

# Lethbridge School Division

## Board of Trustees Regular Meeting Agenda

December 20, 2022

1:00 p.m.

Board Room / Microsoft Teams



12:30 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 November 29, 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 Superintendents Reports**

5.1 Business and Operations

Enclosure 5.1

5.2 Instructional Services

Enclosure 5.2

5.3 Human Resources

Enclosure 5.3

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

6.1 Board Priorities Report

Enclosure 6.1

6.2 Donations and Support

Enclosure 6.2

6.3 Acknowledgements of Excellence

Enclosure 6.3

6.4 Calendar of Events

Enclosure 6.4

3:30 p.m. **7. Presentations**

7.1

3:45 p.m. **8. Action Items**

8.1 2023-2024 School Year Calendar

Enclosure 8.1

4:00 p.m. **9. Division Highlights**

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

10.1 Board Chair Report

10.1.1 Community Conversations

Enclosure 10.1.1

10.1.2 Board Donations for Christmas

Enclosure 10.1.2

10.1.3 City of Lethbridge Budget Discussion

Enclosure 10.1.3

10.1.4 Remembrance Day Wreath

Enclosure 10.1.4

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

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

5:15 p.m. **11. Reports**

11.1 Facilities Committee – December 5

11.2 Division School Council – December 5

11.3 Team Lethbridge Mission– December 6-8

11.4 Community Engagement Committee – December 13

11.5 Poverty Intervention Committee – December 13

11.6 Division Student Leadership – December 15

5:30 p.m. **12. Correspondence Received**

5:35 p.m. **13. Correspondence Sent**

5:40 p.m. **Adjournment**

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD NOVEMBER 29, 2022.

### In Attendance:

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

Administrators: Cheryl Gilmore; Mike Nightingale; Christine Lee; Kristin Solowoniuk (Recorder)

Via Teams:

Regrets: Morag Asquith

The Board Meeting was live streamed via Microsoft Teams.

The Chair called the meeting to order at 1:00p.m.

#### 1. Move to In-Camera

Trustee Kristina Larkin moved:

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

*Move to In-Camera  
7030/22*

The Chair reconvened the meeting at 2:25 p.m.

#### 2. Approval of Agenda

Amendments:

- Item 8.6 tabled for a future meeting
- Add item 11.5 Public School Council Meeting Report

Trustee Craig Whitehead moved:

“to approve the agenda, as amended.”

**CARRIED UNANIMOUSLY**

*Approval of Agenda  
7031/22*

#### 3. Approval of Minutes

Changes: Add that Tyler Demers Left the meeting at 3:10 p.m.

Trustee Christine Light moved:

“The minutes of the regular meeting of October 25, 2022 be approved as amended and signed by the Chair.”

**CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
7032/22*

#### 4. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

#### 5. Associate Superintendent Reports

*Associate  
Superintendent Report*

- |  |  |
|--|--|
| <p>5.1 <u>Business and Operations</u><br/>Associate Superintendent Christine Lee provided a written report.</p>  | <p><i>Business and Operations</i></p>                                      |
| <p>5.2 <u>Instructional Services</u><br/>Superintendent Cheryl Gilmore presented Associate Superintendent Morag Asquith written report.</p>  | <p><i>Instructional Services</i></p>                                       |
| <p>5.3 <u>Human Resources</u><br/>Associate Superintendent Mike Nightingale provided a written report.</p>   | <p><i>Human Resources</i></p>  |
| <p>6. <u>Superintendents Report</u></p>  |  |
| <p>6.1 <u>Board Priorities Report</u><br/>Board Priorities were included in the agenda.</p>  | <p><i>Superintendents Report<br/>Board Priorities</i></p>                  |
| <p>6.2 <u>Donations and Support</u><br/>Donations and Support were included in the agenda</p>  | <p><i>Donations and Support</i></p>  |
| <p>6.3 <u>Acknowledgement of Excellence</u><br/>Acknowledgements of Excellence and a report showcasing Lethbridge Christian and Dr. Robert Plaxton Schools was included in the agenda.</p> | <p><i>Acknowledgement of Excellence</i></p>                                |
| <p>6.4 <u>Board Strategic Planning</u><br/>Discussion of where the Board will schedule their Strategic Planning Session in March and the desired outcomes of that session.</p>             | <p><i>Board Strategic Planning</i></p>                                     |
| <p>6.5 <u>Provincial Grants for Mental Health and Learning Disruption</u><br/>A report outlining the two grants secured from Alberta Education is attached.</p>                            | <p><i>Provincial Grants for Mental Health and Learning Disruption.</i></p> |
| <p>6.6 <u>Student Illness Trends</u><br/>Cheryl Gilmore has prepared a report outlining current illness trends in the division.</p>  | <p><i>Student Illness Trends</i></p>                                       |
| <p>6.7 <u>Calendar of Events</u><br/>Calendar of events is included in the agenda.</p>   | <p><i>Calendar of Events</i></p>   |

Additions:

December 8 Community Conversations at the YMCA

December 13 Poverty Intervention Committee at 1:00PM

December 13 community Engagement Committee at 7:00PM



Committee of the Whole changed from December 6th to 5<sup>th</sup>.  
December 5 Facilities Committee 11:30AM  
December 7 ATA Christmas Celebration at the Enmax

7. Presentations

*Presentations  
2022-2023 Budget  
Update*

7.1 2022-2023 Budget Update

Avice DeKelter presented the 2022-2023 Budget Update package that is included in the agenda.

Tyler Demers left the Meeting at 5:18 p.m. and returned at 5:22 p.m.

8. Action items

*Action Items*

8.1 International Trip Approval

Geordan Olson presented the opportunity for LCI students to travel to New York in October 2023 for Board approval.

Trustee Christine Light moved:

“That the Lethbridge Collegiate Institute trip to New York City in October 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip’s ability to proceed.”

*International Trip  
Approval  
7033/22*

**CARRIED UNANIMOUSLY**

**Public Forum-** None.

8.2 2021-2022 Audited Financial Statement

Trustee Craig Whitehead moved:

“That the board approve the Audited Financial Statements for the 2021-2022 fiscal year as presented.”

*Audited Financial  
Statement  
7034/22*

**CARRIED UNANIMOUSLY**

Trustee Craig Whitehead moved:

“That the Board take a half hour break at 6:00 and bring in dinner”

**DEFEATED**

*Meeting Break  
7035/22*

**In Favour:** Craig Whitehead

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

8.3 Division Assurance Results Report

Trustee Christine Light moved:

"The Board approve the 2021-2022 Assurance Results Report as presented"

**CARRIED UNANIMOUSLY**

*Division Assurance  
Results Report  
7036/22*

8.4 Policy Review

Trustee Craig Whitehead moved:

"606.4 be removed as a policy and adopted as a procedure"

**CARRIED UNANIMOUSLY**

*Policy Review  
Policy 606.4  
7037/22*

Trustee Craig Whitehead moved:

"To remove policy 605.2 Inclusive Learning Supports- Out of Division Placements"

**CARRIED UNANIMOUSLY**

*Policy 605.2  
7038/22*

8.5 Election of ASBA Zone 6 Representative

Trustees Craig Whitehead and Christine Light have been appointed the Division Zone 6 representative and alternate respectively for the remainder of the year.

*Election of ASBA Zone  
6 Representative*

Trustee Christine Light moved:

"moved to destroy the ballots"

**CARRIED UNANIMOUSLY**

*Destroy the Ballots  
7039/22*

8.6 PSBAA Trustee Compensation

This Item was tabled for a future meeting.

*PBSAA Trustee  
Compensation*

9. Division Highlights

*Division Highlights*

- Christine Light- Churchill Murder in the Air, Coalbanks Pumpkin Carving, Remembrance Day ceremony at General Stewart.
- Genny Steed- Opening banquet for volleyball at WCHS
- Craig Whitehead- Drop off books to 3 schools.
- Kristina Larkin- Agnes Davidson Turkey Bingo
- Allison Purcell- School Council, Remembrance Day ceremony at Park Meadows, shared an appreciation for Support Staff and all of their hard work.
- Andrea Andreachuk- Has attended all 4 of her partner school's Council Meetings.

- |  |  |
|--|--|
| 10. <u>Information Items</u>   | <i>Board Chair Report</i>                                  |
| 10.1 <u>Board Chair Report</u>   |  |
| 10.1.1 <u>Community Conversations</u>  | <i>Community<br/>Conversations</i>                         |
| Upcoming events included in agenda.  |  |
| 10.1.2 <u>City of Lethbridge Budget Discussion</u>   | <i>City of Lethbridge<br/>Budget Discussion</i>            |
| Discussion of potential impact of the City's budget deliberations on students and families.                              |  |
| Tabled for December Board Meeting  |  |
| 10.1.3 <u>Remembrance Day Wreaths</u>  | <i>Remembrance Day<br/>Wreaths</i>                         |
| Decision to purchase and lay a wreath at future Remembrance Day ceremonies at the City of Lethbridge.                    |  |
| Tabled for December Board Meeting  |  |
| 10.2 <u>Christmas Events Calendar</u>  | <i>Christmas Calendar</i>                                  |
| Calendar of events was included in agenda  |  |
| 11. <u>Reports</u>   |  |
| 11.1 <u>Policy Advisory Committee</u>  | <i>Committee Reports<br/>Policy Advisory<br/>Committee</i> |
| Trustee Craig Whitehead provided a written report from the Policy Advisory Committee meeting November 9 <sup>th</sup> .  |  |
| 11.2 <u>Audit Committee</u>  | <i>Audit Committee</i>                                     |
| Trustee Craig Whitehead provided a written report from the Audit Committee meeting November 21 <sup>st</sup> .           |  |
| 11.3 <u>Division School Council Meeting</u>  | <i>Division School Council</i>                             |
| Trustee Genny Steed provided a written report from the Division School Council meeting November 7 <sup>th</sup> .        |  |
| 11.4 <u>Community Engagement Committee</u>   | <i>Community<br/>Engagement<br/>Committee</i>              |
| Trustee Genny Steed provided a written report from the Community Engagement Committee meeting November 1 <sup>st</sup> . |  |
| 11.5 <u>Public School Boards Association Council Meeting</u>   | <i>PSBAA Report</i>  |
| Trustee Craig Whitehead handed out a physical report and provided an oral report.  |  |
| 12. <u>Correspondence Sent</u>   | <i>Correspondence Sent</i>                                 |
| 12.1 ASBA Invite to Nathan Neudorf   |  |

## 12.2 ASBA Invite to Shannon Phillips

### 13. Correspondence Received

None.

*Correspondence  
Received*

### 14. Adjournment

Craig Whitehead moved:

“that the meeting move to in camera at 7:25 pm”.

*Move to In Camera  
7040/22*

**CARRIED UNANIMOUSLY**

The chair reconvened the meeting at 7:36

Trustee Tyler Demers moved:

“to adjourn the meeting at 7:37”

*Adjournment  
7041/22*

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Allison Purcell,  
Chair

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Christine Lee,  
Associate Superintendent  
Business and Operations

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: Business and Operations Report**

**Background**

The December report of the Associate Superintendent, Business and Operations is attached.

**Recommendation**

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

Respectfully submitted,  
Christine Lee





# Business and Operations *kids* Report

ARE OUR BUSINESS

**December 2022**

**HAPPY  
HOLIDAYS**

Lethbridge School Division, represented by Superintendent Cheryl Gilmore, Trustee Christine Light and Associate Superintendent Christine Lee, participated in Team Lethbridge from December 6th to 8th. Team Lethbridge, which included 23 organizations from Lethbridge, went to Edmonton to meet with cabinet ministers to showcase the power of collaboration in our community. This 7th mission of Team Lethbridge was an opportunity to connect, inform, discuss and find innovative initiatives to help move our province forward.

Seen below team members from Lethbridge School Division and Holy Spirit Catholic School Division on one of two Team Lethbridge busses that travelled to Edmonton.





# Facility Services



The Facilities Committee met this month to discuss updates on capital projects such as the new school in Garry Station, Victoria Park upgrade, and modular classrooms. The committee also discussed priorities for Infrastructure Maintenance and Renewal projects this year. See the Facilities Committee report for further details.



Lethbridge East MLA, Hon Nathan Neudorf, Deputy Premier and Minister of Infrastructure, played host to Team Lethbridge while in Edmonton. Minister Neudorf attended many meetings that members had with a variety of cabinet ministers and Premier Danielle Smith. Members of the team also had the opportunity to meet with Nathan to discuss infrastructure challenges due to growth in the City of Lethbridge, including the need for additional educational spaces and maintenance and renewal of facilities.

Seen in the picture below, some of the representatives of Team Lethbridge received a tour of Nathan Neudorf's office in the Alberta Legislature. Also, below and to the left, Superintendent Cheryl Gilmore and Team Lethbridge representatives met with Premier Danielle Smith and Nathan Neudorf.





# Finance



As seen in the picture below, Team Lethbridge members had the opportunity to meet with Hon Travis Toews, Minister of Finance and President of Treasury Board. The Team was able to discuss strategic investments for Lethbridge.



# Congratulations!

Congratulations to Stephanie LaPointe, Payroll Administrative Professional for successful completion of the National Payroll Institute Payroll Compliance Practitioner (PCP) certification.





# Occupational Health and Safety



Trish Syme and Chris Chapman have started conducting comprehensive safety inspections at schools. Each year 8 to 9 schools are selected for a detailed OHS inspection.

HEALTH/SAFETY >

As seen in the Division Dispatch,  
December 2022

## Health and Safety Corner



The month of December often brings hustle and bustle as we celebrate various holidays and prepare to start a new year. This time of the year can sometimes lead us to some complex feelings – excitement, stress, joy, worry, fear, hope, etc.

You might begin to notice yourself experiencing a combination of these emotions and need extra support. Check out the 25 tips for making the month of December a little less overwhelming at TIPS. A few of our favourites include:

#3: Get Creative Writing and Crafting

#5: Show love to someone

#8: At least for one day, take a break from your phone

#9: Cross something off your to-do list

#12: Remember that holiday stress will pass

#13: Prep for the week

#17: Go for a walk in nature and finally...

#25: Find reasons to laugh.

For more tips, please check out the document via this link: [TIPS](#). ■

Nathan Cooper 🐦 @NathanCoop... · 10h ...

Had the absolute pleasure to meet [@cleefinance](#) the granddaughter of the longest serving speaker of the [#ableg](#) Speaker Dawson

Opportunity to meet Hon Nathan Cooper, MLA and Speaker of the Alberta Legislature.





# Technology

## LETHBRIDGE SCHOOL DIVISION LEGO CHALLENGE A MARVELOUS FEAT OF ENGINEERING

Using only Lego, skillfully put together a Lego object that displays design and engineering. The build can use engines, machines, and structures to create a unique object that shows what you can do with Lego. It may be something as simple as building a house or creating a working robot. The ideas and possibilities are endless!

- Best School Submission
- Best Classroom Submission
- Best Grade K-2 Submission
- Best Grade 3-5 Submission
- Best Middle School Submission
- Best High School Submission
- Engineering Award (Multiple)
- Creativity Award (Multiple)



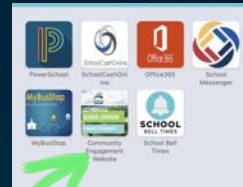
Submissions due February 28th.  
See below Alberta Legislature made out of Lego.



Seen in the picture above, students at LCI learning how to create 360 Virtual Reality experiences.

Greg Fischer from the technology department helping students at Senator Buchanan Elementary explore opportunities with 3D printing

## Some of the activities of the Technology Team in December



- Director of Technology Learning and Innovation, Jesse Sadlowski, along with Communications Officer Garrett Simmons, presented to the division school council on different apps and programs parents should have for communication. The presentation may be found on the Division website under Community Engagement.
- A new automatic dialing system is being deployed to call out subs. The new system will modernize the old copper system and will be more economical to operate moving forward.
- A new PowerSchool plugin has been implemented that reviews and identifies incomplete or incorrect data in PowerSchool. The new plugins will provide schools with a green checkmark if data is missing or filled out incorrectly.
- The Division is working with the University of Lethbridge on hosting five paid internships that will focus on supporting the creation of 360 virtual reality videos in our division. One of the unique projects that we hope to create will be to produce a number of 360 VR videos on shop tool safety.
- The department is supporting schools with a variety of December holiday events. Assistance included support with streaming concerts and lending out projectors and sound equipment to schools.





# Transportation

## HELPFUL INFO FOR REALTORS

### Lethbridge School Division quick facts:

- ➔ Providing public education from preschool to Grade 12 within the City of Lethbridge
- ➔ 24 schools, including three schools providing Christian Education
- ➔ Provides a breadth of educational programming, including French Immersion, Spanish Bilingual and Montessori

#### Where is the nearest school?

Two options for locating your school at [SchoolBoundaries.LethbridgeSchoolDivision.lethbridge.ab.ca](http://SchoolBoundaries.LethbridgeSchoolDivision.lethbridge.ab.ca)

1. School Locator: Input address and all schools in that area will appear
2. Online Boundary Tool: Select by grade and geographic area to find school

#### Are there any school specific programs, such as French Immersion?

Please see [Programs.LethbridgeSchoolDivision.lethbridge.ab.ca](http://Programs.LethbridgeSchoolDivision.lethbridge.ab.ca) to learn about school specific programs in Lethbridge School Division. Using the Online Boundary Tool, you will be able to determine the housing areas within the school boundary of the school offering the specialized program.

#### Information on Bussing

Will I qualify for bussing from my new residence? Alberta Education states in the *Education Act* students living beyond 2.4 kilometres are, by the most direct route from their boundary school, or designated Division programs located in specific schools, funded for transportation.

See [TransportationInformation.LethbridgeSchoolDivision.lethbridge.ab.ca](http://TransportationInformation.LethbridgeSchoolDivision.lethbridge.ab.ca) for more detailed information and current bus route maps.



Coming soon:  
A new K-5 school  
in Garry Station!



LETHBRIDGE  
*Alberta*

Information provided to  
the Lethbridge and  
District Association of  
Realtors to help them  
assist families moving to  
or relocating within  
Lethbridge to find  
schools and programs  
near their new place of  
residence

Christmas



Trustee Christine Light and  
members of Team  
Lethbridge meeting with  
Hon Jeremy Nixon, Minister  
of Community and Social  
Services





# Other Matters



Trustee Christine Light with representatives of Team Lethbridge at the Legislature

## Meetings/events worth noting:

- USIC Risk Management and Claims Committee meeting
- Monthly Risk Management call with broker (Marsh)
- Monthly Principal Meetings (elementary, middle, and high school)
- Community Engagement Committee
- City of Lethbridge, Holy Spirit, and Lethbridge School Division Joint Use Executive meeting
- Assurance Plan Meetings
- ASBOA Issues Forum, Calgary
- Facilities Committee Meeting
- Division Workplace Health and Safety Committee Meeting
- Team Lethbridge delegation to Edmonton, Dec 6 to 8.
- Recycling and Organics Committee Meeting
- Business and Operations Generative Dialogue
- Education Centre Christmas Luncheon
- Education Center Christmas Mini Break Events
- Coalbanks and Nicholas Sheran Elementary School Christmas Concerts
- Wilson Middle School production of Peter Pan
- Marsh Canada Client Meeting
- Administrator's Committee Meeting
- Facility Services Christmas Luncheon

*Happy Holidays*



**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Instructional Services Report**

**Background**

The December report of the Associate Superintendent, Instructional Services is attached.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith



# It is DECEMBER !!!!



## Some important dates:

December 5<sup>th</sup>- University of Lethbridge Dual Credit meeting  
December 7<sup>th</sup>- Challenging behaviors Think Tank- working with admin in schools  
December 8<sup>th</sup>- Complex Case- SWCSS  
December 8<sup>th</sup>- Cafeteria offerings- meeting with Middle and High School Administrators  
December 13<sup>th</sup>- Poverty Intervention Committee-1-3 p.m.  
December 14<sup>th</sup>- ARAO meeting- at Education Centre  
December 21<sup>st</sup>- Lethbridge College exploratory opportunity for students

## 1. Healthy Nutritional Choices

Middle school and high school administrators connected to discuss cafeteria offerings at their schools. Before the pandemic we had removed sugary drinks and candy as a school offering as it is one of the primary links to childhood obesity and diabetes. We are revisiting offerings including price points, healthiness of offerings and variety that may acknowledge cultural needs and dietary needs (lactose/gluten intolerance).



## 2. Alberta Education Mental Health Grant- Digital Wellness and Education

November 16<sup>th</sup>, Lethbridge School Division received notification from Alberta Education that we were successful in our grant to support Digital Wellness Education and intervention for students and families who struggle with digital use. These positions have been posted and we are hoping to have these individuals in place early in the 2023 school year. The postings include a Digital Wellness Teacher position and an FSLD who will be focussing on supporting students and families in an intervention role related to Digital Wellness. This is an exciting opportunity that we all appreciate is needed in our community and schools.

## 3. BOOST programming update

We have been able to hire 6 Boost teachers that will start by attending numeracy training December 9<sup>th</sup>. They will be in schools starting Monday, December 12<sup>th</sup>.

The assignments are as follows:

- **LCS, ICES, GS** (0.5 FTE) and **Fleetwood** (0.5 FTE)= **Brooke Binning**
- **MMH** (1.0 FTE)= **Maureen Kambeitz**
- **Coalbanks** (0.5 FTE) and **NS** (0.5 FTE)= **Sarah Siewert**
- **Senator Buchanan** (0.75 FTE) and **Westminster** (0.25 FTE)= **Jenna Goodrich**
- **Davidson** (0.75 FTE) and **Plaxton** (0.25 FTE)= **Constance Colley**
- **Probe** (0.25 FTE), **Park Meadows** (0.25 FTE), **Galbraith** (0.25 FTE), **Lakeview** (0.25 FTE)= **Nolan Jacob**

Congratulations to these teachers- we can't wait to see the amazing work in action.

## 4. Student Wellness and Inclusion Forum

Instructional Services was successful at securing a \$3000 Desjardins Foundation grant to support the Student Forum that will be hosted February 1<sup>st</sup> at the Multicultural Centre. 60-70 grade 8-12 students will be gathering from 12:30-2 that day to share their opinions and thoughts around their educational experience specifically related to wellness and inclusion. This funding will really enhance the event and provide our students with an experience that will be educational and meaningful !! Thank you Desjardins Foundation for this awesome donation !!!

## 5. Some interesting new challenges.....

Lethbridge School Division, Alberta Education and Alberta Health Services has been working closely to ensure our “**CAMP**” program continues to support our students and others within the region who require mental health/psychiatric or intensive medical supports. Alberta Health Services has come up with a bridging strategy (Calgary consultation via telehealth) that supports medical consultation for students who require access to supports while AHS continues to build Child Psychiatry in the region.

**The Youth Engagement Officer Team** (Lethbridge Police Services), has indicated that they are able to support 2 Youth Engagement Officers to support Holy Spirit and Lethbridge School Division moving into the 2023 year given the staffing shortages and needs on the front line for Lethbridge Police Services (this is a decrease from the typical 6 that are allocated including the manager). This is difficult news knowing how much our schools benefit from the LPS moving out of the pandemic-YEO team, and we also realize that the front-line policing in Lethbridge is also a major priority.

**Eden Bridge Family Services** (Lethbridge) has provided notice to families utilizing their services that they will be closing their children's program as of January 31<sup>st</sup>, 2023. Edenbridge has been a long standing community service provider since 1990 for families whom receive FSCD funding for respite services, domestic care and work related care. We anticipate that this will be a multifaceted issue for families as they attempt to navigate limited service providers within FSCD funded services.

**GECOS (Gang Exit Committee Outreach) at McMan Services** in Lethbridge has shared that they will no longer be providing services to our at-risk youth who have been fortunate to have accessed the supports and services as of March 31<sup>st</sup>, 2023. Currently there is no other community support that we can refer the students to, who have accessed this support. We have had numerous at risk students who have accessed this support over the last year and who require outside community support.



**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Mike Nightingale  
Associate Superintendent, Human Resources

**Re: Human Resources Report**

**Background**

The December report of the Associate Superintendent, Human Resources is attached.

**Recommendation**

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**  
December 20, 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 3 teacher to the substitute list over the past 3 weeks.
- Adding 9 support staff to the substitute list over the past 3 weeks.
- Onboarding 11 new staff members over the past 3 weeks.
- Extending 6 teacher contracts over the past 3 weeks.
- Facilitating the hiring of 9 teachers over the past 3 weeks.
- Facilitating the hiring of 10 support staff over the past 3 weeks.

**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 participated in assurance plan meetings with schools.
- Associate Superintendent Mike Nightingale, Director of Human Resources Rhonda Aos and Executive Assistant Katie Guccione attended a career fair for new teachers at the University of Lethbridge.
- Associate Superintendent Mike Nightingale attended a working conditions committee meeting with ATA representatives.
- Director of Human Resources Rhonda Aos attended a CPHR course on negotiations and conflict resolution.



## Hiring Highlights

Although the most hiring occurs in the spring, the Human Resources department facilitates hiring year-round. The following statistics are from Workable (the Division's hiring software), detailing some key aspects of hiring related activity since the beginning of August 2022.

- The Division received 764 applications through our workable software since the beginning of August.
- 230 candidates were interviewed during this time, with 145 reference checks completed.
- Approximately 39% of candidates that applied for positions during this time had their application moved forward for further consideration.
- Since the beginning of August, the Division has added 45 teachers to the substitute list.
- Since the beginning of August, the Division has added 34 support staff to the casual/substitute list.
- Since the beginning of August, the Division has onboarded 93 staff members.
- Since the beginning of August, the Division has extended 29 teaching contracts.
- Since the beginning of August, the Division has hired 40 teachers.
- Since the beginning of August, the Division has hired 59 support staff members.

Hiring is a collaborative process in Lethbridge School Division. The application and hiring process require considerable effort on the part of supervisors, staff members and the Human Resources department. We are grateful for all the work that goes into ensuring we continue to have outstanding staff to support our students!



**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: Board Priorities Report**

**Background**

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas as identified by the Board at their spring retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

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

**DOMAIN: GOVERNANCE**

**Engagement with Stakeholders**

On December 5 School Council will have a presentation on Navigating division apps. Parents will see live demonstrations of the school Guide app, PowerSchool, School Cash, School messenger and other used services.

**Collaboration with other School Authorities, Municipalities, and Community Agencies**

- The Division of Instructional Services has released two postings (Teacher and an FSLC) for the Digital Wellness initiative funded by Alberta Education Mental Health in Schools Grant
- Jackie Fletcher, Cayley King, Jen Day and Morag Asquith met with AHS and CFS representatives to “Think Tank” and collaborate around some of the challenging behaviors our schools are encountering, another meeting is scheduled in January 2023.
- Cayley King and Morag Asquith have been meeting with Alberta Education and Alberta Health representation to support the Child and Adolescent Mental Health Program at the hospital given the recent departure of Dr. Ademola (Child Psychiatrist) from the region, the program will be utilizing Calgary Child Psychiatry via telephone consultation in the interim to ensure the program continues.
- Cybera sponsored 2 Technology professionals to attend the Cybera IT conference and the future of the CANARIE network. Cybera is a not-for-profit organization that supplies the school Division a virtual firewall service and all our internet bandwidth. The conference had a heavy focus on network security and modern infrastructure.
- Board representatives and the Superintendent attended the Alberta School Board Association Fall General Meeting November 20-22. Among the policy positions proposed to the ASBA member Boards was a Lethbridge School Division Board policy position advocating for full time Kindergarten funding.
- Trustee Christine Light, Superintendent Cheryl Gilmore, and Associate Superintendent Christine Lee represented Lethbridge School Division as members of the Team Lethbridge delegation to Edmonton December 6<sup>th</sup> to 8<sup>th</sup>. Team Lethbridge included representatives from 23 organizations that met with members of the Legislative Assembly. The Team emphasised the many assets of Lethbridge including the ability of the organizations to collaborate to get things done for our city. Lethbridge School Division Representatives had the opportunity to meet with Premier Danielle Smith, Ministers of Technology and innovation, Infrastructure, Skilled Trades and Professions, Advanced Education, Education, Justice, Community and Social Services, and Health.
- Jackie Fletcher, Director of Inclusive Education, has connected with neighboring school divisions to discuss Speech-Language Services and the structures of services offered. The goal is to create an SLP Service Guide to advise educators on when to refer students, build capacity in their knowledge to provide universal supports in the classroom, etc.

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

**Literacy**

- Teachers have been hired and trained to implement the BOOST program (intervention in literacy and numeracy for grades 2 to 4 students). Schools have been assigned BOOST teacher time based on number of students that fell into intervention levels.
- Jodie continues to be booked to come work with elementary whole teaching staff or small groups of teachers on delving deeper into the new ELAL resources and other best literacy practices.
- Middle schools have begun to take a keen interest in how they might be able to use the new ELAL elementary resources to support their struggling learners and guide interventions.
- Division Fountas and Pinnell data is collated and analysed to inform instruction.
- Learning Loss numbers for literacy were compiled and ready for organizing student intervention groups for the Boost program.
- Jodie has been visiting middle school teaching and administrative teams to review PAT results and provide best practice suggestions for areas for growth.

**Numeracy**

- Michaela has completed two residencies this month at the elementary level on Building Fact Fluency. Follow-up visits are scheduled for the new year.
- Michaela has also completed two residencies at the middle school level this month on “thinking tasks” as well as Building Fact Fluency. Follow-up visits are scheduled for the new year.
- Four individual teachers have had Michaela in their classrooms for Building Fact Fluency.
- Two schools have had Michaela do PL sessions with their teaching staff.
- Learning Loss numbers for numeracy were compiled and have been organized for student intervention groups. The BOOST teachers have been assigned to schools based on number of students that fell into intervention levels.
- The Elementary and Secondary Numeracy Committees met for the first time this year. The meetings focussed on sharing math manipulatives that each school uses to support student learning.
- New Math resources arrived for curriculum implementation and were organized and picked up by elementary school administrators.

**Experiential Learning including secondary initiatives:**

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

- December 21<sup>st</sup> Lethbridge College will be hosting a day long exploratory programming and skills discovery day event for students- information has been sent out to schools
- Zone 6 curriculum leads gathered to meet with University of Lethbridge to determine courses to be offered over the next two years- they will continue to offer Knowledge and Liberal Education, Genetically Engineered Machines, Problems and Puzzles and Fundamentals of Business

- The Lethbridge School Division Lego challenge has been released publicly. The Lego challenge is a unique opportunity for teachers, learning commons facilitates and schools to introduce a variety of STEAM projects into curricular outcomes.

### **Innovation and Technology**

- The “Spaces” platform from My Blueprint is being piloted by a small group of elementary teachers to see how/if we could possibly use it as a reporting platform for parents.
- Permission Click has now been fully integrated with PowerSchool. Now teachers can send out fieldtrip request forms with a single click of the mouse to all parents.

### **Early Learning**

- December 1 was the deadline to identify children meeting Alberta Education criteria for a moderate language delay or a severe delay in ECS programs
- In our early education programs, we have 103 children accessing supports for a severe delay or moderate language delay and 40 children accessing supports for a mild/moderate delay, In our Kindergarten programs, we have 98 children accessing supports for a severe delay or moderate language delay.
- Alberta Education has communicated the Program Unit Funding (PUF) verification process dates for this school year. We were provided with a list of names on December 12, 2022 and will be required to submit all supporting documentation by January 13, 2023

### **Indigenous Education**

- The Indigenous Education Team has been hosting in partnership with school sites “Indigenous Family Bingo Nights” these events have happened at Chinook (November 24<sup>th</sup>), Nicholas Sheran (November 29<sup>th</sup>), Lakeview (December 6<sup>th</sup>) and Galbraith (December 13<sup>th</sup>) a special thank you to the schools for their support, the events attracted more than 100 families and it was a great way to connect!

### **Wellness**

- 2 cohorts of student nurses will be at GS Lakie and Chinook starting in January; we are very lucky to be able to host this practicum that provides health and wellness initiatives and programs to our students at those schools.
- Jen Day, Jim Kerr, DeeAnna Presley Roberts, Carmen Carvalho, Christina Peters, Garrett Simmons, Saajan Sapkota and Morag Asquith will be meeting as a Crisis Response Team December 22<sup>nd</sup> to review current documents and practices related to responding to schools
- A team of folks at the Ed Centre (Jim Kerr, Joel Tail Feathers, Trish Syme, Jackie Fletcher, Cayley King, Jen Day, Trustee- Kristina Larkin, Morag Asquith and DeeAnna Presley Roberts) have been working together to support the development of a Student Forum- Wellness and Inclusion. This event is scheduled to occur February 1<sup>st</sup> at the Multi-Cultural Centre from 12:15- 2:15. The objective of the event is to solicit, inspire and leverage our student’s voices (grade 8-12), interests and concerns about inclusion and wellness in their school lives so that we can inform and shape/guide our education system to be responsive and accurate in meeting the needs of

students in all of our schools within the division. A special thank you to Garrett Simmons for putting together a promotional video for the event!!!!

- Lethbridge School Division Fruit and Veggie Program has been delivering Mandarin Oranges to schools the month of December. Bananas will be the delivery in January to schools.
- On December 1<sup>st</sup> Mike Nightingale and Rhonda Aos connected with the Human Resources team to continue understanding staff wellness within the Division and the role Human Resources can play. Key objectives:
  - To examine what we currently do for staff wellness in the division with a focus on identifying areas of success and areas that could be improved.
  - To examine the concept of wellness as a partnership between the division and individual staff members.
  - To generate ideas related to how we can more effectively communicate about staff wellness.
  - To generate ideas related to how we can more effectively address areas we can improve regarding staff wellness.
- On December 1<sup>st</sup>, 2022, Rhonda Aos shared information with Division staff regarding the new Employee and Family Assistance program “Inkblot.”
- The Human Resources team attended an online orientation for Inkblot (EFAP program) on December 8<sup>th</sup>, 2022.

### **Diversity**

- Anti-Racism and Anti-Oppression Administrators Committee met on December 14<sup>th</sup> to discuss Liz Kleinrock podcast learning and the Procedure for ARAO Policy
- The Positive Spaces Committee met the week of December 5<sup>th</sup> to finalize revising the SOGI Procedures and will be shared in January 2023
- Carmen Carvalho (English as an Additional Language or EAL Lead Teacher), attended and ERLC Webinar: Culturally Responsive Teaching on December 1, 2022
- Carmen visited 6 schools with a focus of providing support for our EAL student learning needs
- Carmen completed an EAL School Residency at Lethbridge Christian School. As a follow up to this residency, Carmen built and shared a digital EAL resource HUB to support teachers
- Carmen completed a review of Powerschool reports and communicated with schools to ensure that division EAL Benchmark Data had been entered for all students coded 301 or 303
- 19 New EAL Student intake assessments were completed.
- Saajan Sapkota, our EAL Student Support Worker, continues to work closely with schools and is currently planning a Friends Group at 3 different schools to begin after Winter Break
- Saajan has been helping students and families with interpreter services and has made many home visits along side our Limited Formal Schooling teachers.
- Saajan has connected with students regarding International Students’ needs and requirements and continues to provide our students and families with supplies of winter clothing gear



### **International Programs**

- The Division International Program has grown exponentially for the 2022-23 school year. 89 students started semester one; 16 more students arrived in October and 61 additional students registered for semester two.
- Meeting with Ed from Winged Whale Media Group to work on promotional materials for our International Program: video, brochure and PowerPoint presentations.

**DOMAIN: Teaching and Leading**  
**PRIORITIES: ACHIEVEMENT AND INNOVATION**

### **Administrator Professional Learning**

- The Division New Administrator Mentorship kicked off on August 25<sup>th</sup>, with topics ranging from Leadership Quality Standard to Division Priorities.
- The third New Admin Mentorship session included Leadership Quality Standard “Embodying Visionary Leadership,” school culture, and Inclusive Learning.

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

- The Boost program is starting with teacher training in Numeracy resources and instruction on December 9. Boost teachers will begin providing intervention support for grades 2, 3, and 4 in schools on December 12.
- Human Resources met with Head Caretakers and identified areas to continue leadership development for the 22-23 school year. Human Resources is meeting with Business Affairs and Operations and Maintenance on December 20<sup>th</sup>, 2022 to discuss ideas moving forward. The next scheduled leadership session is January 27, 2023 with Rhonda Aos and Stacey Wichers facilitating.
- Caretaking staff that participated in the 5<sup>th</sup> Class Power Engineering initiative have completed the SAIT course and 5 staff have passed the provincial exam to date.
- Through the support of Inclusive Education and Human Resources, our division will be accessing a new professional learning opportunity for educational assistants. This program is called Parabytes and its content is based off of the work of Julie Causton and Kate MacLeod who wrote "The Paraprofessionals Handbook for Effective Support in Inclusive Classrooms".
- Human Resources and DIS are providing opportunities for Educational Assistants to take SIVA training (Supporting Individuals through Valued Attachments) If SIVA training occurs outside of scheduled EA hours, then staff will be paid to attend.
- Jen Day, Counselling Coordinator, completed Session 2 of VTRA Training. Jen also researched and secured meaningful Spring PL on crisis response and chronic suicidality

**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.
- Rebecca Adamson, Inclusive Education Coordinator, set up meetings with Learning Support Teachers (and the administrator supporting this portfolio) to reflect on what worked well this fall.
- Rebecca is also continually reviewing and researching potential EA PL opportunities
- Jackie Fletcher continues to connect with schools on a regular basis, and to work with community supports, to provide support and suggest strategies while working with complex student needs. As a result of this, Morag and Jackie held a Think Tank meeting with several administrators with whom they have worked very closely with this year regarding complex student needs. This meeting allowed for collaborative work and discussion around strategies for a number of areas of need. It is anticipated that there will be a series of meetings where we explore and develop an understanding of how we respond to complex behavior and how we can improve in supporting our students and staff.

**Collaborative Partnerships to Support Learning**

- Jen Day, Counselling Coordinator, has met with partners of CTIP to review ARTO (new processes that will be added to the VTRA process)
- Jen proposed the formation of a crisis response team.
- Jen also met with Lethbridge Police Services to plan for shifts in the Youth Engagement Officers model and how to bridge gaps in service.

**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 moduls 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.

**Teacher Induction Program**

- The fourth session held on December 16<sup>th</sup> hosted by our Indigenous Lead Teachers and Coordinator of Indigenous Education. Our topic was 'Indigenous Ways of Knowing'.

## **MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Donations and Support**

### **Background**

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the Division.

- Christina Eileen donated 191.83 for the Breakthrough Dance Production
- LA Chefs is hosting a Winter Feast Turkey Dinner with all the trimmings for all Galbraith students and staff.
- Blaine Hyggen, owner of Copy Express, donated sports jerseys for the volleyball and basketball teams at Westminster School. (Value approx. \$750)
- Ryan Smith donated \$2000 and Chinook Counselling Centre donated \$150 towards the Nicholas Sheran Breakfast Program.
- The Friends of Nicholas Sheran School Parent Council with some support from Alexander, Sapriken & Waldron Accounting Inc. and Mrs. Robyn James, donated \$400 worth of Christmas cookies and packaging for the NS Christmas Concert
- Wholesale Club donated \$500 of gift cards targeting distribution to families in need for Christmas.

### **Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

## **MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

Re: **Acknowledgements of Excellence / School Showcase**

### **Background**

The Board has a long-standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Congratulations to the schools, staff and students featured for the month of December:

### **Immanuel Christian Elementary School**

There are many highlights at Immanuel Christian Elementary School this year! We had three teams participate in the Grade 5 Division Volleyball League which was an exciting opportunity for skill development, meeting other grade 5 students, and seeing various school buildings in our Division. We look forward to participating in the upcoming Division Basketball League as well!

In September, we held a Pastors Appreciation Pancake Breakfast which was well attended and provided opportunity for students to visit with their pastors over pancakes and show them around the building. Similarly, monthly chapels make it possible to gather as a school community, including staff, students, and parents. The Thanksgiving chapel was led by Grade 3 and the Remembrance Day chapel, by Grade 1. Advent chapels will begin at the end of November and our Christmas chapel will be led by Grade 4.

ICES had high levels of participation in the Legion's poster and writing campaign. Various posters were displayed at the Remembrance Day chapel and poems were also shared by the student authors.

ICES continues to serve our local and global communities through various projects. In October, ICES had a successful food drive for the Interfaith Foodbank and will be hosting another in December. Throughout Advent, staff and students will be participating in a clothing drive (socks, mittens, and toques) for Streets Alive and Harbour House. On a global level, students will be contributing funds they earned of their own accord (baking, shoveling snow, home chores) throughout the Advent season to Compassion Canada. These funds will then be designated by each classroom for specific Compassion Canada global initiatives.

## **Senator Joyce Fairbairn**

### **Medal of Honour Winners 2021-2022 School Year**

It is with great pleasure that we awarded our 2021-22 Senator Joyce Fairbairn Medal of Honour Class this past October. The award itself is founded in the endearing qualities of Senator Joyce and is best described in the nomination descriptor:

Senator Joyce Fairbairn Medal of Honour. This award will honour Senator Fairbairn's dedication to and tireless work in making our world a better place. She is a special human being whose actions and decisions are rooted in, and inseparable from, who she is at heart: hard working, determined, strategic and strong. Not only was she a trailblazer for women in the fields of communications and politics, she was also a fierce advocate for the underprivileged, a leader in the truest sense of the word and an invested promoter of literacy. Each year, this award will be presented to students who exemplify the many meaningful and inspiring facets of our school's namesake.

It is important to note that these are the only public awards presented to our students and is a big part of the culture and traditions that make up the Senator Joyce Fairbairn Community. Along with their shadow boxes our award winners are immortalized on our Medal of Honour Wall for future Falcons to see and aspire to.



### **Athletic Highlights for Senator Joyce Fairbairn Middle School**

We have had a great start to our Athletic seasons here at Fairbairn with much to celebrate. We have completed the Cross County and Volleyball season so far and are very proud of our coaches and athletes who have represented themselves, teams, families and Senator Joyce Fairbairn Middle School with true sportsmanship and a competitive spirit they can be proud of.

Our Cross-Country teams competed in three meets this past season (Fairbairn, LSAA City Championship, and South Zone Championship). The Athletes had a blast representing their Falcon's Cross-country team at such competitive meets. The highlight of the Season was a Second-place aggregate finish at the South Zone Cross Country Championships that saw more than 700+ athletes compete across 6 divisions.

Our Falcon's Volleyball teams capped off a tremendous season with **Dual LSAA City Championship Titles**. The LSAA City Championships were held at Wilson Middle School on November 9<sup>th</sup> with the league semi-final and final matches. Both teams were successful in their semi-final matches and played Gilbert Paterson Middle School in their respective finals which gave the capacity crowds lots to cheer

about (IE the boys second game in their best of three match was decided with a Paterson win (29-27) which sent the match to a third and deciding set).



We want to thank all our Players, Coaches and Parents for their support during the first 1/3 of our Athletic season and are looking forward to a great Basketball, Badminton and Track & Field season in the months ahead.

### **Fine Arts Accomplishments**

Even though it is still early in the year, we have already achieved some great accomplishments at Fairbairn. After taking part in some early band clinics with local experts, The Fairbairn band performed wonderfully at the Senator Joyce Fairbairn Medal of Honour ceremony, and a student soloist lead the school in the national anthem.

Remembrance Day also provided opportunities for fine arts students to perform. Grade 6 drama presented a short readers theatre. Band students performed all new pieces and the assembly featured students as MCs.

In November we were able to bring about a two-night festival featuring art, drama, dance, singing, instrumentalists, and many other assorted fine arts talents. This was an opportunity to showcase the many talents of our Fairbairn students that may traditionally not get an

opportunity to perform in school-based events. The Foods classes catered the event with food created in class. We are proud of how well our students performed.

Our grade 7 theatre for young audience class was also able to tour local elementary schools and perform original student plays to a gym full of adoring kids. A special thank you to Dr. Probe and Coalbanks Elementary Schools for kindly hosting our performers.

As we approach the holiday season, the band and choir classes are preparing for the annual Fairbairn Cares concert in support of the Lethbridge Food Bank.

To preview the remainder of the school year, you will be seeing a musical production, multiple choir performances, including the choir festival, a film festival, band concerts, band tours and curricular showcase performances. We are excited about all that is going on in our Fine Arts community.

### **Learning Commons**

Our learning commons is excited to see that our STEM focus and Maker Stations are going extremely well. Students have been high engaged in the Learning Commons with these great activities, as well as fun literacy-based activities like our “Starbooks book tasting”.

### **Mike Mountain Horse:**

It is hard to believe that it is only December when reflecting on all the exciting and engaging experiences that Mike Mountain Horse students, families and staff have experienced this year! August began with amazing learning opportunities for staff focusing on best practices in Numeracy, best practices in Literacy and restorative practices for supporting students. We faced the challenge of enrollment growth in our kindergarten, necessitating the hiring of an additional teacher a week before students started school. What a gift!

In September we welcomed families to join their children in classrooms during the first week of school. It was wonderful to see families interacting in classrooms again. Our Welcome Back Spirit assembly and Meet the Teacher Open House evening were absolutely packed with smiling families. Thanks to the incredible turn out at our Meet the Teacher Evening, we had several new faces join our school council and school council society, bolstering our already engaged and highly active council and society. Students participated in the west schools Terry Fox Walk around Nicholas Sheran, celebrated Blue and Yellow Day, and engaged in rich learning to celebrate and honour Orange Shirt Day and National day for Truth and Reconciliation.

October was the perfect time to engage in embedded Collaborative Learning Time for teachers. A new addition to our school timetable, each Friday for one-hour, alternating grade level teaching teams meet with admin to focus on planning, learning and best practice while students are engaged in universal mental health learning with our teacher counsellor and physical education and wellness with our learning support teacher. We hosted our first family education evening focused on Bullying vs Conflict, held our first 7 Sacred Teachings assembly focusing on Respect, began generative dialogue meetings with grade teams and began our First

Five sessions to support staff new to our building or in their first five years of teaching. And the highlight of the month was definitely our School Council Society sponsored Halloween Dance-A-Thon! Our amazing school community rallied to raise almost \$16,000.00!

November was just as busy with a beautiful in person Remembrance Day Assembly, Superhero dress up day, Report cards, our second Spirit assembly celebrating Courage, successful Kindergarten parent teacher conferences and the addition of a grade one classroom, due to an ongoing increase in enrollment! Several of our families attended and enjoyed the Indigenous family Bingo evening sponsored by the Indigenous education team and we are already planning a similar event for our school community!

As we near the end of December, several grade levels have engaged in exciting project-based learning experiences including a 'trip' to Saskatchewan by our grade twos, writing and publishing graphic novels in grade five and an exploration of celebrations around the world in grade one. We are hosting our second annual Winter Window Walk with the addition of family caroling in the gym. We are celebrating festive Fridays - Red and Green Day, Tinsel Time, Ugly Sweater and Socks, Pajama Day - each Friday in December and celebrating our school's diverse population by focusing on winter and holiday themes. Whew! It has been a whirlwind four months full of learning, families and fun and we can't wait for the New Year!



## **Calendar of Events for Board of Trustees**

December	23	Last day of classes for students
January	3	Education Centre Staff return
	9	Classes resume for students
	10	Board Committee of the Whole
	11	ATA Local Meeting
	16	Wellness Committee
	16	Division School Council 6:30 pm Education Centre / Microsoft Teams
	18	Zone 6 Meeting
	18	Policy Advisory Committee 12:30 pm, Education Centre / Microsoft Teams
	24	Board Meeting 1:00 pm, Education Centre / Microsoft Teams
	25	Indigenous Education Committee Meeting
	26	Joint City of Lethbridge, School Division Meeting

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: School Year Calendar for 2023-2024**

**Background**

The DRAFT 2023-2024 Calendar brought to the Board has been discussed and reviewed by school administrators and the Calendar Committee consisting of representatives from Division School Council, CUPE 2843, Human Resources Director, ATA, and Administrators' Committee.

**Recommendation**

It is recommended that the Board approve the 2023-2024 School Year Calendar.

Respectfully submitted,  
Cheryl Gilmore

# Lethbridge School Division

## 2023-2024 **DRAFT** School Year Calendar

July						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
19	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 1 Canada Day

August						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						4

Aug 1 Heritage Day  
Aug 28 First day teachers

September						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						20

Sep 4 Labour Day  
Sep 5 first day for students  
Sept 30 National Day  
For Truth and Reconciliation

October						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						21

Oct 9 Thanksgiving  
Oct 25 No School for Elem/MS  
PL for Elem/MS only  
Regular Day for High School  
Oct 26-27 No School for students  
Oct 26 PL in AM/ PTI in PM  
Oct 27 PTI/PL

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						21

Nov 10 Non-operational Day  
Nov 11 Remembrance Day  
Nov 13 Division wide PL am  
School-based PL pm

December						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						16

Dec 25 – Jan 5 Winter Break

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						18

Jan 8 Classes resume  
Jan 30 Semester 1 ends  
Jan 31 HS PL/HS Semester Break

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		
						18

Feb 1 Semester 2 begins  
Feb 2 No School for Elem & MS  
MS PTI/ES PL  
Feb 19 Family Day  
Feb 20-23 No School for students  
Feb 22-23 Teachers' Convention

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

Mar 14 No school in pm Elem (PTI)  
Mar 15 No school for students  
School-based PL  
Mar 29 Good Friday

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						17

Apr 1-5 Spring Break  
Apr 8 No school for students  
Division wide PL am  
School-based PL pm

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						22

May 20 Victoria Day  
May 21 No school for students  
Professional Learning Day

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						19

Jun 26 last day for students  
Jun 27 last day for teachers

Student Days	Elem	MS	HS	Teacher Days
Sem 1	91	91	91	Sem 1 100
Sem 2	88.5	89	90	Sem 2 96
Total	179.5	180	181	Total 196

School year starts/ends for teachers	Professional Learning (PL), Parent/ Teacher Interviews (PTI) – no school for students
Statutory holidays	No School
School year starts/ends for students	Division-wide Professional Learning
High School Only	Elementary and Middle School Only

Approved by the Board of Trustees on \_\_\_\_\_

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**RE: Community Conversations**

**Background**

Community Conversations are time for parents, staff, students and the community to come together to have discussion with trustees. It is a time that has no formal agenda, they are held monthly and the locations are in a variety of locations/times across the city.

Community Conversations are a great time for trustees to hear from parents, staff, students and community about great ideas, share successes, bring forward issues and concerns. Upcoming dates for Community Conversations are as follows:

Thursday, January 26 6:30-8pm at BGC Youth Center – 227 12B St N

**Recommendation**

It is recommended that the Board accept this as information and to share with their respective schools as able. It is further recommended that the information is shared publicly on the division website and other social media channels.

Respectfully submitted,

Allison Purcell

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**RE: Board Donations for Christmas**

In the spirit of giving, the Board of Trustees make a \$50 donation per school to the charity of each school's choice. This is in lieu of Christmas Treats. The list of donations is as follows:

**Elementary Schools**

Agnes Davidson	Canadian Cancer Society
Coalbanks	Food Bank
Dr. Probe	Food Bank
Dr. Robert Plaxton	Boys and Girls Club
Fleetwood-Bawden	Chinook Child and Youth Advocacy Centre
Galbraith	Covenant Health
General Stewart	Lethbridge and District Humane Society
Immanuel Christian	Interfaith Food Bank
Lakeview	Poverty Intervention Committee Fund
Lethbridge Christian	Interfaith Food Bank
Mike Mountain Horse	Poverty Fund
Nicholas Sheran	Boys and Girls Club
Park Meadows	Family Centre North
Senator Buchanan	Lethbridge Food Bank
Westminster	Lethbridge Food Bank

**Middle Schools**

Gilbert Paterson	Food Bank
GS Lakie	Food Bank
Senator Joyce Fairbairn	KidSport

Wilson	Lethbridge Food Bank
<b>High Schools</b>	
Chinook	Food Bank
ICSS	Streets Alive
LCI	Lethbridge Food Bank
Victoria Park	Chinook Child and Youth Advocacy Centre
WCHS	Sage Clan

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**RE: City of Lethbridge Budget Discussion**

The City of Lethbridge concluded operating budget deliberations November 18. Pending final approval, property taxes are set to increase by 5.1% in each of the next four years. There are some areas of the city's budget deliberation that have impact on students and families.

**Recommendation**

It is recommended that the Board discuss potential impact of the city's budget deliberations on students and families.

Respectfully submitted,  
Allison Purcell

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Allison Purcell  
Board Chair

**RE: Remembrance Day Wreath**

Organizations honour veterans by purchasing and laying a wreath during the Remembrance Day Ceremony in the City of Lethbridge.

**Recommendation**

It is recommended that the Board purchase and lay a Remembrance Day wreath at future Remembrance Day ceremonies to honour veterans.

Respectfully submitted,  
Allison Purcell



**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Tyler Demers, Trustee

RE: **Facilities Committee – December 5, 2022**

**Lethbridge School Division**  
Facilities Committee  
**Minutes**  
December 5<sup>th</sup>, 2022



**Committee Members:**

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

**1. Project Updates:**

a. Garry Station Elementary school

Currently Alberta Infrastructure has sent the project out for bid. Gated process to select proponent for project.



b. Chinook and Coalbanks Modulares

Chinook modulares just have finishing touches and flooring left to complete and should be ready for occupancy by February. Coalbanks modulares have been built and the Division is waiting for extended period of cold weather to arrange for delivery to school site.

c. Victoria Park renovation project

The project has completed design and through reviews with staff were able to create some efficiencies in the design and simplify the project. Project work to begin in March.

**2. 2023-2024 Modular Classroom Program:**

- a. Four Modular Classrooms requested for Coalbanks from Alberta Education. The Division will know by February if we are getting more modular classrooms for Coalbanks.

**3. Request for Planning Funds- West Side Study:**

- a. A letter has been sent to Alberta Education to request planning funds for the purpose of conducting a study of the west side. The study's purpose is to examine west Lethbridge to determine best possible solutions that addressed capacity concerns due to growth, the significant number of modular classrooms and aging infrastructure of portable classrooms at school sites. The study will determine long term solutions including possible collaboration opportunities.

**4. 2022-2023 IMR Spending Priorities**

The committee discussed preliminary IMR spending priorities to date. Some of these priorities included air handling units, cooling towers, gender neutral washrooms, boiler room maintenance, safety matters, and re-keying of schools.

**5. Waste Management Committee Update**

A committee of school stakeholders was convened to discuss compliance with mandatory recycling and organics in 2023 in the City of Lethbridge. The committee started by creating a thought board of issues and solutions to the creation of a system wide recycling and organics program. The committee will meet in December to discuss the results of three different school's mini waste audits and a draft Waste Management Program document that will guide the program. Facility Services has been connecting with the Division's hauler on what adding organics bins looks like for the Division and the purchasing department has been researching different types of internal collection bins for consideration by the committee in early 2023.



December 20, 2022

To: Board of Trustees

From: Genny Steed, Vice-Chair

**RE: Division School Council, December 5, 2022**

**Background:**

Division School Counsel met Dec. 5, 2022 for a parent learning session from 6:30-7:00p.m. followed by our regular meeting at 7:00p.m.

The parent learning session focused on understanding the digital platforms of the Lethbridge School Division available to students, staff, and parents. A presentation was offered by the Director of Technology and Learning, Jesse Sadlowski, as well as the Communications Officer, Garrett Simmons.

The Trustee Report was offered by Trustee Genny Steed highlighting the Nov. 29 Board Meeting, including a review of the audited financial statements and the 22/23 budget projections.

Alberta School Councils reported that they are hosting a silent auction online. It was noted that the Division will support one parent from each school to attend the April AGM conference and are invited to contact Allison Purcell with interest or questions.

Committee reports were offered by the Policy Advisory Committee, the Poverty Intervention Committee, the Division Wellness Committee, and the Community Engagement Committee.

The superintendent's report covered the Student Wellness Forum to be held in Feb., results of the Division Assurance Report, and discussion of a parent learning session Blanket Ceremony.

The representative of Nicolas Sheran School reported that their school counsel used their grant money to host a literacy night attended by 250 people. Packets were sent home with participants containing grade appropriate games and exercises.

**Recommendation**

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

Respectfully Submitted,  
Genny Steed

December 20, 2022

To: Board of Trustees

From: Christine Light, Trustee

**RE: Team Lethbridge Mission December 6-8, 2022**

Trustee Christine Light, Superintendent Cheryl Gilmore, and Associate Superintendent Christine Lee represented Lethbridge School Division on the Team Lethbridge Mission to the legislature. Team Lethbridge is comprised of representatives from a breadth of organizations and businesses. The Goals of a Team Lethbridge Mission is as follows:

- Elevate the assets, strengths & attributes of Lethbridge to provincial decision makers.
- Enhance awareness / appreciation for the value Lethbridge generates.
- Convey appreciation for investment / funding in Lethbridge and communicate the possibilities with further investment.
- Increase Lethbridge's inclusion / participation in strategic decision making.
- Build relationships & opportunities between partners on the mission.

Lethbridge East MLA Honourable Nathan Neudorf, Deputy Premier and Minister of Education hosted Team Lethbridge and assisted with connections to different Ministers. Economic Development Lethbridge invests an extraordinary amount of time planning the trip and setting up meetings. The mission would not be possible without their organization.

Trustee Light, Cheryl Gilmore, and Christine Lee had the opportunity to meet with a number of different Ministers as well as the Premier. An oral report will be provided at the meeting.

Respectfully submitted,

Christine Light

**MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Genny Steed, Vice-Chair

**RE: Community Engagement Committee – December 13, 2022**

**Background:**

Genny Steed will provide an oral report on the Community Engagement Committee meeting held December 13<sup>th</sup>.

**Recommendation**

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

Respectfully Submitted,  
Genny Steed

## **MEMORANDUM**

December 20, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Poverty Intervention Committee – December 13, 2022**

### **Background**

The Poverty Intervention Committee met on December 13, 2022 from 1-3pm

Attendees: Kristina Larkin, Christine Light, Char Taylor, Victoria Hecker, Melanie McMurray, Katie Nelson, Lindsay O'Brian, Morag Asquit, DeeAnna Presley-Roberts, Allison Purcell

1. We gratefully received a donation of \$800 from Northside Lethbridge Panago Pizza, delivered by Wade Pierson. Northside Panago is a regular donor to our schools, and we appreciate their support! His donation will contribute to things like providing emergency food to families through our 'Weekend and More' bags.
2. We gratefully received a donation of \$4000 from CUPE 2843, delivered by committee member and CUPE 2843 representative Char Taylor. Their workers include our amazing support staff such as Educational Assistants, Administrative Staff, Learning Commons Facilitators, Student Support staff, Advanced Educational Support staff. They recognized from their relationships with so many students that poverty impacts their learning. This contribution will help fund winter gear for up to 25 students!
3. Economic requests from PIC (via DeeAnna Presley-Roberts and the family support team) included
  - a. 273 total economic requests year to date
    - i. 49 requests for WAM bags – down significantly from years past
    - ii. 224 request for winter clothing – high number of requests, and high cost per item to provide
  - b. 4 schools have accessed snack funding. PIC provides school funding for snack programs of \$1000 per school per school year. While low uptake to date, this is normal, as many schools wait until later in the year, using other grant sources first. This program is available for all schools, and is not a first come first serve basis nor does not accessing the program release the funds to other schools.

4. The financial report included
  - a. YTD Revenue \$23,555
  - b. YTD Expenditures \$65,836 (all payment to schools or for specific support, no committee costs)
  
5. The updated from Family Support Supervisor DeeAnna Presley-Roberts included;
  - a. AISH, Income Support, and Seniors Benefits will be increased by 6% in January. This will provide an increase of between \$45-\$102/mo for recipients. Also important to note is that payments for these programs will be paid out this week prior to bank closures, leaving receipts 6 weeks until the next payment which can cause significant hardship in late January.  
*Note from the Chair: Please note that programs like AISH were deindexed from inflation in 2019, and have not seen an increase since then. This affects many families in our schools.*
  - b. The Canada Dental Benefit opened for applications on December 1, 2022. This allows children 12 years and younger who do not have access to dental insurance access to free dental care  
<https://www.canada.ca/en/revenue-agency/services/child-family-benefits/dental-benefit.html>
  - c. The one time top up to the Canada Housing Benefit has opened for application on December 12, 2022 for low income renters.  
<https://www.canada.ca/en/services/taxes/child-and-family-benefits/top-up-canada-housing-benefit.html>
  - d. FYI Doctors has provided a second resource for students to access free eye exams and glasses, alongside Lens Crafters. We thank both for their dedication to eye health and vision among our students.
  - e. Edenbridge Family Services will be closing their Children's program as of January 31, 2023. Edenbridge has been a long standing community resource for families whom receive FSCD funding for respite services, domestic care and work related care. We thank Edenbridge for their many years of support of families and children in Lethbridge.
  - f. Family Support for Children with Disabilities (FSCD) applications are taking quite some time to process, between 6 to 8 months, which is much longer than in yers past. This is resulting in lack of access to funding for services for children and families.
  - g. Steep increase in medical wait times. A recent report from Fraser Institute indicated that Alberta wait times for a major medical treatment in 2022 are 33.3 weeks compared to less than 15 weeks in 1993. PIC members noted that this impacts learning in ways such as reduced family capacity for accessing other services, and things as simple as – waiting in an ER over night with your child impacts their sleep and therefore capacity for engaging in learning.

6. Representatives provided reflections about what areas their groups are looking for support related to poverty that impacts learning. This included:
  - a. Addressing hunger at school
  - b. Winter clothing
  - c. Transportation such as bus passes for after school activities, or access to transportation for families leaving school to attend health appointments for example.
  - d. Helping families manage rising costs of living that impact access to some school opportunities.
  - e. Medical needs
7. ATA High School Teacher Rep Katie Nelson highlighted a student clothing drive at Winston Churchill High School in which students invited donations of clothing, have sorted it, and provide it free of charge to the community. Congratulations to these students for their efforts and initiative, and thank you to Katie for highlighting this great work!
8. Topics from previous meetings were addressed including
  - a. The changing landscape of food access for families including high usage of universal school food programs in some schools, including many children who use the programs for full breakfast and lunch, increase in low barrier food programs like the Mobile Food program from Lethbridge Food Bank, and high food bank usage and increased need from food banks.
  - b. Access to menstrual hygiene products across all schools to reduce 'period poverty'. School reps from PIC took this discussion to their groups, and we have seen increased provision and reduced barriers to access for menstrual products at all school levels.
9. The committee engaged in an hour long facilitated discussion to review the strategic intentions of PIC and ways we can best serve students in the emerging landscape of learning, and how we can best reduce barriers to learning that are impacted by poverty. The data will continue to be reviewed and presented to the board at a future meeting. Some highlights included:
  - a. What meaningful work do our PIC committee members do individually and as a committee? *Communication and sharing of resources, learning and advocating for the context of poverty in our division*
  - b. What do we understand the intention of PIC to be, and how can we accomplish it? Further, what topics do we address, what could we address, what do we not address? *We aim to provide support for basic needs to set students up to learn, remove barriers and stigma related to poverty, build a community of support to address poverty in schools that affects learning.*



- c. What are some ways other people or communities in the division also address these needs? *School based events, local donations, student led initiatives, other board and division committees.*

**Recommendation**

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

Respectfully submitted,  
Kristina Larkin

## **MEMORANDUM**

December 15, 2022

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Division Student Leadership**

### **Background**

At the request of board members at the November 2022 board meeting, it was requested to provide information about the Division Student Leadership committee. As board representative for the Joint Committee, I am happy to share an update.

Please see the attached updates regarding two committee activity highlights as provided by the committee. I thank the committee for their ongoing work to support student leadership.

**Update on Collaborative Workshops at the PEAKS Center in the Crowsnest Pass by Michael Dilworth-Baum and Shannon Court:** The first workshop was on November 1st at the PEAKS Center. This workshop was for Teacher Leaders/Mentors only from Zone 6 participating schools. The purpose of this workshop was to create a collaborative workshop for students. The student workshop was held on November 29th again at PEAKS. Lethbridge School Division sent two teachers: Michaela from LCI and Shannon from WCHS. This workshop was for high school students from the Zone 6 schools. Together with the Teacher Mentors, the group was tasked with brainstorming activities/ideas to take back and possibly use with division schools' committees. The students that attended were very passionate about their role as student leaders and committed to bring back activities and build on ideas. One topic that seemed to hit home for many students was the 'why' of racism/oppression/inclusion...why does racism exist? why does oppression exist? and why can't inclusion exist?

**Moving forward for the 2022-23 School Year:** we know that the past two years have changed/impacted our student leadership programs in our schools. There is certainly a need to want to work with feeder schools to support and grow student leadership in the Division. How the Division Student Leadership Program was run before, may not be the way it needs to run in the future. High Schools and Middle Schools would like an opportunity to work together (with feeder school) on common projects, book studies, and mentoring. The Division would still offer at least once, for all students in the leadership programs to get together before the culminating activity set for May at the University of Lethbridge. High School and Middle School Teachers will contact their prospective feeder school to set up dates to meet.

The major student leadership event will take place in May (date TBA) at the University of Lethbridge, as an all-day student leadership, mentorship, and wellness conference.

I want to thank the Office of the Superintendent for maintaining the important committee which continues to prioritize student voice.

**Recommendation**

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

Respectfully submitted,  
Kristina Larkin