

# Lethbridge School Division

## Board of Trustees Regular Meeting Agenda

April 25, 2023

1:00 p.m.

Board Room / Microsoft Teams



- |           |   |               |
|-----------|---|---------------|
| 1:00 p.m. | <b>1. Move to In-Camera</b>   |               |
| 2:30 p.m. | <b>2. Consent Agenda</b>  |               |
|           | <b>Committee Reports</b>  |               |
|           | 2.1 Division School Council Meeting   | Enclosure 2.1 |
|           | 2.2 School Boundary Alignment Committee   | Enclosure 2.2 |
|           | 2.3 Board Budget Committee  | Enclosure 2.3 |
|           | 2.4 Policy Advisory Committee   | Enclosure 2.4 |
|           | 2.5 Division Student Leadership   | Enclosure 2.5 |
| 2:35 p.m. | <b>3. Approval of Agenda</b>  |               |
| 2:40 p.m. | <b>4. Approval of Minutes</b>   |               |
|           | If there are no errors or omissions in the minutes of the Regular Meeting of March 28, 2023, it is recommended that the minutes be approved by the Board and signed by the Chair. |               |
| 2:42 p.m. | <b>5. Business Arising from the Minutes</b>   |               |
| 2:45 p.m. | <b>6. Associate Superintendent Reports</b>  |               |
|           | 6.1 Business and Operations   | Enclosure 6.1 |
|           | 6.2 Instructional Services  | Enclosure 6.2 |
|           | 6.3 Human Resources   | Enclosure 6.3 |
| 3:00 p.m. | <b>7. Superintendent Reports</b>  |               |
|           | 7.1 Board Priorities Report   | Enclosure 7.1 |
|           | 7.2 Donations and Support   | Enclosure 7.2 |
|           | 7.3 Acknowledgements of Excellence  | Enclosure 7.3 |
|           | 7.4 Education Week  | Enclosure 7.4 |
|           | 7.5 Calendar of Events  | Enclosure 7.5 |
| 3:20 p.m. | <b>8. Presentations</b>   |               |
|           | 8.1 Recognition of Provincial Champions – Wrestling   | Enclosure 8.1 |
|           | 8.2 Public Member Presentation – Kaylee Low   | Enclosure 8.2 |
|           | Use of Technology in Schools  |               |

- 3:45 p.m. **9. Action Items**
- 9.1 Policy Review Enclosure 9.1
    - 501.7 Non-Resident Students
    - 502.5 Student Transportation
    - 802.2 School Fees
  - 9.2 Division Meal Allowance Rates Enclosure 9.2
  - 9.3 Use of Technology in Schools Enclosure 9.3
- 4:00 p.m. **10. Discussion Items**
- 10.1 Anti-Racism/ Anti-Oppression Procedure Enclosure 10.1
- 4:10 p.m. **11. Division Highlights**
- 4:20 p.m. **12. Board Chair Report**
- 12.1 Art's Alive and Well in Lethbridge Schools Enclosure 12.1
  - 12.2 ASCA Conference and AGM Enclosure 12.2
  - 12.3 Election Advocacy Enclosure 12.3
  - 12.4 ASBA Zone 6 Update Enclosure 12.4
- 5:00 p.m. **13. Public Forum**
- Public Forum responses will be provided in the next Board meeting agenda.*
- 5:15 p.m. **14. Correspondence Sent**
- 13.1
- 5:20 p.m. **15. Correspondence Received**
- 15.1 Minister LaGrange letter to Lethbridge School Division
  - 15.2 Alberta Education Planning Funds Approval
- 5:25 p.m. **Adjournment**

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Genny Steed  
Vice-Chair, Trustee

**Re: Division School Council Meeting Report**

Division School Council met on April 3, 2023 for a parent learning session from 6:30-7:00p.m. followed by our regular meeting at 7:00p.m.

The parent learning session involved a presentation from the Director of Finance, Avice DeKolver, and discussed the budget survey results and our School Division funding and budgeting process. Thank you Avice, for the informative presentation!

A trustee report was provided with an update on the previous Board Meeting's approved motions and parents were advised that Superintendent recruitment was ongoing.

Further discussion was had around the ASCA website and how to access members only resources and the upcoming ASCA conference and AGM registration.

Committee reports were reviewed with a note to watch for upcoming policies requiring feedback and to encourage students to apply for the ICE Scholarship before the deadline of May 14th.

Finally, a very positive round table conversation and brainstorming session was had to generate ideas and connections for local businesses that provide hot lunch options and other successful ways to fundraise. The full minutes can be found on the Community Engagement website.

Respectfully Submitted,  
Genny Steed

## MEMORANDUM

April 25, 2023

To: Board of Trustees

From: Craig Whitehead  
Trustee

Re: School Boundary Alignment Committee Report

### Boundary Review Committee

April 3, 2023

## MINUTES

Present:

Craig Whitehead

Christine Light

Christine Lee

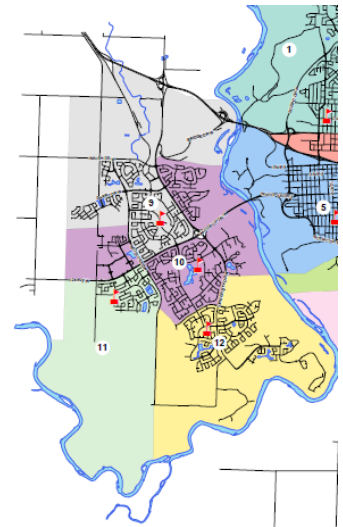
Mike Nightingale

Cheryl Shimbashi

Cheryl Gilmore

Morag Asquith

Daniel Heaton



1. Review Committee Terms of Reference
  - a. Committee reviewed the terms of reference.
    - Committee will create the framework/parameters of school boundary alignments and then invite community input early in the process. This will allow the public to be informed well in advance and they may be more willing to be adaptable with modifications later if included in the process from the beginning.
    - Pre-engagement process to outline why boundary changes and challenges, may include engagement for West Side Study.
    - All west side elementary and middle schools will be involved.
  - b. Elect Chair of Committee:  
Christine Light elected as chair of the committee.
2. Focus of Committee work in 2023-2024:
  - a. Develop boundary options for new elementary school in Garry Station and considerations for other west Lethbridge Schools
  - b. Engagement Process with stakeholder's timeline:



- Pre-engagement process – to begin sometime in Fall 2023
- Options – ready to go by Jan/Feb 2024
- Post-engagement process – Spring/Fall 2024
- Approval by November 2024, February 2025 at the latest.
- New School opened by September 2025

3. Data Gathering/Information needed for committee work in 2023-2024:

- a. Current boundaries
- b. Future residential growth information – some through City of Lethbridge and some from the West Lethbridge study conducted by Consultants and Daniel Heaton.
- c. 2023 City of Lethbridge Census data – data by the Fall 2023
- d. West Lethbridge Study
  - i. Document that will inform impacts of future growth in West Lethbridge and impacts on current and future facility utilization and possible solutions and or business case to AB Education.
- e. Current utilization data – updated in Sept 2023
- f. Baragar Enrolment projections (demographics)
- g. Baragar current data re in/out of catchment attendance (Geo School data) – this is key information for when determining impact by boundary adjustments.
- h. Impact of 1Km transportation – Review impact on 1 km on boundary decisions.

4. Other items to consider.

- Engagement opportunity with the westside study.

5. Set meeting for 2023-2024 and who else needs to attend the meetings.

- September 18, 2023 at 3:30 pm
- October 17, 2023 at 3:30 pm

Administrators of schools involved will be included for future meetings.

Adjourned at 1:33 pm

Committee Members:

Craig Whitehead, Trustee

Christine Light, Trustee

Allison Purcell, Trustee

Cheryl Gilmore, Superintendent

Associate Superintendents, Christine Lee, Morag Asquith, Mike Nightingale

Facilities: Daniel Heaton, Director of Facility Services

Transportation: Cheryl Shimbashi, Transportation Coordinator

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Kristina Larkin  
Trustee

**Re: Board Budget Committee Report**

**Background**

The Board Budget Committee met on April 4, 2023. In attendance were Avice DeKolver, Christine Lee, Cheryl Gilmore, Morag Asquith, Mike Nightingale, Genny Steed, Craig Whitehead, Christine Light, and Andrea Andreachuk.

The topics for review included a review of the 2023/2024 provincial budget funding profile, a review of the allocation model as developed by Instructional Budget Committee, discussion on budget priorities and a highlight of how the model presented meets the board priorities, review of board governance budget, and division meal allowances.

The Board Budget Committee chair has put forward a motion on revision to division meal allowances for consideration at the April Board Meeting.

The Board of Trustees would like to extend gratitude to the Executive Council, Finance team, and all involved in the development of the Instructional Budget Committee's work to date. Creating a budget for a school division such as ours is a complex task, that requires strong commitment to collaboration, an effort toward thoughtfulness and creativity, and attention to the priorities of the board, schools, families and students – all of which is evident in the work presented to date.

**Recommendation**

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

Respectfully submitted,  
Kristina Larkin

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Craig Whitehead  
Trustee

Re: **Policy Advisory Committee Report**

**Policy 501.7 Non-Resident Students:**

- #1 replaced: “these” with “educational” and replaced “international” with “nonresident.”
- #1 replaced: “Government of Canada” with “Federal and Provincial Governments, Alberta Education Act, and Alberta Education Funding Manual.”
- #3.3, #3.4 not necessary in policy removed “International” and clarified Non-Resident Out of Country Students.
- #5, #6, #7, #8, #9, #10 removed as already stated in Procedure 501.7.1 International Services and Exhibit 501.7.B Registration of International Students.
- added: “guardian” after parent, throughout policy.

**Policy 502.5 Student Transportation:**

- #4 deleted the “distance of 2.4km” and replaced with “withing the distance prescribed by the Alberta Government to qualify for funding.
- #6 deleted “bus schedules are designed to balance convenience with the costs that are incurred in order to provide safe and efficient transportation.”
- #7 deleted “and eligible kindergarten students in the afternoon programs may access”.
- #8.1 deleted “if a student is directed by the Superintendent to a school other than their boundary school, transportation to the designated school will be provided or arranged.”
- #8.2 replaced “Breeze Cards” with “public transit passes”.
- #10 added “breakdown” and “communication regarding the disruption will be provided to parents.”
- #12 added “on Division owned busses”.

**Policy 802.2 School Fees:**

- Policy name changed from “Student Fees” to “School Fees”.
- #2 replaced “shall” with “may” and added “/guardians to”.
- #8 added “or administrative designate” and “/guardians and Independent Students”.
- #10 added “/guardians”.

Respectfully Submitted,  
Craig Whitehead

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Division Student Leadership Report**

**Background**

The Division Student Leadership team has provided an update for the Board. The Trustee extends thanks to Trish Syme for providing this update and her work on this important matter!

On March 28, the Division Student Leadership team had a planning meeting with a presentation from Student Leadership Canada, with representation from Coalhurst, Kate Andrews, LCI, Livingstone School, Raymond, Sterling, Warner and Winston Churchill, with regrets from Cardson and Magrath.

The Conference theme has been decided to be: Building Voices: Impacting Lives and will be held on Wednesday May 10 at Lethbridge College.

The conference will focus on the ideas of leadership that support students to be seen, embracing diversity, having a voice, being safe – this may include conversation on such topics as anti-bullying, anti-racism, safety in social media, etc.

Sessions will be presented by different school teams, for 45 minutes each, with opportunity for students to gather the day before the conference to test the space and technology, as well as learning and fun for the students.

Registration for practice (May 9) and the conference (May 10) can be found on the SAPDC website, and the cost is \$20/student. School staff have been directed to register their students, with Trish's support as needed.

**Recommendation**

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

Respectfully submitted,  
Kristina Larkin

## MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD MARCH 28, 2023.

### In Attendance:

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

Administrators: Cheryl Gilmore, Mike Nightingale, Morag Asquith, Christine Lee

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

1. Move to In-Camera

Trustee Craig Whitehead moved:

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

*Move to In-Camera  
7074/23*

Craig Whitehead moved to reconvene the meeting at 2:33 p.m.

2. Consent Agenda

- Approved, no changes.

3. Approval of Agenda

Amendments: add 9.8 Memorandum of Agreement between Lethbridge Public and Alberta Teachers Association.

Trustee Andrea Andreachuk moved:

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

*Approval of Agenda  
7075/23*

4. Approval of Minutes for February 28, 2023

Trustee Craig Whitehead moved:

“The minutes of the regular meeting of February 28, 2023 be approved as presented and signed by the chair”

**CARRIED UNANIMOUSLY**

*Approval of Minutes  
from February 28,  
2023  
7076/23*

5. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

6. Associate Superintendent Reports

6.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate  
Superintendent  
Reports*

*Business and  
Operations*

6.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

*Instructional Services*

- 6.3 Human Resources  
Associate Superintendent Mike Nightingale provided a written report. *Human Resources*
7. Superintendents Report *Superintendents Report*
- 7.1 Board Priorities Report  
Board Priorities were included in the agenda. *Board Priority Report*
- 7.2 Acknowledgement of Excellence  
Acknowledgements of Excellence for our students who took home medals at the Southwest Regional Skills Competition and a report showcasing the accomplishments of G.S. Lakie Middle School, Galbraith Elementary and Nicholas Sheran Elementary are included in the agenda. *Acknowledgement of Excellence*
- 7.3 Calendar of Events  
Calendar of events is included in the agenda. *Calendar of Events*  
Additions:  
  - April 12th and 13th PSBAA meeting
- 7.4 Donations and Support  
Donations and Support were included in the agenda. *Donations and Support*
8. Presentations
- 8.1 Edwin Parr Nominee  
The 2023 Edwin Parr Nominee, Jamel Sayyad, and the Administrative team from Winston Churchill High School gave a brief presentation of Jamel's accomplishments. *Presentations  
Edwin Parr Nominee*
- 8.2 Recognition of Provincial Champions  
The Immanuel Christian Secondary School 2A Girls Basketball team was congratulated by the Board for their provincial championship. *Provincial Champions*
- 8.3 Public Member Presentation- Nicole Williams  
Parent and community member, Nicole Williams, presented to the Board and provided recommendations regarding Personal Communication Devices. *Public Member Presentation*
9. Action items
- 9.1 International Trip LCI  
Joelle Lavergne presented an opportunity to take students to Cut Bank Montana for a cross-country running competition. *Action Items*

Trustee Tyler Demers moved:

“That the Lethbridge Collegiate Institute trip to Cut Bank Montana in September 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed.”  
**CARRIED UNANIMOUSLY**

*International Trip LCI  
7077/23*

## 9.2 Policy Review

Revised policies and recommended changes were included in the agenda.

### Policy 501.2 Eligibility for Early Childhood Services

Trustee Craig Whitehead moved:

“That policy 501.2 Eligibility for Early Childhood Services to be approved as amended.”  
**CARRIED UNANIMOUSLY**

*Policy 501.2  
7078/23*

### Policy 503.5 Student Activities

Trustee Craig Whitehead moved:

“That policy 503.5 Student Activities be rescinded as a policy and move it to the procedures” **CARRIED UNANIMOUSLY**

*Student Activities  
7079/23*

## 10.0 Public Forum:

Nicole Williams spoke to her concerns regarding the Anti-Racism Anti-Oppression policy.

*Public Forum*

## 9.2 Policy Review (con’t)

### Policy 607.3 Instructional Resources

*Instructional  
Resources*

- Refer policy back to the Policy Advisory Committee for further discussion. When this returns to the Board please include rationale as to why the policy is to be rescinded and moved to policy.
- Put Lethbridge School Division Policy 602.7 *Human Sexuality* and Policy 602.8 *Religious and Patriotic Instruction* in the references which may cover the draft recommended Procedure #5 requiring notice to parents/guardians as outlined in Section 58.1 of the Education Act.

### Policy 502.3 Suspensions and Expulsions

Trustee Craig Whitehead moved:

“That the board accept policy 502.3 Suspensions and Expulsions as amended.”  
**CARRIED UNANIMOUSLY**

*Suspensions and  
Expulsions  
7080/23*

## 9.3 Second Quarter Financial Report

Trustee Andrea Andreachuk moved:

"That the Second Quarter Financial Report be approved as presented."

**CARRIED UNANIMOUSLY**

*Second Quarter  
Financial Reports  
7081/23*

9.4 Board Budget Belief Statements

Trustee Kristina Larkin moved:

"That the Board accept the Board of Trustees Belief Statements presented."

**CARRIED UNANIMOUSLY**

*Board Budget Belief  
Statements 7082/23*

9.5 2024-2026 Capital Plan

Trustee Christine Light moved:

"That the Board approves the 2024-2026 Capital Plan as presented."

**CARRIED UNANIMOUSLY**

*Capital Plan  
7083/23*

9.6 Board School Liaisons

Trustee Craig Whitehead moved:

"That by the April board meeting that if a Trustee wishes to keep a school assignment they can request it."

**DEFEATED**

*Board School Liaisons  
7084/23*

For: Craig Whitehead

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

Trustee Craig Whitehead moved:

"That two different trustees each year receive four schools and the rest receive three."

**CARRIED UNANIMOUSLY**

*Liaison Assignments  
7085/23*

Trustee Craig Whitehead Moved:

"to extend the meeting past 6:00"

**CARRIED UNANIMOUSLY**

*Extend the meeting.  
7086/23*

9.7 Safe Routes to Schools

Trustee Craig Whitehead moved:

"That the board explore working with the City of Lethbridge, Lethbridge Police, the AMA and various schools in our Division to work on safe routes to school.

**CARRIED**

Allison Purcell Abstained

*Safe Routes to School  
7087/23*

9.8 Memorandum of Agreement with ATA

Trustee Craig Whitehead moved:

*ATA Ratification*



"That the Board ratify the March 24, 2023 Memorandum of Agreement between ATA Local #41 and the Lethbridge School Division.

7088/23

**CARRIED**

Andrea Andreachuk Abstained

11. Division Highlights

*Division Highlights*

Allison Purcell- Indigenous Flag Raising, Francophone Flag Raising.

Christine Light- Indigenous Flag Raising, Judge at Agnes Davidson Science and Heritage Fair, Teacher Induction Banquet.

Kristina Larkin- Appreciation to the Indigenous Education team for hosting the flag raising ceremony, ICE Scholarship Showcase.

Craig Whitehead- Provincial Wrestling, Lakeview Tour, School Councils, Basketball games, reading to students at Galbraith, working on completing the UofA Indigenous Education course.

Andrea Andreachuk- Spirit of 51, Indigenous Flag Raising, Concert at ICES, LCC and Lakeview School Councils, Lakeview Tour.

Genny Steed- Nicholas Sheran Dance-a-thon

Tyler Demers- Patterson Choir and Handbells

12. Board Chair Report

12.1 Community Conversations

*Board Chair Report  
Community  
Conversations*

There is no April event currently booked, please keep an eye out on the Community Engagement website for details as they become available.

12.2 Welcome Back Event

*Welcome Back Event*

Decision to proceed with the Welcome Back Breakfast Event in 2023 was made.

13. Correspondence

13.1 None

14. Adjournment

Trustee Christine Light moved:

“That the board move into camera at 6:43p.m.”

**CARRIED UNANIMOUSLY**

*Move to in Camera  
7089/23*

Christine Light reconvened the meeting at 7:56p.m.

Trustee Christine Light moved:

“to adjourn the meeting at 7:56 p.m.”

**CARRIED UNANIMOUSLY**

*Adjournment  
7090/23*

---

Allison Purcell,  
Chair

---

Christine Lee,  
Associate Superintendent  
Business and Operations

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business and Operations

**Re: Business and Operations Report**

**Background**

The April 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

# *kids* Report

ARE OUR BUSINESS

April 2023





# Facility Services



The bins arrived and are being well used in our four pilot schools and at Aakaipookaiksi (Education Centre). A survey has gone out to participants in the pilot to provide feedback and information for full rollout by September.



## A sign of good things to come!

If you go to the community of Garry Station, you will see the new sign on the location of the new K-5 Elementary School on Kensington Rd. The school is in the construction design phase with site construction to begin this summer.



## GOOD NEWS



Unfortunately the Division did not receive the four new modular classrooms that were requested in the 2023-2024 Modular Capital Program for Coalbanks Elementary School that is currently at 107% capacity. However, funding has been approved for the demolition of the old ECS portable classroom at Ecole Agnes Davidson.

## Planning Funds for West Side Study

Lethbridge School Division has been approved for funding from Alberta Education to conduct an examination of areas of the west side of the city to determine solutions to address capacity concerns, build the business case for a new school in the south end of west Lethbridge, examine collaboration opportunities that maybe suitable, and identify modular classroom solutions to help resolve short and mid term space constraints in west Lethbridge.



# Finance



## 2023-2024 Budget Preparations

The development of the 2023-2024 budget has begun. Budget development began with the Town Hall that was held February 7th. The Board met March 2 & 3 to review the data gathered from the Town Hall and used that information to develop priorities for the 2023-2024 school year. These priorities will be used, along with funding information received from the Province, to develop the 2023-2024 Budget. The budget presentation will be on May 23rd with the Board meeting to approve the budget May 29th.



## "Flowers"

General Stewart Airband Contest and Talent Show

*Congrats!*  
**AVICE  
DEKLEVER**

2023 Curling Alberta Provincial Champions  
Team Dupont



Director of Finance, Avice DeKlever, provided a presentation about the budgeting process to Division School Council on April 4th. This presentation included an explanation of the various "buckets" of funding provided by Alberta Education and purpose, a review of the Budget Survey Results, and an overview of the Budget Development Process.



Board Budget Committee of the whole was held April 4th to update the Board of Trustees on preliminary budget allocation decisions made by the Instructional Budget Committee. The Instructional Budget Committee is comprised of one principal from each of Elementary, Middle, and High Schools, Director of Finance, and Executive Council. The committee balances available fiscal resources with consideration of board priorities (informed by town hall and strategic planning), board budget beliefs, school-based priorities, and the budget survey when considering funding allocations for the 2023-2024 budget.



# Occupational Health and Safety

## What's on your OHS Safety Board?

As seen in the  
Division Dispatch

### Health and Safety Corner

#### Sun glare



The sun is a welcome sight after the grey skies of winter but it does present some hazards, even on overcast days. Sun glare can make it hard to see and is at its worst an hour after sunrise and before sunset.

When sun glare compromises your vision, it can cause selective perception. You may not see what is there because you see only what you expect to see. Pedestrians and cyclists get lost in the glare when you expect to see vehicles.

- Invest in good, polarized sunglasses that also block UVA and UVB rays. Polarized glasses block glare, but that doesn't mean they offer ul-

traviolet protection. Look for UV 400 protection. And use your sun visor to block the sun as it climbs during the day.

- Keep your windshield in good condition. Dirt, cracks, and rock chips in the centre of your field of view will impair your vision. A chip or crack can also be an annoying distraction, no matter how hard you try not to focus on it.

Drive safely, sticking to the speed limit and staying at least 10 seconds away from other vehicles on the highway. Give yourself a little extra space to react if the sun is getting in your eyes. If it's extremely bright, especially if your eyes are feeling tired, don't be afraid to take a rest break. ■



The picture above illustrates an example of a good, well organized safety board with all the required information including the OHS Act and Regulations book, Leadership Commitment, how to report an incident, name of site first aiders, and the minutes from OHS Committee meetings. There is even a first aid kit!

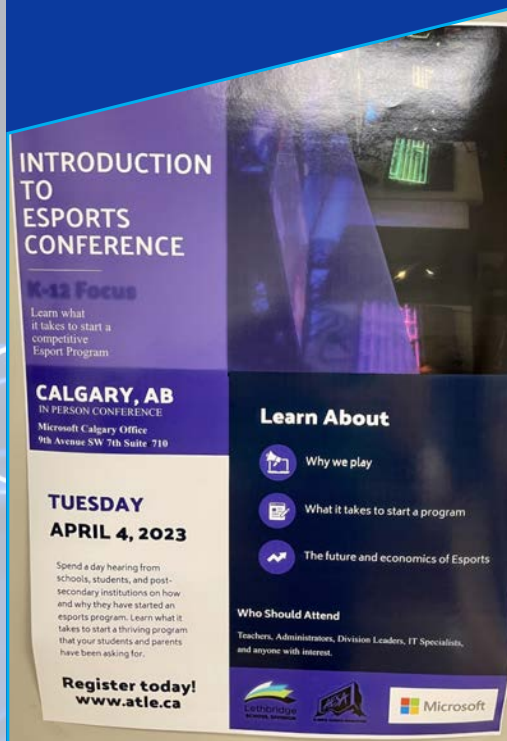
The OHS inspection team of Chris Chapman and Trish Syme have completed safety inspections of nine schools. The results are that our schools are looking great. Any recommendations for improvements were communicated to school administrators and caretaking teams and the team will follow up to review actions taken.



# Technology



## PEOPLE AND TECHNOLOGY AT ITS BEST



## April activities of the Technology Team

- Members of the Team presented to over 60 educators from across the province at the Introduction to Esports Conference on April 4th.
- The department has been supporting the implementation of School Engage software that will be used for registration. Currently a transportation registration process is being created to register students for bussing for the 2023-2024 school year.
- Congratulations to the six U of L students that finished their practicum to complete the VR 360 course.

*Congratulations*

Congratulations to Doug Viel on his new role in the technology department. Doug will be moving from a school-based Technology Support to a Technology Professional role at the NOC

Greg Fischer and Zack Nicholson attended EPIC Career Day for high school students hosted by Career Transitions to share information about a career as a Technology Professional. EPIC (Exploring Possible Industries & Careers) DAY is a large-scale, 2-part, career exploration event that features a variety of career pathways for up to 1200 high school students to explore.





# Transportation



NEW



The Division is currently in the final stages of implementing a new registration system for student transportation.

Registration forms are scheduled to be available by early May for families that qualify for busing (+2.4 km) to register for yellow school bus for the 2023-2024 school year. Families will utilize PowerSchool to access the registration process. Notification will be sent out through *School Messenger* and Email when the registration process is available.

## Changes to Transportation

Alberta Education announced in Budget 2023 that eligibility for transportation will be changing. Currently students are eligible for transportation when they reside 2.4 km or greater from the school in their designated boundary. These distances have been reduced to 1 km for kindergarten to grade 6 and 2 km for grades 7 to 12. **School divisions have until September 2024 to implement the new distance requirements.** The impact of these changes means many more busses on the road each and every day. To accommodate the change in requirements, the Division's transportation provider, Southland Transportation will need to purchase buses, hire and train drivers, attend to other logistics such as more bus storage space and other resources that support the transportation system. **Due to the complexity of the additional requirements and new routing required, the Division will continue to transport at 2.4 km for the 2023-2024 school year and implement the new distance requirements as required for the 2024-2025 school year.**



On April 13th, to assist with reducing the school bus driver shortage, the Government of Alberta removed the mandatory entry level training (MELT) requirement for new bus drivers. A Class 2 license with S endorsement is still required to make sure drivers are qualified to drive a school bus safely.



Distance Eligibility  
to be in effect  
September 2024

*(no changes for the 2023-2024 school year)*

# Other Matters

Happy Admin  
Professionals Day!

April



Dr. Probe Elementary School Green  
Shirt Day kick off to bring  
awareness to the importance of  
organ donation



## April meetings/events worth noting:

- Executive Council meeting (weekly)
- USIC Risk Management and Claims Committee meeting (monthly)
- Risk Management call with broker (Marsh) (monthly)
- Principal meetings (elementary, middle, and high school) (monthly)
- Education Centre Leadership Team meeting (monthly)
- Administrator's Committee meeting (monthly)
- New Elementary School construction planning meetings (bi-weekly)
- Meetings related to collective bargaining and labor relations.
- Instructional Budget Committee Meetings
- Board Budget Committee Meeting (Committee of Whole Board)
- April Division School Council Presentation - Budget Process
- Probe Green Shirt Assembly
- Senator Joyce Fairbairn Legally Blonde production
- City of Lethbridge, Holy Spirit, Lethbridge SD, Joint Use Agreement, Grounds Technical Committee Meeting
- Administrator Budget Allocation Recommendation meeting
- General Stewart Airband Competition, Judge
- Collaborative Community visits, Churchill and Davidson
- Chamber of Commerce Luncheon, Premier Daniel Smith
- Coalbanks School Council Meeting
- Joint School Boards and City Council Meeting



Senator Joyce Fairbairn Middle School  
production of Legally Blonde.

April 25, 2023

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**Re: Division Instructional Services Report**

**Background**

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

**Recommendations**

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

Respectfully submitted,  
Morag Asquith





## **Associate Superintendent Report- Instructional Services** **April 2023**

### **Upcoming events April/May/June 2023 !!!!**

April 4- Alberta Ed- MH Pilot in schools meeting online  
April 17- Collaborative Communities in a.m. out at schools  
April 18- Digital Wellness -Middle and High School Presentation in person  
April 20- Administrators Committee Strategic Planning  
April 21- Teacher induction session #7  
(Staffing/projections and budget work is also happening through this time)  
April 21- Virtually Installed submission deadline  
April 26-ARAO Procedures meeting  
April 28- Provincial Bilingual Spanish Consortium meeting  
May 1- Grade 1 BOOST program starts  
May 1- Secondary Numeracy Committee Meeting  
May 4 and 5- Instructional Services meetings with Parkland School Division and Red Deer Public  
May 4- Lethbridge College Dual Credit registration for 23/24 opens  
May 11-CCYAC (Chinook Child and Youth Advocacy Centre) Leadership Advisory Meeting  
May 15- Health Champ Meeting #3  
May 15- SW Regional VTRA Update  
May 16- SAPDC Indigenous Committee  
May 23-Indigenous Graduation  
May 24- Indigenous Education Committee #3  
May 24- **Digital Wellness Day**  
May 26- 2022-23 Wellness Grant reports due, Nutrition Grant 23-24 applications due  
June 1- Honor Night- Indigenous Education  
June 2- Wellness Grant application due for 2023-24  
June 5- Wellness Committee Meeting #3

#### **1. Division of Instructional Services Trip**

As we all know there are promising practices and different educational pressures throughout the province within our school systems. The DIS Leadership team will be

travelling up to Parkland School Division and Red Deer Public to connect with colleagues to discuss how each system is responding to different pressures and issues. Whenever division staff have an opportunity to connect in person and discuss passions and portfolios great learning can happen !!

## **2. Wellness**

**Wellness Grant reports for 2022-23 are due to Christina Peters by May 26<sup>th</sup>** the following schools received Wellness Grants in the 2022/23 school year- Coalbanks, Dr. Probe, Fleetwood Bawden, Galbraith, Immanuel Christian Elementary, ICSS, Park Meadows, Senator Buchanan and Senator Joyce Fairbairn Middle School. Wellness Grant applications for the 2023-24 school year will be released to schools the first week of May! ***They will be due June 2<sup>nd</sup>, 2023-24.***

Nutrition Grants applications for the 2023-24 school year have been sent out to Administrators and the **deadline for these applications is May 26<sup>th</sup>.**

Our Digital Wellness Team is connecting with schools throughout the division supporting them with providing digital wellness resources, supporting students who are struggling with digital wellness, presenting to staff and parents. May 24<sup>th</sup> Lethbridge School Division will be Digital Wellness day. There will be events planned, virtual sessions that staff and students can access and fun activities !!!!!

## **3. Early Education**

An expression of interest process for early education will take place April 18-26, 2023, where families can indicate their preference for programming. A lottery will be held to determine placement, and families will be notified regarding their placement outcome.

Early Education Programs within the Division focus on supporting children with identified needs, meeting Alberta Education criteria for support in programming. Limited additional spaces will then be opened to the public on a fee-paying basis as they are available.

**Expected program locations for 2023/2024:** (subject to change based on enrollment)

Fleetwood-Bawden

Park Meadows - AM

Westminster - PM

Galbraith

Dr. Probe - AM

Nicholas Sheran - PM

Mike Mountain Horse

#### **4. Dual Credit deadlines and opportunities**

Dual Credit courses offered in the Fall 2023 at Lethbridge College are:

Botany, Ecology, Animal Science, Intro to Management, Graphic Communications, Interpersonal Relationships and Communication, Public Safety, Medical Terminology, Intro to Design Software, Health, Nutrition and Safety, Intro to Childhood Education, Foundations of Educational Assistance, Composition, Intro to the Trades and more !!!

Lethbridge College is offering Exploratory Days May 1-12 High School students in Grades 10-12 are invited to experience potential industries and careers in early May through a series of program-specific sessions, designed to invite authentic exploration.

#### **5. Indigenous Education**

Our Indigenous Education Teacher Team has been busy wrapping up the last year we will be offering Think Outside in Lethbridge School Division. The partnership that Helen Schuler and our Indigenous Education team had inspired our students to get outside learning and being with the Land. A very special thank you to Helen Schuler Nature Centre and Jessica Deacon-Rogers for their commitment and dedication to this venture. Also a very special thank you to Melanie Morrow, Jenna BruisedHead and Shawnee BigBull for all their work outside to make this project a success !!

We now are entering grad season! Our Indigenous Graduation will be taking place at Chinook May 23<sup>rd</sup> at 5:30 p.m.. The Indigenous Education staff will also be working alongside Senator Joyce Fairbairn to host an Honor Night for our Indigenous students June 1<sup>st</sup> at 5:30.

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Mike Nightingale  
Associate Superintendent, Human Resources

**Re: Human Resources Report**

**Background**

The April 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**  
April 25, 2023



**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 6 teachers to the substitute list in the past four weeks.
- Adding 6 support staff to the substitute list in the past four weeks.
- Onboarding 16 new staff members in the past four weeks.
- Extending 25 teacher contracts in the past four weeks.
- Facilitating the hiring of 10 teachers in the past four weeks.
- Facilitating the hiring of 9 support staff in the past four weeks.

**Other Highlights**

- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended administrator meetings for elementary, middle school and high school.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos attended an Education Center Leadership Team meeting.
- Associate Superintendent Mike Nightingale participated in instructional budget committee meetings.
- Director of Human Resources Rhonda Aos and Human Resources Coordinator Stacey Wichers, along with members of instructional services have been meeting with school administration regarding support staff allocations for the 2023-24 school year.
- Executive Assistant Katie Guccione, Administrative Professional Jolayne Prus and Division Administrative Assistant Carrie Fahl presented at an administrative professionals learning session.
- Director of Human Resources Rhonda Aos and Executive Assistant Katie Guccione attended a career fair for new teachers at the University of Lethbridge.
- Members of the Human Resources department attended a job and resource community fair at YMCA.
- Associate Superintendent Mike Nightingale and Director of Human Resources Rhonda Aos participated in a strategic planning session with school-based administrators from across the Division.





### 2023 – 24 Teacher Staffing Update

- The staffing process for the 2023 – 24 school year continues.
- Several Vice Principal positions and placements were finalized for the 2023-24 school year. Currently there is an advertisement for a Vice Principal at Gilbert Paterson.
- Schools have received budgets and teaching allocations for the 2023-24 school year.
- Over 600 teacher contracts have been reviewed with school-based administration since returning from Easter break.

### MoA Update

- We are pleased to share that teachers ratified the March 2023 Memorandum of Agreement!
- The next step is to incorporate items from the MoA into a finalized collective agreement document.

### Staff Wellness Collaborative Community

- The second session of the collaborative community staff wellness focus group occurred on April 17, 2023.
- The session provided an opportunity to review feedback gathered through the course of the school year and generate ideas for moving wellness forward across the Division.
- A big thank you to all who participated in these wellness sessions over the course of the 2022-23 school year!



**MEMORANDUM**

April 25, 2023

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**

- Lethbridge School Division is fortunate to have an incredibly active business/trade industry. A number of business spent two evenings in March welcoming students and spending time providing them with a hands-on experience.
- Division School Council was held on April 3 and included a session for parents regarding budget allocation and processes delivered by the Director of Finance, Avice DeKolver.
- Members of the Tech Team presented to students on being a Technology Professional at the EPIC Career fair, hosted by Career Transitions. The event was held on April 5<sup>th</sup> and was attended by 1000 students.
- Director of Human Resources, Rhonda Aos, was invited and attended an event through the Lethbridge Chamber of Commerce with Premier, Danielle Smith on April 17, 2023. Updates were shared regarding support for childcare (under 6 years old), school choice including homeschool options, curriculum updates and teacher discipline.
- Superintendent Cheryl Gilmore attended a CWSS (Community Wellness & Safety Strategy) meeting on April 17<sup>th</sup>. The committee has a new structure and works closely with the City of Lethbridge Community Development.
- Superintendent Cheryl Gilmore, and Associate Superintendent accompanied Board Chair Allison Purcell to a Premier luncheon hosted by the City of Lethbridge Chamber of Commerce.
- Morag Asquith continues to participate every other month on the Leadership Advisory of the Chinook Child and Youth Advocacy Centre. It is exciting to see their building downtown Lethbridge take shape and get ready to support our community even more !

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

- Human Resources attended a Job & Resources Community Fair on March 30, 2023 at the YMCA.
- Morag Asquith and Joey Gentile have been working alongside Miguel Hernaiz, Asesor Tecnico for the Spanish Embassy and Alberta Education, lining up interviews with potential Spanish Teachers who are looking to teach abroad in Canada. They will be conducting interviews the week of the 24<sup>th</sup>.
- Human Resources attended the U of L for a “Walkabout” with Professional Semester (PS)III students on March 31, 2023
- Jackie Fletcher and Rebecca Adamson met with Alberta Deaf and Hear, and Alberta Education’s Low Incidence Support Lead, to learn more about supporting our students with hearing impairments or who are deaf. We have begun the process of looking into building capacity within our school division’s educational assistants when it comes to American Sign Language, Assistive Technology, and Braille.
- Carmen Carvalho, EAL Lead Teacher, attended the LIP Language and Education Meeting for English as an Additional Language (EAL) Learners. This meeting creates connections amongst our

school division, Lethbridge College, University of Lethbridge, and the Public Library, helping to support our students as they transition from high school into the community.

- Instructional Services is planning a “road trip” on May 4th and 5th to meet with Parkland School Division and Red Deer Public School Division to team and learn together.
- Zone 6 partnered to submit an Alberta Education grant to start a Collegiate Program in the south region, we will likely hear whether we were successful in the next month.

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

**Literacy**

- Elementary schools continue to value support in looking at how the new literacy resources tie together to build a comprehensive literacy structure and inform practice – more time has been spent again this month with teachers building those connections through grade level meetings, whole school presentations, and one-on-one support.
- Support for Middle School teachers with small group writing instruction continues to be provided with residencies occurring at SJF and GMPS.
- Jodie provided supported to a middle school art teacher with infusing literacy in art class -- using Garfield Gini-Newman learning launches, scaffold questioning, and the development of success criteria and Ron Ritchart thinking routines to create cultures of thinking in the lessons.
- Jodie attended a culminating biography unit activity at GPMS which showcased the work done with grade 6 teachers on infusing cultures of thinking in classroom lessons. Increased student engagement, creativity of final project, quality assignment completion and rich classroom discussion were takeaways from the learning.
- Jodie met with Collaborative Communities on April 17 whose focus was literacy.

**Numeracy**

- Michaela continues to facilitate elementary residencies with a focus on Math Workshop, including numeracy routines using the Building Fact Fluency Toolkits.
- Supporting the Foundational Skills Interview continues to be another area of focus for Michaela.
- She celebrated “Pi Day” with some middle schools!
- She continues to provide best practice support for utilizing manipulatives to middle school through classroom demonstrations.
- Michaela attended SAPDC Numeracy Advisory Committee meeting to review a new screening assessment tool for Grades 1-4. This tool may become important to us if we are no longer able to use the MIPI at the earlier grades with possible new curriculum implementation.
- Residencies in schools have focused largely on the Building Fact Fluency kits PL with scheduled follow-up visits occurring in the coming weeks.
- Michaela provided support to a “Thinkers” group, comprised of teachers from diverse backgrounds (elementary & middle) with a common goal of Building Thinking Classrooms strategies and routines.

- Michaela met with Collaborative Communities on April 17 whose focus was numeracy.

### **Experiential Learning including secondary initiatives:**

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

- The Lethbridge School Division Lego challenge has ended and winners are being announced the week of March 27. We had some very creative entries and will be out in schools delivering ribbons.
- Over 33 students are registered for dual credit at Lethbridge College for semester 2!!
- The second "Try a Trade" event ran March 21 and 22. We had a number of students and their parents took advantage of the opportunity visit businesses/industry, get a tour, trade orientation, and a hands-on experience.
- Lethbridge College "Exploratory Days" is being hosted May 1-12- students grade10-12 are invited to experience potential industries and careers in early May through a series of program specific sessions.

### **Innovation and Technology**

- High School Computer Science teachers gathered on the afternoon of April 18<sup>th</sup> to discuss how Virtual Machines (VM) can assist in removing some of the barriers and complications when teaching computer science courses. Computer Science teachers have had multiple challenges in the last few years with all the new network security protocols that have been put into place. Using VM will allow computer science teachers the ability to have complete access to a computer operating system without jeopardizing network security.
- Smart Notebook software licencing will expire in the 2023/24 school year. A committee has been formed, and lead by Keith VanDerMeer, to review the current implementation and help lead a discussion on how the software is impacting pedagogy in the classroom.
- On April 21, 2023, administrators met to go over how LanSchool Air may be utilized in schools to help proctor exams. In the past, schools relied on Exam accounts to proctor exams but with the new licencing agreement and other complications, we are needing to abandon our generic exam accounts. LanSchool Air, we think is a valuable tool that we can use to help monitor exams when administering them.
- On May 4<sup>th</sup> the Tech Department will be hosting a half day refresher workshop on using PowerSchool for Administrators. The session is open to all administrators who just want to better understand how they can leverage PowerSchool to pull reports and find information.
- An elementary, middle and high school Sign Committees have been formed to help design new sign templates that will be used on Digital Displays. The new sign templates will pull data from our school websites to populate information on our digital signs. Three committees have been formed because schools felt the information on the signs were very different at each level.

### **Early Learning**

- Alberta Education has shared results of the PUF verification. All files submitted for Lethbridge School Division have been approved.

- In partnership with Family Centre, all new families to the division in EEP or Kindergarten will be invited to complete an Ages and Stages Questionnaire. This will provide information on development and assist in program planning.
- Early Education Program Expression of Interest for new and returning children runs April 18-26. Families will be notified of placement outcomes by May 5.
- Rochelle attended the Lethbridge Plays Steering Committee Meeting on March 31 and an Early Learning Advisory Committee hosted by SAPDC on March 30.

### **Indigenous Education**

- Upcoming events include Honor Night Pow Wow (potential date in June), Indigenous Graduation Evening (potential date in May).

### **Wellness**

- Nutrition and Wellness Grants applications for the 2023/24 school year will be going out to schools at the end of April.
- Cason Machacek and Sydnie Erlendsen are finished their presentations to administrators and are hitting the ground running providing supports and digital wellness education to staff and students !!!
- The Human Resources team is continuing to promote Inkblot EFAP program with staff
- Mike hosted a collaborative community with teachers on April 17 to share information from the previous focus groups and continue to build on the Division's wellness framework.
- The Administrator Strategic Planning event April 20th discussed the data generated from the Wellness and Inclusion- Student Forum and will be submitting their 3 priorities that their schools will target/focus on, on May 11th for the upcoming 2023/24 school year it will be exciting to see the student's feedback materialize.

### **Diversity**

- Our Education Center EAL Team (Jackie Fletcher, Rochelle Neville, Carmen Carvalho, Saajan Sapkota, Lucie Panchoo, and Charlene Drader) finalized and shared our streamlined EAL Student Intake Process with school administrators, administrative assistants, and Learning Support Teachers. This process and the documents created considered feedback from school staff and from Lethbridge Immigration Services (LFS).
- Carmen Carvalho worked with school personnel around new student registration, programming needs, student intake assessments and communication; continues to complete school and classroom visits.
- Carmen also attended the Crisis Response Team Meeting to discuss cultural relevancy and trauma-informed practice.
- Carmen collaborated with CLARC, LFS, and High Schools to finalize language assessments being administered on May 3

- Carmen and Jackie met with our school division's Limited Formal Schooling program teachers and administrators to discuss relevant changes to programming given our changing demographic and the number of newly arrived students we are receiving.
- Saajan Sapkota continues to work closely with our schools, currently running learning groups at Probe and reading groups at Wilson Middle School.
- Saajan has been supporting students and their families with translation for necessary student assessments (including ed psych assessments), help with accessing FSCD funding, and providing school supplies for our students upon completion of student intake.
- Jackie and Rochelle, along with HR (Rhonda and Stacey), have completed nearly all school meetings to discuss support staff projections for the 2023-2024 school year.
- Rebecca Adamson completed training to be a VTRA lead within our division.

### **International Programs**

- The Division International Program continues to grow exponentially for the 2022-23 school year. Recruitment has certainly paid off with a number of applications coming in for next school year.

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

### **Administrator Professional Learning**

- Superintendent Cheryl Gilmore participated as a speaker at the U Lead Conference in Banff sponsored by the Alberta Teacher's Association.
- Administrators participated in a full day strategic planning session on April 20<sup>th</sup>.

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

- Our second and final Division-wide PL day occurred on April 17 with teachers participating in their chosen Collaborative Communities for the morning.
- Rebecca Adamson continues to support schools in ensuring they have opportunities to train their staff in SIVA. She has communicated with a number of schools to set up several training dates in May.
- On May 4<sup>th</sup> the tech department is hosting a student information workshop for all interested school admin who would like to brush up on the skills required to use our student information systems. We will also talk about workflows and processes when retrieving student data.
- Human Resources team presented to Administrative Assistants and Administrative Support for Division Professional Learning on April 17 on the following:
  - Katie spoke on reviewing ADW dailies to watch and ensure staff are not adjusting their hours when entering the absence to ensure FTE so substitutes are not underpaid.
  - Carrie shared she will be reaching out shortly to gather information for the years of service event. Carrie will communicate when years of service gifts will be sent to schools and shared that Friends of 51 gifts will also be going out shortly.
  - Jolayne spoke on the support staffing timelines and ensuring the appropriate schedules are entered into ADW even for those Administrative Assistants do not receive a task for.

-Early Learning Educators, Advanced Educational Support, MHCB/Family Support Team, FSLC, and Student Support attended a professional learning opportunity on April 17 with speaker Matt Leung on *Navigating Resiliency through Play*

**DOMAIN: Learning Supports**  
**PRIORITIES: INCLUSION**

**Building Staff Capacity to Meet the Needs of all Learners**

**Collaborative Partnerships to Support Learning**

- Jim and Jen Day held weekly meetings with middle and high school admin/counselling teams, and monthly meetings with elementary teams, to discuss student needs.
- Jim continues to work closely with a number of community agencies and organizations, including McMan Youth Services, Woods Homes, Youth Justice Committee, Youth Crown Prosecutor, LPS, etc.
- Jim and Jen continue to assist with VTRA assessments that must be completed.
- Jim has begun working with admin at Chinook around restorative practices.
- Jackie Fletcher, along with SWCSS and our school division SLP/OT team, continues to access funds provided through Alberta Education's LISS Grant (Low Incidence Student Supports) to purchase necessary equipment for our students with hearing impairment/vision impairment/complex communication needs. A portion of this grant will also be used to support our SWCSS vision and hearing teacher, and to provide PL for our SLP/OT team. Most recently, we have committed a portion of our funding to providing those staff interested, in Conversational ASL sessions

**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.
- Modular classroom and washroom unit have arrived at Coalbanks Elementary School. Will be linked to the school and fit up for occupancy for the 2023-2024 School year.
- School Planning Funds for Galbraith Elementary School modernization were approved in 2023 Provincial budget. These funds will allow the division to continue work on project scope and preliminary design for eventual full project funding by Alberta Education.
- Design Build contract for the construction of the new K-5 school in Garry Station has been awarded to Ward Bros Construction. Construction of the new school will begin this summer.
- The 2023-2024 to 2025-2026 Capital Plan has been completed for submission to Alberta Education on April 1. See the Division website to view the Three Year Capital Plan.

**Teacher Induction Program**



**MEMORANDUM**

April 25, 2023

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.

- Chinook High School received \$3228.50 to cover bussing from Lethbridge to Calgary for our War & Remembrance Europe Tour and \$345.38 from Austin Hornberger to the Chinook Dance Program for Choreography .
- Nicholas Sheran Elementary received \$500 towards their breakfast program from Ramton Homes and \$4915.59 of large and small donations from parents for the NS Dance-A-Thon Cash Drive to go to the NS Parent Council.
- Dr. Robert Plaxton received \$500 from A&W- WT Hill Blvd S, \$500 Panago Pizza North, and \$500 and \$250 anonymous donations all towards their grade 4/5 Ski Trip.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

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

**Background:**

The Board has a long-standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Details of accomplishments of note are provided as information.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

Oki and Good Afternoon!

Park Meadow Elementary School is a small North Side school with a diverse student population. We continue to focus on our PRIDE characteristics– Positivity, Resiliency, Imaginative, Dynamism and Empathy. We celebrate our students through energetic assemblies where we recognize all who demonstrate these qualities.



Park Meadows is fortunate to have many students who utilize different forms of communication: technology, body movement, eye gaze, verbal and visual. We are also excited to have students from many different countries represented in our school.

Our diversity is our strength and we continue to learn from each other!



Our Communication Circle is a weekly learning opportunity for students to learn to communicate through visuals.

This school year, we have showcased the first ever elementary Hip Hop dance show in Lethbridge and our Winter Concert, “Ice Storm”, incorporated bucket drumming, dancing and singing.



We are grateful to our school council for purchasing stencils and paint so that students can utilize more of the outdoor space through interactive play.



Park Meadows has been thrilled to open up our doors to the community. Here we welcomed the Hurricanes into our school!



We also had a group of students from Winston Churchill who completed a random act of kindness activity with all of our students. We hope this will be the first of many opportunities to collaborate with other North side schools.



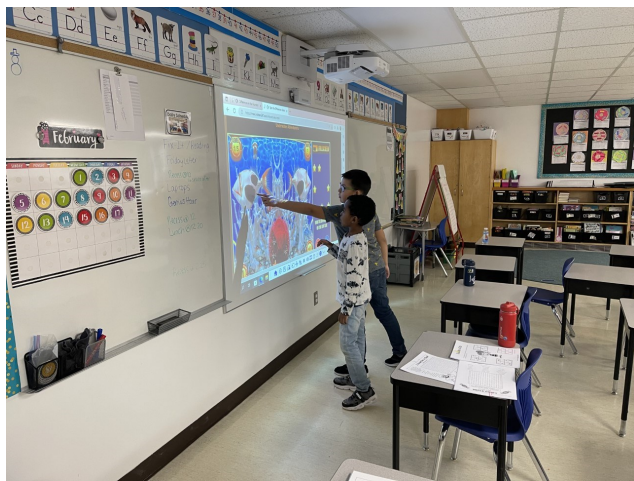
We are always excited for Andrew to come in for Music Therapy! Our students enjoy singing and clapping along.



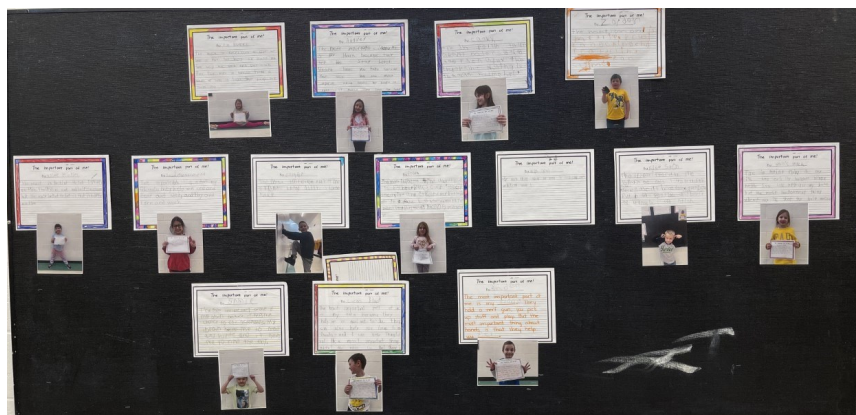


Genius Hour is back!

We had 6 weeks of mixed grade students choosing activities outside of their classroom for an hour every Friday. From coding, to D & D, crafting, games, yoga, basketball and more!



Our Grade 1's have been creating "The Best Part of Me" writing activities and wrote inspiration cards for the cancer ward.

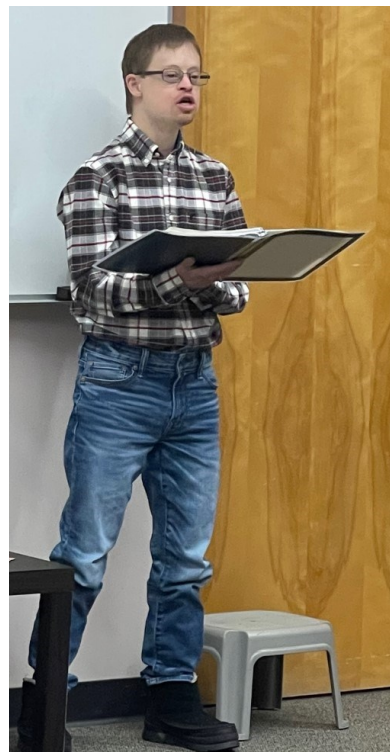




## Professional Learning:

Our school is excited to share about our fantastic Professional Learning. We were fortunate to have Brandon and Danica present to our staff. They both spoke of their experiences going through the school system with different needs. Our staff walked away knowing what it's like to experience the school system with down syndrome, Tourette's and anxiety.

This is Brandon →



Our school Literacy Committee have also been hard at work creating a scope and sequence for phonics and teaching staff about comprehensive literacy instruction.



Our grade 5s played well during our basketball season. They improved in confidence and skill throughout. We were proud to cheer them on!

We have been also excited to dive into Maker Space in the Learning Commons.

This month, we are learning about Lights and Shadows.

Previously, students worked on creating innovative ways to transport dinosaurs and tractors over a highway.



Our students in grade 1 and 4 participated in the ICE Scholarship Showcase and demonstrated their creativity through art!



THANK YOU!

Over the summer we had our upstairs renovated, our gym painted and we are preparing to install an adapted bathroom this coming summer.



## 2022-2023 WCHS Highlights

### Volleyball

- SR Griffins South Zone ChampsHS
- SR Bulldogs South Zone Bronze Medal

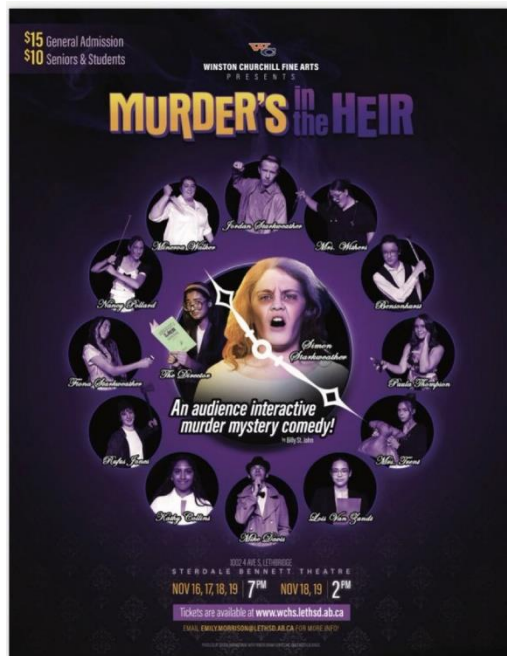
### Basketball

- SR Griffins South Zone Champs
- SR Bulldogs South Zone Champs

### Cross Country

- Team Silver Medal at 3A South Zone Championships
- Gavin McIntyre, grade 9 Juvenile Boys placed 1st
- Ally McDonald, grade 10 Junior Girls placed 2nd
- Aislyn Farn, Alexis Shannon and Johanna Zieber, grade 11 Intermediate Girls, placed 8th, 13th and 19th respectively.
- Laura Pizarro, grade 12 senior girls, placed 3rd

Our fall production of “Murder’s in the Heir” was a massive success.





Amanda Dang (grade 12) and Eleah Klassen (grade 9) advanced to the finals of the Polar Expressions Publishing National Writing Contest out of thousands of entries.

The grade 12 K&E students made treats and small snacks each week of semester one which were sent to Freddy's on Main in Cardston, a grassroots community group aimed at supporting individuals experiencing poverty and food scarcity. In December, the students had the opportunity to serve lunch to the patrons. They experienced a Blackfoot prayer given on the food and were able to spend time playing games with and getting to know the individuals there. After leaving the students reflected on their time there noting that it was a meaningful and eye-opening experience. They felt the joy of service and one student said, "I wish I could go and serve every week."

Students involved: Julian Bischke, Drayton Gearing, Jaycus Chief Body, Madison Lemieux, Martin Prince, and Chantelle Flohr

Kanye Melting Tallow & Maria John were nominated for the Honouring Spirit Award.

Interact Volunteer Showcase – Our Interact Club is putting on the second annual volunteer showcase. This is an opportunity for students to connect with volunteer organizations to contribute to our community in a meaningful way.

Interact Club also raised \$1000 to support the victims of the devastating earthquakes in Syria and Turkey.

Steven Yang was named one of 36, 2023 Loran Scholars.

Masataro and Keitaro Tatsuno were recognized as Stars of the Lethbridge Kiwanis Music Festival

We had 4 students compete in the Southwest Regional Skills Canada Competition at the College.

- Shay Molnar received Bronze in Welding. (14 students competed)
- 3 Churchill students competed in Fashions (6 students competed)
  - o Alyssa Sanders – Bronze
  - o Jordan Magyar – Silver
  - o Cassie Trechka - Gold (She will be off to Edmonton for the Provincial Skills Competition in May)

WCHS Archery Team competed at the NASP Archery Provincials with many of our shooters finishing in the top ten of their age individually. This is the first year we entered as a team and finished 5th out of 11 Teams in the Bullseye Competition and 5th and 9<sup>th</sup>.

Below are pictures of our Taekwondo students and staff testing for their belts. All students and staff moved to the next level!





Jamel Sayyad was named Lethbridge School Division's Edwin Parr Award nominee.

We held our very first Culture Day on March 24. This event was organized by our amazing Leadership students.



**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Education Week, May 1 to 5, 2023**

**Background:**

The first Alberta School Week (Education Week) was held December 2-8, 1928. Its purpose then, as now, is to call attention to the importance of education and to show the public the good things happening in Alberta schools.

Education Week provides all Albertans with an opportunity to highlight the important role education plays in shaping the future of our province.

The theme this year is *Learning Uplifts All*.

Education week is a great time to celebrate public education and work contributing to an inspired future that includes:

- Optimal learning conditions for every child
- Creative and innovative learning programs
- Students who enjoy learning and who achieve their learning goals
- Parents and communities that are involved and supportive of learning
- School leaders who are also teachers
- A well-thought out curriculum delivered by well-prepared professionals
- Opportunities for staff to continue developing their skills as professionals

To celebrate Education Week at the Division level this year, the Lethbridge School Division trustees will recognize staff and celebrate the week using the website and social media.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

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

April	28	Joint City of Lethbridge and Lethbridge School Boards 9:00 am, City of Lethbridge
May	1	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	2	Community Engagement Committee 7:00PM, Education Centre/ Microsoft Teams
	3	Policy Advisory Committee 12:30, Education Centre
	9	Board Budget Committee and Committee of the Whole 2:00PM Board Room, Education Centre
	13	Virtually Installed Student Art Show Opening Southern Alberta Art Gallery (SAAG)
	17	Edwin Parr Event 4:30PM, Heritage Inn- Taber
	23	Board Meeting 1:00PM Board Room, Education Centre
	23	Indigenous Graduation 6:00PM, Chinook High School
	24	Working Conditions Committee 4:00PM, Moxies

---

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**RE: Recognition of Provincial Champions – Wrestling**

**Background**

Provincial champions have been invited to attend the Board meeting:

- Ryder Lowry
- Nolan Gobel

**Recommendation**

It is recommended that the Board congratulate the winners.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Kaylee Low  
Member of the Public

**Re: Public Member Presentation to the Board**

**Issue Topic: Use of Technology in Schools**

- Share research on how technology affects the developing brain.
- Share research on how technology impacts classroom learning.

**Recommendations:**

Request the implementation of division-wide policies promoting a more intentional use of technology to enhance the digital wellbeing of students.

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Craig Whitehead  
Trustee

**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.

**Recommendation**

It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
501.7	Non-Resident Students	Approval
502.5	Student Transportation	Approval
802.2	School Fees	Approval



## 501.7 Non-Resident Students

### Policy

The Board supports the attendance of students from other parts of Canada and other countries as a means of fostering national and international goodwill and providing valuable learning experiences for participants and hosts.

### Regulations

1. To access educational opportunities in the Division, non-resident students must meet all the requirements and regulations mandated by the Federal and Provincial Governments, Alberta Education Act, and Alberta Education Funding Manual.
2. The Board believes that non-resident students may be permitted to enroll in Division schools at no additional cost to the Division when there:
  - 2.1. is a program appropriate to the student's needs;
  - 2.2. are facilities appropriate to the student's needs;
  - 2.3. are staff appropriate to the student's needs;
  - 2.4. is sufficient space in the school; and
  - 2.5. is sufficient space in the classroom and/or program.
3. The following definitions will clarify the different types of non-resident students:
  - 3.1. **Non-Lethbridge residents who are from Alberta:**  
This category would include students from anywhere in Alberta who would be attending an Alberta school and who have a parent/guardian or Independent Student who ordinarily resides in Alberta. Because they are Alberta residents they would not be charged tuition fees.
  - 3.2. **Non-resident Canadian Students who are not from Alberta:**  
This category would include students under the age of 16 years, who are here without a parent/guardian, but are living in Lethbridge with a custodian or a relative. Because their

**Deleted:** these

**Deleted:** international

**Deleted:** Government of Canada.

**Deleted:** s

parent(s)/guardian(s) do not reside in Alberta, the students would be charged tuition fees. However, students at least 16 years of age who are determined to be Independent Students may not be required to pay tuition fees.

## 501.7 Non-Resident Students, cont'd

### 3.3. Non-Resident Out of Country Students:

Students from Out of Country may have one of the following statuses: Temporary Resident, Landed Immigrant, Visiting Student or Exchange Student. The levying of tuition fees will follow Alberta Funding Manual parameters to ensure that there is no additional cost to the Division.

## 501.7 Non-Resident Students, cont'd

4. Non-Resident Out of Country students must apply for admission. Students who are required to pay tuition must apply for admission through the Division's International Services office, and are required to pay an application fee.

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

### References

Alberta Education Act 3,4,6,12,13

Alberta Education Funding Manual

Division Policies: Procedure 501.7 International Services, Exhibit 501.7.B Registration of International Students

Other Statutes: Citizenship Act

Deleted: i

Deleted: s

Deleted: are

Deleted: International

Formatted: Indent: Left: 5 cm, No bullets or numbering

Formatted: Font: (Default) Arial, 11 pt, Bold, Expanded by 0.3 pt

Deleted: <#>International Students with Temporary Resident Status:

These students who are here either on their own with a study permit to attend school or are here with parents who have either a study permit or a work permit. If a student is here with a parent who has either a study permit or a work permit, they are not charged a tuition fee. All international students here on their own, are charged tuition fees.¶

Students with Landed Immigrant Status:

The Confirmation of a Permanent Residence Document, issued by the Government of Canada, gives international students "Landed Immigrant Status" until they become Canadian Citizens. They may be enrolled without any tuition fee, upon providing proof of their parent's legal residency in Canada.¶

Exchange Students

This applied to a student who is part of an approved exchange or travel program. This is available only at the high school level and all trips must be pre-approved. Exchange students are not eligible for grants and cannot earn an Alberta Education High School Diploma. The maximum stay for an exchange student shall be no longer than one school year. Where students from outside Alberta are participants in a legitimate exchange program that also involved Lethbridge School Division No. 51 students attending schools in other parts of the world, tuition fees will be waived.¶

<object>Visiting Students

Students visiting Canada may sit in on classes with permission from the school administration, provided that the visit is no longer than two weeks. Any visiting student desiring to sit in on classes for more than two weeks must obtain permission from the Superintendent.¶

Deleted: r

Formatted: Indent: Left: 2.75 cm, Hanging: 1 cm

Deleted: ¶

Formatted: Font: (Default) Arial, 11 pt, Expanded by 0.3 pt

Deleted: <#>Tuition fees will cover all mandatory school fees for international students.¶  
Once admitted, non-resident students shall have "resident student" status. They need not apply for

Formatted: Font: Bold

Approved: February 13, 2001  
Amended: February 8, 2005  
Amended: March 12, 2009  
Amended: April 23, 2013  
Amended: September 1, 2015  
Amended: February 26, 2019

## 502.5 Student Transportation/Bussing

### Policy

Transportation shall be made available to students who qualify based on Alberta Education transportation regulations and funding guidelines.

### Regulations

1. For the purpose of this policy, student transportation refers to regularly scheduled bussing and/or parent/guardian contracts.
2. The policy and funding applies to students who are within the boundaries of the Division.
3. Any contractors employed to provide transportation services shall share with the Division the responsibility for the safety of students while being transported.
4. The Division provides bussing service to students enrolled in kindergarten to grade 12 who reside within the distance prescribed by the Alberta Government to qualify for funding.
5. The Division may also provide transportation to Division programs that are located in specific schools or other facilities.
6. For eligible grade 1-12 students, the Division provides bussing to school in the morning and from school after dismissal.
7. Eligible kindergarten students may access the busses going to the school, and busses going home after school.
8. The type of transportation service to be provided shall depend upon the number of students involved. The following types of service may be provided:
  - 8.1. regular busses contracted or owned by the Division;
  - 8.2. transportation on regular city busses with the issuance of public transit passes managed by the Division Transportation Coordinator; or
  - 8.3. a contract with the parent/guardian of the student whereby the parent/guardian will convey the student to and from school or the bus route and receive payment.
9. Students are expected to conform to established expectations for behaviour on the bus and at bus stops. Any breach of conduct may result in withdrawal of transportation services for an individual.
10. In the event of delays in transporting students home such as a school bus,

**Deleted:** at a

**Deleted:** of at least 2.4 kilometres from the site of their boundary school. The most direct route is determined by the Government of Alberta distance software.

**Deleted:** <#>In some situations, the Superintendent or designate may use discretion regarding transportation services, the distance limits mentioned above notwithstanding.¶

**Deleted:** <#>Bus schedules are designed to balance convenience with the costs that are incurred in order to provide safe and efficient transportation.

**Deleted:** in morning programs

**Deleted:** and eligible kindergarten students in the afternoon programs may access the

**Deleted:** <#>If a student is directed by the Superintendent to a school other than their boundary school, transportation to the designated school will be provided or arranged.¶

**Deleted:** of Breeze Cards

**Deleted:** , or possible discontinuance of bus service.

**Deleted:** accident



## LETHBRIDGE SCHOOL DIVISION

breakdown, road conditions, or a return to the school for discipline reasons, the bus driver shall immediately notify the dispatcher who shall, in turn, notify the school's administrator. If school personnel cannot be reached, the dispatcher shall contact the Education Centre. Communication regarding the disruption will be provided to parents.

11. In the event that a bus is involved in an accident, parents/guardians will be contacted in a timely and appropriate manner based on the circumstances.
12. Student transportation on Division owned busses shall adhere to the guidelines of the Division Transportation Safety and Maintenance Program.

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

### References

Education Act: 36,37,59

Alberta Education School Transportation Regulation 76/2022

Division Policies: 501.3 School Attendance Areas, 602.2 French Immersion, 605.1 Inclusive Learning Supports, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 607.1 Field Trips, Off-campus Activities, and Student Travel Lethbridge School Division Transportation Safety and Maintenance Program.

Other:

**Deleted:** Alberta School

**Deleted:** Sections

**Deleted:** 51, 52

**Deleted:** ¶

**Deleted:** 605.2 Inclusive Learning Supports – Out of Division Placements

**Deleted:** No. 51

**Deleted:**

## 802.2 **School Fees**

Deleted: Student

### Policy

The Board approves the charging of fees for Enhanced Educational Supplies and Services and for Non-curricular Services subject to the regulations.

The Board directs that reasonable efforts be made to collect fees, fines, and charges owed to the Division.

### Definitions

**Basic Educational Services** - services, supports, and materials required for a student to be successful in meeting the core learning outcomes at a basic level. Examples include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic content, and photocopying.

**Enhanced Educational Services** - services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student's learning opportunities. Examples may include curricular field trips, programs of choice, cultural activities, technology user fees, and options programming.

**Non-curricular Services** - optional activities or materials outside of the educational mandate of the jurisdiction. Examples include sports teams, musical instrument rental, clubs, agendas, athletic and spirit wear, lockers, and extended non-curricular trips.

### Regulations

1. Fees for Basic Educational Services are prohibited from being charged and collected by schools or the Education Centre.
2. Schools may consult with parents/guardians to establish a schedule of Fees for Enhanced Education Services and Fees for Non-curricular Services. The fee schedule shall be posted by the end of the preceding school year, at the time of registration and/or in advance of registration.
3. Schools shall be able to demonstrate the need and costs for any fees to be charged on the fee schedule.
4. Fees for Enhanced Educational Services shall be approved by the Board.
5. Fees for Enhanced Educational Services for similar courses and materials shall be similar for students in all Division schools.
6. The expenditure of all fees shall be in accordance with the purpose communicated.
7. Schools shall establish a process to refund fees for goods and services as deemed necessary, or requested, and the refund shall be based on the unused portion of the fees.
8. Fees may be waived by the principal or administrative designate for parents/guardians and Independent Students demonstrating undue financial hardship. Schools will notify parents/guardians or Independent Students of the process and procedures to request a fee waiver.
9. Responsibility for the collection of fees for Enhanced Educational Services and fees for Non-curricular Services shall rest with the school. Schools are responsible to make every reasonable effort to collect outstanding fees.
10. A dispute resolution process shall be in place to address fee related concerns between parents/guardians and the Division. (refer to Procedure 802.2)

Deleted: shall

Deleted: and will

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

### References

Alberta Education Act 3.4.57

Alberta Education School Fees Regulation 76/2022

Other Statutes: Act to Reduce School Fees (2017) Division Policies: Procedure 802.2

Deleted: ¶



# Policy

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

**RE: Rates for Division Meal Allowances**

**Background**

As part of regular review of division allowances within the annual budget process, it was identified that the Division Meal Allowances are insufficient. Based on comparisons with similar school divisions, and based on assessments within the Board Budget Committee, the recommended rates are below:

<b>Meal</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Breakfast	\$10	\$15
Lunch	\$15	\$20
Dinner	\$20	\$30

**Recommendation**

It is recommended that the Board approve an increase to the Division Meal Allowances as indicated above, effective August 1, 2023.

Respectfully submitted,  
Kristina Larkin



**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Genny Steed  
Vice-Chair, Trustee

**RE: Use of Technology in Schools**

**Background**

We have received communication from parents, staff, students, and shareholders indicating the importance of supporting safe and healthy practises for technology use in schools.

**Recommendation**

It is recommended that Board members work with shareholders, staff, and division representation to form a sub-committee, to work collaboratively with our digital wellness co-ordinator to develop belief statements and guiding principles regarding technology use in schools.

Respectfully submitted,

Trustee Genny Steed

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Genny Steed  
Vice-Chair, Trustee

**RE: Anti-Racism/ Anti-Oppression Procedure**

**Background**

The Board approved the third reading of the ARAO policy during our Sept. 2022 meeting. It has been outlined that Trustees will collaborate with an ARAO Admin Committee, and Division School Council for review of definitions and the development of procedures.

**Recommendation**

It is recommended that Board engage in discussion with executive representation to follow up and begin scheduling this initiative.

Respectfully submitted,

Trustee Genny Steed

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Allison Purcell  
Board Chair

**RE: Virtually Installed: Lethbridge Schools**

**Background**

Virtually Installed: Lethbridge Schools. Students. Art. is back for 2023.

Student artwork will once again be displayed virtually and in person. Art from students in Kindergarten to Grade 12 will be included in an online exhibition on the Lethbridge School Division website. The exhibition will go live on May 1.

Art from students in Grade 9 to Grade 12 will also find a home at the Southern Alberta Art Gallery. Those pieces of art will be on display from May 13 to June 17. The opening of the show is Saturday May 13.

Virtually Installed is a collaboration between Lethbridge School Division, Holy Spirit Catholic School Division and École La Vérendrye, in partnership with the University of Lethbridge, the Allied Arts Council and the Southern Alberta Art Gallery.

Last year, 13 high school students had their art displayed on the Division website as part of Virtually Installed, along with 57 middle school submissions and 91 at the elementary level. April 21 was the deadline for submissions for 2023.

We are excited to continue having both shows running simultaneously...more visibility, more art, more opportunity for our city to show off the incredible talents of our students!

**Recommendation**

It is recommended that the Board receive this report as information and extend appreciation to Kathy Knelsen for her efforts to coordinate this celebration of student art in Lethbridge and Garrett Simmons who takes the lead on organizing the virtual exhibition.

Respectfully submitted,  
Allison Purcell, Board Chair

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Allison Purcell  
Board Chair

Re: **Alberta School Councils Association (ASCA) Conference and AGM – April 21-23, 2023**

**Background**

The ASCA Conference and AGM was held April 21-23.  
Allison will provide an oral report regarding the conference.

**Recommendation**

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

Respectfully submitted,  
Allison Purcell

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Allison Purcell, Chair

**RE: Election Advocacy**

**Background**

Trustees reviewed ideas for provincial election advocacy and established advocacy priorities. A postcard outlining the Board's advocacy priorities has been developed for the purpose of trustees distributing to members of the public. As well, a document was developed providing more information for each priority advocacy. The postcard and document are attached.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Allison Purcell



## **Lethbridge School Division Board Provincial Election Advocacy Priorities**

### **❖ Funding Model**

- We believe every student should be fully funded. A model that uses Weighted Moving Average for base funding continues to disadvantage growing divisions. Essentially, growth means that a Division will have students who are not funded. As well, stable, predictable funding is created when pockets of money (specific “project” grants) are integrated as part of the funding model.

### **❖ Transportation challenges**

- We believe that every child deserves a safe and reliable mode of transportation to and from school. With the announcement of moving from 2.4 km to 1 km for K-6 students and 2 km for 7-12 students, there are some very real challenges that need to be addressed before implementation in the fall of 2024. Realistically, there is a driver shortage across the province and the change will increase the demand for drivers far beyond market availability. There is also the challenge of meeting the capital demands (getting enough busses physically in place). Finally, it is believed the cost of the new eligibility distances for ridership combined with funding for Private, Charter, and Alternative programs (previously non-government funded), as well as facilitating cross-boundary transportation has been significantly underestimated and the necessary funding to support these changes across the province is likely not budgeted for.

### **❖ Inclusive Education/cross ministerial**

- We believe in providing quality education that is accessible and inclusive for all students. We recognize the challenges that our classrooms face and the importance of supporting our staff to meet these challenges. Education Assistants play a critical role in supporting the needs of students. Their role needs to be recognized and supported appropriately. Government provided 10% salary enhancement to other support roles in this province such as childcare workers, hospital aids, and home care providers. Education Assistants who have a similar support role, deserve the same 10% increase. The provincial government needs to lift the compensation mandate letter that serves as a barrier to properly compensating Education Assistants and some other union workers.
- Strong-cross ministry collaboration organized by structures that support effective and efficient delivery of services to children works. This has been demonstrated in the past. The province needs to re-invest in cross ministry structures that compel wrap-around services.

### **❖ Learning Disruption and Wellness**

- We believe that students have the capacity to learn and grow to optimal levels when appropriate assessment and intervention strategies are in place. Funding for education needs to continue to recognize that the post-pandemic years will continue to require extra support for academic learning.
- We believe that students can learn, grown and thrive when they come to school healthy including physical, mental, and social wellbeing. Funding and wrap around service support need to increasingly recognize the unique mental health and wellness challenges that are presenting in post-COVID restriction years by our youth and children.

### **❖ Growing communities**

- We believe that the recognition of growth and the need for facility capital projects needs to be future oriented with attention to trends and data. The budgeting and approval system for capital projects need to move past reactionary approval.

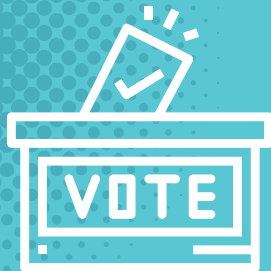
# ELECTION **ADVOCACY**

The Lethbridge School Division Board of Trustees encourages community members to contact their respective MLA candidate to learn more about their views on the important issues facing our Division and K-12 education throughout Alberta:



Lethbridge  
SCHOOL DIVISION

SCAN  
THIS CODE  
FOR MORE  
INFORMATION



## ✓ **FUNDING**

Every child must be fully funded. The Weighted Moving Average disadvantages growing school divisions, such as Lethbridge School Division.

## ✓ **TRANSPORTATION CHALLENGES**

Government must understand the realities and complexities involved in planning for 1 kilometre and 2 kilometre rider eligibility, and ensure funding will be adequate to support these changes.

## ✓ **INCLUSIVE EDUCATION**

To attract and retain Education Assistants, attention needs to be given to EA compensation.

## ✓ **CROSS MINISTERIAL**

Cross-ministerial structures focused on wrap-around services have proven to be effective, and need to be re-instituted.

## ✓ **LEARNING/WELLNESS**

Funding for education to recognize the need for post-pandemic, extra support is required.  
Funding and wrap-around services need to recognize unique mental health and wellness challenges.

## ✓ **GROWING COMMUNITIES**

We need facilities that anticipate the future growth of communities, rather than a reactionary approach.

**MEMORANDUM**

April 25, 2023

To: Board of Trustees

From: Christine Light, Trustee

**RE: ASBA Zone 6 Update**

**Background**

Christine Light will provide an oral report to update Trustees on the ASBA Zone 6 meeting on April 19th.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Christine Light



ALBERTA  
EDUCATION

*Office of the Minister*

AR120264

MAR 28 2023

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

Dear Ms. Purcell:

Thank you for your January 17, 2023 letter on behalf of the Lethbridge School Division Board of Trustees requesting approval to access an additional \$1.28 million from operating reserves in the 2022/23 school year, bringing total access up from \$2.47 million to \$3.75 million.

I have reviewed your proposal to increase operational spending in the current school year, primarily on instructional support, to ensure the maximum operating reserve limit is not exceeded on August 31, 2023.

I hereby approve your request for additional access of \$1.28 million from operating reserves.

Sincerely,

  
Adriana LaGrange  
Minister

AR120746

March 29, 2023

Dr. Cheryl Gilmore  
Superintendent  
Lethbridge School Division  
433 – 15 Street South  
Lethbridge AB T1J 2Z4

Dear Dr. Gilmore:

I am pleased to advise you of the following funding allocation for Lethbridge School Division:

- Approval of up to \$175,000 of planning funding to cover costs to:
  - Allow Lethbridge School Division to examine the areas of the west side of the city to determine the best possible solutions that address continued capacity concerns in west Lethbridge;
  - Assist in building the business case for an additional Kindergarten to Grade 5 elementary school in the south end of west Lethbridge;
  - Determine whether a collaboration with other partners (such as Holy Spirit Catholic Separate School Division) or other services (such as daycare operations) would be suitable as part of a long-term solution; and
  - Identify portable/modular classrooms solutions to help resolve the division's short- and mid-term space constraints in west Lethbridge.

Alberta Education staff will proceed with the initial payment of 60 per cent to your jurisdiction. The request to release final payment must be submitted to your Capital Planning Manager via a filled and signed Final Payment Request Form, along with all invoices, proof of payment and a copy of deliverables. The form and related documents must be submitted no later than November 30, 2024. Failure to submit may result in the remaining payment being retained by the department to address other priority projects.

.../2



Dr. Cheryl Gilmore  
Page Two

Should you have any further questions, please contact Ross Newton, Capital Planning Manager, at [ross.newton@gov.ab.ca](mailto:ross.newton@gov.ab.ca) or 780-644-4583 (toll-free by first dialing 310-0000).

Sincerely,

A handwritten signature in dark ink, appearing to read 'C Sewell', with a stylized, cursive script.

Christine Sewell  
Assistant Deputy Minister  
Financial Services and Capital Planning