in provincial sharing of best practices that support the Indigenous Assurance Plan.
- Continue to communicate with stakeholders.
- Communicate, explore, and share strategies that are effective and impact learning and building a deeper understanding of Indigenous Culture and Language within the education setting.

This committee's authority would be limited to Lethbridge School Division and would be advisory in capacity

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 2 Trustees – one of whom will be chair
- Education Centre staff member assigned lead responsibilities
- Coordinator of Indigenous Education

- 2 Administrative Representatives – Elementary & Secondary
- 3 Teachers Representatives – Elementary, Middle and High School
- 1 Indigenous Education Lead Teacher (rotating)
- 1 Graduation Coach - Indigenous Education (rotating)
- 2 Parent/Student Representatives
- 1 Counselling representative (as needed)
- Community Members/Elders
- Guests will be invited to assist the Committee (as needed)

MEETINGS

- There will be 3-4 per year (usually in October, February, May)
- Meetings will be organized by the Chair with assistance of the Education Centre lead person.
- Subcommittees, as needed

REPORTS AND TARGET DATES

- Reports will be submitted annually or as the need arises.
- The Committee will report both in writing and orally.

REVIEW AND EVALUATION

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary.

Policy Advisory Committee Year-end Report 2021-2022

The Policy Advisory Committee (PAC) met nine times during the 2021-2022 school year. The committee consists of the Superintendent, the Coordinator of Learning and International Education, a Trustee, a representative from the Division Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from the Division School Council.

PAC was in year 2 of the schedule for policy review. This included various policies in the 400 and additional policies in the 200, 300, and 600. New drafted policies for review included 103.1 Anti-Racism & Anti-Oppression, and 806.1 Enterprise Risk Management.

The PAC Terms of Reference were reviewed at the first meeting of the 2021-2022 school year (September 1st).

Respectfully submitted,
Craig Whitehead, Committee Chair

Policy Advisory Committee Terms of Reference

Name and Type of Committee

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose

To advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board.

Duties and Responsibilities

The Committee shall have the responsibility to:

1. advise in the development and review of Division policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
2. advise in the development and review of regulations – the mandatory requirements of the policy.
3. identify the need for the development of new policy.
4. review annually the Terms of Reference of the Committee.
5. consult with committee members' respective stakeholder groups as appropriate.

Composition and Appointments

The Committee shall consist of one Trustee who shall act as chair of the Policy Advisory Committee, one alternate Trustee, Superintendent, Coordinator of Learning, and one representative from each of the following groups:

- Administrators' Committee
- Alberta Teachers' Association – Local 41
- Canadian Union of Public Employees – Local 290
- Canadian Union of Public Employees – Local 2843
- Division School Council

Meetings

A schedule of meetings shall be developed annually. The committee will meet at least six times in a school year.

Resources/Remuneration

Record of all meetings will be kept by the Coordinator of Learning who will also provide administrative support to the Committee.

The cost of substitutes and lunches for Committee members will be provided by the Board as required.

Specific Annual Objectives for 2021-2022

- Finish review of any policies which were last reviewed in the 2020-2021 school year
- See attached document for review schedule for the 2021-2022 school year
- 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

Reports and Target Dates

The Policy Advisory Committee will provide a summary of concerns received from interest groups and subsequent changes to the draft policy prior to second reading. A similar report will be presented prior to third reading if substantial changes have been made.

Review and Evaluation Process

The Committee will review the Terms of Reference at the first meeting in the school year.

Approval Date

The 2021-2022 Terms of Reference will be reviewed by the Policy Advisory Committee at the first meeting of the year.

Poverty Intervention Committee Year-End Report 2021-2022

Committee Members:

- Kristina Larkin, Chair
- Christine Light, Trustee
- Karen Rancier, Co-Chair
- DeeAnna Presley-Roberts – Family Support Supervisor
- John Cahoon – CUPE 290
- Char Taylor – CUPE 2843
- Stasha Donohue / Victoria Hecker – Alberta Health Services
- Dean Hawkins – ATA Principal
- Melanie McMurray – ATA Vice Principal
- Ciona Thompson – ATA Elementary Teacher
- Carleen Meyer – Counselling
- Craig Findlay - ATA High School Teacher
- John Chief Calf Niitsitapiisini Nature Education Coordinator
- Jamie Walburger – Division School Council
- Brian Palsky – Community Member

The Poverty Intervention Committee exists to provide an advisory role within the Division for supporting students living in poverty as well as to provide foundational support of basic needs to ensure students' readiness for learning. The committee met 4 times during the 2021-2022 school year. The PIC Sub-Committee met 6 times during the year to discuss vision, direction, agenda, as well as financial allocation. The PIC Sub-Committee also met with school administrators at 24 schools to review the role of PIC and to learn more about what poverty and site-based interventions look like in each school community.

The Terms of References were updated at both the beginning and end of the 2021-2022 school year, in order to best represent the goals and scope of the Poverty Intervention Committee and the composition of members.

Financial Summary:

Opening Balance, Sept 1, 2021:	\$144,977.36
Donations Received:	\$3,555
Board Contribution:	\$20,000
Payments made:	(\$45,836.05)
Closing Balance, Aug 31, 2022:	\$122,696.31

Significant Events and Programs:

- Sub-Committee members met with each school's principal and invited staff to review the scope and opportunities of PIC, as well as learn more about the landscape of poverty within each school. Schools were also invited to share their

own approaches to poverty intervention as each community has unique strengths and connections to their families and students.

- The committee welcomed a presentation from Indigenous Grad Coach Marly Heavy Shield. She explained her role with students, provided perspectives on how colonialism impacts students and families, how many buffalo-dependent Indigenous communities continue to face material, social and spiritual poverty. Heavyshield encouraged the committee to reach out to Indigenous students, to use initiative to show care, and provided links with information and resources.
- Between September and May (last committee meeting) there were 208 “Weekend and More” food bags distributed. Bags were accompanied by a \$35 gift card for fresh items.
- Increase in all economic requests through PIC (Clothing, WAM, Winter Supplies, Misc.) from 2020-2021 and 2021-2022 levels.
- Student voice was pursued, with schools reviewing the best way to support students to participate. A large student group from Winston Churchill High School presented their various initiatives to the committee as part of student engagement.
- The committee discussed factors in poverty included access to medical doctors, housing, public transportation, food security, inflation affecting food prices, winter clothing access, family burnout from pandemic and other stress, fine arts subsidies, living wage vs minimum wage, vision care.
- The committee celebrated school initiatives including projects like Nicholas Sheran Emergency Bags and clothing drive, Probe Heap the Jeep, Lakeview Bread sharing, Senator Buchanan Universal Snack Bin, Lakie Universal lunch and breakfast program, Wilson Breakfast program for 60 meals a day & 240 lunches per week, Victoria Park High School raising \$16,000 for 63 holiday hampers, Winston Churchill High School raising money for SAGE Clan and the Ukraine Emergency Fund, the Tri-High Food Drive which raised approximately \$19,000.
- Long time committee members Dean Hawkins (ATA Principal), Brian Palsky (Community), Karen Rancier (Co-Chair), and Anna Ell (Administrative Support) were thanked for their dedication to poverty intervention, as they ended their terms with the committee.

Donors included Bikers as Buddies, Lethbridge East Stake LDS, Lethbridge Food Bank – Mindful Munchies, Evangelical Free Church, University Drive Alliance Church, Cobbs Bread, Wholesale Club.

“The jacket and boots fit him perfect! He looks so good and will be sooo warm. I am so glad. We also went shopping and we are all topped up on groceries too. I cannot thank you enough. Thank you for helping my family!!” Recipient of Winter Coat, Boots and WAM

On behalf of the Poverty Intervention Committee, I want to express gratitude to every division staff and volunteer, community member, business or organization, family member, and student who helped reduce poverty in our division in the last school year. Every student deserves to learn without barriers, and through the many and varied initiatives

created with care and solidarity – this was made more possible for students here. Like our Tri-High Food Drive student campaigners taught us “Every revolution begins with a snack”, and this year with the help of many snacks and other work, the revolution of access, equity, and care continued in Lethbridge School Division.

Recommendation

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

Respectfully submitted,
Kristina Larkin

Poverty Intervention Committee Terms of Reference

Type of Committee

This is a standing committee of the Board of Trustees whose authority is limited to Lethbridge School Division.

General Purpose

- To provide an advisory role within the Division for supporting students living in poverty as well as providing foundational support of basic needs to ensure students' readiness for learning.

Related Policies

- 600.3 *Poverty Intervention*
- 504.11 *Healthy Nutritional Choices*

Key Duties and Responsibilities

- Determine the Division's progress in maintaining and implementing strategies to address students' needs as they pertain to poverty
- Heighten staff awareness and promote action on issues related to poverty
- Annually assess the Division's implementation of poverty interventions
- Facilitate services and programs that address poverty
- Facilitate funding opportunities for poverty intervention
- Strengthen public relations that promote the Poverty Intervention Committee
- Share poverty interventions and best practices annually
- Support schools in developing and implementing poverty intervention practices
- Provide information for newsletters on the work of the Poverty Intervention Committee to raise the profile of the work of the Committee
- Maintain a Poverty Intervention Committee link on the Division's website

Composition and Appointments (for life of the committee)

- Two Trustees – one of whom will be chair
- Making Connections Program Coordinator – Co-Vice Chair
- Counselling Coordinator – Co-Vice Chair
- Indigenous Education Coordinator
- 2 Division School Council Representatives
- 5 ATA Representatives:
 - 2 Administrators (1 Principal and 1 Assistant Principal, one from secondary and one from elementary)
 - 3 Teachers (one from elementary, one from middle, one from high)
- 1 Counselling Representative
- 1 CUPE 2843 Representative

- 1 CUPE 290 Representative
- 1 Community Member
- 1 Representative from Alberta Health Services

The Board will appoint the Trustee(s) whereas CUPE and ATA will each appoint their representatives.

Specific representatives will serve no more than three consecutive years.

Guests will be invited to assist the Poverty Intervention Committee as needed.

Meetings

- There will be 4 per year (October, December, March, May) with other meetings being called, as needed
- They will be organized by the Chair with assistance from the Coordinators of Making Connections Program and Counselling
- Representatives will provide reports at each meeting on the status of poverty and poverty interventions from the perspective of their portfolio
- The Poverty Intervention Sub-Committee (Trustee(s), Coordinators of Making Connections Program and Counselling will meet, as needed)

Resources

- Annual Board contribution
- Community grants and donations to support the work of the committee
- The Coordinators of Making Connections Program and Counselling will administer the funds
- The budget will be reviewed at each meeting
- Support from the Division of Instructional Services Administrative Assistant Team will be required

Specific annual objectives

- Continue to support educational opportunities and achievement of students
- Continue to seek new avenues for financial support

Reports and Target Dates

- Reports will be submitted to the Board by the Trustee(s) following each Poverty Intervention Committee meeting as well as in an annual report

Review and Evaluation

- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board
- The Terms of Reference will be reviewed by the Poverty Intervention Committee annually in October
- **Poverty Intervention Committee members will provide summaries and feedback annually in May**

SCHOOL BOUNDARY ALIGNMENT COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

School Boundary Alignment Committee: Standing Committee

2. PURPOSE:

- To review facility capacity, programming, and enrolment projections to determine if new boundaries are required for school communities due to the opening of a new school or community growth.
- To facilitate planning and engagement opportunities with impacted school communities to inform decision making and recommendations to the board of trustees related to any proposed alignment of boundaries.

3. DUTIES AND RESPONSIBILITIES:

- The boundary review committee will review data to make informed decisions relative to future capacity and space utilization and impacts on student programming.
- The committee will seek public input as to priorities relative to boundary decision-making.
- The committee will consider a variety of factors when considering boundary changes, such as the following:
 - Existing and proposed boundaries
 - Enrolment projections (5 or 10 years as appropriate)
 - Future residential growth potential
 - Number of students impacted by the boundary change
 - Implications for program delivery (specialty programs, class size, structure)
 - Community based boundaries vs Program boundaries
 - Grade configuration
 - Facility utilization
 - Transportation considerations
 - Capital implications (e.g. modular classrooms, new construction, IMR)
- The committee will provide draft committee recommendations to the Board of Trustees prior to public consultations.
- The committee will host public consultations for feedback prior to final approval of committee recommendations by the Board of Trustees.

5. COMPOSITION AND APPOINTMENTS:

- Three trustees serving at the pleasure of the Board. At least two appointed trustees will serve two consecutive years for the purpose of continuity, unless otherwise not possible.
- Superintendent and all Associate Superintendents.

- Transportation Coordinator
- Director of Facility Services
- Other impacted parties as required, e.g. School administration
- Committee Chair appointed by members at first meeting

5. MEETINGS:

- The meetings held a minimum of 3 times per year (or as required) to review information and prepare recommendations for the Board.
- The committee will hold public consultations to gather information and/or feedback on any proposed recommendations prior to final board approval of any boundary changes
- All final recommendations for boundary changes to be provided for final approval to the Board of Trustees.

6. RESOURCES/REMUNERATION:

- The Boundary Review Committee shall require administrative support.
- No per diem is provided to trustees for Boundary Review Committee.

7. REPORTS:

- The Boundary Review Committee will provide to the Board updates on committee progress as deemed necessary, proposed changes prior to public consultation, and final recommendations for board approval.

Spirit of 51 Committee Report 2021-2022

Committee: Tyler Demers, Trustee, Chair
Andrea Andreachuk, Trustee
Mike Nightingale, Associate Superintendent, Human Resources
Carrie Fahl, Division Administrative Assistance, Human Resources

Type of Report: **Annual Report to the Board of Trustees**

Committee activities:

Employee Recognition – Years of Service

Spirit of 51 is responsible for employee service recognition gifts in the Division. These awards are presented at the individual school year-end wrap up. The gift schedule is outlined below. Changes were made during the year to go toward a more flexible and customized catalogue gift selection for years 15-25, instead of the coloured glass apples we have been utilizing for the past number of years.

Years of Service	Gift
40	Catalogue gift selection value \$400-450
35	Catalogue gift selection value \$350-400
30	Catalogue gift selection value \$300-350
25	Catalogue gift selection value \$125-175
20	Catalogue gift selection value \$100-125
15	Catalogue gift selection value \$75-100
10	Certificate and Wooden Pen
5	Frame with Certificate

Human Resources wraps the awards and organizes them for delivery to each school. The administration at each school along with a Trustee and Executive Council member acknowledge the employee and presents the award.

Event date: School's year end celebration in June (TBA by location)

Retirement

All employees are invited to a banquet, hosted by the Board of Trustees thanking them for their service with the School Division.

Event date: The first Wednesday in June

Friends of 51

This program acknowledges and provides formal recognition to individuals or groups who have provided significant service or contributions to Lethbridge School Division. A list of recipients of the Friends of 51 is included below. This year the awards were presented at school assemblies throughout the month of June prior to the end of the school year. Each school presented a gift and card to their community partners at their assembly.

Deadline for nominations: April 29, 2022
Recognition and gift delivery: June 1 – 22, 2022

Business	Year Recognized	Received
Ashcroft Homes	2021-2022	Candy Dish
Ann Louise Plaxton	2021-2022	Apple of Recognition
Dilhani Kahatadeniya	2021-2022	Apple of Recognition
Lori Goater	2021-2022	Apple of Recognition
Community Foundation of Lethbridge and Southwestern Alberta	2021-2022	Apple of Recognition
The Boulet Family & the Friends of Logan Boulet Golf Tournament	2021-2022	Apple of Recognition
Calgary Flames Foundation	2021-2022	Apple of Recognition
Canadian Yoga Institute	2021-2022	Apple of Recognition
Lethbridge Region of the Church of Jesus Christ of Latter-day Saints	2021-2022	Apple of Recognition
Rhonda Reibin – Community member, parent, & owner of 7Grays Custom Painting	2021-2022	Apple of Recognition
Big Brother and Big Sister Lethbridge	2021-2022	Apple of Recognition
Burton & Valerie Hoyt – Feed Sam	2021-2022	Apple of Recognition
Charlie Mattersdorfer - Wine Matters & More	2021-2022	Apple of Recognition
Mike Grestenbuhler – Maverick Concrete	2021-2022	Apple of Recognition
Northside A&W	2021-2022	Apple of Recognition
Vicki Kambietz	2021-2022	Apple of Recognition
Kevin Span - StrongBox Graphics	2021-2022	Apple of Recognition
Southland Trailers	2021-2022	Apple of Recognition
No Frills North	2021-2022	Apple of Recognition
Purely Inspired Hair	2021-2022	Apple of Recognition
Zrim Masonry	2021-2022	Apple of Recognition

51-25 Club

Employees who have worked over 25 years with the School Division are invited to a banquet, hosted by the Board of Trustees to acknowledge their long service.

Event date: Late September

Spirit of 51 Support Staff Recognition

Annually the Division hosts a recognition event for the Non-Union, CUPE 2843 and CUPE 290 Employee Recognition Program.

Deadline for nominations: February 11, 2022

Recognition & gift delivery: April 27, 2022

Respectfully submitted,

Tyler Demers, Committee Chair

SPIRIT OF #51 COMMITTEE
Terms of Reference
2022-2023

Name and Type of Committee:

The Spirit of 51 Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

Purpose:

- To enhance the recognition and appreciation of District # 51 staff and members of the community. The committee will plan for activities, events and initiatives to achieve this purpose.

Key Duties and Responsibilities:

1. Provide advice to, plan for and participate in District recognition and appreciation activities.
2. Promote collegiality among employee groups, the administration and the Board.

The Spirit of 51 Committee will recommend to the Board or take action as per Board motion.

Composition and Appointments:

- Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair.
- Facilitator
- Associate Superintendent, Human Resources

Meetings:

The Committee will meet as needed during the year. Meetings will be called by the Chair. An agenda will be distributed.

Resources:

The budget will be approved annually by the Board. Accountability for any funds managed by the Committee shall be the responsibility of the Associate Superintendent of Human Resources. The Associate Superintendent, Human Resource will take minutes and all minutes shall be filed with the Associate Superintendent of Business Affairs. Additional staff time will be granted by the Superintendent.

Annual Objectives:

- Continue to support the Friends of 51
- Continue to support CUPE 290, 2843 and Non Union Employee Recognition Program
- Evaluate the Employee Service Recognition Program gifts

Reporting:

Written Report to the Board following meetings; and file a written annual report in September of each year.

Review And Evaluation:

Prior to the Board Organizational Meeting, the Spirit of 51 Committee will meet to evaluate its progress, challenges, and accomplishments and to discuss any proposed changes to the Terms of Reference for the coming year.

Terms Of Reference:

To be reviewed annually by the Board prior to the Organizational Meeting.

Superintendent Evaluation Committee Terms of Reference

KEY DUTIES AND RESPONSIBILITIES:

1. Review policy 301.3 Evaluation process for Superintendent of Schools
2. Review Superintendent's Roles and Responsibilities (Policy – Roles and Responsibilities of Superintendent of Schools)
3. Review criteria for annual review, as determined in the previous year
4. Conduct review based on criteria, process and timelines
5. Prepare report for the Board, including recommendations
6. Establish criteria, process and timelines for next evaluation
7. Outline expectations for Superintendent performance for the coming year
8. Provide information to the Board regarding the Superintendent's remuneration and if directed by the Board, provide a recommendation for the Board's consideration.
9. Review Terms of Reference for the Superintendent Evaluation Committee

COMPOSITION AND APPOINTMENTS

1. The committee shall consist of the Board Chair, two other trustees and the Superintendent.
2. Committee members shall be appointed annually by the Board at the Organizational Meeting.
3. The Board shall designate the committee chair at the Organizational Meeting.
4. The committee, at the first meeting of the committee, shall appoint a Vice-Chair.

MEETINGS

1. The committee shall meet as required
2. During the year of a summative evaluation, extra meetings, as necessary may be called by the committee chair or as directed by the Board.

RESOURCES

1. The committee shall bring any resource/budget requests to the Board for approval.
2. A budget estimate will be given for a summative review in the event an external consultant/evaluator/legal services are desired by the committee or Board.
3. The Superintendent shall serve as administrative support to the committee.
4. Additional staff and assistance shall be arranged through the Office of the Superintendent and upon approval of the Board.

SPECIFIC ANNUAL OBJECTIVES

1. Review and re-evaluate Superintendent Roles and Responsibilities.
2. Receive the Superintendent's annual growth plan, its objectives and outcomes. In reviewing the objectives and outcomes the Committee shall take into consideration the most recent summative evaluation as well as the most recent

- formative evaluation.
3. The annual growth plan will be presented to the Board as committee of the whole each September.
 4. Develop a process in consultation with the Superintendent by which the formative evaluation shall take place. Consultation with Executive Council, Directors and School Principals shall be at the Committee's discretion.

REPORTS AND TARGET DATES

1. Initiate two informal feedback sessions between the Superintendent and the superintendent Evaluation Committee in January and May, 2022. Feedback sessions may include the Board as a whole at the request of the Board.
2. Conduct and complete the formative evaluation for the Board's review and consideration no later than the board meeting in June, 2022.

REVIEW AND EVALUATION

1. To be filed in Superintendent's personnel file and Board Chair's Confidential file immediately following Board approval.
2. Terms of Reference shall be reviewed and if necessary revised for the Board's approval at the Annual Organizations Meeting.

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Community Conversations

Background

Lethbridge School Division Board of trustees provide opportunity for parents and members of the public to give feedback and have conversations by hosting Community Conversations.

Board Chair, Allison Purcell, will provide an oral report regarding Community Conversations.

Recommendation

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

Respectfully submitted,
Allison Purcell

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Allison Purcell
Board representative

RE: Economic Development Lethbridge

Allison Purcell, trustee, represents the Board as part of the Economic Development Lethbridge community stakeholder group.

Allison will provide an oral report regarding a recent Economic Development Lethbridge meeting.

Respectfully submitted,
Allison Purcell

MEMORANDUM

September 27, 2022

To: Board of Trustees

From: Christine Light, Trustee

RE: Indigenous Education Committee – September 21, 2022

Attendees:

Christine Light, Morag Asquith, Andrea Andreachuk, Joel Tail Feathers, Lenée Fyfe, Juliet Toledo, Catherine Thorson, Jenna Jewison, Sara Burton, Duane Piper, Allison Stewart, Jennifer Day, Christina Peters

1. This first meeting brought the introduction of the Division's new Coordinator of Indigenous Education, Joel Tail Feathers, as well as new committee members.
2. Terms of Reference were reviewed. Changes made were grounded in a need to align the terms to Indigenous Ways of Knowing as well as communicating purpose and desire for outcomes through a strength-based lens.
3. Jenna Jewison, the Division Middle School Indigenous Teacher rep, provided a summary of focus for the first term of the school year:
 - a. MMIW (Murdered and Missing Women) Vigil. Classroom are making dolls to be donated to the ceremony marking this event on October 4 at Galt Gardens.
 - b. Indigenous Veterans Day (November 8)
 - c. Rock Your Mocs (November 15)
 - d. Louis Riel Day: presents opportunity to learn Metis culture'Think Outside' will be extended to elementary students in the current school year.

The Indigenous Education Team releases monthly newsletters to staff that showcase events to be aware of, resources, as well as Blackfoot words and understanding.

Christine Light requested these newsletters be forwarded to trustees for increased opportunity to see and understand the great work of this team and to participate in the learning as we move forward in becoming a more inclusive Division community.
4. Joel spoke to the need of greater Indigenous representation within the school setting. To students of Indigenous ancestry, role models are essential to building a belief in possibility. To non-Indigenous students, barriers can be broken down regarding personal bias and understanding. Joel shared the ideal would be to have 24 grad coaches, one in each school.
5. Data being collected for the Assurance Plan Review should be in by October.
6. The Blackfoot Flag Raising Ceremony has been scheduled for March 21, 2023

7. Inclusion & Wellness Student Forum will take place on November 16. Students grades 8-12 will participate. This has stemmed from the question of “Have we truly harnessed student voice in our Division?” and the desire to build this perspective and give students and opportunity to have their voices heard and valued.
8. Members were guided to reflect on the following question at the end of the meeting: “What does a welcoming school look like?” This is a continuing reflection and conversation needed to ensure all students, staff, parents, and community members feel welcome in our buildings and that the Board’s priority of inclusive and welcoming spaces is reflected on a consistent basis.

Next meeting: January 25, 2023

Respectfully submitted,
Christine Light



Careers, Arts, Wellness, Languages &
Locally Developed Courses Branch
44 Capital Boulevard
10044 – 108 Street
Edmonton, Alberta T5J 5E6

July 27, 2022

Morag Asquith
Associate Superintendent
Lethbridge School Division

Subject: Fifth Intake of Dual Credit Start-up Funding Applications

Dear Morag,

Thank you for submitting a start-up funding application for your proposed new dual credit opportunity, or opportunity new to a school(s) within your school authority.

We are pleased to confirm Lethbridge School Division has been awarded \$50,000 for the proposed new dual credit opportunity outlined in your application. You will receive the allocated funds in early October 2022. You will be responsible for fund management and for submitting a final report. The reporting template can be accessed on the [Alberta Dual Credit website](#) and must be submitted no later than July 31, 2023.

These funds are to be used to support students in the Lethbridge College Introduction to the Trades course as outlined in your application. If you are unable to use the funds for the proposed opportunity, please contact the Curriculum Division Careers Team, at edc.dct@gov.ab.ca.

As a reminder, your new dual credit opportunity must align with the [Alberta Dual Credit Framework's](#) description of dual credit and cannot be part of a continuing education program or for high school upgrading. Authorized dual credit programming must lead to a post-secondary certificate, diploma or degree that indicates the affiliated post secondary program has been approved by Advanced Education for the purposes of credit.

Thank you for your application. We wish you and your students much success in this dual credit opportunity.

Sincerely,

Douglas.Zook Digitally signed by Douglas.Zook
Date: 2022.07.25 10:21:16 -06'00'

Doug Zook
Director, Careers (K-12), Arts, Wellness, Languages and Locally Developed Courses Branch

Cc: Jason Kupery
Palliser School Division

Terry Kowalchuk
Lethbridge College

Rob Mitchell
Southland International



ALBERTA
EDUCATION

Office of the Minister

AR119136

AUG 05 2022

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

Dear Ms. Purcell:

As part of the reporting process for school boards, an annual budget report is required to be submitted to Alberta Education by May 31 of each year.

Under the *Education Act* Section 143.1, a school board that establishes an accumulated surplus fund that is not a capital reserve fund or an endowment fund may make a payment or transfer money from the fund with the Minister's prior approval only.

Based on the May 31 budget submissions by school jurisdictions, the projected accumulated reserve balances for school boards are an operating reserve balance of \$370 million at August 2022 and \$223 million projected for August 2023. This is a \$147 million projected decrease for the 2022/23 school year.

The Lethbridge School Division has reported the following information at May 31, 2022:

Adjusted Accumulated Surplus from Operations 2021/22	\$5,926,616
Projected Adjusted Accumulated Surplus from Operations 2022/23	\$3,455,618
Projected Adjusted Accumulated Surplus from Operations 2023/24	\$3,457,408

For the 2022/23 school year, The Lethbridge School Division has requested \$2,470,998 in reserve spending.

.../2

M. Allison Purcell

Page Two

I approve \$2,470,998 in reserve spending for your school board for the 2022/23 school year. Included in this approval is the transfer of \$1,448,528 to capital reserve.

Thank you for your support of Alberta's students.

Sincerely,

A handwritten signature in blue ink that reads "Adriana LaGrange". The signature is written in a cursive style with a large, stylized 'A' and 'L'.

Adriana LaGrange
Minister

cc: Mrs. Cheryl Gilmore
Superintendent of Schools

Ms. Christine Lee
Treasurer

August 18, 2022

Dear Property Owner

**RE: Notice of Land Use Bylaw Amendment (Rezoning) Application
Garry Station Phase 8 / The Crossings Phase 15 (1205 30 St. W)**

You are receiving this letter because you own property in the vicinity of **1205 30 St. W**. Please be advised that the City of Lethbridge has received an application to amend the Land Use Bylaw and change the land use (zoning) of this site. The application has been submitted by Opportunity Lethbridge on August 11. **At this time, no dates have been set for a final decision on the application as there are a number of factors that could extend the time required for the rezoning process.**

The application proposes to reclassify the land use for the property listed above:

From:

- Future Urban Development (FUD)

To:

- Comprehensively Planned Low Density Residential (R-CL)
- Mixed Density Residential (R-M)
- Park and Recreation (P-R)

The developer intends to construct single detached dwellings on the sites that are proposed to be rezoned to R-CL. The sites that are proposed to be rezoned to R-M will allow for the development of single detached homes with secondary suites. The sites that are proposed to be rezoned to P-R will allow for an extension of the adjacent park and open space that has been planned and previously rezoned.

The proposed rezoning aligns with the West Lethbridge Phase II Area Structure Plan and the Garry Station Outline Plan. The enclosed map provides an overview of the proposed rezoning.

This application is being circulated to City departments, external stakeholders, and adjacent landowners in the vicinity of the property in question. Comments that are

submitted as part of this circulation will be taken into consideration and forwarded to the applicant. Typically the circulation process requires up to 2-3 weeks; however, if additional information is required from the applicant or technical issues are identified that require resolution, this could be extended.


If you have any questions regarding the rezoning process, please send your response to the writer. Questions regarding further details of the proposed development may be directed to the applicant at (403) 320-3194 or spencer.croil@lethbridge.ca.

The next step in this rezoning process is that Council will receive the application for first reading (at which no representations or decisions are made on the matter).

Following first reading, a public hearing will be scheduled. **You will be notified by another letter when this application is scheduled to be heard at the public hearing. It will provide information regarding how you can be involved in the process should you wish to make a representation to Council at the public hearing.** Following the public hearing, Council will make a decision on the proposed rezoning. In the meantime, if you have any comments or questions regarding this rezoning application, please contact the writer of this letter.

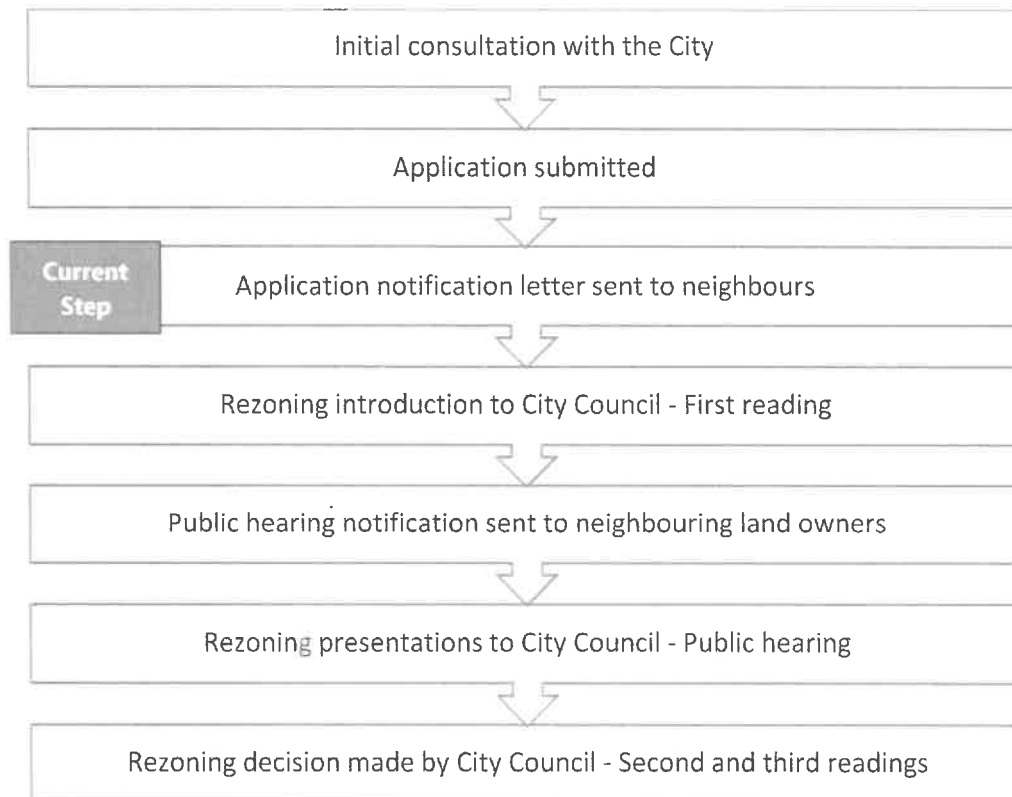
Personal information provided in submissions is collected under the authority of the Municipal Government Act, Section 606, and the Alberta Freedom of Information and Protection of Privacy Act, Section 33(c) for the purpose of public participation in land use decision making. If you have any questions regarding the collection of this information please contact the FOIP Coordinator at 403.329.7329.

Sincerely,

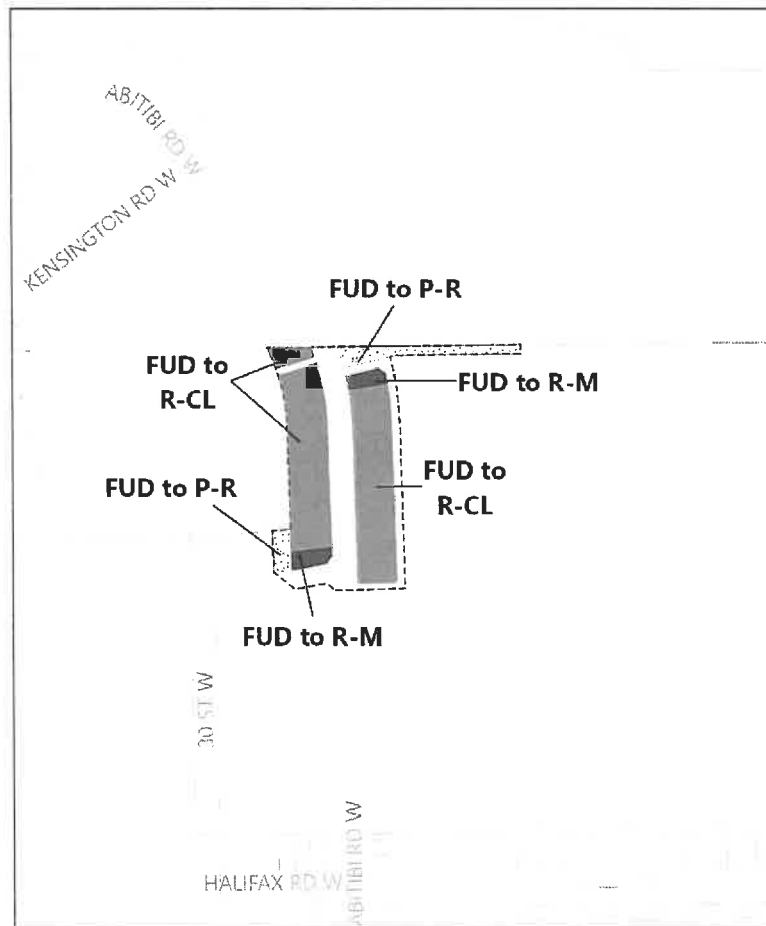


Tyson Boylan, RPP, MCIP
Senior Community Planner
Phone: 403.320.3928
Email: tyson.boylan@lethbridge.ca

Rezoning process:



Schedule A
PROPOSED LAND USE BYLAW AMENDMENT
Bylaw 6384



	Amendment Area		FUD to R-M
	FUD to P-R		FUD to R-CL

LEGAL: LSD 13 & 14 27-8-22-4

Municipal Address: 1205 30 ST W

From: Future Urban Development (FUD)

To: Park and Recreation (P-R)

Comprehensively Planned Low Density Residential (R-CL)

Mixed Density Residential (R-M)



September 2, 2022

Via email: allison.purcell@lethsd.ab.ca

Trustee Allison Purcell
Board Chair
Lethbridge School Division
433 – 15 Street South
Lethbridge, AB T1J 2Z5

Dear Board Chair Trustee Purcell:

Thank you for your ongoing support of the Alberta School Councils' Association (ASCA) and the opportunity to work in partnership with the Lethbridge School Division.

I am writing to share our current Association fiscal reality, and potential avenues for assistance from your school division and school councils.

Alberta Education has, once again, denied funding for the ASCA. In the fiscal year ended June 30, 2022, a \$15,000 project specific Grant was the only funding obtained from the Ministry (not the \$170,000 received in 2020, or the \$654,000 received before that).

Indicated in an email from the Ministry on July 20, 2022, in response to the submission of ASCA conditional grant applications:

"I regret to inform you that the grant applications will not be approved for funding. Alberta Education does not provide operational funding to non-government organizations through grants.

Parent perspective is fundamentally important to Alberta's government. The Alberta School Council Engagement grant of \$1 million (\$500 for every school council) is evidence that this government values parent voice. Should individual school councils wish, they could use the funds from this grant to access ASCA resources." Jeff Willan, Assistant Deputy Minister, Strategic Services and Governance

You may be aware that Alberta Education previously provided ASCA with funding to deliver workshop learning opportunities, supports and services (at no cost) to school councils and School Divisions in Alberta. In 2021, the government changed this to a direct funding approach providing approximately \$1 million directly to school councils. Alberta Education provides the funding to School Divisions who provide each of their school councils with the \$500.

ASCA's current fiscal reality means we diligently monitor revenue and resource capacity to ensure a minimum rolling 90-day viability. With a potential revenue source in the Alberta School Council Engagement (ASCE) grant funding of \$500 to each school council in Alberta, the Association could sustain operations and deliver services for the 2022-2023 operating year.

The ASCE grant funding to school divisions for each school is to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement. Activities that grant funds can be used for include ASCA learning opportunities such as workshops and services for parents to increase capacity for school council members.

[ASCE Grant information](#)

ASCA will offer online Workshops, scheduled weekly throughout the year (September 2022 to June 2023) for school councils' registration. Workshops help school councils understand their legislated role, increase capacity, and enhance parent engagement in the school community.

Workshops are delivered to school councils (regardless of ASCA Membership status), in a fee structure aligned with the ASCE Grant.

ASCA is seeking 800 school councils to book their Level 1 \$200 and Level 2 \$300 training Workshops. [ASCA Workshops](#)

ASCA is asking School Divisions to assist with expediting the ASCE grant funds to their school councils and encourage EARLY registrations in ASCA workshops. Funding Manual [Division Submission Form](#). Return to: School Finance Branch by email at edc.schoolfinance@gov.ab.ca.

A second ask is for School Divisions to consider a sponsorship commitment with ASCA.

Opportunity for Division marketing and brand promotion utilizing ASCA assets is a positive partner collaboration with mutual benefits of merit. [Partner Sponsor Program](#)

The ASCA Board of Directors continues its commitment to ensure the Association remains ***relevant, sustainable, autonomous, and innovative***. Additional revenue sources for the Association are being sought through fund development initiatives, Corporate Sponsorship opportunities, donations, and grant applications.

ASCA looks forward to a future supporting student success in education, with the help of our valued partner organizations and school boards in Alberta. For additional information, please contact Wendy Keiver, ASCA Executive Director: wendyk@albertaschoolcouncils.ca

Yours truly,



Brandi Rai
ASCA President

CC: Cheryl Gilmore, Superintendent, Lethbridge School Division, Cheryl.gilmore@lethsd.ab.ca



ALBERTA
TREASURY BOARD AND FINANCE

Office of the Minister
MLA, Rimbey-Rocky Mountain House-Sundre

54869

SEP 20 2022

Ms. Allison Purcell
Board Chair, Board of Trustees
Lethbridge School Division
433 - 15 St S
Lethbridge AB T1J 2Z4

Dear Ms. Purcell:

Thank you for your August 15, 2022, letter to the Honourable Adriana LaGrange, Minister of Education, and me regarding ongoing consultations on the governance of public sector compensation. I appreciate your school division's active participation throughout this consultation process. As the Minister responsible for this initiative, I am pleased to respond on behalf of our government.

Treasury Board and Finance staff continue to receive submissions from across the public sector, and they are reviewing this advice and information for Cabinet consideration. Any legislative changes will balance government's fiscal oversight role and accountability for provincial systems with the operational autonomy and flexibility that public sector employers need to deliver public services effectively and efficiently.

Thank you again for taking the time to write and for your invaluable contributions to both the education system and student success.

Sincerely,



Jason Nixon

President of Treasury Board and
Minister of Finance

cc: Honourable Adriana LaGrange
Minister of Education

Nathan Neudorf
MLA, Lethbridge-East

208 Legislature Building, 10800 - 97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-415-4855
Box 1547, 101 - 6 Street, SW, Sundre, Alberta T0M 1X0 Canada Telephone 403-638-5029

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Lethbridge School Division

Board of Trustees

433 -15 Street South
Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387
www.lethsd.ab.ca



August 15, 2022

Honourable Adriana LaGrange

Minister of Education
228 Legislature Building
10800 – 97 Avenue Edmonton, Alberta T5K 2B6

Honourable Jason Nixon

President of Treasury Board and Minister of Finance
208 Legislature Building
10800 – 97 Avenue Edmonton, Alberta T5K 2B6

Dear Minister LaGrange and Minister Nixon;

I am writing to you today on behalf of the Board of Trustees of Lethbridge School Division to express our board's concerns over proposed changes to the governance of public sector compensation as presented by the Provincial Bargaining Coordination Office (PBCO).

Members of our board and administration have attended information and consultation sessions that were presented at the end of June and in July by PBCO related to the proposed new compensation governance model. Our board understands that the new governance model is looking to achieve balance between fiscal oversight, employer autonomy and flexibility, and achieve the effective delivery of public services. Also, our understanding is that the new model may create a new framework that replaces the Superintendent of Schools Regulation, and the governance of non-union compensation may be by ministerial directives to employers with the requirement for review and approval of compensation plans for non-union employees, much the same that is now in place for unionized support staff under the Public Service Employment Act (PSEA).

The Board of Trustees have comments and concerns with the proposed new compensation model in the following areas:

1. One of the fundamental rights and responsibilities of an employer is to hire and govern its workforce to achieve strategic priorities. This includes entering into employment contracts and providing compensation arrangements with employees for the roles and responsibilities they hold with the employer. We believe the changes proposed will take away the fundamental right of school boards that enables them to attract, hire, and retain the best employees by compensating based on local circumstances and needs of the school division.
2. As our board understands both ministries need to ensure fiscal oversight, we also know that this is already achieved through the requirement to provide to the Education Ministry, operational budgets that must meet the parameters as required by Alberta Education.
3. In an era, where the government has been working to reduce red tape in the public sector, we believe that having a governance framework that requires directives and prior approval of compensation arrangements with employees adds more administrative work and time at both the provincial and local levels. Further the possible need for more employer associations and a Public Sector Employers Council will add more administrative time and costs to developing compensation plans for non-union employees.

4. The timing of the consultations does not feel like a true consultation process. We understand that there is a need to meet fall legislative timelines, and the requirement to address other compensation frameworks impacting other public entities, such as the expiration of *Salary Restraint Legislation* that expired at the end of June, however holding consultations when many trustees and administrative staff, who manage employment contracts, are on holidays would suggest that this is more of information provided and not a real opportunity to provide meaningful input into a possible future direction of public sector compensation that truly recognizes board autonomy.
5. Instead of removing this autonomous role of the board to determine the most appropriate compensation scheme for non-union employees, the provincial government, through PCBO could coordinate data to help board make informed decisions on what are provincial benchmarks for salary compensation for similar roles. Board could use this information as well as injecting local circumstance to ensure they are being fiscally responsible informed by strong data.

In closing, our board understands that there is a need to address restrictive and expiring legislation that impacts other public sector entities as well as a need to review and update the *Superintendent of School Regulation*, however we strongly feel that a Board of Trustees is best positioned to manage the compensation of non-union staff to address local circumstances and the needs of the school division. We believe that boards should remain autonomous to make these very important decisions for our workforce. Therefore, we request that consideration be made in looking at other solutions to achieve the province's goal of fiscal oversight and not rush to include the education sector in the proposed legislative changes in the fall sitting of the Legislature. There is a need for further study on the scope and impact, including overall cost to the education sector, with thorough study and appropriate consultation of stakeholders.

Sincerely,



Allison Purcell
Board Chair

cc: MLA Lethbridge East, Nathan Neudorf
MLA Lethbridge West, Shannon Phillips
Marilyn Dennis, President, Alberta School Boards Association
All Alberta School Division Board Chairs
Trustees, Lethbridge School Division
Cheryl Gilmore, Superintendent, Lethbridge School Division
Mike Nightingale, Associate Superintendent, Human Resources
Christine Lee, Associate Superintendent, Business and Operations

Lethbridge School Division Board of Trustees

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