

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

September 26, 2023

2:30 p.m.

Board Room / Microsoft Teams



- 1:00 p.m. 1. **Move to In-Camera**
- 2:30 p.m. 2. **Territorial Acknowledgement**
3. **Consent Agenda**
Committee Reports
3.1 Audit Committee Enclosure 3.1
3.2 School Boundary Alignment Committee Enclosure 3.2
4. **Approval of Agenda**
- 2:32 p.m. 5. **Approval of Minutes**
If there are no errors or omissions in the minutes of the Regular Meeting of June 27, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Organizational Meeting of September 12, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair.
- 2:35 p.m. 6. **Business Arising from the Minutes**
- 2:40 p.m. 7. **Associate Superintendent Reports**
7.1 Business and Operations Enclosure 7.1
7.2 Instructional Services Enclosure 7.2
7.3 Human Resources Enclosure 7.3
- 3:00 p.m. 8. **Superintendents Report**
8.1 Board Priorities Report Enclosure 8.1
8.2 World Teachers' Day Enclosure 8.2
8.3 Calendar of Events Enclosure 8.3
8.4 School Showcase/ Acknowledgement of Excellence Enclosure 8.4
8.5 Trustee Membership on Committees Enclosure 8.5
- 3:20 p.m. 9. **Presentations**

3:20 p.m.	10. Action Items	
	10.1 International Trip Approval- LCI	Enclosure 10.1
	10.2 International Trip Approval- GS Lakie	Enclosure 10.2
	10.3 Policy Committee Review	Enclosure 10.3
	10.4 Request for Information Public Forum	Enclosure 10.4
	10.5 Request for Information Vaping	Enclosure 10.5
3:45 p.m.	11. Division Highlights	
4:00 p.m.	12. Information Items	
	12.1 Board Chair Report	
	12.1.1 Board Standing Committee Annual Reports and Terms of Reference Review: Board Audit Committee Board Budget Committee Community Engagement Committee Division Wellness Committee Facilities Committee Indigenous Education Committee Policy Advisory Committee Poverty Intervention Committee School Boundary Alignment Committee Spirit of 51 Committee Superintendent Evaluation Committee	Enclosure 12.1.1
	12.1.2 Community Conversations	Enclosure 12.1.2
	12.1.3 Division School Council Trustee Attendance	Enclosure 12.1.3
	12.1.4 ATA local 41 Meeting Dates	Enclosure 12.1.4
	12.1.5 Trustee Code of Conduct Update	Enclosure 12.1.5
5:00 p.m.	Public Forum	
	<i>Public Forum responses will be provided in the next Board meeting agenda.</i>	
5:15 p.m.	13. Correspondence Received	
	13.1 Minister of Education Letter re: Budget	Enclosure 13.1
5:40 p.m.	14. Correspondence Sent	
	14.1 Public Forum Response to Heather Rowland	Enclosure 14.1
	14.2 Public Forum Response to Mike Richey	Enclosure 14.2
	14.3 Public Forum Response to Viviana Lartiga Castillo	Enclosure 14.3
5:42 p.m.	Adjournment	

Audit Committee Meeting Report

September 19th, 2023

Committee Members:

- Tyler Demers, Chair of Audit Committee
- Christine Light, Trustee
- Jason Baker, Public Member
- Don Reeves, Public Member

Also in attendance:

- Will ZoBell – Audit partner at BDO Canada LLP (Auditors)
- Mina Church – Audit manager at BDO Canada LLP
- Avice DeKolver – Director of Finance
- Christine Lee - Associate Superintendent Business and Operations

- 1) The Committee reviewed and approved the Audit Committee Terms of Reference.
- 2) The Committee reviewed the audit plan for the audit of 2022-2023 financial statements, discussing the changes in the financial statements template from Alberta Education. School Generated Funds testing will occur in October with completion of the year-end audit.
- 3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2021-2022 audit.
- 4) The Committee reviewed management's recommendations and selected/approved which School Generated Funds to be audited for the 2022-2023 school year.
- 5) The Committee reviewed the Risk Management Matrix prepared by the Leadership team at the Education Centre.
- 6) The next meeting of the Audit Committee, to review the results of the 2022-2023 audit, will be held on November 17th, 2023. The financial statements will be presented at the Board meeting on November 28th, 2023.

Respectively Submitted,

Tyler Demers, Board Trustee Audit Committee

MEMORANDUM

September 26th, 2023

To: Board of Trustees

From: Craig Whitehead, Trustee

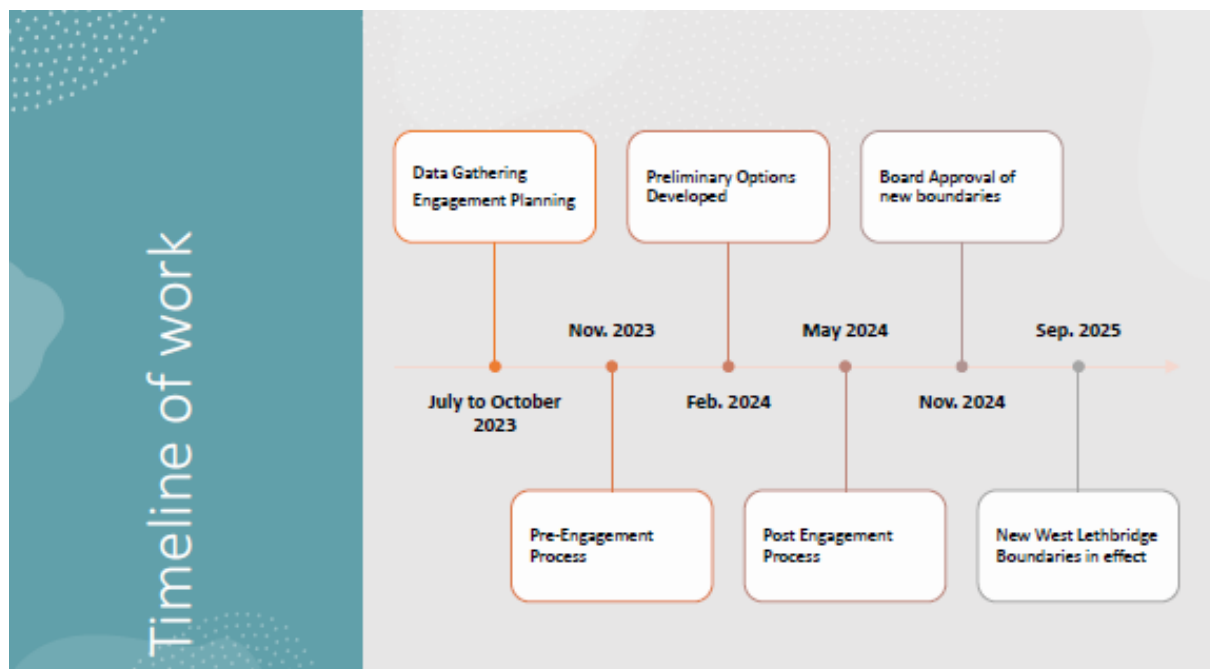
RE: School Boundary Alignment Committee Meeting, September 18th, 2023

In attendance:

Craig Whitehead, Committee Chair
Allison Purcell, Trustee
Christine Light, Trustee
Mike Nightingale, Superintendent
Robbie Charlebois, Associate Superintendent, Human Resources
Christine Lee, Associate Superintendent, Business and Operations
Daniel Heaton, Director of Facility Services
Cheryl Shimbashi, Transportation Coordinator

Meeting Highlights:

- The Committee's Terms of Reference were reviewed with suggested changes. Revised TOR will be provided at the September 26th Board Meeting for review and approval by the Board of Trustees.
- The scope of work of the committee was reviewed for 2023-2024, focussing on setting boundaries for the new K-5 school in Garry Station and addressing capacity concerns at Coalbanks Elementary School. All west Lethbridge elementary schools may be considered through the review.
- The timeline for the review process was discussed.



- Two dates were set for pre-engagement with west Lethbridge elementary school families, **November 8th and November 22nd**. Families will have an opportunity to attend either session. Location is to be confirmed. The video presentation and questions will also be made available on the website after the in-person engagement to provide opportunity for further input from the community.
- The pre-engagement session will involve a short video presentation explaining the “why” the need to adjust boundaries. Participants will then work in small groups by school through some strategic questions to solicit ideas and considerations pertinent to their own school community when the committee starts to develop possible boundary change scenarios.
- Westside elementary administrator representatives will be invited to attend the School Boundary Alignment Committee once the initial engagement phase has been completed.
- A second engagement opportunity will be planned after the committee has developed preliminary options for boundary changes. Scheduled to occur in April or May 2024.
- Next meeting to be held on October 17th will be to review the video presentation and logistics for the in-person engagement.

Respectfully submitted,
Craig Whitehead, Committee Chair

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JUNE 27, 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 1:04 p.m.

1. Move to In-Camera

Trustee Craig Whitehead moved:

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

*Move to In-Camera
7141/23*

Trustee Genny Steed moved to reconvene the meeting at 2:19 p.m.

Reconvene Meeting

The Board shared well wishes and congratulations on the retirement of Superintendent Dr. Cheryl Gilmore.

*Congratulations to Dr.
Cheryl Gilmore*

2. Consent Agenda

Items moved from the Consent Agenda to the Regular Agenda:

2.1 Division School Council

Consent Agenda

3. Approval of Agenda

Trustee Christine Light moved:

“to approve the agenda, as presented.”

CARRIED UNANIMOUSLY

*Approval of Agenda
7142/23*

4. Approval of Minutes for May 23, 2023

Trustee Kristina Larkin moved:

“The minutes of the special meeting of May 23, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from May 23, 2023
7143/23*

Approval of Minutes for May 23, 2023

Trustee Kristina Larkin moved:

“The minutes of the regular meeting of May 23, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from May 23, 2023
7143/23*

Approval of Minutes for May 29, 2023

Trustee Craig Whitehead moved:

“The minutes of the budget meeting of May 29, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from May 29, 2023
7143/23*

Approval of Minutes for June 8, 2023

Trustee Christine Light moved:

“The minutes of the special meeting of June 8, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from June 8, 2023
7143/23*

5. Business Arising from the Minutes

*Business Arising from
the Minutes*

6. Associate Superintendent Reports

*Associate
Superintendent
Reports
Business and
Operations*

6.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

6.2 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written report.

6.3 Human Resources

Human Resources

Associate Superintendent Mike Nightingale provided a written report.

7. Superintendents Report

*Superintendents
Report
Board Priority Report*

7.1 Board Priorities Report

Board Priorities were included in the agenda.

7.2 Donations and Support

Donations and Support

Donations and Support were included in the agenda.

7.3 Acknowledgement of Excellence

*Acknowledgement of
Excellence*

Acknowledgements of excellence and reports showcasing the accomplishments of Westminster Elementary, Fleetwood Bawden Elementary and Immanuel Christian Secondary are included in the agenda.

7.4 L.H. Bussard Award Winners

*L.H. Bussard Award
Winners*

A memo outlining the winners of the 2023 L.H. Bussard awards was included in the agenda.

- 7.5 Administrative Appointments
A memo with the administrative appointments for the 2023-2024 school year was included in the agenda. *Administrative Appointments*
- 7.6 Calendar of Events
Calendar of events is included in the agenda. *Calendar of Events*
8. Presentations
- 8.1 Provincial Championships
The WCHS Boys Rugby Team was honoured for their provincial gold medal championship. *Presentations
Provincial
Championship*
- 8.2 ICE Scholarship Winners
The ICE Scholarship winners and honourable mentions were celebrated and presented with their awards. *ICE Scholarship
Winners*
- 8.3 Digital Wellness
Digital Wellness teacher, Cason Machacek, presented on the work that has been done with the implementation of the Digital Wellness Initiative. *Digital Wellness*
9. Action items
- 9.1 International Trip Approval- LCI
Trustee Christine Light moved:
“That the Lethbridge Collegiate Institute trip to Sandpoint, Idaho in October 2023 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip’s ability to proceed.” *Action Items
International Trip
Approval
7146/23*
- CARRIED UNANIMOUSLY**
- 9.2 Policy Review
Revised policies and recommended changes were included in the agenda. *Policy Review*
- Policy 501.3 School Attendance Areas
Trustee Craig Whitehead moved:
“That policy Policy 501.3 School Attendance Areas to be approved as amended.” *Policy 501.3
7147/23*
- CARRIED UNANIMOUSLY**

Policy 504.8 Involvement with Authorized Agencies

Trustee Craig Whitehead moved:

“That the board adopt Policy 504.8 Involvement with Authorized Agencies to be approved as amended.”

*Policy 504.8
7148/23*

CARRIED UNANIMOUSLY

Policy 501.1 Attendance at School

Trustee Craig Whitehead moved:

“That the board adopt Policy 501.1 Attendance at School as amended.”

*Policy 501.1
7149/23*

CARRIED UNANIMOUSLY

Policy 404.6 Co-curricular and Extra-curricular Honoraria

Trustee Craig Whitehead moved:

“That the board accept Policy 404.6 Co-curricular and Extra-curricular Honoraria as amended.”

*Policy 404.6
7150/23*

CARRIED UNANIMOUSLY

Policy 607.3 Instructional Resources and Materials

-item 1 change “tolerance” to “acceptance and respect”

-6.2 and 6.3 change “they” to read “the decision of the teacher may be appealed...” and “the decision of the principal may be appealed...”

Trustee Craig Whitehead moved:

“That the board accept Policy 607.3 Instructional Resources and Materials as amended.”

*Policy 607.3
7152/23*

CARRIED UNANIMOUSLY

Trustee Genny Steed moved:

“That the board extend the meeting past 6:00 with a hard stop at 6:30.”

*Extend the Meeting
7153/23*

CARRIED UNANIMOUSLY

Policy 504.9 Response to Crisis or Emergency Situations

Trustee Craig Whitehead moved:

“That the board adopt Policy 504.9 Response to Crisis or Emergency Situations as amended.”

*Policy 504.9
7154/23*

CARRIED UNANIMOUSLY

9.3 Third Quarter Financial Report

Trustee Kristina Larkin moved:

“that the board approve the 2022-2023 Third Quarter Financial Report as presented.”

*Q3 Financial Report
7151/23*

CARRIED UNANIMOUSLY

9.4 Authorization of Locally Developed Courses

Trustee Christine Light moved:

“that the board approve the use of the above Locally Developed Grade 6 to 9 courses in all Division middle and high schools from September 1st, 2023, to August 31st, 2027.”

*Locally Developed
Courses
7144/23*

CARRIED UNANIMOUSLY

9.5 Recycling and Organics Bin purchase for Re3 Program

Trustee Craig Whitehead moved:

“That the board approve \$300,000 from the capital reserves for the purchase of the required bins for the Re3 Program from Busch Systems with the cost of the bins to be funded from capital reserves.”

*Recycling and
Organics Bin Purchase
7145/23*

CARRIED UNANIMOUSLY

10. Division Highlights

All Trustees attended and expressed congratulations those that celebrated High School Graduations and Years of Service awards in June.

Division Highlights

11. Board Chair Report

11.1 SuperNet Advocacy

A memo regarding the board SuperNet advocacy strategies was included in the agenda.

SuperNet Advocacy

11.2 Standing Committees

A memo outlining the required annual reports for standing committees was included in the agenda.

Standing Committees

-Boundary Alignment Committee will be added

11.3 Retirement Congratulations

Congratulations to all division retirees. Your service to the Division and impact on children is truly appreciated.

*Retirement
Congratulations*

11.4 Public Member Presentation

Brook Culley provided a presentation to the board on governance roles as it relates to safety of all students in the division.

*Public Member
Presentation*

11.5 Division School Council Report

The board has begun next steps to look at ways to engage in respectful conversation regarding the public conversations around SOGI.

*Division School Council
Report*

Public Forum

Public Forum

1. Viviana Lartiga Castillo spoke against the SOGI and AR/AO policies as it relates to her experience as a mother to students in the division.
2. Mike Richey spoke against the SOGI policy as a grandparent and concerned community member.
3. Heather Rowland spoke in favour of the SOGI policy as it relates to her children's experience as students in the division.

12. Correspondence Sent

*Correspondence
Sent*

- 12.1 Board Follow-up letter to Cheryl Seaborn
- 12.2 Correspondence to Nathan Neudorf
- 12.3 Correspondence to Shannon Phillips

13. Adjournment

Trustee Craig Whitehead moved:

"to move into in-camera at 6:04 P.M."

*Adjournment
7154/23*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead reconvened the meeting at 6:34 P.M."

Trustee Allison Purcell moved:

"to adjourn the meeting at 6:34 P.M."

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 12, 2023.

IN ATTENDANCE:

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

The Superintendent called the meeting to order at 2:03 p.m.

1. Welcome and Territorial Acknowledgement

Welcome and Territorial Acknowledgement

Superintendent Mike Nightingale read a territorial acknowledgement and formally welcomed Associate Superintendent of Human Resources Robbie Charlebois.

2. Election of Chair

Election of Chair

Superintendent Mike Nightingale called for nominations for Chair to hold office during the pleasure of the Board.

Trustee Kristina Larkin nominated Trustee Christine Light for the position of Chair for the 2023-2024 term.

Trustee Andrea Andreachuk nominated Trustee Allison Purcell for the position of Chair for the 2023-2024 term.

Superintendent Mike Nightingale called three times for further nominations and there were none. The nominees were each given an opportunity to speak before voting. Director of Finance Avice DeKolver and Superintendent Mike Nightingale took the votes to be counted.

Superintendent Mike Nightingale declared Allison Purcell the Chair of the Board for the 2023-2024 school year.
Congratulations to Allison Purcell.

Allison Purcell assumed the Chair's position.

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

CARRIED UNANIMOUSLY

*Destroy the ballots
7155/23*

2. Approval of Agenda

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

CARRIED UNANIMOUSLY

*Approval of Agenda
7156/23*

3. Election of Vice-Chair

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

Election of Vice-Chair

Trustee Craig Whitehead nominated Genny Steed for the position of Vice-Chair for the 2023-2024 term.

Trustee Kristina Larkin nominated Christine Light for the position of Vice-Chair for the 2023-2024 term.

Chair Allison Purcell called three times for further nominations and there were none. Director of Finance Avice DeKolver and Superintendent Mike Nightingale took the votes to be counted.

Superintendent Mike Nightingale declared Trustee Christine Light as Vice-Chair for the 2023-2024 school year. Congratulations to Christine Light

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

CARRIED UNANIMOUSLY

*Destroy the ballots
7157/23*

4. Approval of Bank Borrowing Resolution

Trustee Kristina Larkin moved:
“that the Board approve the 2023-2024 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school division as required, pending receipt of government funding, and that a copy of this resolution be appended to the minutes of this meeting.”

CARRIED UNANIMOUSLY

*Approval of Bank
Borrowing Resolution
7158/23*

5. Approval of Signing Authority

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

CARRIED UNANIMOUSLY

*Approval of Signing
Authority
7159/23*

6. Committee Reports and Terms of Reference

All Committee reports and Terms of Reference will be reviewed at the September 2023 regular board meeting.

*Committee Reports and
Terms of Reference*

7. Appointments to Committees

*denotes Chair

*Appointments to
Committees*

7.1 Standing Committees

7.1.1 Board Audit Committee

*Tyler Demers, Christine Light

7.1.2 Board Budget Committee

*Kristina Larkin, Andrea Andreachuk

7.1.3 Community Engagement Committee

*Kristina Larkin, Andrea Andreachuk

7.1.5 Division Wellness Committee

*Tyler Demers, Kristina Larkin

7.1.6 Facilities Committee

*Genny Steed, Tyler Demers

7.1.7 Indigenous Education Committee

*Christine Light, Andrea Andreachuk

7.1.8 Policy Advisory Committee

*Genny Steed, Christine Light

7.1.9 Poverty Intervention Committee

*Christine Light, Genny Steed

1.1.10 School Boundary Alignment Committee

*Craig Whitehead, Christine Light, Allison Purcell

1.1.11 Spirit of 51 Committee

*Andrea Andreachuk, Kristina Larkin

1.1.12 Superintendent Evaluation Committee

Allison Purcell, Christine Light, Craig Whitehead

7.2 Special (ad hoc) Committees

7.2.1 ATA Negotiating Committee

*Craig Whitehead, Allison Purcell

7.2.2 CUPE (Local 290) Negotiating Committee

*Kristina Larkin, Andrea Andreachuk

7.2.3 CUPE (Local 2843) Negotiating Committee

*Christine Light, Tyler Demers

7.2.4 Expulsion Committee – Two trustees as needed

7.2.5 Non-Union Staff Committee

*Christine Light, Genny Steed

7.2.6 Policy Review Committee

Further discussion to be had at September 26
Board Meeting

7.3 Joint Committees

7.3.1 ATA Working Conditions Committee

*Craig Whitehead, Kristina Larkin

7.3.2 City/School Boards Committee

*Allison Purcell, Genny Steed

7.3.3 Economic Development

Education Seat has been passed to Holy Spirit for their 2-year term

7.4 Appointment of Board Representatives:

7.4.1 ASBA Zone 6

Craig Whitehead, Christine Light (alternate)

7.4.2 Division School Council

Genny Steed, Further discussion about assigning a rotating role for the alternate on September 26

7.4.3 Division Student Leadership

Kristina Larkin

7.4.4 TEBA

Craig Whitehead

7.4.5 Team Lethbridge

Christine Light, Allison Purcell

7.4.6 Public School Boards Association of Alberta

Craig Whitehead, Allison Purcell (Alternate)

Trustee Christine Light moved:

“to move to in-camera at 3:08”

CARRIED UNANIMOUSLY

*Move in Camera
7160/23*

Trustee Christine Light reconvened the meeting at 3:51

8. Adjournment at 3:51

Trustee Christine Light moved:

“to adjourn the Organizational Meeting.”

CARRIED UNANIMOUSLY

*Adjournment
7161/23*

Allison Purcell
Chair

Christine Lee
Associate Superintendent
Business and Operations

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendations

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

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION



BUSINESS AND OPERATIONS REPORT

SEPTEMBER 2023



Kids Are Our Business

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MEETINGS AND EVENTS



FACILITY SERVICES

The Facility Services department was very busy over the summer. Our caretakers gave our schools a deep clean and put several coats of wax on the floors to have our schools looking bright and shiny for the start of the school year. The maintenance team looked after school grounds, attended to equipment, and caught up on some routine maintenance. And of course, there are all those summer projects. Some of these projects include completion of the installation of the modular classroom and washroom at Coalbanks, demolition of a modular at Ecole Agnes Davidson (as seen in picture below), work on play spaces, and upgrades to a variety of interior and exterior spaces in our schools. For a summary of the summer projects, see the Facilities Committee report.



Constuction began on the New K-5 Elementary School in Garry Staton in August. On September 22, a Site Ceremony was held to celebrate the start of construction on the new school.

FINANCE

OUR VALUES

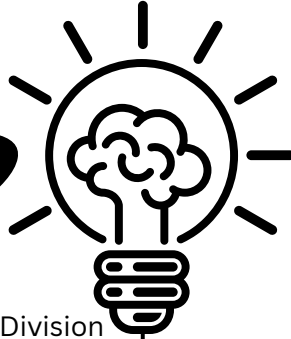
WE ARE GROWING, LEADING AND SUPPORTING:



2022-2023 Year End

The Finance Department is busy finalizing financial information for the 2022-2023 school year and will be preparing for the Division's auditors, BDO Canada LLP, to audit the Division's financial records. The Audit Committee met to discuss planning for this year's audit.

DID YOU KNOW?



Due to energy contracts the Division has **achieved cost avoidance on Electricity costs** for the period July 1, 2022 to July 31, 2023 of

\$1.36 Million

and

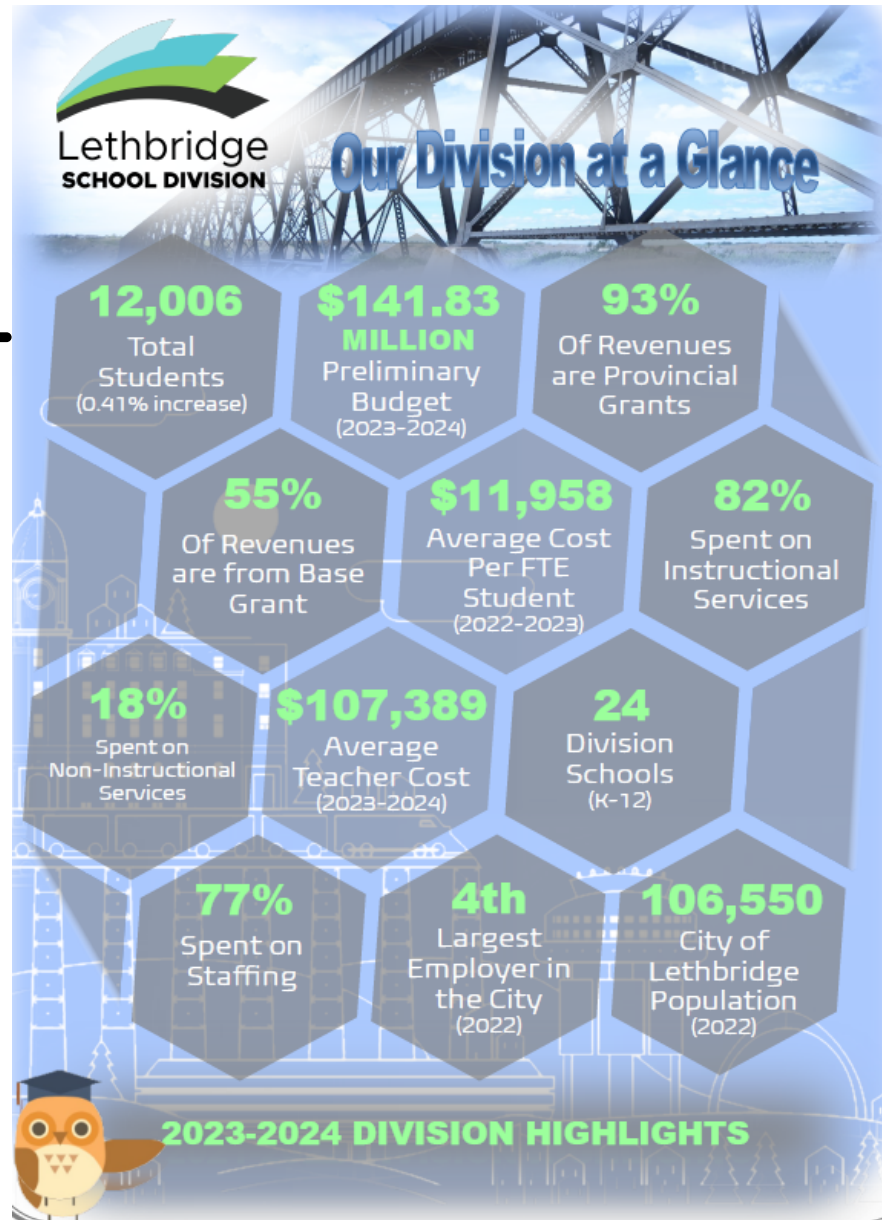
\$329,000

cost avoidance on **Natural Gas costs** from Jan 1, 2021 to July 31, 2023

INTERESTING FACT

2023-2024 Budget

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



OCCUPATIONAL HEALTH AND SAFETY

The start of the school year means renewing our commitment to health and safety in Lethbridge School Division. School and building sites will be engaging staff to form a site-based health and safety committee. These site-based committees are a key component of the Division's internal responsibility system for safety. These committees will promote health and safety at the worksite, conduct site inspections to identify safety hazards and concerns, resolve any safety concerns locally, bring and safety complaints and matters to the Division Workplace Health and Safety Committee, and be the eyes and ears for safety at the site level.



On August 25th, staff were sent online training courses to complete. These course help the Division address the requirement to inform and train staff on a variety of matters. Some of these courses included:

- Job Hazard Assessment
- Anaphylaxis
- How to use an Auto Injector
- Review and understanding of Policies.
- How to Report a Hazard
- Conflict of Interest
- Fraud Prevention, Identification and Reporting
- Slips Trips and Falls
- Violence in the Workplace
- Cyber and Social Engineering Fraud Awareness



Two day SIVA training was provided to Educational Assistants to support safety when working with students

RECYCLING AND ORGANICS PROGRAM

As seen in the Division Dispatch

THE THREE Rs >



Be a Re3 Hero!

Lethbridge School Division's Waste Management Program is called the Re3 Program.

The programs aims to assist the Division and its schools achieve goals related to reducing, reusing and recycling.

The City of Lethbridge requires all residential and commercial enterprises to adhere to a waste management program that includes management of recyclable and organic materials.


With that in mind, all Division staff and students have a valuable role to play in reducing waste by participating in Re3.

For more details on the Division's Re3 program, please visit this website: [RE3 PROGRAM](#). ■

To learn more about
the Re3 Program see
the Division's Website.



Watch: Be a Re3 Hero Video




Be a Re3 Hero Contest
Reduce, Reuse, Recycle Re3 Program

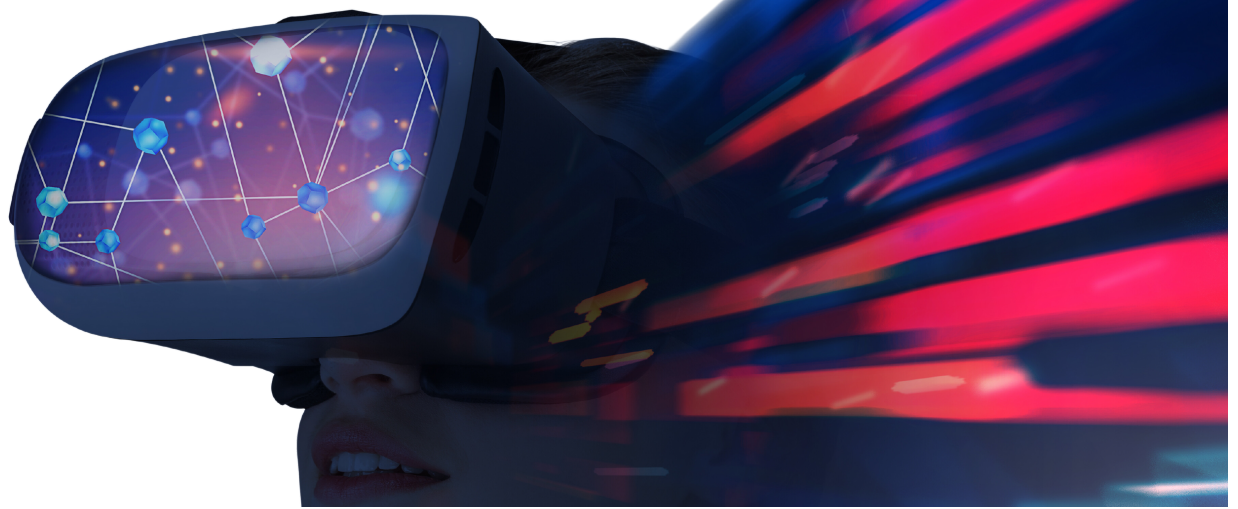
A student and their class could win a tour of the City of Lethbridge Waste and Recycling Centre, including bus ride, followed by a Pizza Party!

What you need to do to enter:

- Get approval by your classroom teacher to enter (see form attached)
- A student or the class create a project about the new Re3, Recycling and Organics Program at your school. Projects may include videos, artwork, posters, Minecraft, Lego, 3D
- Projects need to be completed and entry form submitted by November 15th, 2023 to Christine.lee@lethsd.ab.ca. Projects will remain at the school for judging.
- Projects will be judged on the following success criteria:
 - Originality
 - Motivating message
 - Reflection on the impact of the program on our community
- Projects may be showcased by Lethbridge School Division and the City of Lethbridge in social media.
- The winning class will have the tour of the Waste and Recycling Centre and Pizza Party in Spring 2024.



It only takes a minute to save our environment



TECHNOLOGY

Lethbridge School Division and other partners to host **Alberta ESports Championship**, May 3 - 4th 2024.

Representatives from the following organizations are working together to host this championship in Lethbridge:

- Lethbridge School Division
- Lethbridge Sports Council
- Choose Lethbridge
- Lethbridge College
- Lethbridge Exhibition
- Holy Spirit School Division
- UofL
- Kainai Board of Education
- City of Lethbridge

SUPPORT
★ ★
SUPPORT

The technology team has a busy school start up, supporting schools with student registration and supporting the new transportation registration process, along with a variety of technology support tickets to resolve. During the summer, the team rebuilt computer labs, installed new PC's, and reworked technology in spaces that had maintenance work during the summer.



TRANSPORTATION



New Transportation Registration Launched

All students who are eligible for transportation (greater than 2.4 km) in the 2023-2024 school year will be transported whether or not they register for busing. A new registration program was launched in late August. The implementation was not without its challenges, and launched later than planned, as three software programs needed to work together. It was important to give this registration process a trial run. Significant planning will need to occur to implement the new required transportation distances in the 2024-2025 school year. A registration process will help assist in planning new bus routes based on how many additional riders will need to be placed on a school bus, the required buses needed to be purchased, and additional drivers hired and trained.

For the 2023-2024 school year
there will be
3 additional buses added to service
7 new routes.



On August 26, Southland Transportation, Holy Spirit Catholic School Division, and Lethbridge School Division hosted our third "My 1st Ride" event. This event hosted at Nicholas Sheran Elementary school provided the opportunity for students to learn about school bus safety and experience their first school bus ride.

Over 200 people participated attended this free event. All participants and their families were treated to a free hot dog or hamburger from M&M Meats, a bag of chips sponsored by Hostess Frito-Lay, ice cream, and a bottle of water. West Lethbridge Tim Hortons was on hand to provide coffee and Timbits. This year games, prizes, and face painting were also available to round out the day that families experienced.



MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- USIC Risk Management and Claims Committee (monthly)
- Marsh and LSD risk management discussion (monthly)
- CASSIX/ASBOA Summer Conference-Strategic Leadership
- Division OHS Management Committee
- Business and Operations Directors meeting
- Lethbridge School Division, Holy Spirit Catholic School Division and Southland Transportation 1st Ride Event at Nicholas Sheran School, August 26th - 3rd Annual
- ATA Local 41 working conditions meeting
- Division Welcome Back Breakfast Sept 1st
- First days of school visit to schools
- Launch of Re3- Reduce, Reuse, Recycle Program
- USIC Insurance Marketing meetings in Ottawa, Ontario
- Boundary Alignment Committee Meeting
- Audit Committee Meeting
- 51-25 Banquet
- Garry Station Site Ceremony, September 22
- Division Workplace Health and Safety Committee Meeting
- Administrator's Symposium

New sign for the Education Centre to celebrate the new name *Aakaipookaiksi*, meaning Many Children. To learn more about the new sign and meaning see the Division [website](#).



MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

SEPTEMBER 2023

Team Welcome!

A special welcome to our new Instructional Services Staff:

- **Erin Hurkett**
Director of Learning
- **Oshana Christiansen**
Indigenous Education Teacher
(Middle School)
- **Adam Palmer**
Numeracy Lead Teacher

NEWS & Updates

New Crisis Response Manual for 2023/24!

The Crisis Response Manual has been reviewed and updated and a new version that has been made available. The areas that have been revised and updated are Perimeter Secure and Bomb Threat/Threatening call. **Principals**, please make sure the old copies are recycled and the new blue copies are posted and visible for staff in their classrooms, staff rooms and in the office. Christina Peters has connected with each schools Administrative Assistants to allocate in each school building. To request more manuals, please contact Christina.

Wellness Grants and Nutrition Grants

Wellness Grants were allocated to schools in the summer, just a reminder that an end of year summary on how the funds were spent will be required to be submitted in May. Wellness Grants **CANNOT** be rolled over to the new year. We have 16 schools who will be accessing the Alberta Education Nutrition Grants from \$2000- \$40,000 that support snack programs to universal breakfast programs.

Nurses

We are fortunate again to have nursing practicum cohorts who will be working in our schools for the 2023-24 school year. Victoria Park and LCI will be housing our nurses in Semester 1, Chinook and Churchill will be hosting our nurses in semester 2. Thank you high schools for accommodating this very valuable learning opportunity for future nurses in Lethbridge. We will be hosting all the nurses and administrators are invited to attend the orientation at the Ed Centre September 14th starting at 12.

INCLUSIVE EDUCATION

EAL Benchmarking 2.0 has been released.

We will be working on updated tracking forms, Dossier updates for EAL tracking, and a PL Session for our schools for mid-end September (planned for the 19th).

Student Placement—Continue to accept and welcome new students to our city and Division. I continue to work on placing necessary supports in place to ensure our students' needs are met; getting creative with how we can support needs.

Behaviour Support Team —Re-vamping our Behavior Support Team Model is underway!

PL Opportunities — Continue to seek PL opportunities for our staff in collaboration with SAPDC, SWCSS, and other Zone 6 divisions. Currently we are reviewing a resource called "The Sandbox" for inclusive education resources, and have several PL dates set to build sign language capacity within our division.

JACKIE FLETCHER

Director, Inclusive Education



ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

SEPTEMBER 2023

INDIGENOUS EDUCATION

JOEL TAILFEATHERS

Indigenous Education Coordinator

The Indigenous Education Team has started the year running !!! Literally !!! Watch the video for the Run for Reconciliation [here](#).

Staff and students are encouraged to get out and run and track their miles and then submit them as a sign of their commitment and dedication to Truth and Reconciliation.

The run/walk will be ongoing from September 18-29. If there are any questions how our Indigenous Education team can support your school, feel free to reach out to Joel Tailfeathers or the following:

Melanie Morrow

Elementary Indigenous Education Teacher

Oshana Christensen

Middle School Indigenous Education Teacher

Shawnee Big Bull

High School Indigenous Education Teacher

RUN FOR RECONCILIATION

Lethbridge School Division

2023/2024

www.lethsd.ab.ca



ROCHELLE NEVILLE

Early Learning Coordinator

We are running Early Education/PUF Programs at the school sites listed below. Programs are now full and we are running a wait list:

Dr. Probe	a.m. only
Fleetwood Bawden	a.m. and p.m.
Galbraith Elementary	a.m. and p.m.
Mike Mountain Horse	a.m. and p.m.
Nicholas Sheran	p.m.
Park Meadows	p.m.
Westminster	a.m.

EARLY LEARNING

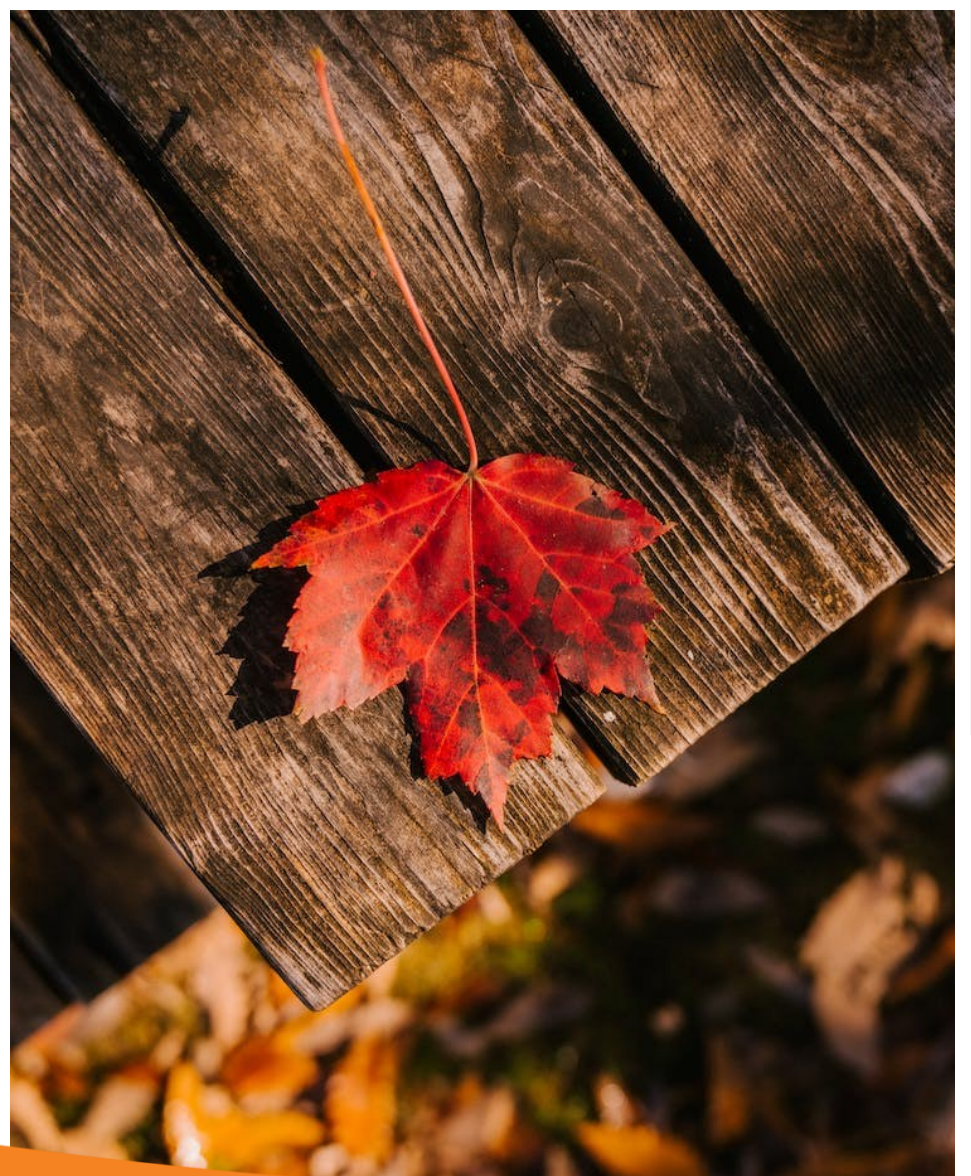
JEN DAY

Counselling Coordinator

Jen Day, Counselling Coordinator has shared "Violence Threat Risk Assessment" process and "Responding to a Student Disclosure" documents that have been circulated to schools.

Wellness Teams and Administrators should review this documentation and ensure they are familiar (and teaching/EA staff are familiar with the Disclosure doc) with these processes in the beginning of the school year so that the school teams are prepared and aware of process for these incidents that can present as challenging. Administrative/Counselling groups will be meeting with Boys and Girls Club and YMCA in the next few weeks regarding programs they are offering.

COUNSELLING



ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

SEPTEMBER 2023

DIGITAL WELLNESS



CASON MACHACEK & SYDNIÉ ERLENDSON

Digital Wellness Teacher & Family Support Worker

As our team transitions into the school year, the primary focus of the Digital Wellness Teacher will involve assembling a comprehensive collection of resources that align with highlighted curricular outcomes, all aimed at promoting digital wellness. Through this collection, we aim to empower teachers and students with the tools and resources to stay current in this ever-evolving landscape. The Family Support Worker will continue to promote problem-solving skills, social emotional wellness, and valuable relationships through a digital lens. Additionally, we're excited to introduce our Digital Wellness Ambassador program to high school students and plan to initiate a "No-Screen" day across the Lethbridge School Division later in October. View the [Digital Wellness Team Intro video](#) or visit the [Digital Wellness Website](#) where you can sign up or explore the services and supports offered.



EVENTS & DATES

September

- 1 Welcome Back Breakfast!!!
- 8 Fountas and Pinnell Training Ed Centre Board Room
- 12 New Curriculum Math and ELAL PL for Gr 4-6- Lakeview Gym (a.m./p.m.)
- 13 New Curriculum Science K/1- Lakeview Gym (8-12 noon only)
- 14 New Curriculum Science 2/3- Lakeview Gym (8-12 noon only)
- 14 Children & Youth Advocacy Centre- LAC meeting @ CCY-AC
- 14 Nurses Orientation- Education Centre
- 14-15 CASSIX @ Lethbridge School Division/Palliser
- 19 Learning Support Teacher's Mtg @ Lethbridge Public Library
- 20 Healthy Lethbridge Network Meeting (online)
- 21 FNMI Wellness Gathering (AHS hosted for Indigenous/Wellness Division Leads)
- 22 Literacy "Progressive" PL Event
- 22 Division of Instructional Services- Leadership meeting
- 27 Indigenous Education Committee #1
- 28-29 Administrators Committee PL Symposium

October

- 2 Wellness Committee Meeting #1
- 16 Health Champ Meeting #1
- 17-18 ACAT Dual Credit Committee Meeting
- 19 Administrators Committee Meeting
- 20 Healthy Schools Regional Wellness Leads Meetings

ANDREW KRUL

Off-Campus Coordinator

Dual Credit—Lethbridge College

See the [Dual Credit Guidebook for 2023/24 here](#).

Dual Credit—University of Lethbridge

The University of Lethbridge is continuing to partner with our Division to offer a selection of dual credit courses. The courses offered are: Liberal Education 1000-Knowledge, Liberal Education (Sem 2- LCI), Management 1500 (Sem 1 at LCI), Biochemistry 1850 (Sem 2 at WCHS), Liberal Education 2200 - Problems and Puzzles (Sem 2- CHS) and a new offering Astronomy 1850 (Sem 1 at CHS). The University will be releasing a student interest survey in January 2024 to solicit feedback from the student population on future course selections.

Heart of a Future Hero

Hosted by Lethbridge Fire & EMS, [Heart of a Future Hero](#) is an exciting event in Lethbridge September 20-21 for students interested in EMT or fire as a career.

The event will take place at the Lethbridge Fire Department Station #4 (2825 5th Ave North).

Lethbridge School Division, Holy Spirit and the Lethbridge Fire Department are exploring the potential of offering a training program for our high school grade 11/12 students in the 2024/25 school year.

CAREER EDUCATION & DEVELOPMENT

Career Education Manual

Considering the articulated emphasis and direction around Career Education and Development from Alberta Education and all the great work we have done in our division over the last few years we have created a "Career Education and Development Manual" that includes and describes all the services and supports in our Division including; Work Experience, Registered Apprenticeship, Health Curriculum (both new curriculum PEW K-6 and old curriculum health 7-12), Counselling supports and Dual Credit. A special thank you to Off Campus Ed and Counselling Departments for their input.

Manual: [Off-Campus Education and Careers](#)

DUAL CREDIT & WORK EXPERIENCE

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

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

Recommendations

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

Respectfully submitted,
Robbie Charlebois

Associate Superintendent, Human Resources Report to the Board of Trustees

September 26, 2023

Supporting Schools

The Human Resources department has been diligently supporting staff and schools so they can support our amazing students. Some of the highlights include:

- Onboarding – 28 staff since August 1, 2023
- Substitute Teacher list – Added 11 teachers since August 1, 2023
- Teacher Hires - 14 teacher contracts and 3 Acting Administrator contracts since August 1, 2023
- Support Staff Hires – 21 contracts since August 1, 2023
- Casual Support Staff - 12 since August 1, 2023
- Executive Assistant Katie Guccione and Administrative Professional Jolayne Prus facilitated ADW and Workable training for new administrative assistants and administrators across the division.
- Administrative Assistant Carrie Fahl facilitated the organization of the 51-25 Banquet on September 20, 2023
 - A total of 10 employees have been welcomed into the 51-25 Club this year.

Other Highlights

- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended the Education Center Leadership Team meeting on August 23, 2023
- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended the Administrators Committee meeting on August 24, 2023
- Associate Superintendent Robbie Charlebois attended the OH&S Management Committee meeting on August 24, 2023
- Associate Superintendent Robbie Charlebois attended the First Ride event on August 26, 2023
- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended CASSIX meetings on September 14, 15, 2023
- Associate Superintendent Robbie Charlebois attended the 51-25 Club Banquet on September 20, 2023

- Associate Superintendent Robbie Charlebois attended school events for Truth and Reconciliation and Terry Fox from September 18 – 29, 2023
- Associate Superintendent Robbie Charlebois attended leveled Administrator meetings on September 21, 2023

Enrollment

The following information is based on information collected on September 15, 2023. We anticipate that there will be changes to overall enrollment numbers prior to September 30, 2023.

K-12 Enrollment

	September 30, 2022	September 15, 2023	Difference from 2022
Total	11,708	12,027	319

Total Student Enrollment (includes EARLY LEARNING programs)

	September 30, 2022	September 15, 2023	Difference from 2022
Total	11,948	12,209	261

Elementary Class Size Averages – September 15, 2023

Grade	2022	2023
KG	19.4	17.1
Grade 1	20.9	19.1
Grade 2	20.7	18.5
Grade 3	20.5	22.0
Grade 4	22.7	22.4
Grade 5	23.1	22.3
Combined Classes		
Grade 1&2	21.3	18
Grade 2&3	20.8	22.5
Grade 3&4	21.8	22.0
Grade 4&5	23.2	23.1



MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Mike Nightingale
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 (Growing, Leading & Supporting) are identified under the Assurance Domains in the Lethbridge School Division 2023-2024 Assurance Plan approved by the Board in May.

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

Recommendation

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

Respectfully submitted,

Mike Nightingale
Superintendent

**2023-2024 DIVISION PRIORITIES
REPORT TO THE BOARD**

PRIORITY: GOVERNANCE

Engagement with Stakeholders

- On August 26, Lethbridge School Division, Holy Spirit Catholic School Division and Southland Transportation held the annual First Ride event. This event provided families and students a stress free first bus ride and learn about bus safety. The well attended event was open to the community and included hotdogs, hamburgers, chips, water, and face painting.
- On September 1, the Board and the Education Centre Leadership team hosted a welcome back breakfast for staff.
- LSD and Holy Spirit met with Lethbridge Police Service on August 31st, at this time there is no immediate change to the YEO structure due to hiring shortages.
- Instructional Services, Wayne Pallett and Cayley King meet with Nurse practicum students from the University of Lethbridge.
- Andrew Krul, Morag and Holy Spirit met with Lethbridge Fire Department to discuss the potential of offering a Fire Training program for high school students for 2024-25.
- Lethbridge School Division held a site ceremony on Sept 22, to celebrate the start of construction on the New K-5 Elementary School in West Lethbridge. Minister of Affordability and Utilities, Nathan Neudorf, MLA Lethbridge West Shannon Phillips, and Acting Mayor Ryan Parker were on hand to provide remarks about the new school.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- Morag met with CASS Zone 6 directors regarding dual credit offerings at Lethbridge College and the development of the Collegiate Model.
- Morag along with CASS Zone 6 directors met with Shandi Bleiken, Coordinator Academic Programming, at University of Lethbridge to discuss dual credit learning opportunities.
- In August, community members and officials from Zone 6 schools convened to further deliberate and organize a provincial in-person esports tournament in Lethbridge. To access additional details about this event, we have launched a website for your convenience. Kindly visit AEC2023.ca for more information.
- Members of the Education Centre Leadership Team attended CASSIX south zone meetings. These meetings provide an opportunity to collaborate with other divisions. Robbie Charlebois is serving as Vice-Chair for the CASSIX south zone organization for the 2023-24 school year.

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

- Kathy Knelson and Erin Hurkett have been meeting with Learning Commons Facilitators and administrators from each school to learn about opportunities being provided to students within the Learning Commons and to discuss the vision and priorities each school has for their Learning Commons environment.
- On August 24th, Jodie Babki provided sessions for the Summer Resource Workshop for teachers interested in attending. The sessions focused on utilizing resources purchased to support the new curriculum which included: Rime Magic, Words Their Way, Haggerty Phonemic Awareness, and utilizing running records. Carmen Carvahlo provided sessions on using culturally diverse literature within classrooms and EAL benchmarking.
- On September 8th, Jodie Babki provided training for new and interested teachers from K-8 on the Fountas & Pinnell Benchmark System. A large turn-out of 25 teachers attended the session.
- Jodie Babki and Erin Hurkett will be attending a virtual University of Florida Literacy Initiative (UFLI) training session on September 19th. The session will focus on the process of reading acquisition, key linguistic elements necessary to reading and methods that promote reading proficiency.
- Jodie Babki will be providing literacy residencies in several schools over the next several weeks. Residencies in September include General Stewart (Sept. 18th – 22nd) and Coalbanks (Sept. 25th – 29th).
- Learning Loss Funding Final Report is being finalized for submission to Alberta Education on September 29th.

Numeracy

- On August 24th, Adam Palmer provided sessions for the Summer Resource Workshop for teachers interested in attending. Adam's sessions focused on utilizing resources such as: math manipulatives, Building Fact Fluency kits, and understanding the Foundational Skills Interview.
- On August 31st, Adam Palmer provided professional learning to Gilbert Paterson in relation to setting up thinking classrooms for the upcoming school year.
- Eight elementary schools are piloting the Elk Island Catholic School Division (EICS) numeracy assessment. This assessment is correlated with new curriculum and is an updated version of the MIPI. It is also available in French. Adam Palmer has adapted excel documents to collect student data and provide relevant information to EICS. Alberta Education has granted permission for the eight schools piloting the EICS to utilize this assessment tool in lieu of the numeracy screening assessment tool from Alberta Education for early years assessment.

Experiential Learning including secondary initiatives:

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

- 3200 hours of credit were generated from summer school courses offered at Vic Park this summer.
- We have 50 students in the university dual credit and 27 students registered for dual credit at Lethbridge College this semester.
- Lethbridge Fire and EMS is hosting an exciting event “Heart of a Future Hero” on September 20th and 21st. This is an event to promote and support education for students who may be interested in becoming a Fire Fighter or EMT. Clinical presentations and skill stations will be there.

Innovation and Technology

- The Technology department is currently developing a new dashboard designed to modify permissions for student accounts. This dashboard will serve as a valuable tool for middle and high schools, especially during exam periods, as it will restrict students' internet access and access to local drives.
- The Digital Wellness Team (Cason and Sydney) are organizing a Digital Wellness Information Event for Parents in partnership with Holy Spirit November 15th at the Yates.
- The Technology department supported the implementation of School Engage software to create the new registration form for school bus transportation.

Early Learning

- We have Early Education Programs in 7 of our elementary schools this year. There are currently 186 children enrolled across the division, with 137 accessing supports through Program Unit Funding (PUF), mild/moderate or English Second Language.
- We were fortunate to once again partner with the Family Centre to offer an online Ages and Stages Questionnaire for families new to the division, entering an Early Education or Kindergarten program. This provided the division information regarding children so that we can provide optimal programming right from the start in September.
- Rochelle Neville and Christie Archer provided SIVA recertification on August 25 and 26th for all Early Learning Educators.
- Rochelle attended a Parents as Teacher Board Meeting on September 18, Building Brain Together Meeting with University of Lethbridge on Sept. 19 and will meet with Alberta Health Services on Sept. 26.
- Some of our Early Learning classrooms will host ECE practicum students from the Lethbridge College beginning September 20.

Indigenous Education

- Run for Reconciliation is happening across the Division as schools focus on Truth and Reconciliation, schools and staff are encouraged to participate and track distances that they are running to run across Canada.

- Indigenous Education Committee will be meeting September 27th.

Wellness

- The first cohort of student nurse practicums in our schools are starting the week of September they will be at LCI and Victoria Park.
- The Third Annual Amazing Race is being launched September 29th to October 30th by our Mental Health Capacity Building Team “Lethbridge History Edition” is the theme and our staff and students are looking forward to this fun event around the City of Lethbridge.
- Human Resources coordinated an ASEBP Benefit Overview Presentation on August 29th & 30th for eligible employees

Diversity

- Schools have incorporated student forum 2023 feedback into their school goals and will be reviewing these goals as their school assurance plans are developed.
- Multicultural calendar has been linked to the www.lethsd.ab.ca webpage.
- We have had over 200 out of country new registrations in Lethbridge School Division this September and we keep getting new registrations daily.
- Carmen Carvalho has been providing professional learning through a number of avenues: She presented an EAL Language Support Strategies session with Dr. Probe Elementary School and presented to two groups on the new Alberta Education Benchmark 2.0 system (teacher group and an LST/administrator group) on September 19.
- Carmen has also created “EAL Benchmark Mini-Docs” document that is a “Coles Notes” version of the larger Benchmark 2.0 document. After reviewing this with an Alberta Education representative, Carmen has been willing to share and work with Zone 6 divisions to support their understanding of this new document too.
- Carmen attended the ERLC Webinar on EAL Benchmarks 2.0 with presenter Stephanie Dodyk on September 18.
- Saajan continues to complete intakes along with Carmen and partnering with Lethbridge Family Services. Saajan is also working on translation services as we must contract through a company from Calgary.
- Jim Kerr has led the first Student Placement Committee of the school year in which we reviewed the placement of 3 students for the 2023-2024 school year.
- Jim has also connected with all schools in regard to student attendance concerns and non-attenders and has provided them with a report as to what students are at risk. Next steps include working on engagement strategies with schools.
- Coding and referrals – LSTs are hard at work ensuring all students are identified and supported appropriately, especially those in Kindergarten so that we can meet the September 30 deadline.
- We continue to support complex learning needs transportation and the families/students accessing this resource.
- Jackie Fletcher has been reviewing and assessing the needs within our schools as we have received a number of out-of-division registrations, many of which require support in the classroom.

- Jackie and Rebecca are currently seeking to fill/hire an additional member for our elementary behavior support team.

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Administrator Professional Learning

- The first administrative mentorship meeting of the year occurred on August 24th. New administrators had an opportunity to review key procedures and policies, meet Education Centre staff and spend time with mentors.

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

- New curriculum implementation sessions were held on September 12th for teachers in grades 4-6 who teach ELAL and Math. Sessions for K-3 Science teachers were held on September 13th and September 14th. Teachers learned about the architecture of the new curriculum, how the organizing ideas can be used to create a scope and sequence of learning for the year, and how to determine new learning elements by comparing past and present curricula. Jodie Babki, Adam Palmer and Erin Hurkett facilitated the curriculum sessions.
- Katie, Carrie & Jolayne from Human Resources provided ADW training to new office & administrators on August 30th
- Katie & Jolayne from Human Resources presented at the Administrative Professionals group on August 25th
- Rebecca is hosting Fall sessions for SIVA training (Sept, Oct, and Nov) which are all full. Registration for December's session is going out this week. We are hopeful that offering monthly sessions throughout the year will allow us to train over 200 staff (certified or re-certified in SIVA).
- Staff throughout the Division, as part of the Division's Occupational Health and Safety Program, received online courses to support safety within Lethbridge School Division.

PRIORITY: SUPPORTING LEARNING AND WELLBEING

Building Staff Capacity to Meet the Needs of all Learners

- Human Resources & DIS along with a committee of Division Administrators provided training to Educational Assistants on Parabytes. Sessions took place August 30 and 31. Initial feedback from these sessions has been very positive.
- The EAL Professional Learning that we have offered has extended beyond LSTs and has offered the learning to an additional teacher in each school. This will allow us to build the capacity within our schools for others to support one another as they complete EAL Benchmarking.

Collaborative Partnerships to Support Learning

- Jackie Fletcher, Director of Inclusive Education has been working closely with outside agencies and families to support some unique programs for students that require additional planning or support (Bridges and Family Ties).

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

- Coalbanks modular classroom and washroom unit were installed and ready for the start of the school year.
- Facilities department completed a variety of maintenance projects that included work on both interior and exterior spaces across the school division.
- The Division launched the new waste management program, the Re3 Program, Reduce Reuse Recycle. Schools received new bins to implement the new recycling and organics program. See the website for more information, resources, introductory cartoon video and the Re3 Contest for students.

Teacher Induction Program

- The first new teacher induction session was held on August 25th. Teachers were welcomed into our division and were introduced to learning priorities in our division which included critical thinking, best practices in literacy, and meeting the needs of EAL students. Jodie Babki and Adam Palmer facilitated best practice sessions and Carmen Carvahlo facilitated the EAL session.

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

RE: World Teachers' Day

Background

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

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

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

Recommendation

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

Respectfully submitted,
Mike Nightingale

Calendar of Events for Board of Trustees

September	29	Orange Shirt Day
October	2	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	2	Wellness Committee 1:15 pm, Education Centre
	4	Policy Advisory Committee 12:00 pm, Education Centre
	9	Thanksgiving Day – NO SCHOOL
	10	Board Committee of the Whole
	10	Board meeting with MLA Nathan Neudorf
	10	Community Conversations 6:00 pm, Fish and Game Association Hut
	17	Boundary Alignment Committee Education Centre, Board Room
	18	ASBA Zone 6 Meeting Education Centre, Board Room
	24	Board Meeting 1:00 pm, Education Centre, Board Room
	25	Joint City/School Boards Meeting 9 am, Education Centre, Board Room

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Acknowledgements of Excellence

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.

Mike Mountain Horse Elementary:

September is our favorite time of year! The excitement of a new school year, meeting new students and families and preparing for a year of teaching, learning and fun. It has been an eventful start-up at Mike Mountain Horse as we continue to focus on high quality teaching and learning. Supporting a continued focus on building capacity of teachers in literacy, staff engaged in an amazing learning opportunity with Jodie Babki, focused on supporting readers through the use of running records. We also spent time as a whole staff engaging the early planning for creating a system of school wide positive behavior supports to set students up for success now and throughout the school year.

In September, students enjoyed a soft start with staggered entry. Staff welcomed parents and caregivers to join their children in classrooms during the first week of school. It was wonderful to see families interacting with their children in the classrooms and experience their excitement. Our Welcome Back Spirit assembly and Meet the Teacher Open House evening were absolutely packed with smiling families. Thanks to the incredible turn out at our Meet the Teacher Evening, we had several new faces join our school council and school council society, bolstering our already engaged and highly active council and society. Students are currently preparing to participate in the westside elementary schools Terry Fox Walk around Nicholas Sheran Lake on September 22. Students and staff are also preparing to participate in the school division Run for Reconciliation. Staff continue to engage students in meaningful learning such as a focus on continuing to learn the Blackfoot language, engage in quality literature and create art projects to celebrate and honour Treaty Seven Day, Orange Shirt Day and National Day for Truth and Reconciliation. And as always, we continue to engage all members of our school community in a focus on kindness and empathy. BOOST notes are completed whenever a student does something kind, notes are turned into the office and read each day over the announcements and then posted on a bulletin board for all to see.

General Stewart Elementary:

General Stewart is very proud to share our highlights so far this year. We consistently work to build community with our students and families. We purchase school shirts each year and last year they were Pink and were given to students on Pink Shirt Day to build community and awareness. We have Daily Morning Meetings over Teams to enhance connections and community within our school by having a rotation of students from each class that share Celebrations of the Day as well as Jokes of the Day. On Fridays, our grade 5 students host our meetings and they take over all of the technical and speaking parts, including our Land Acknowledgement and gratitude statement, which is spoken in Blackfoot. We also have Melanie Morrow join us for our Thursday Morning Announcements for our Indigenous Education spotlight. In addition we are implementing thinking routine progressions throughout the week to encourage and model critical thinking. In addition, General Stewart has traditionally held walks to Henderson Lake and this is something that continues to this day. When we hold these events, we invite parents to join us. Our Halloween Carnival (planned and organized by our Grade 5 students) returned last year and we are planning on holding it again this year. We also host in person Halloween Parades, Remembrance Day Assemblies, and Holiday Celebration Concerts that we also stream for families that are not able to attend. We host a book fair, spirit days, a Kids Market and our annual March Book Madness Tournament of Picture Books. We are also plan a French Celebration of Learning for Le Festival du Voyageur. We purchased Math Up last year which is a fantastic On-Line resource that we are excited to use alongside the Building Fact Fluency Addition/Subtraction and Multiplication/Division Kits. Our Literacy Instruction is continuing to focus on how we can best meet each students needs by using data to help them grow. Our Balanced Literacy Program involves independent and levelled reading groups and instruction in Phonemic Awareness, Phonics, Fluency, Vocabulary, and Comprehension. Our school focus this year is looking at the new Curriculum through a UDL lens which we began (UDL Focus) last year. We are working with the Coalbanks staff on this journey and it is very exciting!

This will be year three of our Enrichment Days where students select from a variety of activities that staff offer. These have been highlights of each school year. Last year we had a variety of offerings from Arts and Crafts to Coding to Karaoke to Master Chef Jr. We host Community Engagement Nights and are looking to expand them this year. Our students participate in the inter-school volleyball and basketball leagues which have been great opportunities to learn, grow and meet students from other schools. We also have two 3-D printers and have worked over the past two years to build capacity in our students to design and print models. Every student in our school from K-5 will work in 3D Builder to design an object that will be printed for them to take home. A team of our grade 5 students design and print keepsakes that we give to our Grade 5s at the end of each year as a gift from the school. We have also put together "Lip Dubs" for each of the past 5 years where students Celebrate the school year and their time at General Stewart. These videos are highlighted on our YouTube Channel. This year we are once again participating in a School Smudging Ceremony as well as a Tipi raising and we will be inviting other schools to join us. This will be a great activity as part of our Aboriginal Day Celebration. Thanks for giving us this opportunity to share some of our highlights this year!



Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Trustees Membership on Committees

Background:

At the September 12, 2023 organizational meeting, the Board discussed membership on various committees. Many of our committees have two Trustees as members. Board members were looking for information regarding the number of committees that had only one Trustee as part of the membership. Below is a list of those committees:

Standing Committees

- **Policy Advisory Committee** – Current language: The Committee shall consist of one Trustee who shall act as chair of the Policy Advisory Committee, one alternate Trustee.

Joint Committees

- **Economic Development Lethbridge** – Current language: One Trustee for two consecutive years in rotation with Holy Spirit Catholic School Division.

Board Representatives

- **ASBA Zone 6 Executive** – Current language: One trustee and an alternate trustee.
- **Division School Council** – Current language: One Trustee, an alternate trustee. The meetings are open to all trustees to attend.
- **Division Student Leadership** – Current language: One trustee
- **Teachers' Employer Bargaining Association (TEBA)** – Current language: One Trustee

Recommendation

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM:

September 26, 2023

To: The Board of Trustees

From: Morag Asquith,
Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Erinn Roberts from Lethbridge Collegiate Institute is requesting approval to take approximately 40 Grade 10-12 students on an International Trip to Italy from March 21-30, 2024. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is \$4,550 in Canadian Funds, however two years of fundraising has been accumulated to offset this cost for students. Further fundraising efforts will be initiated in the 2023-24 school year.

Recommendation:

That the Lethbridge Collegiate Institute trip to the Italy in March 2024 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted,

Morag Asquith

LCI CHAMBER CHOIR

DR. ERINN ROBERTS, Director

VOX LUCENSIS CONCORSO CORALE INTERNAZIONALE MUSIC FESTIVAL, LUCCA ITALY

PROPOSAL:

The LCI Chamber Choir is seeking approval to attend the VOX LUCENSIS international choral music competition to be held in Lucca, Italy in March 2024. At this international festival, numerous choirs from all over the world will perform over four days in the historic city center. The highly prestigious Conservatory “Luigi Boccherini” and the Church of San Pietro Somaldi are the incredible locations in which the choir will perform, and the renowned Auditorium of San Romano and the church San Paolino will also open their doors for a variety of choral concerts throughout the festival.

Besides the outstanding opportunity to perform in this prestigious festival, the choir will travel to various historic locations for cross-curricular educational tours. These locations include but are not limited to, the Cathedral and tower of Pisa, Gallery Accademia (statue of David), Duomo di Firenze, Roman Colosseum, Roman Forum, Vatican City, and Vatican Gardens.

PROPOSED ITINERARY *subject to change*

THURSDAY, MARCH 21

- Chartered bus leaves LCI (Time TBD)
- Arrival at Calgary International Airport
- Check-In and Security Clearance
- Flight to Rome, Italy via Toronto or Montreal (TBD)

FRIDAY, MARCH 22

- Arrive in Rome, Italy
- Baggage Claim and Customs clearance
- Chartered bus to Lucca, Italy
- Arrive at Hotel – Check In – Standard Class 1/Half Board Option
- Sight-seeing/walking tour of Lucca (small groups with maps provided)
- Group Dinner provided in Lucca
- Lights Out at 10 pm

SATURDAY, MARCH 23

- Breakfast provided
- Stage Rehearsal (Time TBD)
- Concerts/Performances in Lucca
- Free time in Lucca
- Lunch on own (in small groups)
- Dinner provided
- Opening Evening Event/Parade
- Lights Out at 10:00 pm

SUNDAY, MARCH 24

- Breakfast provided
- Stage Rehearsals
- All day: Competition Performances
- Quick lunch to eat on bus
- Chartered bus to PISA, ITALY
- Sight-seeing in PISA
 - Cathedral
 - Leaning tower
- Bus to Lucca
- Dinner in Lucca provided

MONDAY, MARCH 25

- Breakfast provided
- Stage Rehearsals
- Concerts/Performances in Lucca
- Lunch on own (in small groups)
- All day: Competitions (Time TBA)
- Day trip to Florence (chartered bus)
 - Gallery Accademia
 - Statue of David
 - Duomo
- Dinner provided
- Lights out 10 pm

TUESDAY, MARCH 26

- Breakfast provided
- Stage Rehearsals
- Morning: Competitions
- Concerts/Performances in Lucca
- Lunch on own (in small groups)
- Late Afternoon: Grand Prize Competition
- Awards Ceremony
- Dinner provided
- Closing Event
- Lights out 10 pm

WEDNESDAY, MARCH 27

- Breakfast provided
- Chartered Bus - Departure to Rome
- Arrival at Hotel – Check-In
- Chartered Bus and Tour
 - Colosseum
 - Roman Forum
 - Palatine Hill
 - Circus Maximus
- Small Group Walking Tour/Free Time (lunch in small groups)
 - Trevi Fountain
 - Pantheon
 - Castel Sant'Angelo
- Dinner at Piazza Navona (small groups)
- Return to hotel together
- Lights out 10 pm

THURSDAY, MARCH 28

- Breakfast provided
- Chartered bus to Vatican City
 - St. Peter's Square
 - St. Peter's Cathedral
 - Sistine Chapel
 - Vatican Gardens
- Lunch

- Free Time in small groups
- Cultural Concert
- Return to hotel and lights out at 10pm

FRIDAY, MARCH 29

- Breakfast provided
- Check out of hotel
- Bus to International Airport of Rome
- Check-In/Security
- Flight to Canada

SATURDAY, MARCH 30

- Arrival at Calgary International Airport (TBD)
- Baggage claim/customs
- Chartered Bus to LCI
- Pick up at LCI

MUSIC EDUCATION OPPORTUNITIES:

1. (5) Stage Rehearsals
2. (4) Live Performances in Vox Lucensis Festival (competition/friendship concerts)
3. (1) Live Performance in Florence, Italy (TBD)
4. (4) Daily concert attendance
5. (1) Cultural Concert in Rome, Italy (TBD)

CULTURAL EDUCATION ENRICHMENT OPPORTUNITIES:

1. Historic Lucca walking tour
2. Pisa Cathedral
3. Leaning Tower of Pisa
4. Accademia Gallery/Statue of David – Florence
5. Duomo of Florence
6. Roman Colosseum
7. Roman Forum/Palatine Hill
8. Walking Tour
 - a. Trevi Fountain

- b. Pantheon
 - c. Castel Sant' Angelo
 - d. Piazza Navona
 - 9. Vatican City
 - a. St. Peter's Square
 - b. St. Peter's Basilica
 - c. Sistine Chapel
 - d. Vatican Gardens
-

TIES TO ALBERTA EDUCATION CURRICULUM

GENERAL LEARNER OUTCOMES:

Through the senior high music curriculum, students will:

Perform/Listen

- Develop skills in listening, performing, and using notational systems.
- Strive for musical excellence and positive attitudes individually and as members of groups.

Value

- Understand, evaluate, and appreciate a variety of music.

Create

- Develop self-expression, creativity, and communication through music.

SPECIFIC LEARNER OUTCOMES:

Vocal

- Develop/reinforce correct vocal techniques and skills.

Aural

- Develop the ability to make aesthetic judgments based on critical listening and analysis of music.

Theoretical/Practical

- Learn to interpret rhythm, melody, harmony, form, and expression as they appear in musical notation.

Interpretation and Synthesis

- Grow in the appreciation, understanding and enjoyment of music as a source of personal fulfillment and cultural expression through the amalgamation of the program components.
- Become aware of the history of music and the implications of music in society with respect to music careers and avocational and leisure uses.

Attitudes

- Value the uniqueness of this communication skill.
 - Appreciate the arts as a form of personal enrichment, self-expression and/or entertainment.
 - Be appreciative of human values as they are recorded in great choral literature.
 - Develop positive, realistic self-images through an understanding and acceptance of themselves with their strengths and their limitations.
 - Develop an appreciation of the social value of choral participation.
 - Continue to develop their creative abilities and to use them in a constructive manner to contribute to society and to personal satisfaction.
 - Apply maximum effort and attain effectiveness in performance through physical and mental discipline.
-

APPROXIMATE COSTS:

(Early Bird Registration Fee due Sept 4, 2023: **EUR: 150-** onetime fee paid by choir)

Accommodations

1. **Room/Half Board in Lucca: EUR: 504** (3–4-bedroom accommodation x 5 nights – includes breakfast and dinner)
 - Choir – 40 participants - CA: \$28, 947.54
 - Cost per student: \$800 approx.
 - Cost includes all performances in festival
 - Cost includes breakfast/dinner
 - Cost includes all concerts at festival
2. **Hostel in Rome: (2 nights with breakfast)**
 - Cost per student: CA: \$300 approx.

Tours/Tickets – prices as individually advertised. Group rates possible

3. Pisa Tower and Cathedral - \$75.00
4. Gallery Accademia - \$50.00
5. Duomo di Firenze - \$40.00
6. Roman Colosseum/Forum/Palatine Hill - \$100.00
7. Vatican Square/Basilica/Sistine Chapel/Gardens - \$100.00
8. Pantheon - \$10

TOTAL: \$400.00 approx.

Airfare and Bussing

9. Air Canada Return Flight: \$2,500
10. Chartered Bus in Canada & Italy: \$300
11. Travel Insurance: included in ticket price

Extra Meals/Spending Money: \$250

Estimated TOTAL: CA \$4,550– prior to fundraising.

- Note – students will have fundraised for 2 years prior to this trip and a large sum has accumulated in the choir fund to offset each student.
- There is also a substantial amount of program money saved from this year to put towards the trip. A meeting will be held to decide what percentage of the program funds will go directly into the trip's fund.

FUNDRAISING OPPORTUNITIES FOR 2023-2024

Group Events:

1. 50/50 Raffles at School Sporting Events and Concerts
2. Duck Race Rally
3. Winter Concert Silent Auction
4. Corporate Sponsorships
5. Concert Tickets

Individual:

1. Christmas Plant Sale
2. Grocery Coupons
3. Cookie Dough
4. Movie Mill Passes

MEMORANDUM:

September 26, 2023

To: The Board of Trustees

From: Morag Asquith, Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Kristi Legge from G. S. Lakie Middle School is requesting approval to take approximately 30 Grade 6-8 students on an International Trip to Los Angeles, California from May 20-23, 2024. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$2000 in Canadian Funds, with the opportunity to fundraise to offset the cost.

Recommendation:

That the G.S. Lakie Middle School trip to Los Angeles in May 2024 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted,
Morag Asquith

G.S. Lakie Proposal for International Dance Trip to Los Angeles, California

- 1. Brief Description of Educational Benefits of the Trip:** The students will be taking private dance classes at two world renowned studios in Los Angeles. The travel group will also have the opportunity to perform on the City Walk stage at Universal Studios or in the Universal Studios Park.

General Learner Expectations:

- Acquire competency as a member of a performance ensemble
- Identify, recognize and demonstrate specific skills in a variety of dance genres
- Display self-discipline and a sense of responsibility
- Demonstrate concentration, focus and coordination
- Develop an understanding and appreciation of dance as an art form
- Develop fundamentals skills and technique in several forms of dance
- Be introduced to the process of composition and performance

2. Proposed Itinerary:

Day 1: May 20, 2024

- Calgary International Airport
- Fly direct to Los Angeles International Airport
- Visit Santa Monica Pier
- Visit Hollywood sign, Griffith Observatory
- Mihran Studios Private Dance Class
- Check into Hotel



Day 2: May 21, 2024

- Attend Universal Studios
- Tentative performance on City Walk Stage at Universal Studios
- City walk- shopping/dinner
- Depart to Hotel



Day 3 May 22, 2024

- Attend Private dance workshops at Millennium Dance Complex from 9:00am-12:00pm
- Visti Hollywood Walk of Fame
- Perform at Disney California Adventure
- Time at Disney California Adventure in Small Groups (min 6-1 students to adult ratio)



Day 4 May 23, 2024

- Perform at Disneyland
- Time at Disneyland in Small Groups (min 6-1 students to adult ratio)
- Depart to LAX International Airport
- Depart to Calgary International Airport
- Parents Pick up students from the airport



3. Cost per Student, noting provisions for those students who cannot afford to pay for the trip, including fundraising opportunities for those students.

Cost: Approximately \$2000 Canadian per student which includes: Flights, Chartered Bus, Tour Guide, 3-4 Dance Workshops, 1 day Admission to Universal Studios, 1 day Admission to Disneyland, 1 day admission to California Adventure

Travel Insurance: \$237

Fundraising Opportunities:

- Extreme Fundraising: Popcorn Sale
- Sponsorship
- Scholarship
- Bottle Drives



MEMORANDUM:

September 26, 2023

To: The Board of Trustees

From: Craig Whitehead, Trustee

Re: Policy Committee Review

Background:

The parents are the largest stakeholder group in the division. They also represent the largest group in our schools, the students. Therefore, it would be appropriate to have a second parent on the committee.

There is currently nowhere to review procedures in our division. By allowing the committee to review procedures is an appropriate way to have checks and balances in our division.

Recommendation:

That the Board accepts the revision to add another parent member to the Policy Advisory Committee

That the Policy Review Committee be changed to the Policy and Procedure Review Committee.

Respectfully submitted,

Craig Whitehead

MEMORANDUM

Date September 26, 2023

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Policy 204.13 Public Presentation and Forum
Request for information

Background

Lethbridge School Division policies include one on Public Presentation and Forum, the policy has been in place since 2001, with some amendments over the past 20 years.

Many school divisions operate in various ways for public presentation/forum. Municipalities also allow for public presentations and hearings. Other boards that have public interest such as Peel Board of Education in Ontario, Calgary Board of Education and Edmonton Public have varying ways to hear from the public during the business meetings.

With increased interest from the public for participation in our business meetings, knowing and understanding how others manage and process the requests would provide insight as our Board moves forward with requests for public presentations and public forum to ensure representation is taken into consideration.

Once the Request for Information is completed the Board can then decide what, if any, next steps or revisions they wish to make.

Recommendation

It is recommended that the Board requests the Superintendent to provide information to the Board on policies and practices from other Boards in Alberta or in other jurisdictions related to public presentations and public forums. The information requested should be from similar demographics such as urban, publicly elected etc. As well to include any legal parameters necessary for the Board to consider.

Respectfully submitted,
Allison Purcell

MEMORANDUM

Date: September 26, 2023

To: Board of Trustees

From: Christine Light
Board Vice-Chair

RE: Vaping

Background:

Vaping is considered to be a significant issue. Concerns have been heard from students, staff, and parents regarding vaping on school property, particularly in washrooms. Dialogue has been had on this issue at the Zone and provincial level.

ASBA Position Statement 5.9

That Alberta's Ministries of Education and Health collaborate to conduct and share research about the health effects of vaping and implications (strategies) for how to avoid negative health impacts on our communities through the infrastructure (programs, grants, curricula, Regional Collaborative Service Delivery (RCSD) tables) of education and health systems in our province;

and that all levels of government (municipal, provincial, federal), expeditiously amend statutes such as the Tobacco and Smoking Reduction Act (Alberta) and Tobacco and Vaping Products Act (Canada) and regulations to align the restrictions on the consumption, promotion, marketing and sale of vaping products to Alberta's youth with those on tobacco products. (FGM2019)

Policy 502.1

The Board is committed to providing a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.

Recommendation

It is recommended that the Board receive information on what is being done on an operational level to address this issue.

Respectfully submitted,
Christine Light

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Allison Purcell, Board Chair

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

Background

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

Recommendation

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

Respectfully submitted,
Allison Purcell

Board Audit Committee Report 2022-2023

Committee Members:

Craig Whitehead, Chair, Trustee
Tyler Demers, Trustee
Don Reeves, Public Member
Jason Baker, Public Member

Auditor:

BDO Canada LLP, Auditors

Management:

Christine Lee, Associate Superintendent Business and Operations
Avice DeKolver, Director of Finance

Committee Activities:

The Audit Committee met twice in the 2022-2023 year.

The first meeting was in September 2022 to address the audit planning for the 2021-2022 audit.

The scope of the audit was discussed as well as selecting which schools would have their activity funds reviewed.

The second meeting was in November 2022 after substantial completion of field work and review of the financial statements. The results of the audit and any recommendations for improvement to the controls were discussed. There were no concerns or recommendations for improvement regarding the systems of controls at the Division level.

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

New for the 2022-2023 school year, the audit committee reviewed the Risk Management Matrix.

November 29th, 2022, the audited financial statements were presented to the Board with a clean audit opinion. The Board of Trustees received quarterly financial reports for the periods, November 30th, 2022, February 28th, 2023, and May 31st, 2023 for the 2022-2023 school year.

Respectfully submitted,
Craig Whitehead, Board Audit Committee Member

Board Audit Committee Terms of Reference

Purpose:

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

Authority:

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

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

Composition:

The Audit Committee will consist of the following members:

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

Resources:

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

Meetings:

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

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees.

Compensation:

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

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

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

Internal Control:

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

Audit:

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

Compliance:

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

Enterprise Risk Management (new for 21/22):

- Annually, the audit committee will review the Division's Enterprise Risk Management (ERM) system which will include:
 - The risk assessment register;
 - Key risk mitigation processes or controls;
 - Strategies developed to address key risks; and
 - Identify any changes in key risk areas from prior reports.
 - Once the audit committee has reviewed the ERM, it will be submitted to the Board of Trustees for their approval.

Board Budget Committee Report 2022-2023

Committee Members:

Kristina Larkin, Chair

Genny Steed, Trustee

Christine Lee, Associate Superintendent Business and Operations

Avice DeKolver, Director of Finance

The following is a summary of the work completed by the Board Budget Committee during the 2022-2023 school year for the 2023-2024 preliminary budget.

Committee Activities:

- On February 21st, 2023 the Board Budget Committee met and discussed the timeline for the 2023-2024 budget process, budget assumptions prior to the budget being announced and reviewed the new Budget Engagement Tool. The Budget Engagement Tool was then shown at the Board's Strategic Planning Retreat and released to the public from March 6th to March 15th, 2023.
- The Board held a Strategic Planning Retreat on March 2nd and 3rd, 2023 to review Division priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were reviewed and accepted and priorities set.
- On April 4th, 2023, the Board met as a whole to review the provincial budget funding profile, the draft allocation model, and to discuss the Board based and Instructional Budget Committee priorities.
- On May 9th, 2023 the Board met as a whole to review the draft budget documents for the 2023-2024 school year.
- On May 23rd, 2023, the draft budget was presented to Trustees, administration, and members of the public to provide engagement and feedback on the budget. The engagement occurred as an online video presentation of the budget. The budget presentation video, budget infographic boards, and other budget reports were uploaded to the website allowing public feedback.
- The Board passed the 2023-2024 preliminary budget on May 29th, 2023.
- The 2023-2024 Annual Budget Report will be submitted by the Finance Department for the Meritorious Budget Award (MBA) in August 2023. The Division has received the award for 17 consecutive years.

Respectfully submitted,
Kristina Larkin, Budget Committee Chair

Board Budget Committee Terms of Reference

Name and Type of Committee

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

Purpose:

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

Key Duties and Responsibilities:

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

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

Composition and Appointments

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

Meetings

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

Resources

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

The Business and Operations Department will provide committee administrative support.

Specific Annual Objectives

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

Review and Evaluation

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

COMMUNITY ENGAGEMENT COMMITTEE YEAR END REPORT

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

Members:

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

Community Connection Efforts

A communications survey of stakeholders was completed in an effort to understand and develop strategy around how division information is accessed. Results provided insight into website utilization and effectivity of emails. Take aways included an understanding of the need for a more mobile device friendly website, a desire for newsletters, and a link to the division website from school websites.

The Canada 150 ICE Scholarship Breakfast and Student ICE Recipients

The Committee sponsored the 7th annual ICE scholarship initiative with a new approach to the fundraising portion of the project. The traditional breakfast and keynote speaker event was replaced with a showcase event, allowing past winners and students and organizations from throughout the division to display their work and talk with sponsors and community members about it. The showcase took place on March 9, 2023 at chinook high school and the committee received \$15, 500 in prizes and donations. A new logo was created with a new tagline: Climbing to New Heights - Innovation, Creativity, Entrepreneurship. The Board of Trustees handed out four Canada 150 ICE Awards Scholarships each valued at \$1000 and four honourable mention recognitions, which each included a \$100 gift card individually chosen to support the continuation of their project.

Winners of the 2023 scholarships were split into two categories:
Grade 9/10:

- Bobby Zhao and Selina Sun (Music and Speech With Seniors - Grade 9, Winston Churchill High School) Honourable Mention

- True Lee Primrose (Baking Business - Grade 9, Winston Churchill High School) Honourable mention
- Jerry Wang (Drumming Program- Grade 10, Winston Churchill High School)
- Kennedy Chinn (Escapism Art - Grade 10, Chinook High School)

Grade 11/12:

- Claire Moore (Watercolour business - Grade 11, Immanuel Christian Secondary School) Honourable Mention
- Steven Yang, Masataro Tatsuno, Morteza Faraji and Agraj Paudel (Math Club - Grade 12, Chinook High School and Winston Churchill High School) Honorable Mention
- Samreet Mutti (Bollywood Dance Group - Grade 12, Winston Churchill High School)
- Bronwyn Taylor, Madeline Taylor, Marie Metz and Siyeon Ryu (Earth Club - Grade 11, Lethbridge Collegiate Institute)

Please see the video below to learn more about the projects.

Town Hall

On Feb. 7, 2023, a Town Hall Event was held at the Victoria Park High School gym posing the questions, "In what ways are we successfully supporting students to help them grow as learners?"

And "Where do you see room for improvement in supporting students as learners?"

Feedback about Town hall structure and process:

- What went well: centralized location, right length and timing of itinerary, facilitation from administrators was well done and appreciated – ensured everyone had the opportunity to share, refreshments were appropriate
- Thoughts for improvement: continuing to increase efforts to encourage participation from more families supported by staff such Indigenous Education team, English Language Learner programs, Making Connections Program Manager, review check in process, clearer signage on name tags and table signs

Respectfully submitted,
Genny Steed, Committee Chair

Community Engagement Committee

Terms of Reference

Type of Committee

This is a Division Board Standing Committee.

General Purpose

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

Composition and Appointments (for life of the committee)

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

Meetings

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

Resources

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

Specific Annual Objectives

- Explore strategies for generative engagement.
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.
- Contribute ideas regarding the structure of Town Hall as well as feedback regarding areas of improvement.
- Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years.

The Committee will gauge interest and viability two years prior to potential implementation date.

Reports and Target Dates

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

Review and Evaluation

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

Wellness Committee Yearend Report:

2022- 2023 Committee Members:

- Andrea Andreachuk - Chair
- Genny Steed - Trustee
- Morag Asquith - Associate Superintendent Instructional Services
- Mike Nightingale - Associate Superintendent Human Resources
- Bob White - School Administrator - Elementary (SB)
- Jenn Giles - School Administrator - MS/HS (SJF)
- Ali Wensmann - Classroom Teacher Elementary (FB)
- Shelly David - Classroom Teacher Middle School (GP)
- Victoria Karmali - Classroom Teacher High School (Chinook)
- Edna Asem - Parent
- Jen Day - Counselling Coordinator
- DeeAnna Presley-Roberts – Program Manager Making Connections -MHCB Coordinator
- Courtney Epp - Alberta Health Services
- Christina Peters - Administrative Support
- Cason Machacek – Digital Wellnes Teacher
- Sydnie Erlendsen – Digital Wellness FSW
- Joel Tailfeathers – Indigenous Education Coordinator

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

Highlights include:

DeeAnna Presley-Roberts, our Making Connections Coordinator, and her team providing Wellness Throwdowns for students and staff including The Amazing Race, Roots of Friendship, Random Acts of Kindness, Jazzercise, Connect4Wellness, Pink Shirt Day, and Bell Let's Talk Day which were all well received. There was a wonderful response to the Amazing Race that was put on for staff in the Fall. Staff feedback indicated that they would love to see another Amazing Race! The Connect4Wellness challenge launched in June and within the first five days, over 300 submissions had been received.

Poverty Intervention Committee Update – DeeAnna Presley Roberts shared that the Poverty Intervention Committee provides necessities to ensure families have access to food, clothing, and connection to family services. The program can cover certain fees, and distribute emergency food hampers, hygiene, winter clothing and shoes. Any staff member can request support on behalf of a family through the staff portal.

The Terms of Reference were reviewed and edits were:

Replace Comprehensive School Health with "School Health and Wellness".
Replace Specific Annual Objectives with "Key Duties and Responsibilities".

Policy Review Update - The subcommittee met to discuss these policies:

504.2 Wellness in Schools - We will wait to see what updates come regarding the curriculum before we make changes to this policy.

504.11 Healthy Nutritional Choices - We will add a link to Alberta Nutrition Guidelines. The policy has been shared with Administrators in looking at healthy food choices and cultural awareness of food. Morag met with our Cafeteria provider in February and shared the policy with them, along with feedback from each school they serve. They identified cost pressures and brainstormed around healthy cafeteria options. As a result, fruit and veggie delivery was doubled each month to the major high schools, to be used in foods or baking that can increase healthy options. Feedback from schools also included a desire to explore cultural food options in the future. Munchies agreed to sell no more than 355ml cans of soda and to remove the large ones.

Nutrition & Healthy Food Options Update • Last year, \$250,000 was received from the Alberta Government to support nutrition in the division. An additional \$50,000 will be received this year to support schools. Nutrition programs range from snack programs to daily breakfast or lunch programs.

Mike Nightingale and Rhonda Aos continued to share the Wellness Initiative with Teachers and Support Staff on the Collaborative Communities Days. The days went really well with engaged participants sharing honest and open feedback. The participants noted that being in the session and talking about wellness was a first step to wellness. We appreciate Mike, Rhonda and their HR team for getting information out to our staff about all of the supportive services staff can access around counselling, financial counselling, nutritional services, helping staff navigate supporting their own parents as they age and require more supports, to name a few of the services provided. Next year will focus on coordinating wellness in the division and communicating what we already do for wellness as well as highlighting new initiatives. The Wellness Vision looks to take action to positively form a partnership between staff members and the division in building wellness. It looks at our Foundation of Wellness (what we have in place that promotes wellness), our Culture of Wellness (safe and caring) and Personalization of Wellness (what can the individual do towards wellness) and how might we help individuals on their personal journey.

Digital Wellness Program • Cason Machacek and Sydnie Erlendson have been connecting with schools and staff around optimal and healthy technology use. COVID abruptly forced screens in front of our students which has been a central part of education for the past few years. The Digital Wellness team is working together with psychology to focus on brining awareness on how to use technology in a healthy way. • The Digital Wellness team has been working with school leadership teams, delivering direct teachable lessons, and building relationships, while

also supporting teacher counsellors or the counselling coordinator with student check ins following school incidents. • May 24th was Digital Wellness Day which provided teachers with material to use in their classrooms. 20 schools participated. Partnerships were secured with community organizations to give prizes for the day. • June focused on loose curriculum incorporation, material production, and parent engagement. It was suggested that making materials available in the same place on each school website might be helpful.

Think Outside Update: The Think Outside Program has concluded as a success. It has inspired and equipped our teachers to get outside during a challenging time. Teachers are now incorporating more outdoor learning and Indigenous Ways of Knowing into their classes.

Nurses for 2023-24 4.1. Nurses from University of Lethbridge will continue in our schools this coming year (schools to be determined).

Student Forum/Diversity & Inclusion Parent Table Update 5.1. The Student Forum took place on February 1st to hear student voice related to wellness at school. After the forum, administrators use the data to determine 3 priorities to embed within their School Assurance Plans. Students who participated will be brought back together to discuss what has and is being done with their feedback. On June 14, the Diversity and Inclusion parent table event brought together parents to reflect on the Student Forum data and receive parent feedback.

Upcoming Events & Initiatives:

Run for Reconciliation - Joel Tailfeathers shared an upcoming event for Fall 2023 which will piggyback off the Terry Fox Run and Napi's Run. The goal is to have all schools tracking mileage to run across Canada from September 18-29, 2023. More exciting details to come!

Joel Tailfeathers is working on a weeklong lesson plan with middle schools centering around lacrosse within physical education classes, with the incorporation of Indigenous Ways of Knowing for the 2023-24 school year.

Community Partner Updates:

Courtney Epp of Comprehensive School Health shared Health Champs' ideas with Morag and the Health Champs Team throughout the year.

Vaping Reduction & Prevention – If schools require any support or signage around vaping, please reach out to Courtney Epp at courtney.epp@albertahealthservices.ca. Morag will connect Courtney with Administrator meetings.

Grant Updates: Wellness Grants and Nutrition Grant Applications have been submitted and will be reviewed.

Healthy Lethbridge: Andrea attended the Healthy Lethbridge Meetings throughout the year and also received such informative emails from Healthy Lethbridge about exciting programs and events that occur in our city. She shared these emails with the members of the Wellness Committee so that they could share them with their learning communities and families. Morag shared information from Healthy Lethbridge with Health Champs and Garrett as it pertained to our Division's needs.

Andrea attended the Oldman River Health Advisory Council Meetings. AHS continues to actively recruit Family Doctors to Lethbridge and the surrounding area. 17 more Family Medicine Physicians have committed to Lethbridge. 4 have already started. For families who are unattached to a clinic, please watch the Chinook Primary Care Network website for upcoming names of Doctors as they arrive and start looking for patients. We will reach out to Dr. Aaron Low to talk about any support they may give us, in letting our students know about exciting Health Care careers and the possibility of choosing such a career.

Andrea Andreachuk, Genny Steed and Morag Asquith thank the committee members for their contributions to the Committee during the 2022-2023 year! We thank Christina Peters for her excellent administrative support!

Attachments:

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

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

Respectfully submitted,
Andrea Andreachuk



Division Wellness Committee Terms of Reference

Type of Committee

- This is a Division committee.

General Purpose

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

Composition and Appointments (for life of the committee)

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

Meetings

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

Resources

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

Specific Annual Objectives for the 2020-21 School Year

- Support/coordination of the work of the Health Champions

- Continue wellness communications plan with the help of Communications Officer and the Technology Department (“Wellness Spotlight”)
- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness

Reports and Target Dates

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

Review and Evaluation

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



THE ROLE OF A HEALTH CHAMPION

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

Being a Health Champion Means:

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

Revised: September 2021



Facilities Committee Report 2022-2023

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

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

Committee activities:

Capital Plan

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, Capital Maintenance and Renewal (CMR) requests and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 28, 2023, and was submitted to Alberta Education. A letter was sent in July 2023 to Alberta Education requesting need for pre-planning funds to begin site investigation work for the Division's top new capital priority of a new K-5 elementary school in the south end of West Lethbridge.

New West Lethbridge Elementary School

Alberta Education approved the Board's number one capital priority, a new 900 student, K-5 elementary school in Garry Station in west Lethbridge in the Spring of 2021. The project was approved under a P3 mode of project delivery. In June 2022, the project was changed to a Design Build mode of delivery which was preferable to the Division as we do not have to worry about a 30-year maintenance agreement with a third-party provider. During the year the new school build was tendered for proposal. Ward Bros Construction Ltd. was the successful builder. They have contracted FWBA Architects as the design consultant. Construction began on the school in August 2023 for site works. A site ceremony will be held on September 22nd. The anticipated opening date of the school will be September 2025.

West Side Study

The Division submitted a proposal to Alberta Education to fund a study of West Lethbridge. West Lethbridge has become a complicated puzzle with significant growth in enrolment, capacity concerns and aging modular facilities on some of our schools. Alberta Education provided \$175,000 towards this study which will inform future capital project requests. The Division is also including Holy Spirit School Division in the study as they face similar challenges. The study will look at opportunities to collaborate with stakeholder such as

developers, the City of Lethbridge and other community groups. The study is being conducted by MSK Developments and FWBA Architects and we anticipate a preliminary report early 2024.

Galbraith Elementary School Modernization

In the Provincial Budget 2023, Lethbridge School Division received Planning Funds from Alberta Education for the modernization. This will allow the Division to further the work that was completed last year through the visioning process and work on preliminary design for the modernization. The modernization is now on a path for full funding in the next few years.

Victoria Park Upgrade Project

The Board of Trustees approved a multi-year project to upgrade Victoria Park High School. The project will be done in phases over 4+ years with the use of CMR funding and supplemented by IMR funding. The project will update the mechanical, electrical, ventilations systems and provide more accessibility through the installation of an elevator that will access all floors of the school. Work in 2022-2023 involved further planning and design of the project and altering space to move the fitness centre off the gym area where the new elevator will be installed in a future phase. Ventilation systems will be the priority with the current funding available to the project.

Modular Classrooms

The Division applied for four more modular classrooms for Coalbanks Elementary School for the 2023-2024 Modular Classroom Program with Alberta Education, however, was not successful in obtaining any units. A request has been made to Alberta Education to obtain gently used modular classrooms, however no update was provided at time of this report.

Infrastructure Maintenance and Renewal Projects

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

The 2022-2023 Facility Services Projects summary attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

Respectfully submitted,
Christine Light, Committee Chair

Facility Services Projects 2022-2023

The list below contains most of the variety of projects that took place over the 2022-2023 school year:

Summer Safety Checks and Preventative Maintenance (PM)

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

Lighting upgrades

Lighting upgrades were done at a variety of schools including LCI, G.S. Lakie, Park Meadows, Nicholas Sheran

Exterior Stair Replacement

Old wooden modular stair replacement due to safety issues, existing stairs replaced with powder coated slip resistant steel stairs on concrete pads. Mike Mountain Horse, Fleetwood Bawden, Lakeview, and Agnes Davidson.

Ventilation

- AHU replacement at Winston Churchill and Galbraith

BMS Upgrade

- New BMS controllers installed in schools to replace old operating systems.

Electrical

- Connections for all new Shop Equipment.

Plumbing

- New domestic hot water tanks. Mike Mountain Horse
- Washroom Fixtures replacements. Various Schools

Outdoor work

- Asphalt repairs and drainage issue repairs at Mike Mountain Horse.
- Flagpoles and Basketball nets. LCI, Fleetwood Bawden, Education Center, G.S. Lakie, and Senator Buchanan.
- Parking Lot Drainage issues. Winston Churchill
- Wilson Sidewalk.
- Winston Churchill Roof Replacement.
- Outdoor Play Space – G.S. Lakie
- Shed – G.S. Lakie and Senator Joyce Fairbairn

Interior and other work

- Creation of additional space and loft conversion at Nicholas Sheran
- Painting at various schools. Site Initiated
- Classroom Division at Gilbert Paterson
- Gender Neutral Washroom Gilbert Paterson
- Accessible washroom at Park Meadows

Significant projects:

Modulars:

- Coalbanks Modular classroom and washroom unit: The fit up for the units were completed and the units are ready for occupancy.
- Chinook Modular classrooms were put in place and ready for occupancy.

Victoria Park Upgrade:

- Planning and construction documents completed for the project.
- Space created off the gym area for the fitness centre that was moved off the gym.

Galbraith Elementary Modernization Planning:

- Preliminary meeting held with Alberta Education and Alberta Infrastructure
- Alberta Infrastructure is working on site readiness requirements.
- School Division is investigating possible partnerships for the modernization (e.g., City of Lethbridge gym upsizing)



FACILITIES COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

Facilities Committee

2. PURPOSE:

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

3. DUTIES AND RESPONSIBILITIES:

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

4. COMPOSITION AND APPOINTMENTS:

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

5. MEETINGS:

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

6. RESOURCES/REMUNERATION:

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

7. **SPECIFIC ANNUAL OBJECTIVES:**

- Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the Division. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.
- Continue to support Board dialogue with Minister and MLA's to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
- Review and recommend to the board the yearly Capital Plan.

8. **REPORTS:**

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

9. **REVIEW AND EVALUATION:**

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

Indigenous Education Advisory Committee Year End Report 2022-2023

Committee Members: Christine Light, Morag Asquith, Joel Tail Feathers, Andrea Andreachuk, Marley Heavy Shield, Jenna Bruised Head, Shawnee Big Bull, Juliet Toledo, Melanie Morrow, Lenee Fyfe, Catherine Thorson, Alison Stewart, Sarah Burton, Jennifer Day, Duane Piper, Christina Peters



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

The 2022/2023 year was an exciting year for Indigenous Education throughout the Division. We have a highly passionate, innovative, and caring team serving our staff and students, building capacity, awareness, and understanding of Indigenous culture and ways of knowing. Our teaching community has reflected this strength of capacity when engaging in lesson planning. This development towards a Division Family approach is to be celebrated.

We began the year in welcoming our new Indigenous Education Coordinator, Joel Tail Feathers. Joel is intentional in building and modeling positive relationships and creating and fostering community. In leading his team and serving all members of Lethbridge School Division, he has brought a charismatic, passionate, deeply caring, and knowledgeable approach to Indigenous Education.

Students continued to be given space and support needed to engage in school. Support to students was dedicated to a holistic approach. Time was spent focusing on the medicine wheel to balance physical, mental, emotional, and spiritual health, and activities were made available to open dialogue with students. Medicine pouches, open spaces given for conversation, and art therapy projects are just a few examples of how students' needs were met.

Committee members were guided to reflect on the following question: *What does a welcoming school look like?*

This is a continuous reflection and conversation needed to ensure all students, staff, parents, and community members feel welcome in our buildings and that the Board's priority of inclusive and welcoming spaces is reflected on a consistent basis.

The following learning opportunities were presented this year:

- Missing Murdered Indigenous Women (MMIW): facilitated learning across division; Jenna and Mel ran a presentation looking at roles of Indigenous Women within communities. Through tipi teaching they were able to present risk factors and advocacy.
- The Moose Hide Campaign: a movement to bring awareness and bring an end to violence against women and children, and a call to men/warriors to fulfill the role of protector.
- Indigenous Veterans Day
- Rock Your Mocs
- Louis Riel Day: presents opportunity to learn Metis culture
- Think Outside, in partnership with Helen Schuler Nature Centre, is extended to elementary students
- Monthly newsletters
- Pow-Wow option class (WMS)

- UofL Indigenous Mentorship Program
- Blackfoot Class (CHS)
- Ribbon Skirt option class
- Bingo Nights: introduced as a way to welcome students and families into a safe space. These events were highly successful and will continue in the 2023/2024 school year.
- Honour Night: Over 200 people were in attendance to celebrate students in middle and high school nominated by their teachers. The next year will see grade 5 students included.

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

- Assurance Plan Review
- Equipping teachers to take on teaching The Buffalo Kit themselves
- Creating a web site dedicated to Blackfoot language resources
- Blackfoot 10 class and growth of program into higher grades
- Incorporation of a Lacrosse Program as part of the Physical Education Program

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

Our Blackfoot Flag Raising Ceremony was held on March 21. Prior to the raising of the flag, Lethbridge School Division Education Centre was gifted a Blackfoot name: Aakaipookaiksi, meaning Many Children. This was a day of honouring and renewed commitment to continuing to grow an inclusive, safe, and welcoming learning culture to all people. The Education Centre sign was redesigned by Rudy Black Plume to reflect this change and serve as a reminder “that we must always protect, nurture and love our children/students...taking care and respecting children in a sacred way.” (Black Plume)

On May 23 we celebrated 49 graduates at our Indigenous Graduation Ceremony. Chinook High School hosted a fantastic event of food, drumming, and dancing. Showcasing the incredible accomplishments of our students brought shared pride to all who attended.

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

Respectfully submitted,
Christine Light



Indigenous Education Committee

TERMS OF REFERENCE

TYPE OF COMMITTEE

- This is a standing committee of the Board of Trustees

GENERAL PURPOSE

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

KEY DUTIES AND RESPONSIBILITIES

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

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

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 2 Trustees – one of whom will be chair.
- Education Centre staff member assigned lead responsibilities.
- Coordinator of Indigenous Education
- 2 Administrative Representatives – Elementary & Secondary
- 3 Teachers Representatives – Elementary, Middle and High School
- 1 Indigenous Education Lead Teacher (rotating)
- 1 Graduation Coach - Indigenous Education (rotating)
- 2 Parent/Student Representatives
- 1 Counselling representative (as needed)
- Community Members/Elders
- Guests will be invited to assist the Committee (as needed)

MEETINGS

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

REPORTS AND TARGET DATES

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

REVIEW AND EVALUATION

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

Policy Advisory Committee Year-end Report 2022-23

Committee Members:

- Cheryl Gilmore
- Craig Whitehead
- Trish Syme
- Rod Scott
- Kevin McBeath
- Maggie Taylor
- Nathan Pearson
- Jamie Walburger

Highlights:

The Policy Advisory Committee (PAC) met six times during the 2022-2023 school year. The committee consists of the Superintendent, the Coordinator of Learning and International Education, a Trustee, a representative from the Division Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from the Division School Council.

PAC was in year 3 of the schedule for policy review. This included various policies in the 500's and additional policies in the 200's, and 600's.

The PAC Terms of Reference were reviewed at the first meeting of the 2022-2023 school year (November 9th).

Respectfully submitted,
Craig Whitehead, Committee Chair

Policy Advisory Committee Terms of Reference

Name and Type of Committee

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

Purpose

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

Duties and Responsibilities

The Committee shall have the responsibility to:

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

Composition and Appointments

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

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

Meetings

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

Resources/Remuneration

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

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

Specific Annual Objectives for 2022-2023

- Finish review of any policies which were last reviewed in the 2021-22 school year
- See attached document for review schedule for the 2022-23 school year
- Changes required due to the passing of the Education Act August, 2022 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Reports and Target Dates

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

Review and Evaluation Process

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

Approval Date

The 2023-24 Terms of Reference will be reviewed by the Policy Advisory Committee at the first meeting of the year on October 4, 2023.

MEMORANDUM

September 6, 2023

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: 2022-2023 Poverty Intervention Committee Year-End Report

Background

Committee Members:

ROLE	MEMBER
Chair, Trustee	Kristina Larkin
Trustee	Christine Light
Interim Instructional Lead, Associate Superintendent	Morag Asquith
Family Support Supervisor	DeeAnna Presley-Roberts
Cupe 2843	Char Taylor
Cupe 290	John Cahoon
ATA Principal	<i>Vacant</i>
ATA Vice Principal	Melanie McMurray
ATA High School Teacher	Katie Nelson
ATA Middle School Teacher	<i>Vacant</i>
ATA Elementary Teacher	Ciona Thompson
Counselling Coordinator	<i>Vacant</i>
Counselling Representative	Carleen Meyer
Indigenous Education Coordinator	<i>Vacant</i>
Division School Council Representative	Jamie Wahlburger
Alberta Health Services Representative	Victoria Hecker
Community Partner Representative	<i>Vacant</i>

ADMINISTRATION

1. The Committee met on October 18, 2022, December 13, 2022, March 7, 2023, and May 16, 2023.
2. The PIC Sub-Committee met 5 times during the year to discuss vision, direction, agenda, as well as financial allocation. The PIC Sub-Committee also met with newly

appointed school administrators at 3 schools to review the role of PIC and to learn more about what poverty and site-based interventions look like in each school community.

3. In December 2022 PIC completed strategic planning and identified 3 pillars to prioritize:
 - a. Advocacy
 - b. Direct Services
 - c. Awareness
4. The Terms of Reference were reviewed in May 2023 for submission to Board of Trustees in fall 2023.
5. PIC thanks and says goodbye to committee members: Melanie McMurray, Katie Nelson, and Char Taylor who provided significant insight and support to the efforts of PIC.

FINANCIAL

Opening Balance, Sept 1, 2022:	\$102,696
REVENUE	
Donations Received:	\$6,685
Board Contribution:	\$20,000
<i>Net Revenue</i>	<i>\$26,685</i>

EXPENDITURES	
Payments made:	\$53,712
Committee Costs	\$0
<i>Net Revenue (Deficit)</i>	<i>-\$27,027</i>

Closing Balance, Aug 31, 2023 **\$75,669**

ADVOCACY

1. Committee chair participated in a panel at the release of the 2022 Lethbridge Child and Family Poverty Report published by SHENLA.
2. PIC identified 3 pillars of the committee and created a proposed 2023-2024 Workplan (Attached).
3. Committee identified the need to re-clarify the purpose of the PIC school grant (Currently for universal snack provision in schools), outline a budget for expenditures and target revenues for PIC work, and to identify eligible expenses for PIC funds. *To be completed in 2023-2024.*

"I saw other kids with these but never thought I would have my own"

DIRECT SERVICES

Direct support was provided by Making Connections and Mental Health Capacity building teams with the support of PIC:

1. 26% of requests: 147 Weekends and More Bags (WAM). March was the heaviest utilized month due to changes in child tax benefit recipients, with 32 WAM bags going out in two weeks.
2. 47% of requests: 268 requests for winter attire were fulfilled between September 2022 and March 2023, including gloves, toques, coats, boots, and snowpants.
3. 22% of requests: 123 requests for indoor shoes
4. 12 schools access \$1000 each through PIC to support universal snack provision
 - a. 3 high schools
 - b. 2 middle schools
 - c. 6 Elementary schools

"I thought I had to drop math because I couldn't afford the calculator."

AWARENESS

1. Donors included Cupe 2843 from PIC Committee CUPE 2843 representative Char Taylor, Wholesale Club, Evangelical Free Church, and Pango North.
2. The committee celebrated school initiatives including projects like the Gilbert Paterson Period Poverty Project, supporting a family affected by a house fire.
3. PIC welcomed a presentation from Lethbridge Food Bank Executive Director Mac Nichol to learn more about Mindful Munchies, Mobile Food Support, and Hamper Program.

"It's such a relief knowing I can get help when I need it."

This year, Poverty Intervention Committee supported the teams and schools in our division who are providing direct services every day to families and students whose learning is impacted by the realities of financial strain – a challenge facing many more families as costs rise, incomes are low, and inflation skyrockets. Wellbeing is a foundation to learning, and PIC recognizes that factors like food insecurity, lack of warm clothing or shoes are in the way of our students' ability to learn. This year, PIC also spent a lot of time understanding how these challenges have changed, and where we as a committee and division can focus in order to meet the new challenges of today's schools and homes. The strategic planning and deep thought and conversation that PIC members engaged in this year have prepared the coming years of PIC to take action, pursue financial stability as we deliver services, and

advocate for the structural changes that present barriers to so many students. I am grateful for the foundational work that PIC has done this year to re-establish our purpose in service to students and to learning.

Recommendation

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

Respectfully submitted,
Kristina Larkin



Poverty Intervention Committee Terms of Reference

Type of Committee

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

General Purpose

- Improving access to and capacity for student learning within the Lethbridge School Division, through advocacy, direct services and increasing awareness to identify & reduce barriers created by financial strain.

Related Policies

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

Key Duties and Responsibilities

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

Composition and Appointments (for life of the committee)

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

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

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

Specific representatives will serve no more than three consecutive years.

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

Meetings

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

Resources

- Annual Board contribution
- Community grants and donations to support the work of the committee
- The Director of Curriculum and Instruction will administer the funds
- The financial report will be reviewed at each meeting
- Support from the Director of Curriculum and Instruction's Administrative Assistant will be required

Specific annual objectives

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

Reports and Target Dates

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

Review and Evaluation

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

Poverty Intervention Committee

Proposed 2023-2024 Workplan Developed by PIC - May 2023

Improving access to and capacity for learning within Lethbridge School Division by reducing barriers created by financial strain					
		August September October	November December January	February March April	May June July
Pillar	Description	Tuesday Oct 17, 2023	Tuesday December 12, 2023	Tuesday March 12, 2024	Tuesday May 14, 2024
Advocacy	Elevating themes observed by PIC to pursue systemic changes to the structures that perpetuate financial and economic marginalization that impacts learning.	Committee Recruitment, Fund Development, Transportation	Grants for Direct Services	PIC hosted event for awareness	Friends of 51, Transportation, Committee Recruitment, TOR Review
Direct Services	Board Supported resources for direct services that reduce the hardship of the lived experience of financial strain for students to immediately improve access to and capacity for learning, in collaboration with Making Connections, Mental Health Capacity Building teams, schools, students, community and other supports.	Shoes, School Supplies, Food	winter clothing, Holiday Gift campaigns, post-holiday food	Indoor Shoes, Youth sports	Graduation, sports, hygiene, summer school, Back to school supplies & community connections
Awareness	Development opportunities for committee members about poverty related issues, sharing and celebration of practices among stakeholder groups and school sites that reduce financial strain.	Outreach to division staff and admin to increase understand of PIC, committee recruitment	Learning Opportunity for Members about financial strain and the impacts on learning	Public Awareness of PIC for fund development	Committee Recruitment for coming year

Boundary Alignment Review Committee

2023-2024 Annual Report

Committee Members:

Christine Light, Trustee, Chair

Craig Whitehead, Trustee

Cheryl Gilmore, Superintendent

Associate Superintendents: Christine Lee, Morag Asquith, Mike Nightingale

Daniel Heaton, Director of Facility Services

Cheryl Shimbashi, Coordinator, Transportation

The Committee had one meeting in May 2023 to establish the committee's focus of work for 2023-2024. The following was the work of the committee:

- Committee reviewed the terms of reference.
- Elected Christine Light to serve as chair of the committee.
- Focus of Committee work in 2023-2024 was discussed:
 - a. Develop boundary options for new elementary school in Garry Station and considerations for other West Lethbridge Schools
 - b. Engagement Process for new elementary school boundary development with stakeholder's timeline established:
 - 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
- Data Gathering and Information needed for committee work in 2023-2024 was discussed which included demographic information, census data, West Side Study Report information, utilization data, and impacts of new 1KM transportation eligibility.
- Engagement opportunity with the westside study results was also considered.

Respectively Submitted,

Christine Light, Trustee, Chair
Boundary Alignment Committee

SCHOOL BOUNDARY ALIGNMENT COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

School Boundary Alignment Committee: Standing Committee

2. PURPOSE:

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

3. DUTIES AND RESPONSIBILITIES:

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

5. COMPOSITION AND APPOINTMENTS:

- Three trustees serving at the pleasure of the Board, one which will serve as Chair.
- Superintendent; Associate Superintendents: Business and Operations, Human Resources, and Instructional Services
- Transportation Coordinator
- Director of Facility Services

- Other impacted parties as required, e.g. School administration

5. MEETINGS:

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

6. RESOURCES/REMUNERATION:

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

7. REPORTS:

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

Spirit of 51 Committee Report 2022-2023

Committee Members:

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

Type of Report: Annual Report to the Board of Trustees

Committee activities:

Employee Recognition – Years of Service:

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

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

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

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

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

Event date: The first Wednesday in June

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

Deadline for nominations: April 4, 2023

Recognition and gift delivery: May 15- June 21, 2023

Friends of 51 Recipients for 2022- 2023:

Remie Benoit	Chinook Wood Turners Guild (supporting programming)	Lakie
Terry Beaton	Chinook Wood Turners Guild (supporting programming)	Lakie
Mike Shanks	Parent Council	Lakie
Vanessa Steele	Parent Council	Lakie
Laura Miller	Volunteer/Parent Council	Lakie
Kristi Wolsey	Volunteer	Lakie
Brian Palskey	First Alliance Church	Nicholas Sheran
Bill Ginther	Lethbridge soup Kitchen	Nicholas Sheran
Helen Bekkering	Volunteer	ICES
The Galt Museum	School Programming	Ed. Centre (presented at ICES)
Kathryn & Clint Mckee	Clear Drain Plumbing	Wilson
Irene Sparrow	Volunteer	Wilson
Lorna VanderHeide	Volunteer	Wilson
Joan Prioitte	Volunteer	Wilson
Brenda Watts	Volunteer	Wilson
Shane & Angela Mann & Family	Volunteers, Donors	Park Meadows
Wholesale Club – Zach Gibb, Manager	Donor	Ed. Centre (presented at Wilson)
Stefa & Brian Pynn	Donors & Supporters	Dr. Probe
Jordan Dunlop	Dunlop Ford (donor)	Dr. Probe
Lane Schumlich	Donor	Dr. Probe
Patrick Melvin	Donor	Dr. Probe
Humphrey & Andrea Cheung	Donor	Dr. Probe
LA Chefs	Donor	Buchanan
Parrish & Heimbecker	Donor	Buchanan
Hostess Frito Lay	Donor	Buchanan
Canterra Seeds	Donor	Buchanan
Dr. Tim Rollingson	Ivory Dental - donor	Buchanan
Site One	Donor	Buchanan
The Lethbridge Hurricanes	Donor/Volunteer Support	Buchanan
WHIPS Caramels	Donor	Buchanan
Shoes for Kids YQL	Donor	Buchanan
Bridge Community Church	Donor	Buchanan
Nathan Munro	DMT Business Group – donor/support	LCI
John Moch	Western Canada Welding Supplies - donor	LCI
Dane DeBona	Banditos Inc. - donor	LCI
Dave Heins	Lethbridge College Welding Program – donors/program support	LCI

Dwayne Huber	Airtech Heating & Air Conditioning - donor	LCI
Ian Thompson	Kodiak Heating & air Conditioning - donor	LCI
Loren Mckenzie	Varsteel - donor	LCI
David Warkentin	Trasdesman Manufacturing - donor	LCI
Dylan Davies	Lethbridge Iron Works - donor	LCI
Costco Lethbridge #160	Donor	Trustee (presented at Dr. Probe)

51-25 Club: Employees who have worked over 25 years with the School Division are invited to a banquet, hosted by the Board of Trustees to acknowledge their long service.

Event date: Late September

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

Deadline for nominations: February 10, 2023

This past year we had a lovely in-person evening of Appetizers and Awards.

Andrea, Tyler and Mike would like to thank Carrie Fahl for her amazing organization and support.

Respectfully submitted,
Andrea Andreachuk, Committee Chair

SPIRIT OF #51 COMMITTEE
Terms of Reference
2023-2024

Name and Type of Committee:

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

Purpose:

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

Key Duties and Responsibilities:

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

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

Composition and Appointments:

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

Meetings:

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

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

Annual Objectives:

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

Reporting:

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

Review and Evaluation:

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

Terms of Reference:

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

Superintendent Evaluation Committee Year-end Report 2022-23

Committee Members:

Allison Purcell – Chair
Christine Light - Trustee
Craig Whitehead - Trustee
Cheryl Gilmore - Superintendent

Highlights:

The Superintendent Evaluation Committee (PAC) did not officially meet as a committee during the 2022-2023 school year as the evaluation from the previous year needed completion as well the Superintendent announced her retirement. The committee consists of the Superintendent, Board Chair and two additional trustees.

The way in which the committee operated over the previous 2 years was as the organizers/planners of the evaluation and then all trustees were a part of the evaluation. It would be recommended that the process continues as such at the will of the Board.

Respectfully submitted,
Allison Purcell, Committee Chair

Superintendent Evaluation Committee Terms of Reference

KEY DUTIES AND RESPONSIBILITIES:

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

COMPOSITION AND APPOINTMENTS

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

MEETINGS

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

RESOURCES

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

SPECIFIC ANNUAL OBJECTIVES

1. Review and re-evaluate Superintendent Roles and Responsibilities.
2. Receive the Superintendent's annual growth plan, its objectives and outcomes. In

reviewing the objectives and outcomes the Committee shall take into consideration the most recent summative evaluation as well as the most recent formative evaluation.

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

REPORTS AND TARGET DATES

1. Initiate initial meeting with the Superintendent and the superintendent Evaluation Committee in October 2023. Review current policy and process for Superintendent Evaluation and make recommendation and plans moving forward.
2. Plan/organize the evaluation of the superintendent and ensure it is conducted and completed no later than the board meeting in June 2023.

REVIEW AND EVALUATION

1. To be filed in Superintendent's personnel file and Board Chair's Confidential file immediately following Board approval.

Terms of Reference shall be reviewed and if necessary revised for the Board's approval at the Annual Organizations Meeting.

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Community Conversations

Background

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

Community Conversations are a great time for trustees to hear from those attending about great ideas, share successes, bring forward issues and concerns.

Upcoming dates for Community Conversations are as follows:

October 10, 2023

6-730 pm

Fish and Game Association Hut

9th Ave and 10th St S

SW Corner of Kinsmen Park

November date to be announced shortly.

Recommendation

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

Respectfully submitted,
Allison Purcell

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Allison Purcell, Board Chair

RE: Division School Council Trustee Attendance

Background

At the September 12, 2023 Board Organizational meeting, there was discussion regarding Trustee membership on Division School Council. Currently the language regarding membership states:

- One Trustee, an alternate trustee, the Superintendent (or designate), one Administrators Committee representative, and one parent representative from each school council. The meetings are open to all trustees to attend.

Trustees discussed changing membership to continue with one permanent Trustee on Division School Council and having additional Trustees join each month on a rotating basis. All meetings begin at 6:30 with a parent information session to be followed by the Division School Council meeting at 7:00pm. These are held in the Education Centre Board Room as well as virtually on Teams.

The following are the scheduled dates for the 2023-24 year:

- October 2
- November 6
- December 4
- January 15
- (No meeting in February due to Town Hall on Feb 6, 2024)
- March 4
- April 8
- May 6
- June 10

Recommendation

It is recommended that the Board accept this as information and create a schedule for attendance at the monthly Division School Council meetings.

Respectfully submitted,
Allison Purcell

MEMORANDUM

September 26, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: **Alberta Teachers' Association (ATA) Local Council Meeting Dates**

Background

An excellent relationship exists between the Board of Trustees and its employee groups. Two examples of this collaborative relationship are the invitations to a member of the ATA Local Executive to attend public Board meetings and the open invitation that the ATA Local Executive to the Board to have a trustee attend Local Council meetings.

October- no Trustee necessary
November 1, 2023
December 6, 2023
January 10, 2024
February 7, 2024
March 6, 2024
April 10, 2024
May 1, 2024
June 5, 2024

Other dates to highlight for Trustees and Division Executive include

- New Teacher Induction on Thursday March 21st
- DEHR to Care Art Gala on Wednesday April 17th
- Local 41 Retirement Banquet on Friday June 14th

Recommendation

It is recommended that the Board receive this report as information and that a Trustee be identified to attend the future ATA Local Council meetings.

Respectfully submitted,

Allison Purcell
Board Chair

MEMORANDUM

Date: September 26, 2023

To: Board of Trustees

From: Christine Light
Board Vice-Chair

RE: Code of Conduct Policy Working Committee

Background

In the May 23, 2023 Board Meeting, Christine Light recommended that Policy 202.1 Trustee Code of Conduct, along with Appendix 202.1A Trustee Code of Conduct, be reviewed and updated to reflect a clear and robust process of accountability for trustees. A working committee was formed with Trustee Christine Light and Trustee Kristina Larkin to move forward on this work and bring the revised Policy and Appendix to the Policy Advisory Committee in September.

Christine Light will provide an oral report on the progress of this working committee.

Recommendation

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

Respectfully submitted,
Christine Light



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 120999

August 31, 2023

M. Allison Purcell
Chair
The Lethbridge School Division
433 - 15 Street S.
Lethbridge AB T1J2Z4

Dear Allison:

Thank you for submitting your 2023/24 Budget Report and for providing details for requested access to operating reserves for the upcoming school year. I am pleased to respond.

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

I have reviewed your proposed access to operating reserves for the 2023/24 school year, including any transfers to capital reserves. Based on the information provided, I hereby approve the access request, including any transfers, as submitted in the 2023/24 Budget Report for the 2023/24 school year only.

Thank you for your support of Alberta's students.

Best,

Demetrios Nicolaides ECA PhD
Minister of Education

cc: Mrs. Cheryl Gilmore, Superintendent of Schools
Ms. Christine Lee, Secretary Treasurer

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



September 7, 2023

Heather Rowland

Sent via email

Good day Heather,

Thank-you for attending the Regular Board meeting on June 27, 2023, and sharing your perspective and personal experiences regarding Lethbridge School Division Policy and Procedure 502.2 *Sexual Orientation, Gender Identity and Gender Expression* during the Public Forum portion of the meeting.

Trustees appreciate hearing the perspective of community members regarding policy as well as recommended actions the Board should take. We recognize that some policies and procedures elicit a range of response, and it is important for us to hear and understand the breadth of responses from parents and community members.

Trustees take public forum statements seriously and take them into consideration when engaged in decision making centered on what is in the best interest of all students.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Purcell", written in a cursive style.

Allison Purcell

Board Chair

cc: Board of Trustees
Superintendent

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



September 7, 2023

Mike Richey
Sent via email

Good day Mike,

Thank-you for attending the Regular Board meeting on June 27, 2023, and sharing your perspective regarding Lethbridge School Division Policy and Procedure 502.2 *Sexual Orientation, Gender Identity and Gender Expression* during the Public Forum portion of the meeting.

Trustees appreciate hearing the perspective of community members regarding policy as well as recommended actions the Board should take. We recognize that some policies and procedures elicit a range of response, and it is important for us to hear and understand the breadth of responses from parents and community members.

Trustees take public forum statements seriously and take them into consideration when engaged in decision making centered on what is in the best interest of all students.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Purcell", is written over a light blue horizontal line.

Allison Purcell
Board Chair

cc: Board of Trustees
Superintendent

Lethbridge School Division

Board of Trustees

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Lethbridge, AB T1J 2Z4

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September 7, 2023

Viviana Lartiga Castillo

Sent via email

Good day Viviana,

Thank-you for attending the Regular Board meeting on June 27, 2023, and sharing your perspective regarding Lethbridge School Division Policy and Procedure 502.2 *Sexual Orientation, Gender Identity and Gender Expression* during the Public Forum portion of the meeting.

Trustees appreciate hearing the perspective of community members regarding policy as well as recommended actions the Board should take. You made some recommendations for our consideration. We recognize that some policies and procedures elicit a range of response, and it is important for us to hear and understand the breadth of responses from parents and community members.

Trustees take public forum statements seriously and take them into consideration when engaged in decision making centered on what is in the best interest of all students.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Purcell", is written over a light blue horizontal line.

Allison Purcell

Board Chair

cc: Board of Trustees
Superintendent