

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

October 24, 2023

1:00 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 Facilities Committee | |
| | 3.2 Division School Council | |
| | 3.3 Boundary Alignment Committee | |
| | 3.4 Poverty Intervention Committee | |
| | 3.5 Indigenous Education Committee | |
| | 3.6 Spirit of 51 Committee | |
| | 4. Approval of Agenda | |
| 2:32 p.m. | 3. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of September 26, 2023 it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:35 p.m. | 4. Business Arising from the Minutes | |
| 2:38 p.m. | 5. Associate Superintendent Reports | |
| | 5.1 Business and Operations | Enclosure 5.1 |
| | 5.2 Instructional Services | Enclosure 5.2 |
| | 5.3 Human Resources | Enclosure 5.3 |
| 3:00 p.m. | 6. Superintendents Report | |
| | 6.1 Board Priorities Report | Enclosure 6.1 |
| | 6.2 Donations and Support | Enclosure 6.2 |
| | 6.3 Acknowledgements of Excellence | Enclosure 6.3 |
| | 6.4 Calendar of Events | Enclosure 6.4 |
| 3:30 p.m. | 7. Presentations | |
| | 7.1 Presentation of Governance Certificates | Enclosure 7.1 |

- 3:45 p.m. **8. Action Items**
- | | | |
|-----|---------------------------------------|---------------|
| 8.1 | International Trip Approval - WCHS | Enclosure 8.1 |
| 8.2 | International Trip Approval- LCI | Enclosure 8.2 |
| 8.3 | Voluntary Retirement | Enclosure 8.3 |
| 8.4 | Trustee Expense Advance | Enclosure 8.4 |
| 8.5 | Review and Revision of Board Policies | Enclosure 8.5 |
- 4:00 p.m. **9. Division Highlights**
- 4:10 p.m. **10. Information Items**
- | | | |
|--------|---|------------------|
| 10.1 | Board Chair Report | |
| 10.1.1 | Community Conversations | Enclosure 10.1.2 |
| 10.2 | Request for Information Public Forums and Presentations | Enclosure 10.2 |
| 10.3 | Play and Learn Program | Enclosure 10.3 |
| 10.4 | Division School Council Trustee Attendance Update | Enclosure 10.4 |
| 10.5 | Fish and Game Hut Association Support Letter | Enclosure 10.5 |
| 10.6 | Technology in Schools Ad Hoc Committee | Enclosure 10.6 |
| 10.7 | Request for Information- Enrollment | Enclosure 10.7 |
- 5:00 p.m. **Public Forum**
Public Forum responses will be provided in the next Board meeting agenda.
- 5:15 p.m. **12. Correspondence Received**
- | | | |
|------|----------------------|----------------|
| 12.1 | Streets Alive Letter | Enclosure 12.1 |
|------|----------------------|----------------|
- 5:20 p.m. **13. Correspondence Sent**
- | | | |
|------|--|----------------|
| 13.1 | Public Forum Response to Viviana Lartiga | Enclosure 13.1 |
|------|--|----------------|
- 5:50 p.m. **Adjournment**

**Lethbridge School Division
Facilities Committee Report
Meeting held on October 10th, 2023**

Committee members in attendance:

Genny Steed, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business and Operations

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance



Daniel and Chris provided updates on projects:

Garry Station Elementary School

- The school site has been serviced.
- Foundation have been completed.
- Concrete block is going up.
- Bi-weekly meetings held on the school site.
- Site Ceremony held September 22nd.

Victoria Park Upgrade

- The project is being phased out to match amount of CMR available in each funding cycle.
- Ventilation will be the priority for the first phase.
- The Division has placed Victoria Park as the priority project for CMR funding for budget 2024, dependent on funding the phases may be accelerated.

Galbraith Modernization Planning Funds

- Will be starting pre-design work as part of early planning.
- Alberta Infrastructure is conducting site readiness activities.

West Side Study

- Consultants are reviewing West Lethbridge growth patterns for and what that means for the need and location for future schools.

Vaping Monitors

- Fifty-one vape detectors have been purchased and will be installed at the four schools that are piloting the devices. Administrators at the schools will be trained on the working aspects of the monitors.

Other projects

- LCI – Will be changing the cooling tower and replacing 4 old boilers with 3 new efficiency units.
- Paterson – boilers and air handling units.

2024 Modular Capital Program Submission

Projects for consideration:

The committee discussed the need for modular classrooms in the Division. Requests due at end of October, schools requested must be over 100%+ in capacity. Last year only schools 114%+ where awarded moduls. Coalbanks was 107%.

The following modular classroom will be requested for the 2024 Modular Classroom Program from Alberta Education:

- Coalbanks Elementary School: 4 'A' unit Moduls – Growth and Capacity concerns
- Chinook High School – 2 'A' Units

Respectfully Submitted,

Genny Steed, Facilities Committee Chair



MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Genny Steed
Trustee

Re: Division School Council Meeting Report

Background

Division School Counsel met Oct. 2, 2023.

- Morag Asquith provided a presentation about a Digital wellness parent evening at the Yates on November 15th at 7:00. Interested parties are invited to send in questions for the panel by using a QR code. Panel will include police services, local psychologists, a couple of parents from each division, and a middle school administrator.
- Edna Asem addressed the \$300, 000 nutrition grant and challenged attendees to discuss it with administrators. Schools are invited to apply for a \$20, 000 outdoor activity grant in May for the following school year. Further information is available on the AHS website.
- Elections were held resulting in the following appointments:

Shelley Roest was nominated and accepted the nomination for chair.

Carrie Boschman was nominated and accepted the nomination for vice-chair.

Skye Curtis has volunteered to be the recording secretary.

Sarah Ahlgren as Primary Rep and Danica Forsyth as an alternate for Poverty Intervention Committee.

Edna Asem has volunteered as the primary and Skye Curtis as alternate for division wellness committee.

Shelley Roest, Joanne Hill, Jamie Walburger, and April Matisz volunteered to join Community Engagement Committee.

Caylee Low has volunteered to be the Secondary Level Rep and David Franz as Elementary Level Rep. for Calendar Committee.

The election of a Policy Advisory Committee rep. was tabled until the November meeting to accommodate the Board of Trustees discussion regarding the changes to the Terms of Reference and membership. Jamie Walburger, Skye Curtis, Carrie Boschman, Viviana Lartiga and Shelley Roest all expressed interest.

- The Trustee Report was offered by Trustee Genny Steed. Highlights included;

-Discussion around adding a second parent rep to PAC as well as adding a procedure review portion. These motions were tabled once the PAC can consult on these.

- Appreciated the uptake in interest in public forum. Requested the Superintendent to research different ways to improve our public forum process.

- Discussion around vaping, board was updated on the pilot vape detector program.

-Discussion around exploring the development of a play and learn program.

- Community Conversations- Public are welcome to come and have personal conversations with Trustees. October 10 6-7:30pm at the Fish and Game Association Hut. Alberta School Councils Association informed that the division is sending school council email for succession planning. Carrie and Shelly discussed their intention to work over the summer on a plan to support school councils in the fall.

- ASCA membership was discussed. Members were asked to discuss with their school councils and determine interest in being an ASCA member. It was noted that schools that choose to opt out will not be able to attend the ASCA AGM. DSC will schedule a parent information session about Asca in November or December to review the services and function.

Superintendent's report highlights:

- Alberta Education School Council Engagement Grant
 - \$500GovernmentSchoolEngagementGrant
 - ParentProfessionalLearning\$250
 - Class size update
 - • Boundary Alignment Committee engagement session. Hosted at Chinook Gymnasium November 8 and 22 at 6:30pm.

Recommendations

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

Respectfully submitted,
Genny Steed

MEMORANDUM

October 24th, 2023

To: Board of Trustees

From: Christine Light, Trustee

RE: School Boundary Alignment Committee Meeting, October 17th, 2023

In attendance:

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

Regrets:

Craig Whitehead, Committee Chair

Meeting Highlights:

- The committee reviewed the agenda for the west Lethbridge elementary school community engagement sessions that will be held at the Chinook High School Gym on November 8th and 22nd at 6:30 pm.
- To date there are 56 registered between the two dates. Garrett is sending out weekly reminders via school messenger and social media until the registration deadline of October 31st.
- The committee discussed a variety of logistics for the engagement sessions including table arrangement, refreshments, and information package that will be provided.
- A draft of the video presentation that will be shown at the sessions and available online was reviewed for feedback and recommended changes by the committee.
- The committee reviewed and finalized the survey questions and format to gather perspective and ideas for the boundary changes.
- The next meeting will be held in early December to debrief the engagement sessions and discuss the survey results.

Respectfully submitted,
Christine Light, Trustee



MEMORANDUM

October 24th, 2023

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee—October 17, 2023

In attendance:

ROLE	MEMBER	ATTENDANCE
Chair, Trustee	Christine Light	
Trustee	Genny Steed	
Interim Instructional Lead	Morag Asquith	
Family Support Supervisor	DeeAnna Presley-Roberts	
CUPE 2843	Jamie Westlund	
CUPE 290	John Cahoon	Regrets
ATA Principal	Jeni Halowski	Regrets
ATA Vice Principal	Catherine Thorsen	
ATA High School Teacher	Jena UrselSemach	
ATA Middle School Teacher	TBD	
ATA Elementary Teacher	TBD	
Counselling Coordinator	TBD	
Counselling Representative	Carleen Meyer	
Indigenous Education Coordinator	TBD	
DSC Representative	Sara Algren	
<u>AHS Representative</u>	<u>Victoria Hecker</u>	<u>Regrets</u>
<u>Community Partner Representative</u>	<u>Luke Watson</u>	

1. PIC welcomed many new members. Individuals were able to share what led them to being involved with this committee.
2. Terms of Reference reviewed. Discussion on the word 'poverty' regarding its ability to be both effective in expressing clarity of purpose and an inhibitor to individuals reaching out for assistance. Continued discussion planned to explore the idea of a possible different name for the committee.
3. PIC Annual Work Plan was reviewed and discussed. Topics included:
 - a. Fundraising events/opportunities. Sub-Committee was formed (Genny, Jena, Sara) to bring ideas back to the committee in the December meeting.
 - b. Need for consistent recognition of community partners.
 - c. Continued need for recruitment to fill committee positions.

- d. Bringing in educational presentations (i.e. grant writing) to help with the work of the committee
- 4. PIC Priorities for 2023: Advocacy, Direct Services, Awareness
 - a. Discussion was held on the need to shift focus of the committee from direct services (which are being provided operationally) to advocacy. The committee will need to focus more time on fundraising efforts in order to have a sustainable budget
- 5. Budget
 - a. Closing balance as of August 31, 2023: \$75,669
 - b. Financial support to healthy snack programming moved to Nutrition Funding
 - c. DeeAnna approved for \$41,000 for WAM bag, hygiene, and clothing needs
- 6. Reports: Members were advised of their roles and expectations within the committee to increase awareness of the work of the committee through sharing of information and informing the committee of the context of our Division through their experiences and perspectives.
 - a. Members were asked to return to the December meeting prepared to discuss the following questions:
 - i. What are the trending system issues experienced in your portfolio areas?
 - ii. What needs are in the forefront and are there any gaps in services?

Next Meeting: December 12

Respectfully submitted,
Christine Light



INDIGENOUS EDUCATION COMMITTEE MEETING #1

Wednesday, September 27, 2023

Education Centre Board Room

9:00 A.M. – 11:00 A.M.

Chair: Andrea Andreachuk, Board Trustee

Co-Chair: Joel Tailfeathers, Indigenous Education Coordinator

Attendees:

Morag Asquith, Associate Superintendent
Instructional Services

Joel Tailfeathers, Indigenous Education Coordinator

Oshana Christiansen, Indigenous Education Teacher,
Middle School

Melanie Morrow, Indigenous Education Teacher -
Elementary

Marley Heavy Shield, Indigenous Grad Coach
- Chinook High School

Kyle McKenzie, Vice Principal - LCI

Taylor Keith, Vice Principal – Wilson Middle

Lenee Fyfe, Principal - Senator Buchanan Elementary

Megan Esser, Coalbanks Elementary Teacher

DeAndra Sullivan, Chinook High School Teacher

Supports:

Christina Peters, Executive Assistant – Instructional
Services

Regrets:

Christine Light, Board Trustee

1. Welcome

1.1. Atsimoihkyaan

1.2. Territorial Acknowledgement

1.3. Introductions

2. Terms of Reference Review

2.1. The Terms of Reference were reviewed.

- Suggestions for revision:
 - Addition of ***“To foster/cultivate relationships within the Lethbridge School Division (staff, students, parents, etc.)***
 - Addition of ***“Indigenous content and perspectives”***
 - Additional revisions can be brought to next meeting.

3. Updates

3.1. Indigenous Teacher Report – Melanie Morrow

- Introduction of the Indigenous Teacher Team
 - Melanie Morrow – Elementary School**
Melanie is doing her third year of doing morning announcements and is engaging with Learning Commons facilitators. Focus for the year will be making new resources for curriculum.
 - Oshana Christiansen – Middle School**
Oshana is our new addition to the Indigenous Education Team. She will be helping GS Lakie into Term 3 with an option class, to build resources for other Middle Schools.
 - Shawnee Big Bull – High School**
Shawnee has been busy engaging division high schools and teaching a Blackfoot Class at LCI.
- The TRC Run for Reconciliation is a partnership event with Palliser and Holy Spirit School Divisions, which was inspired by Terry Fox and Napi's Run. School Divisions report their miles to the Indigenous Education Department with the goal of running across Canada.

3.2. Grad Coach Report – Marley Heavy Shield

- Introduction of the Indigenous Grad Coach Team & Reconciliation Week Activities:
 - Marley Heavy Shield – Chinook High School**
 - Tipi set-up, Night in the Tipi, Video Assembly, Football Orange Ribbons
 - Juliet Toledo – Winston Churchill High School**
 - Extended time for TRC discussion and calls to action, Main Display & Banner for TRC, New Land Acknowledgement specific to WCHS, Blackfoot name for Club, and ribbon shirts/skirts
 - Jean PantherBone – Lethbridge Collegiate Institute**
 - Learning themes for the week, commemoration of Treaty 7 day and Blackfoot Flag, introducing values and Blackfoot name
 - Val GoodStriker – Victoria Park**
 - Orange Shirt Day Assembly, buttons & faceless dolls, Frybread Taco Lunch, Bones & Crows @ The Movie Mill
- Team Retreat - The Indigenous Education Team took a wellness retreat at St. Eugene Resort & Golf Course in Cranbrook, BC at the end of June. The resort is an Indigenous-run resort located in a former residential school. The team was able to take a tour of the facility and was refreshed by the opportunity to take a retreat.

3.3. Indigenous Education Coordinator Report

- Jordan's Principle - Joel will be working with Jackie Fletcher and Rachel Hoof to support schools in our division to access Honorarium funds through Jordan's Principle. Joel will be working with schools to standardize honorarium amounts to ensure the value communicated to Elders and Knowledge Keepers is consistent across Division schools.

- Family Bingo Nights are planned to assist schools with getting parents into the schools in an engaging way and build relationships. Teachers can invite their families. Doors will open at 5:30 P.M. with the event beginning at 6:00 P.M. Dates include:
 - October 5 @ 6 P.M. Mike Mountain Horse (for all westside elementary schools)
 - October 12 @ 6 P.M. Park Meadows (for all northside elementary schools)
 - October 17 @ 6 P.M. Plaxton (for all southside elementary schools)
 - October 19 @ 6 P.M. Wilson (for all middle schools)
 - October 24 @ 6 P.M. Winston Churchill (for all high schools)

4. Assurance Plan

Goal 1 – Support Schools with how to support Indigenous Education for All

Goal 2 – Support Schools with supporting current Indigenous students

The Assurance Plan will be shared out to the committee for feedback.

5. Policies

5.1. 100.1.3 Guiding Principles

5.2. 303.3.A Leadership Quality Standard

5.3. 402.11.B Teaching Quality Standard

5.4. 602.4 First Nations, Metis & Inuit Education

5.5. 602.4 Indigenous Education Background Information on Smudging

6. Adjournment

6.1. The remainder of the agenda items were tabled.

6.2. The meeting was adjourned at 11:10 A.M.

NEXT MEETING: January 24, 2024, 9:00 A.M.-11:00 A.M.

MEMORANDUM

October 24th, 2023

To: Board of Trustees

From: Andrea Andreachuk

Re: Spirit of 51 Committee Meeting, October 17, 2023

In attendance:

Committee Members:

Andrea Andreachuk, Trustee, Chair

Kristina Larkin, Trustee,

Allison Purcell, Chair of the Board of Trustees

Robbie Charlebois, Associate Superintendent, Human Resources

Carrie Fahl, Division Administrative Assistance, Human Resources

Rhonda Aos, Director, Human Resources, Support Staff

1. The Committee discussed the nomination process of the Support Staff Recognition Program. Annually the Division hosts a recognition event for the Non-Union, CUPE 2843 and CUPE 290 Employee Recognition Program. This past year we had a lovely in-person evening of Appetizers and Awards.

Changes were made to some of the criteria wording to add clarity. The nominations will also now be accepted anytime during the school year, but must be submitted no later than February 21st, 2024 for this year's recognition program. A reminder of this program and of submissions will be sent approximately every 2 months starting in October.

Non-Union, CUPE 2843, CUPE 290 Employee Recognition Program

Purpose of the Program:

This recognition program is intended to acknowledge the amazing contributions that our non-teaching staff members make to Lethbridge School Division.

Who may be Recognized:

- Any employee in good standing who has provided exceptional support beyond the normal parameters of their position.
- Any employee in good standing whose actions have had a high impact on the school/division and/or made a difference in their school/division community.

- Nominations are approved by Human Resources and recipients may be honoured one time over a three-year period. If the nominating person is unsure if the candidate has been recognized during the last three years, they can contact Carrie Fahl.
- Please include an example or story to highlight your nominee.

Nomination Procedure:

- Fully complete and submit the Microsoft nomination form.
- Any Division employee may make nominations.
- Nominations will be accepted anytime during the school year, but must be submitted no later than February 21st, 2024 for this year's recognition program.
- All nominations are reviewed and approved by Human Resources.

2. The Committee discussed the Friends of 51 Community Partner Recognition Program.

Friends of 51 Community Partner Recognition Program

This program acknowledges and provides formal recognition to individuals or groups who have provided significant service or contributions to Lethbridge School Division. This past 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.

The Committee discussed the possibility of adding a metal tree at Aakaipookaiksi, the Lethbridge School Division Office, possibly in the main hallway. On this tree, would be placed acrylic apples engraved with our Friends of 51 Contributors' names. Andrea will look into the making of the tree and Rhonda will look into the making of the apples.

The Committee wishes to thank Carrie Fahl for her organization and support.

Respectfully Submitted,
Andrea Andreachuk

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD SEPTEMBER 26, 2023.

In Attendance:

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

The Chair called the meeting to order at 1:01 p.m.

1. Move to In-Camera

Trustee Christine Light moved:

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

*Move to In-Camera
7162/23*

Trustee Kristina moved to reconvene the meeting at 2:29 p.m.

Reconvene Meeting

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Approved, no changes.

Consent Agenda

4. Approval of Agenda

- Addition of item 10.8 Locally Developed Course Approvals
- 10.6 Public School Boards Association
- 10.7 Play and Learn in Medicine Hat

Trustee Craig Whitehead moved:

“to approve the agenda, as amended.”

CARRIED UNANIMOUSLY

*Approval of Agenda
7163/23*

5. Approval of Minutes for June 27, 2023

Trustee Genny Steed moved:

“The minutes of the special meeting of June 27, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from June 27, 2023
7164/23*

Approval of Minutes for September 12, 2023

Trustee Christine Light moved:

“The minutes of the regular meeting of September 12, 2023 be approved and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from September 12,
2023
7165/23*

- | | | |
|------|---|---|
| 6. | <u>Business Arising from the Minutes</u> | <i>Business Arising from the Minutes</i> |
| 7. | <u>Associate Superintendent Reports</u> | <i>Associate Superintendent Reports</i> |
| 7.1 | <u>Business and Operations</u>
Associate Superintendent Christine Lee provided a written report. | <i>Business and Operations</i> |
| 7.2 | <u>Instructional Services</u>
Associate Superintendent Morag Asquith provided a written report. | <i>Instructional Services</i> |
| 7.3 | <u>Human Resources</u>
Associate Superintendent Robbie Charlebois provided a written report. | <i>Human Resources</i> |
| 8. | <u>Superintendents Report</u> | <i>Superintendents Report</i> |
| 8.1 | <u>Board Priorities Report</u>
Board Priorities were included in the agenda. | <i>Board Priority Report</i> |
| 7.2 | <u>World Teacher's Day</u> | <i>World Teachers' Day</i> |
| 8.3 | <u>Calendar of Events</u>
Calendar of Events was included in the agenda. | <i>Calendar of Events</i> |
| 7.3 | <u>Acknowledgement of Excellence</u>
Acknowledgements of excellence and reports showcasing the accomplishments of Mike Mountain Horse and General Stewart Elementary are included in the agenda. | <i>Acknowledgement of Excellence</i> |
| 7.4 | <u>Trustee Membership on Committees</u>
A memo outlining the requested information on trustee membership on committees was included in the agenda. | <i>Trustee Membership on Committees</i> |
| 9. | <u>Presentations</u>
None. | |
| 10. | <u>Action items</u> | |
| 10.1 | <u>International Trip Approval- LCI</u>
Trustee Christine Light moved:
"That the Lethbridge Collegiate Institute trip to 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." | <i>Action Items
International Trip Approval
7166/23</i> |

CARRIED UNANIMOUSLY

10.2 International Trip Approval- GS Lakie

Trustee Craig Whitehead moved:

“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.”

*International Trip- GS
Lakie
7167/23*

CARRIED UNANIMOUSLY

10.3 Policy Committee Review

The motions included in the agenda are tabled for further discussion at the October Committee of the Whole and Board Meeting.

10.4 Policy 204.13 Public Presentation and Forum Request for Information

*Policy 204.13
7168/23*

Trustee Allison Purcell moved:

“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.”

CARRIED UNANIMOUSLY

10.5 Request for Information Vaping

Associate Superintendent Christine Lee provided an update on the vape detector pilot project.

10.6 Public School Boards Association Membership

Trustee Craig Whitehead moved:

“That we renew our membership for PSBAA for the 2024 calendar year.”

*PSBAA Membership
7169/23*

For: Craig Whitehead, Andrea Andreachuk, Allison Purcell,
Genny Steed

Against: Kristina Larkin, Tyler Demers, Christine Light

CARRIED

10.7 Play and Learn Program in Medicine Hat

*Play and Learn
Program
7170/23*

Trustee Craig Whitehead moved:

“That the Board requests the Superintendent explore the idea of a Play & Learn Program, such as that of Medicine Hat School Division, and that as a part of that exploration, consider the idea of a site visit.”

CARRIED UNANIMOUSLY

The chair called for a short recess at 4:55pm.

The meeting reconvened at 5:00pm

Public Forum

1. Viviana Lártiga Castillo- Spoke regarding the follow up letter received after her June 27th public forum.

10.8 Authorization of Locally Developed Courses

*Locally Developed
Courses
7171/23*

Trustee Christine Light moved:

“That the board approve the use of Choir 15 (LDC 1414) for 3 and 5 credits until August 31, 2025, to schools to enhance program offerings to students.”

CARRIED UNANIMOUSLY

11. Division Highlights

Public Forum

Allison- Welcome Back Pancake Breakfast, Terry Fox run at General Stewart, LCI football game. LCI Orange Shirt Day.

Christine- First Ride, Welcome Back Pancake Breakfast, LCI naming ceremony and Ed Centre Flag Raising, Chinook School Council, 51-25 Banquet

Andrea- Spoke about Terry Fox and her Cancer journey to students. Senator Buchanan parent council, Blackfoot flag raising ceremony.

Kristina- Welcome Back Pancake Breakfast, Welcoming practicum Students and Support Staff. LCI Flag Raising and student ceremony. Gary Station Groundbreaking Ceremony.

Division Highlights

Tyler- 51-25 Banquet and celebrating those who have been with our division for so many years.

Craig- Blackfoot Flag Raising, New Blood performance.

Genny- Enjoying the energy of September in schools, Cross Country Competition.

Board Chair Report

*Sanding Committee
Annual reports and
terms of reference
review.*

12. Board Chair Report

12.1.1 Board Standing Committee Annual Reports and Terms of Reference Review.

The standing committee annual reports and terms of reference were included in the agenda.

Board Budget Committee:

- Add to Key Duties and Responsibilities “to support discussion with the board of trustees to ensure opportunities for timely engagement on priorities and process.”

*Board Budget
Committee TOR
7172/23*

Trustee Kristina Larkin moved:

“To approve the terms of reference as amended.”

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

Against: Tyler Demers

CARRIED

*PAC TOR
7173/23*

Policy Advisory Committee:

Trustee Craig Whitehead moved:

“That the Policy Advisory Committee have two trustees one of whom acts as chair and remove the alternate.”

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

Against: Tyler Demers

CARRIED

*Extend the Meeting
7174/23*

Trustee Craig Whitehead Moved

“to extend this meeting past 6:00”

CARRIED UNANIMOUSLY

Poverty Intervention Committee:

Under Review and Evaluation, remove the word October so the first bullet point reads “the Terms of Reference will be reviewed by the Poverty Intervention Committee annually.”

*Poverty Intervention
Committee TOR
7175/23*

Trustee Kristina Larkin Moved

“That the revised TOR with the one addition of the word annually be approved.”

CARRIED UNANIMOUSLY

School Boundary Alignment Committee:

- Under the Duties and Responsibilities section:
 1. Remove bullet that says committee recommendations will be provided to trustees prior to public consultations.
 2. Change fourth bullet, third sentence, to read “Another consultation will be held to solicit feedback on proposed boundary changes prior to final approval of committee recommendations by the Board of Trustees.”

*School Boundary
Alignment TOR
7176/23*

Trustee Christine Light

“To approve the School Boundary Alignment committee terms of reference as amended.”

CARRIED UNANIMOUSLY

*Superintendent
Evaluation Committee
TOR
7177/23*

Superintendent Evaluation Committee:

Trustee Allison Purcell moved:

“That the superintendent evaluation committee terms of reference be approved as amended.”

CARRIED UNANIMOUSLY

*Community
Conversations*

12.1.2 Community Conversations

A memo with upcoming community conversations dates and locations was included in the agenda.

*Division School Council
Trustee Attendance*

12.1.3 Division School Council Trustee Attendance

Superintendent Mike Nightingale will bring the decision of trustee membership to the Division School Council agenda on October 2nd to determine what the parent council would prefer.

*ATA Local 41 meeting
dates*

12.1.4 ATA Local 41 Meeting Dates

Executive Assistant Kristin Solowoniuk will send a sign-up document to trustees to be shared with the ATA Local 41.

*Trustee Code of
Conduct Update*

12.1.5 Trustee Code of Conduct Update

Trustees Christine Light and Kristina Larkin provided an oral report on the Trustee Code of Conduct work completed over the summer.

*In-Camera
7178/23*

Trustee Christine Light moved:

“to move into in-camera at 6:19 P.M.”

CARRIED UNANIMOUSLY

*Correspondence
Received*

Kristina Larkin reconvened the meeting at 6:35p.m.

13. Correspondence Received

Correspondence Sent

13.1 Minister of Education Letter re: Budget

14. Correspondence Sent

14.1 Public Forum Response to Heather Rowland

14.2 Public Forum Response to Mike Richey

14.3 Public Forum Response to Viviana Lartiga Castillo

*Move to in Camera
7179/23*

15. Adjournment

Trustee Craig Whitehead moved:

“to move into in-camera at 6:39 P.M.”

CARRIED UNANIMOUSLY

Trustee Christine Light reconvened the meeting at 7:17 P.M.”

*Adjournment
7180/23*

Trustee Allison Purcell moved:

“To adjourn the meeting at 7:17P.M.”

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The October 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

OCTOBER 2023



Kids Are Our Business

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MEETINGS AND EVENTS



FACILITY SERVICES



The Facility Services department was very busy working with schools related to new **Fire Drill** protocols. The Fire Department alerted the Division that we are not allowed to conduct fire drills by using the “pull stations”. We are required to use the “drill mode” on the fire alarm panel. Schools started using this new method and determined that fire drills were not performing as expected for bells and fire doors. Our fire equipment service provider is going around to each school to make sure that systems are adjusted to ensure that “drills” will act in the manner required. Students and staff conduct six fire drills a year.

The Division will be submitting requests to Alberta Education for modular classrooms under the 2024 Modular Classroom Program. We are hopeful to receive modular classrooms for Coalbanks and Chinook to address growth pressures. Project requests have been submitted for 2024-2025 funding for the Capital Maintenance and Renewal (CMR) Grant. Requests include continued funding for the upgrade to Victoria Park, funding to support accessibility via elevators at Senator Buchanan and Westminster Elementary Schools. Currently the funding received only supports the Victoria Park Upgrade project, however additional projects are submitted in the event there are additional funds made available by the Province for CMR projects.



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 of the new school.

WEST LETHBRIDGE ELEMENTARY SCHOOL BOUNDARY CHANGES

COMMUNITY ENGAGEMENT

Lethbridge School Division will be hosting two opportunities for in person engagement with the West Lethbridge Elementary School Community. This opportunity is to discuss the need for upcoming boundary changes and gather perspective and insight to guide the Division's work in creating possible options for new boundaries for the 2025-2026 school year. In the spring of 2024, there will be another engagement opportunity once preliminary options have been developed.

NOVEMBER 8
AND
NOVEMBER 22

6:30 PM - 8:30 PM
AT CHINOOK HIGH
SCHOOL

HAVE YOUR SAY

ABOUT THE ENGAGEMENT SESSIONS

- Short Video Presentation on "why" we need to review and change boundaries, such as for a new K-5 School in Garry Station and capacity concerns at other schools.
- Small group discussion to gather community perspective and possible considerations for the Division's work in creating new boundaries.

*Click
Here*

To facilitate planning for the session, please click the box below to register.

REGISTER NOW UNTIL
OCTOBER 31

Please visit the Community Engagement website on November 23rd for a video presentation and a survey, designed to gather input from stakeholders who were unable to attend the in person session.

FINANCE



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 and the Auditors were on sight the week of October 23rd to conduct the Audit. The year-end financial statements will be presented to the Board at the November Board Meeting.

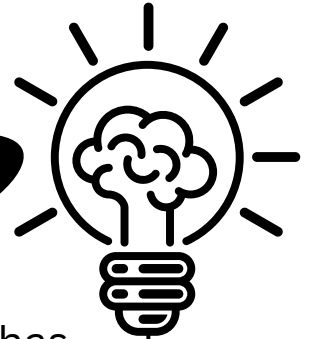


The Board of Trustees and Executive Council met with Minister of Affordability and Utilities, MLA Lethbridge East, Nathan Neudorf on October 10th to discuss a variety of matters including transportation, funding structure, and meeting the complex needs of students.



LETHBRIDGE SCHOOL DIVISION

DID YOU KNOW?



That the Division has property insured at an estimated value of

\$580 Million

INTERESTING FACT

Sept 2023 enrolment is

11,878 FTE

students, an increase of 278 FTE or **2.5%** over 2022-2023 enrolment (FTE counts ECS @.5)

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



October 10th

Good mental health is an integral part of our overall health and wellbeing. Good mental health allows us to cope with challenges, connect with others and thrive throughout our lives. It's vital and deserves to be recognized and respected.

Source: World Health Organization.

Work-Life Balance



Creating a balance between work demands and the healthy management and enjoyment of life outside work

Healthy workplaces make good business sense



Attract new employees



Help retain staff



Reduce sickness and absenteeism



Improve morale



Increase production and satisfaction

What workers can do



The Average Worker spends

50.2 hours

Work-related activities per week

Just over half take work home to finish outside regular hours.

2012 National Study on Balancing Work and Caregiving in Canada



10

Tips for Employers



Treat all employees in a fair and respectful manner



Allow workers to have control and input as much as possible



Recognize workers' results and skills



Provide workers with the training, skills and resources they need



Clearly define roles and responsibilities



Set schedules that work with life outside the job

- Assess the risks of work-related stress and take action
 - Match the workload to workers' capabilities
- Design meaningful jobs that allow workers to use their skills
- Provide opportunities for social, wellness and volunteering activities

Take breaks, even small ones



Make to-do lists



Unplug from technology once in a while



Build downtime into your schedule



Choose activities that positively impact your work or personal life

Work factors



• Unreasonable demands • Uncomfortable physical environment



3.7 million workers in Canada go through a regular day feeling a high level of stress. Statistics Canada, General Social Survey, 2010.

CCOHS.ca
Canadian Centre for Occupational Health and Safety

CYBER AWARENESS MONTH

October is...

TECHNOLOGY

- As part of this year's evergreen cycle new school switches have been ordered to improve the performance of the network.
- The tech department is working with SAPDC to offer teacher workshops for all schools in the south to participate. On Nov 30th training on how to live stream events using OBS will be offered. On Dec 7th a full day workshop on teaching computer coding for elementary schools will be held.
- Feedback Sessions. On Oct 23rd teacher representatives from all schools attended a full day session that allowed schools to provide information on ways the tech department may improve services and what technology is needed to support schools. The tech department appreciates feedback from all stakeholders.

Congratulations!



To **David Harmon**,
Senior Network Security
Analyst, for earning his
PenTest+ Certification

How to prevent phishing (for small businesses)

Phishing is one of the most common cyber scams affecting Canadians at home and at work. Cyber criminals use phishing messages to try and steal sensitive information from people by pretending to be a legitimate sender like their bank or a colleague. Unfortunately, they can be easy to fall for if you don't know the signs to watch for.

Cyber security is a shared responsibility, so it's important that everyone on your team knows how to spot the signs and fight phishing. Here are a few actionable steps you can take to protect your organization:

Get familiar with the signs of phishing

The best way to prevent phishing scams is knowing how to spot the signs.



Urgent or threatening language

Look out for messages pressuring you to respond quickly, especially if the request is odd.



Suspicious attachments and links

Look out for links with unfamiliar URLs and attachments with odd file names or file types (like an .exe) that you didn't ask for, especially from a suspicious sender.



Types

Look out for incorrect email addresses, suspicious links and any unusual spelling or grammar errors.



Unprofessional design

Look out for inaccurate or blurry logos, or corporate emails with formatting issues.



Requests for sensitive information

Look out for links directing you to login pages and requests regarding your personal information (like someone asking for your account password).



Unexpected messages

Look out for receipts or invoices that you weren't expecting, or unexpected requests (like your boss asking you for gift cards that weren't previously discussed).

Secure your data and devices

Accidents happen. That's why you should always have a backup plan.



Secure your network if you work from home or have a hybrid work model.



Frequently back up your data and devices.



Ask your employer about your company's cyber security plan and get familiar with it.



Use a virtual private network (VPN) if you're using unsecured Wi-Fi.



Don't use your work devices for personal use or lend them to anyone else.



Enable multi-factor authentication (MFA) whenever possible.

Learn how to handle a phishing scam

If you become a victim of phishing, don't panic.



Contact your IT department immediately and let them know what happened. If you don't have an IT department at your organization, alert your manager.



Secure your account by changing any affected passwords.



Make sure your new passwords are strong and unique.



Enable MFA to add an extra layer of security to your accounts and devices.



Don't forward the message to anyone else in your organization. If you need to share the email, have your supervisor or someone from IT come and see it on your screen.



Find out who is in charge (you or your IT department) of reporting the incident to the Canadian Anti-Fraud Centre by filing a report online or calling them at 1-888-495-8501.

Get more tips to protect yourself and your devices at:

[GETCYBERSAFE.CA](https://getcybersafe.ca)

TRANSPORTATION



Cold Weather Reminder

Winter
is
Coming

Students and parents are reminded that extra caution should be taken during the winter months and periods of extreme weather. Lethbridge weather can include cold temperatures, wind chill and snow that make getting to and from school challenging. Please take a moment and review this important information with your children.

Lethbridge School Division schools rarely close due to snow or cold temperatures. All Division schools will remain open to provide a safe, warm and secure environment for students.

Assume schools are open unless you hear otherwise from your school. Information regarding any school closures due to weather will also be posted on the Division website, on Twitter, Facebook and shared with local news media.

During the winter, roads may also be congested and slippery resulting in possible traffic and bus delays. Unusually cold or stormy weather can result in buses being delayed. Use the MyBusStop App or check My School Bus Monitor for messages on delays. Unexpected mechanical problems with the bus may also occur more frequently at this time of year. Children should be dressed appropriately for the colder weather as buses cool off very quickly.

Children should be well prepared for the weather and not left unattended at bus stops for any period of time, under any circumstances. They should have clear instructions on how long to await for the bus and what to do if the bus does not arrive. Never leave children at the stop without backup arrangements for an emergency.

Families should ensure they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school.

Children will find it easier to walk through the ice and snow when their school books and lunches are carried in a back pack.



Thank you to our bus drivers. We have been hearing great comments about the care they extend to our students, they are courteous, and safe!

Thank you to the City of Lethbridge for providing every school with an OKI fence sign kit to support Truth and Reconciliation.



MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- Levelled Principal Meetings (monthly)
- USIC Risk Management and Claims Committee (monthly)
- Marsh and LSD risk management discussion (monthly)
- CUPE Negotiations
- Truth and Recognition Ceremonies, LCI and Education Centre
- Administrators Symposium
- West Lethbridge Elementary School, Garry Station interior design planning meetings
- Head Caretaker Meeting
- Board Committee of the Whole
- Facilities Committee Meeting
- USIC members insurance renewal meeting
- School Boundary Alignment Committee Meeting
- BDO LLP Auditors onsite for 2022-2023 Audit
- Joint City/School Board Meeting



Honoring Truth and Reconciliation at LCI

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

The October 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

OCTOBER 2023

Team News

Instructional Services wishes

Megan Martineau,
Division Occupational Therapist

all the best on her maternity leave!!



NEWS
& Updates

Unlock the secrets to thriving in the digital age with a cross-disciplinary panel of experts offering insights!



The Truth About Youth:
Cultivating Digital Wellness



November 15
Yates Theatre
7:00 PM-8:00 PM



INCLUSIVE EDUCATION

As Jackie is on leave for a period of time, we are grateful to Rochelle Neville (Coordinator of Early Learning) and Rebecca Adamson (Coordinator of Inclusive Education) who will be supporting some of the tasks that typically fall on Inclusive Education. We also are fortunate to have Dawn Walmsley (former Principal come in a few days a week to support the portfolio in Jackie's absence).

JACKIE FLETCHER

Director, Inclusive Education

DIGITAL WELLNESS



CASON MACHACEK & SYDNIÉ ERLENDSON

Digital Wellness Teacher & Family Support Worker

Morag Asquith, Cason Machacek and Sydnie Erlendson have been invited to present at CASS pre-conference for the Fall CASS symposium on the Digital Wellness initiative Lethbridge School Division has implemented after successfully securing the Alberta Education Mental Health Grant. They will be presenting November 1st to educational leaders across the province. It was indicated that Lethbridge School Division is seen as a division that is leading in wellness work and is excited about the Digital Wellness initiative we have taken on.

November 15th is our Digital Wellness Parent Engagement Evening, "The Truth About Youth", Cultivating Digital Wellness.
Time: 7- 8 p.m.

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

OCTOBER 2023

INDIGENOUS EDUCATION

It's BINGO Season!

The Indigenous Education Team will be hosting a series of Indigenous Family engagement nights. Dates are:

West Side Elementary BINGO Night
October 5th at Mike Mountain Horse

North Side Elementary BINGO Night
October 12th at Park Meadows

South Side Elementary BINGO Night
October 17th at Dr. Plaxton

Middle School BINGO night
October 19th at Wilson

High School BINGO night
October 24th at WCHS



ANDREW KRUL

Off-Campus Coordinator



Lethbridge College Dual Credit

Lethbridge College Dual Credit Course Signups for winter semester will open on November 1st. It is anticipated that we will have 30 total spots total (16 for "Intro to the Trades") for our grade 10-12 students.

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

The "Intro to the Trades" courses we will be offering are Culinary Trades, Construction Trades, Electrical Trades, Transportation Trades and Intro to the Trades. If any students are interested in registering for these courses please contact Andrew Krul, Work Experience Coordinator. Interest for other courses will be received on our Lethbridge School Division Dual Credit Webpage located Here: [Dual Credit | Lethbridge School Division \(lethsd.ab.ca\)](#)



University of
Lethbridge

University of Lethbridge Dual Credit

We will have 3 cohorts of dual credit running with the University of Lethbridge for the winter semester.

JOEL TAILFEATHERS

Indigenous Education Coordinator

EVENTS & DATES

October

- 2 Wellness Committee Meeting #1
- 11 Anti-Racism/Anti-Oppression Administrators Committee Mtg #1
- 16 Health Champ Meeting #1
- 17 Poverty Intervention Committee
- 17-18 ACAT Dual Credit Committee Meeting
- 19 Administrators Committee Meeting
- 20 Healthy Schools Regional Wellness Leads Meetings
- 26-27 Division Professional Learning
- 27 Spanish Bilingual Programming Subcommittee (Provincial)
- 30 SW Regional VTRA updates and signing
- 30 Learning Commons Facilitator Meeting
- 31 Zone 6 Dual Credit Meeting

November

- 1-2 Train the Trainer VTRA @ LethSD
- 7 Placement Committee Meeting
- 7 Grade 9 Human Development/Health Curriculum Committee
- 9 Complex Case
- 14 Elementary Numeracy Committee 1-3:30 PM
- 14 LST Meeting @ Public Library
- 15 Middle School Numeracy Committee 1-3:30 PM
- 15 Middle School Human Development/Health Curriculum Committee
- 15 "The Truth About Youth", Digital Wellness Parent Evening

DUAL CREDIT & CAREERS

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The October 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

October 24, 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
 - 52 staff since August 1, 2023 (24 since Sept. 15, 2023)
 - 19 Teachers/Substitute Teachers
 - 33 Support Staff/Support Subs
- Substitute Teachers
 - Added 23 teachers since August 1, 2023
 - 12 added since September 19, 2023
 - Total available in the system – 138 (as of October 17, 2023)
 - March 2023 - 153
- Teacher Hires
 - 14 teacher contracts have been extended since September 19, 2023
 - 10 teachers hired since September 19, 2023
 - 6 temporary contracts, 4 interim contracts
- Support Staff Hires
 - 19 support staff have been hired since September 14, 2023
 - CUPE 2843 and Non-Union Staff
 - Variety of reasons for hires including but not limited to new allocations
 - Support Staff Substitutes
 - 55 Educational Assistant Substitutes (total as of October 15, 2023)
 - 19 Administrative Assistant Substitutes (total as of October 15, 2023)
 - 2 Learning Commons Substitutes (total as of October 15, 2023)
 - 22 hires total since August 1, 2023 – total added to the sub list (under CUPE 2843)
 - 5 Administrative Support Substitutes (Since September 14, 2023)
 - 5 EA Substitutes (Since September 14, 2023)

Other Highlights

- Director of Human Resources Rhonda Aos and the HR Team attended the U of L Career Fair.

- Associate Superintendent Robbie Charlebois attended the Site Ceremony for Garry Station.
- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended an Education Centre Leadership Team meeting.
- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended the Administrators Symposium.
- Associate Superintendent Robbie Charlebois attended the Coalbanks Fiesta.
- Associate Superintendent Robbie Charlebois attended virtual school administrator meetings for elementary, middle school and high school.
- Associate Superintendent Robbie Charlebois attended school council meetings at three schools.
- Associate Superintendent Robbie Charlebois and Director of Human Resources Rhonda Aos attended the Administrators Committee meeting.
- Division Administrative Assistant Carrie Fahl facilitating First Aid training sessions for staff members in October.
 - Full Certification - 57
 - Re-Certification - 18



Enrollment

The following information is based on September 29, 2023, enrollment data.

K-12 Enrollment

	September 30, 2022	September 29, 2023	Difference from 2022
Total	11,708	12,049	341

Total Student Enrollment (includes early learning programs)

	September 30, 2022	September 29, 2023	Difference from 2022
Total	11,948	12,229	281

Number of Combined Classes 2023-2024

Grade	Number of Classes
Grade 1/2	1
Grade 2/3	21
Grade 3/4	3
Grade 4/5	21
6/7/8 Learning Support	1
7/8 K&E	1
6/7/8/ EAL	2
6/7 Online	1
7/8 Online	1
8/9 Online	1
9/10/11/12 EAL	3



Cohort Growth

Grade	2022	2023 Growth	Increase
KG	780	Grew to 885 Grade 1 Students	105
Grade 1	888	Grew to 914 Grade 2 Students	26
Grade 2	853	Grew to 880 Grade 3 Students	27
Grade 3	880	Grew to 908 Grade 4 Students	28
Grade 4	847	Grew to 880 Grade 5 Students	33
Grade 5	925	Grew to 967 Grade 6 Students	42
Grade 6	837	Grew to 875 Grade 7 Students	38
Grade 7	899	Grew to 931 Grade 8 Students	32
Grade 8	1027	Grew to 1080 Grade 9 Students	53
Grade 9	925	Grew to 988 Grade 10 Students	63
Grade 10	954	Grew to 1009 Grade 11 Students	55
Grade 11	938	Grew to 1041 Grade 12 Students	103



September 29, 2023 Student Enrollment **NO EARLY LEARNING**

Elementary Schools	Pre school	Pre-K	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Sept 27 2023	Difference vs 2022
Coalbanks			97	112	130	111	112	102	664	10
Dr. Robert Plaxton			49	56	73	47	62	54	341	-4
Dr. Gerald B.Probe			49	59	76	77	91	100	452	-7
Ecole Agnes Davidson			72	82	96	91	96	71	508	-18
Fleetwood-Bawden			40	61	60	58	56	54	329	19
Galbraith			27	46	47	58	47	64	289	1
General Stewart			10	22	11	21	18	22	104	-14
Lakeview			46	58	60	62	68	59	353	-19
Mike Mountain Horse			72	108	97	84	106	89	556	-31
Nicholas Sheran			53	72	63	71	58	57	374	11
Park Meadows			38	50	53	53	49	49	292	-1
Senator Buchanan			24	50	56	49	49	56	284	11
Westminster			28	46	32	29	34	31	200	3
Lethbridge Christian			22	34	14	33	20	28	151	-4
Immanuel Christian ES			40	29	46	36	42	44	237	4
Sub Total	0	0	667	885	914	880	908	880	5134	-39
Middle Schools	Gr 6	Gr 7	Gr 8							
Gilbert Paterson	297	273	255						825	55
GS Lakie	203	148	163						514	6
Wilson	188	194	230						612	-52
Immanuel Christian MS	50	32	56						138	10
Lethbridge Christian	29	25	17						71	4
Senator Joyce Fairbairn	200	203	210						613	-13
Sub Total	967	875	931						2773	10
High Schools	Grade 9	Grade 10	Grade 11	Grade 12						
Senator Joyce Fairbairn	6								6	6
Immanuel Christian HS	50	47	33	35					165	17
LCI	434	376	368	299					1477	202
WCHS	267	243	235	268					1013	78
Chinook	317	302	300	306					1225	59
Victoria Park	6	20	73	133	8				240	14
EPI schools					16				16	-6
Sub Total	1080	988	1009	1041	24				4142	370
Total	12049	341								

September 29, 2023 Student Enrollment **WITH EARLY LEARNING**

Elementary Schools	Pre school	Pre-K	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Sept 27 2023	Difference vs 2022	
Coalbanks	1	18	97	112	130	111	112	102	664	10	
Dr. Robert Plaxton			49	56	73	47	62	54	341	-4	
Dr. Gerald B.Probe			49	59	76	77	91	100	471	-17	
Ecole Agnes Davidson			72	82	96	91	96	71	508	-18	
Fleetwood-Bawden	12	26	40	61	60	58	56	54	367	32	
Galbraith	8	25	27	46	47	58	47	64	322	5	
General Stewart	9	26	10	22	11	21	18	22	104	-14	
Lakeview			46	58	60	62	68	59	353	-51	
Mike Mountain Horse			72	108	97	84	106	89	591	-32	
Nicholas Sheran			53	72	63	71	58	57	393	-4	
Park Meadows	2	17	38	50	53	53	49	49	311	-9	
Senator Buchanan	3	14	24	50	56	49	49	56	284	11	
Westminster			28	46	32	29	34	31	217	4	
Lethbridge Christian			22	34	14	33	20	28	151	-4	
Immanuel Christian ES			40	29	46	36	42	44	237	-8	
Sub Total	37	143	667	885	914	880	908	880	5314	-99	
Middle Schools	Gr 6	Gr 7	Gr 8								
Gilbert Paterson	297	273	255						825	55	
GS Lakie	203	148	163						514	6	
Wilson	188	194	230						612	-52	
Immanuel Christian MS	50	32	56						138	10	
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Senator Joyce Fairbairn	200	203	210						613	-13	
Sub Total	967	875	931						2773	10	
High Schools	Grade 9	Grade 10	Grade 11	Grade 12							
Senator Joyce Fairbairn	6								6	6	
Immanuel Christian HS	50	47	33	35					165	17	
LCI	434	376	368	299					1477	202	
WCHS	267	243	235	268					1013	78	
Chinook	317	302	300	306					1225	59	
Victoria Park	6	20	73	133	8				240	14	
EPI schools					16				16	-6	
Sub Total	1080	988	1009	1041	24					4142	370
Totals									12229	281	

MEMORANDUM

October 24, 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 as identified by the Board at their spring retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

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

Respectfully submitted,
Mike Nightingale

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

PRIORITY: GOVERNANCE

Engagement with Stakeholders

- Morag and the Digital Wellness Team (Cason Machacek and Sydnie Erlendson) met with Val Olekshy from CASS to plan for the upcoming November CASS conference where they will be presenting on behalf of Lethbridge School Division regarding the Mental Health Grant (Alberta Education).
- Morag met with CASS membership and with Alberta Education to share feedback regarding the current Program Unit Funding structure.
- Executive Council met with Joe Clark, Alberta Education Manager for the southwest zone to discuss Lethbridge School Division's Annual Education Report
- The Poverty Intervention Committee had their first meeting October 17th and had a lively discussion around potential ways to creatively fundraise to address barriers to education for our students in our system.
- The first Division School Council meeting occurred on Monday October 2, 2023
- Trustees met with MLA Nathan Neudorf on October 10, 2023

Collaboration with other School Authorities, Municipalities, and Community Agencies

- Jim Kerr attends regularly scheduled meetings with McMan Youth Services, Woods Homes, Youth Justice and Children and Family Services.
- Carmen Carvalho attended the EAL Committee meeting through SAPDC (led by Bev Smith)
- The Human Resources Team attended the U of L Career Fair on September 20th, 2023.
- Morag Asquith is scheduled to attend the Mental Health Grant framework review at the University of Calgary with other invited division stakeholders October 20th
- Some Human Resources team members will attend the Atrieve Town hall presentation on October 18.
- Erin met with CASS Zone 6 directors for the "Assessment Think Tank." Assessment practices across southern Alberta were discussed, along with challenges divisions are facing in this area.
- Erin attended the Annual General Meeting for the Alberta Assessment Consortium.
- Erin met with Dr. Robin Bright from the UofL and Adam Browning from Palliser School Division to discuss a study and professional learning on early literacy and reading practices.

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

- Resources for the new curriculum grades 4-6 have been distributed to all schools. Resources include teaching materials and manipulatives for math and ELAL.
- Learning Loss Report was submitted to Alberta Education.

- Information on Collaborative Communities has been emailed to teaching staff. Teachers will create collaborative community groups and join communities of choice to engage in learning with on the morning of November 13th.
- Erin has met with some middle and high school teachers to begin preparation of materials for Human Sexuality training and teaching.
- Kathy Knelson and Erin have finished their meetings with Learning Commons Facilitators and administrators from each school.
- Jodie and Adam attended a Coalbanks staff meeting to provide professional learning on the new grades 4-6 curriculum.
- Jodie has provided literacy residencies within the following schools: ICES, Coalbanks, and General Stewart.

Numeracy

- Adam Palmer compiled MIPI results for schools so they are able to analyze areas of student need and strength within their schools.
- Adam created feedback forms and collected information on the EICS numeracy pilot. This information has been collected and will be used to determine if our schools will use this assessment measure moving forward.
- Adam has met with several middle school teachers about classroom practice and potential resources that can be utilized during math class.

Experiential Learning including secondary initiatives:

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

- On December 7th, Jesse Sadlowski will be conducting a full-day workshop titled "Coding for Elementary Teachers." Given that coding is now a part of the new Science curriculum for grades 1-3, it is essential that our teachers grasp the concepts of computational thinking in the context of coding. This workshop will be interactive and practical, allowing teachers to not only learn but also create coding lessons tailored to their classrooms.
- On November 14th at 10:00 am, we extend an invitation to all board members to join an Innovation Tour of our division. During this tour, participants will have the opportunity to visit our one-to-one program, experience our new VR tour, explore our esports arena, and engage with STEM learning labs in our schools. Please anticipate a calendar invite for this exciting event.
- Early November our dual credit registration will open for second semester to our grade 10-12 students!

Innovation and Technology

- 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.
- On November 30th, our tech team members will be organizing a full-day workshop, perfectly timed for the holiday season. In December, our team encounters numerous

requests to facilitate live stream events, and this training session aims to provide valuable support to schools during this hectic period.

Early Learning

- In our early learning programs, there are 77 children accessing support through Pre-K Program Unit Funding (PUF) Grant and 22 accessing support through Pre-K PUF Moderate Language Delay Grant. We have 4 children waiting further assessment.
- There are 54 kindergarten children accessing support through Kindergarten Severe Grant and 21 through PUF Moderate Language Delay Grant.
- On October 6 Lethbridge School Division hosted a presentation through SAPDC by Dr. Robbin Gibb on Building Brains Through Play. Fifteen Division teachers from the division attended this professional learning opportunity.
- Rochelle attended the Early Learning Advisory Committee hosted by SAPDC on October 3 and Building Brains Together Meeting with University of Lethbridge on October 25.

Indigenous Education

- Family BINGO nights are happening again hosted by our Indigenous Education Team at various school sites in October 17 Dr. Plaxton will be hosting, Middle School Indigenous Family Bingo October 19th at Wilson, and Churchill will be hosting the high school Bingo event on the 24th.
- Indigenous Education PL days will be happening November 13th and April 8th this year - “Learning from the Land” will have application across all grade levels.
- Indigenous Education Committee will be meeting September 27th.

Wellness

- Human Resources and the Benefits coordinator will provide and ASEBP Benefit Overview Presentation on October 26 for eligible employees at requested schools.
- Human Resources will distribute resources to Administrators for InkBlot our EFAP provider on October 19, 2023.

Diversity

- Jim continues his work with supporting schools to reach their students who are struggling to engage with their education. Currently he is meeting with all secondary schools and strategizing with teams for next steps. This process also occurs with our elementary and middle schools throughout the school year.
- Jim has begun Success in School Plan meetings. These are for our students that are under the guardianship of the province in full or in part and are being supported by a caseworker.
- Carmen and Saajan continue to complete student intakes for our students and families that have recently arrived in Canada.
- Carmen has been focused on assisting schools with the new EAL Benchmark 2.0 system released by Alberta Education this August.

- Saajan continues to support our families through connecting them with community resources including backpacks, schools supplies, and winter supplies.
- Saajan connects with our students often and has been visiting the programs at Wilson, WCHS, and LCI, along with joining Carmen at the art residencies being offered to all levels.
- Rebecca Adamson has been tackling the steady submission of coding requests and removals as schools review student documentation to help ensure that appropriate identification and supports are in place.
- Our new Behavior Support Team service delivery model continues to receive positive feedback from the schools assigned an AES. Efforts to fill our open position are on-going. Rebecca supports this team in their work, along with behavior learning support teacher Mackenzie Penner.
- Rebecca and Mackenzie are currently supporting our psychologist team through classroom and student observations to help identify targeted instructional strategies and environmental adaptations that may support student success in classroom with a high degree of diversity.
- Jackie has submitted an application for Alberta Education's Low Incidence Supports and Services (LISS) Grant once again this year. Last year, we were able to support many students with hearing and vision loss resources including equipment and technology to assist them in accessing learning.

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Administrator Professional Learning

- The second administrative mentorship session took place on October 4, 2023. There was time to connect with mentors and Morag Asquith and Jackie Fletcher presented on topics related to instructional services.

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

- Rebecca and Rochelle presented another successful SIVA training with 22 participants across the division, with another session to run over the Parent Teacher Interview dates in support of Galbraith school staff. November session is already full and December's training is filling quickly. By the end of October, approximately 100 staff will have been certified or recertified in SIVA this year.
- Parabytes 1-4 session 'catch-up' for EAs unable to attend or those hired since August, is scheduled for Friday, October 20th. We anticipate approximately 40 participants. Parabytes 5 and 6 will be presented to ICES and ICSS on October 19th and to the rest of our EA staff on October 26th and 27th.
- 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. Staff are encouraged to complete this training in October.
- Human Resources offered Division First Aid Training for the following:
 - Full Certification: Saturday Oct. 14th and Tuesday Oct. 17 & Wednesday Oct. 18th

- Re-certification: Saturday Oct. 21st
- On October 23, the tech department engaged in a collaborative day with technology teachers from each school. During this event, we actively sought feedback from teachers on ways to enhance our department's resources and support for the classroom. We also delved into discussions about robotics, 360-degree videos, virtual computers, the new digital sign system, and various other relevant topics.

PRIORITY: SUPPORTING LEARNING AND WELLBEING

Building Staff Capacity to Meet the Needs of all Learners

- Carmen has held (and can offer any school) PL on EAL Benchmarking 2.0 implementation and assessment support. This was delivered to Dr. Plaxton on October 11, 12, and 13.
- Jackie Fletcher and Rebecca Adamson continue to go into schools and observe students who are demonstrating a need for additional supports and strategies with the goal of providing strategies to and collaborating with school staff to address student need.
- Carmen is working on building the capacity of our teachers to teach EAL learners impactfully by offering art residencies in which she models best practice for English language learning.

Collaborative Partnerships to Support Learning

- Jackie Fletcher, Director of Inclusive Education continues to work closely with outside agencies and families to support some unique programs for students that require additional planning or support (Bridges and Family Ties).
- Jackie is vice-chair of the Complex Case Committee through SWCSS. The October meeting reviewed active cases in the south Zone 6, two of which are students in Lethbridge School Division
- Jackie, Rochelle, Saajan, Lucie, and Char hosted a team meeting with Lethbridge Family Services to address registration of our new students, along with brainstorming ideas of how our SWIS workers (student support for immigration and settlement workers) can be more involved with our students that are LFS clients within the school setting (through field trips, school events, etc.)

Cross-Ministry Initiatives

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

- The Division submitted its request for Capital Maintenance and Renewal (CMR) funding for the 2024-2025 year. This submission included continued funding support for the Victoria Park Upgrade and accessibility (elevators) for Senator Buchanan and Westminster Elementary Schools.
- As we continue to grow, the Division continues to request additional modular classrooms. The 2024 Modular Classroom Program request was submitted requesting four modular classrooms for Coalbanks Elementary School and two for Chinook High School.

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Donations and Support

Background:

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the Division since September 1, 2023.

- Park Meadows:
 - \$600 from the Ladies Auxiliary (Fraternal Order of Eagles) #2100 towards our breakfast program
 - \$1925 from Sobeys - Grocery Foundation
 - \$7350 plus Equipment/Appliances from Breakfast Club of Canada
 - 16 Violins from Maria Geppert for their Fine Arts Program
- Victoria Park:
 - \$10,400.00 from 100 Women Who Care for their Christmas Hampers to give to students in need in December.
- Immanuel Christian School:
 - Very generous donation from Alberta Prime Beef towards their Hot Lunch Program which was very helpful to significantly lower the cost of the Hot Lunch Program to students.
- Galbraith:
 - \$600 from the Ladies Auxiliary F.O.E. #2100 (Eagles) for their Breakfast Program
 - \$100 from Gordon Szpak to Kindergarten Program
- Lakeview:
 - \$5000 from the Richard Chase Family Fund.
- Nicholas Sheran:
 - \$250 from John Gray for the Nicholas Sheran Breakfast Program.
- Winston Churchill High School:
 - Received \$3800 from the WCHS Grad Class of 1973. They had their 50th reunion this summer and presented the school with the cheque on Friday. The School is using these funds to add a kitchen to the Knowledge and Employability Classroom.

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

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

Background:

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

School Showcase:

École Agnes Davidson:

September and October are some of my favorite months with the energy and newness of a new school year, this year is no exception. Some of the highlights included starting the year with a staggered entry which really allowed the teachers a chance to get to know their students quickly and make those strong connections from day one. Meet the teacher night is also an important part of starting the new school year, giving parents the chance to see where their child is spending the day. There is always a big turnout at Agnes Davidson. Our first School Council meeting was a great success, welcoming in some new parents to the group. September also found us doing lots of running, both for Terry Fox, passing our goal of raising \$1700 for cancer research but also running for Truth and Reconciliation. We put on many kilometers! We also acknowledged Orange Shirt Day with a school photo outside, along with lessons and conversations in the classrooms. Keeping safety in mind, we have had two fire drills so far. It is amazing that close to 550 people can exit the building in about 3 minutes. To connect the school in unity, we had a Numeracy Amazing Race where classes were given math challenges each day. Did you know that most students in our building have their birthday on the 27th of the month? Our very popular handbells and choir have begun practicing with their first performance at our Remembrance Day assembly coming up in November. We have had several teachers involved in Professional Learning for the new curriculum and sharing their learning with their colleagues. Some great conversations and thoughts have ensued because of these PL opportunities. In addition, the Grade 3 team hosted a “Taste of the Nations” evening inviting their students and families into the building to sample food items from various cultures. This evening also brought out the traditional dress of some of our families and cultural performances by others. This was the first event of this kind at our school but something I can see happening in future years, it was such a success. October moves along with our first assembly of the year hosted by our Grade 3s and 4s, our Scholastic French Book Fair, Parent-Teacher Interviews, and the start of the Grade 5 volleyball season. Agnes Davidson is well into the 2023-2024 with lots of exploring, discovering, and creating.



Victoria Park High School:

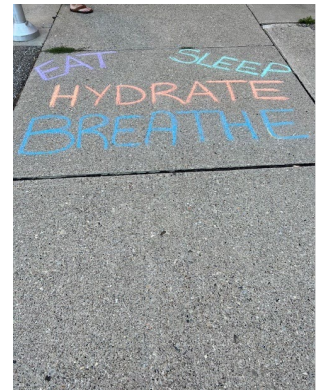
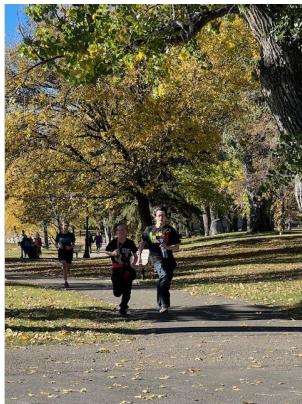
Greetings Board Members! We hope that this has been a robust fall for you thus far – may the learning that is happening in schools and beyond be infectious at the board level, as well. We appreciate your efforts to engage with our schools and are delighted to share with you some of what we would consider to be the greatest celebrations of the short school year thus far...

Through our work at Victoria Park High School and Lethbridge Alternative Schools and Programs, we are currently supporting 300+ students in achieving their preferred futures. Our days include the joys, successes, challenges and heartbreaks that come with supporting human beings in their growth and development. Along the way, we have much to celebrate and are very proud of the learning that our students and staff are engaging in. Some of the highlights this year have included:

- Creating a place to belong and be a part of something larger than the individuals themselves
- Our purposeful reflection and response design to our school-wide on *Building a Culture of Empathy*
- Our school-wide focus on youth health, from physical to relational to financial health, we are exploring!!!
- Because we are constantly working to develop programming that is both responsive and engaging, in an effort to support high school completion and to assist students in finding their preferred futures, we have made a significant focus on increasing our number of high interest/high experience option offerings. Some of the options this year include:
 - Active Lifestyles class
 - Outdoor Education class
 - Workplace Readiness class
 - Brains, Bones and Blood class
 - Yoga class
 - Creative Expressions class
 - Nature, Wellness and Healthy Relationships class
 - Team Games Class
 - Art class
 - Volunteerism Class
 - Intro to Tourism
 - Foods Class
 - Construction class
 - Cosmetology class
 - Leadership and Social Responsibility class
 - You and Your Child— Young Mom's Program
 - Photography Class
 - Fashions Class

- The creation of a Driver Experience Program which will enable students of Victoria Park High School who do not have access to a vehicle, the opportunity to gain driving experience they otherwise would not have available to them. With access to an eventual driver's license and experience with driving, students' lives will open up with opportunity in the areas of personal development, independence and the world of work.
- A renewed commitment to getting out of the traditional classroom/building and using nature and the community as our learning space.
- As always, the creation of a caring, compassionate, soft place to land, where students are able discover and nurture their own strengths and abilities, connecting to purpose and passion in their education.

The realities of supporting people in their growth and development give us cause for constant joy, laughter, worry, and anticipation. Through it all, we make a concerted effort to practice recognition of the determination that it takes to succeed, and to celebrate the forward movement that we see in our students' lives. Thank you for your ongoing support of our school and programs.



Recommendation:

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

Respectfully submitted,
Mike Nightingale

Calendar of Events for Board of Trustees

October	25	Joint City of Lethbridge and School Boards Meeting 9:00am, Education Centre Board Room
November	6	Division School Council 6:30pm, Education Centre Board Room/ TEAMS
	7	Committee of the Whole 3:00pm, Education Centre Board Room
	8	Policy Advisory Committee 1:00pm, Education Centre Board Room
	8	Boundary Review Engagement 5:30pm, Chinook High School Gymnasium
	14	Working Conditions Committee 4:00pm, Education Centre Board Room
	14	Community Conversations 6:00-7:30pm, Westminster Community Hall
	16-18	Public School Boards Association Edmonton
	17	Audit Committee 10:00am, Education Centre Conference Room
	19-21	ASBA Conference and FGM Edmonton
	22	Boundary Review Engagement 5:30pm, Chinook High School Gymnasium
	28	Board Meeting 1:00pm, Education Centre Board Room

MEMORANDUM

Date: October 24, 2023

To: Board of Trustees

From: Mike Nightingale, Superintendent

RE: ASBA Trustee Governance Program Recognition

Background

ASBA partnered with the University of Calgary School of Continuing Education to offer a pilot cohort of the ASBA Trustee Governance Program for the 2022/2023 school year.

The Trustee Governance Program is designed to enable and empower trustees to expand their professional knowledge. This program integrates theory and practice of leadership and effective governance. As trustees move through the program, they will learn how to apply meaningful strategies to different tasks and scenarios in their role as a trustee.

Chair Allison Purcell and Vice-Chair Christine Light participated in this cohort, completing 56 hours of the following courses:

- Financial Literacy
- Risk Management
- Strategic Thinking
- Systems Thinking
- Strategic Planning
- Change Foundations
- Conflict Management: Skills for Leaders
- Digital Transformation: Building Capabilities for the Future

Recommendation

It is recommended that the Board receive this as information and recognize the achievement of this course completion.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: International Trip Approval

Background:

Kevin McBeath from Winston Churchill High School is requesting approval to take approximately 15 Grade 9-12 students on an International Trip to Brisbane, Australia from March 27th-April 9th, 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 Winston Churchill High School trip to Australia 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

Opportunity of a Lifetime

- Itinerary
 - Incredible
- Price*
 - Approx. \$2000



Benefits

- Travel is a great teacher. Seeing another culture and experiencing it through an immersion via homestay creates lasting memories for both the participant and the host.
- Having traveled with way several times with other students, I can attest to the legacy of lifelong learning and friendships that have resulted
- Oh, and they're wicked good at hoops too!

Payment Timeline



- Equal payments dispersed over 4 months:
 - Dec. 1st
 - Jan. 1st
 - Feb. 1st
 - Mar. 1st

Fundraising



- Everyone loves bacon!
 - Fundraiser through November
- Everyone loves coffee!
 - Fundraiser through December
- Revisit in January for third opportunity to fundraise in February

kevin.mcbeath@lethsd.ab.ca

Questions?

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: International Trip Approval

Background:

Cilena Mathieu from Lethbridge Collegiate Institute is requesting approval to take approximately 40 Grade 9-12 students on an International Trip to Florida, USA from May 17-21, 2024. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$3500 in Canadian Funds, with the opportunity to fundraise to offset the cost.

Recommendation:

That the Lethbridge Collegiate Institute trip to Florida 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



2024 Kennedy Space Center

EA Tour Trip

Grades 9-12

May 17-21, 2024



Itinerary


- May 17: Flight to Florida
- May 18: Kennedy Space Center
 - *Explore Tour to launch sites and to the VAB*
 - *Guided exploration through facility*
- May 19: Kennedy Space Center
 - *Astronaut Training*
 - *Lunch With an Astronaut*
- May 20: Universal Studios (Educational STEM program)
- May 21: Flight to Calgary

Depending on your exact flight times, which I am just confirming, we would also need to potentially look at options for your departure morning, there are several options available to you, but we could explore:

1.Full Sail University - This is a university campus with a difference, as an institution focusing on Modern Creative Technologies they have multiple studios, a filming back lot and even an e-sports arena!

2.Indian River Reserve Kayak - This is an opportunity to see the coastal marine reserve up close and explore the ecosystem, an environmental volunteering opportunity can also be added to make this a full-day activity.



A close-up of an astronaut's helmet and upper torso in a red spacesuit, floating in space with the moon visible in the background. The text "New course option" is centered on the helmet's visor.

New
course
option

INCLUSIONS

- International flights, including all airport departure taxes and baggage fees (if applicable).
- All coach travel at your destination.
- Educating Adventures Ltd tour manager throughout your stay.
- Gratuities for all transport, accommodation, activities, and meals in your itinerary.
- Educating Adventures Ltd safety management system.
- Student arrival gift.



Accommodation

- Based on the Rosen Inn on International Drive.
- Students in triple share rooms (two students in two double beds and one rollaway bed).



Curriculum Link

- Science 9
- Physics 20/30
- Astronomy 15/25/35
- Biology 20/





Artemis 2

- We will get to learn more about the Artemis mission and on the Explore Tour we will be able to visit the launch site.

Supervisors

- Cilena Mathieu
- Elaine Jacklynn
- Kelly Frewin





Cost

Price Breakdown

***\$3,495 CAD per student based on 30 students and
\$3,395 CAD per student based on 40 students and*** *Note if
group numbers fall below the minimum number quoted a
surcharge may apply.

Fundraising

- *bottle drives*
- *bake sales*
- *Christmas Market*



MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

RE: Voluntary Retirement – Alberta Teachers' Retirement Fund Members and Local Authorities Pension Plan Members

Background

For the past several years, the Board has approved a Voluntary Retirement opportunity for Alberta Teachers' Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees. This allows employees who qualify to collect a pension and are members of the Alberta Teachers' Association Retirement Fund or Local Authorities Pension Plan to retire as of January 31, 2024, and then begin a temporary contract with the Board effective February 1, 2024, to June 27, 2024 (or the end date as per the appropriate employee calendar). This opportunity is subject to the terms and conditions of the Alberta Teachers' Association Retirement Fund or the Local Authorities Pension Plan.

The process for accessing this opportunity is as follows:

- An email will be sent to all Division employees informing them of the Voluntary Retirement opportunity.
- Any employee intending to access this opportunity will be required to notify the Division in writing of their intention to retire by mid December (specific date will be determined later). This notification must be provided in the letter format prescribed by the Division.
- The Division will respond in writing if the staff member qualifies for the Voluntary Retirement opportunity.
 - Criteria for qualification includes, but are not limited to:
 - Member of an approved pension fund
 - Eligible for retirement per the pension fund
 - Process parameters outlined by the Division have been met
- Should the employee qualify, they will be placed on a temporary contract from February 1, 2024, to June 27, 2024 (or the end date per the appropriate employee calendar).

Recommendation

That the Board consider if they would like to continue to offer the Voluntary Retirement opportunity for staff members.

If the Board would like to continue to offer this opportunity, the following motion is provided for consideration:

Trustee _____ moves:

- That the Board extend the Voluntary Retirement opportunity to employees who qualify to collect a pension and are members of the Alberta Teachers' Retirement Fund or Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees). Employees intending to access this opportunity will be required to notify the Division in writing, per the process outlined by the Division and submit a letter of retirement effective January 31, 2024. These employees will be offered a temporary contract effective February 1, 2024 – June 27, 2024 (or the end date as per the appropriate employee calendar).

If the Board does not want to continue with this option, the following motion is provided for consideration:

Trustee _____ moves:

That the Board does not extend the Voluntary Retirement opportunity for employees for the 2023-24 school year.

Respectfully submitted,
Robbie Charlebois

MEMORANDUM

Date: October 24, 2023

To: Board of Trustees
From: Christine Light, Vice-Chair

RE: Trustee Expense Advances

Background

Policy 206.1 Trustee Training and Development.

Policy:

The Board expects that trustees should actively engage in training and development activities that will enhance their ability to fulfil the Mission and Vision of Lethbridge School Division and enhance the quality and effectiveness of public-school governance in our community.

Regulations:

4. An annual in-service budget for trustees shall establish individual allocations to encourage attendance at professional development activities related to the Board's priorities.
5. The in-service budget, including all costs for travel and out-of-pocket expenses, shall be determined as part of budget deliberations.

Lethbridge School Division Board of Trustees is committed to transparency and accountability to financial reporting and working within the approved annual budget. The current established individual allocations noted in the regulations above are \$4500 per trustee, per year.

Currently, there is no policy or process surrounding payment to Trustees should expenses extend beyond the budgeted amount. As such, Trustees can be paid above the established annual amount, lending money from future years. This sets neither a strong framework for Trustees to be held to account for spending, or clear parameters for operational staff to follow should this occur.

Recommendation

It is recommended that the Board discuss this issue and amend *Policy 206.1 Trustee Training and Development* to include a regulation which states: Individual allocations can be carried forward until end of a Trustee's 4-year term. Borrowing of funds from the following year's allocation shall be kept at a minimum and only to fund a single event that there is an overage. Should the amount exceed \$1000, Board approval at a Regular Board Meeting is required prior to allocation payment. This scenario cannot occur in the final year of their term.

Respectfully submitted,
Christine Light

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Genny Steed
Trustee

Re: Review and Revision of Board Policies

Background:

Lethbridge School Division Board Policies guide governance, inform procedures, and provide a point of reference for operations. Current policies have been recognized to be numerous and, at times, redundant. Discussion has been held regarding organization, accessibility, and appropriate classification of documents as policy. On going discussion has centered around strategy for improvement.

Recommendation:

It is recommended that the board consider the following motion:

"I move that board seek further information to develop strategy for a review and revision of our policies as a whole, including obtaining financial quotes for the cost of obtaining outside consultation to the process."

Respectfully submitted,
Genny Steed

MEMORANDUM

October 24, 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:

November 14, 2023
6-730 pm
Westminster Community Hall
411 16 Street North

December 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

October 24, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Request for Information Public Forums and Presentations

Background

The information below is provided in partial fulfillment of the following motion that was passed at the September 26, 2023 Regular Board Meeting:

- “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.”

Recommendation

It is recommended that the Board accept this as information and provide feedback on future direction if necessary.

Respectfully submitted,
Mike Nightingale

Request for Information - Relevant Excerpts Other Boards and Jurisdictions

This document is intended in partial fulfillment of the following motion that was passed at the September 26, 2023 Regular Board Meeting:

- “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.”

This document provides Trustees with relevant excerpts from policies, procedures and guidelines when members of the public address various elected Boards. For each jurisdiction, a short summary of the policy, procedure, guideline is provided, as well as, a cut and paste excerpt from the relevant policy, procedure or guideline. All excerpts were taken from publicly available documents. These excerpts may or may not be comprehensive, as each public entity has many policies, procedures and guidelines, not all of which are easily searchable. Summaries provide a brief overview of some of the key points from the relevant policies, procedures and guidelines. It should also be noted that each Trustee was emailed a copy of the source documents for each excerpt.

In terms of legal parameters, those questions may need to be based on a case-by-case basis in relation to specific questions from Trustees.

Medicine Hat Policy 206.1 Public Participation at Board Meetings

Summary: One or more persons can present to the Board but must provide written notice prior to the first day of the month in which they will appear. If the request to speak is related to a concern or conflict, the speaker must have taken steps to resolve the conflict prior to speaking to the Board. Requests to speak can be denied. Presentations to the Board are a maximum of 15 minutes.

Relevant excerpts of policy, procedure, guidelines:

POLICY

The Board of Trustees welcomes presentations on matters relating to the operation of the MHPSD at its meetings by individuals or groups from the community. Presentations and delegations will be treated with attention and respect by all those in attendance at a Board Meeting. In order for meaningful discussion of issues, proper communication decorum will be appreciated.

GUIDELINES

1. For the purpose of this policy, the word 'delegation' shall mean one or more persons.
2. A delegation wishing to appear before the Board shall provide the Superintendent of Schools with written notice of intent, prior to the first day of the month in which it wishes to appear. The notice shall include a written brief articulating the issue to be presented.
3. The Superintendent of Schools and the Board shall determine if the presentation is to proceed.
 - 3.1. Delegations wishing to speak to community partnerships and/or system direction will follow the guidelines laid out in steps 4 – 10, below.

3.2. When delegations request to speak to the Board regarding a concern/conflict, the Superintendent of Schools shall ensure that all avenues for resolution of conflict, in accordance with Policy 532 - Healthy Interactions, have been exhausted prior to requesting an opportunity to appear before the Board.

3.3. If the Board decides not to hear from a specific delegation, the Superintendent of Schools will provide a written response explaining why the request was denied.

3.3.1. The Board reserves the right to decline a second presentation by the same delegation, or from a new delegation wanting to discuss a matter previously addressed, when the circumstances have not changed.

4. The Superintendent of Schools shall provide the delegation with a copy of the Board policy regarding public participation at Board Meetings.

5. The delegation shall appoint not more than two (2) persons to speak on its behalf at the meeting and to respond to questions from the Board.

6. The delegation will be allocated fifteen (15) minutes for presentation, following which ten (10) minutes will be allocated for Trustee questions.

7. Trustee questions will be for clarification only. The Board will not enter into a debate with a delegation regarding the matters in the presentation.

8. The notice, the summary and the names of persons who will be making the presentation shall be included in the agenda for the meeting.

9. The Superintendent of Schools and Board Chair may jointly agree to waive the foregoing requirements in extenuating circumstances.

10. If a decision is required in response to a presentation by a delegation, the Board will render its decision at a subsequent meeting and in a timely manner

Edmonton Public Schools – Trustee Handbook Section 5

Summary: General comments about an educational issue are permitted at meetings.

Individuals can speak for 3 minutes, and the total duration of all comments is 20 minutes unless an extension is approved by the majority of the Board. Request for comments on a specific Board item must be brought forward by noon the day before the meeting. Guidelines around time are the same as above (3 minutes per individual, 20 minutes total unless approved by majority). Formal delegations must meet with the Superintendent 3 weeks prior to presenting. The Board can ultimately decide if the delegation will be heard. If approved the delegation can have up to 10 minutes. Note, Edmonton Public Schools also has a policy on Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives. This policy was shared with Trustees.

Relevant excerpts of policy, procedure, guidelines:

5.2.3 Comments from the Public and Staff Group Representatives

The Board offers multiple scheduled opportunities for the public to address the Board at its meetings.

Public comments are to be kept to three minutes and the Board will not permit critical statements being made about particular individuals or schools whether named or identifiable by the context.

The following procedures facilitate input from the public and staff group representatives during board meetings:

Comments on Specific Board Agenda Items

- A member of the public or a staff group representative wishing to give a position to the Board on a specific Board agenda item must register with the Board Office (780-429-8443) by noon the business day before the meeting.
- Upon registering, speakers will be provided with Board Policy IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair and Trustees in advance of the start of the meeting.
- Speakers will confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comments will not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.

General Comments on an Educational Issue at a Board Meeting

- The Board provides the public with the opportunity to speak to general educational issues at the beginning of each public meeting as well as an opportunity at 5:00 p.m. at the second Board meeting of the month.
- If a member of the public or a staff group representative wishes to address the Board, the individual must register with the Board Office (780-429-8443) by noon the business day preceding the meeting.
- Upon registering, speakers will be provided with Board Policy IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives to inform them about procedures and guidelines.
- A list of registered speakers will be provided to the Board Chair in advance of the meeting starting.
- The Board Chair will, at the time the item is considered, seek concurrence of the Board to hear the individual.
- Speakers will confine themselves to three minutes and address their comments to the Board Chair.
- The total duration of public comment on a specific agenda item will not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
- The Board Chair will thank the speaker.
- If there are no registered speakers for the 5:00 p.m. session, the meeting will be adjourned when business is concluded.

Delegations and Presentations to the Board Representatives of organizations wishing to comment on an agenda item or make general comments on an educational matter may do so as per Board Policy IAB.BP - Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives.

Red Deer Public Schools Policy 7 Board Operations – Section 8 Delegations at Board Meetings

Summary: Requests to present to the Board must be made in writing and include an outline of the topic(s). Requests to speak or present must be received 10 days before the Board meeting. The Board Chair can waive this requirement. Typical length to speak with the Board is 5 minutes. The Chair can restrict the length of time. A trustee may ask the Chair to allow a member of the public to speak if they have specific information pertaining to an item under discussion. The Board will not typically meet with a member of the public to discuss concerns about an individual unless all other avenues have been exhausted.

Relevant excerpts of policy, procedure, guidelines:

8. Delegations at Board Meetings

The Board values the engagement of all stakeholders in matters concerning the education of the community's children and the operation of its schools. Accordingly, the Board welcomes input from interested individuals or groups who wish to make a presentation to the Board in accordance with the following processes.

As a general rule, the Board will hear a presentation from a group or from an individual at a regular meeting. However, when the occasion demands it, a presentation may be heard in a private meeting of the Board.

The Board believes in an open and transparent process to hear public delegations.

It is important that presentations occur within set guidelines and in accordance with prescribed procedures.

Requests to make a presentation to the Board shall be made in writing and shall include a brief outline of the topic(s).

In addition with respect to matters of specific suggestion, request, directive, concern, or complaint regarding employees, the channel of communication for the Board and its individual members shall be through the Superintendent.

- 8.1 Under usual circumstances a written request for a meeting must be addressed to the Superintendent and received by the Board a minimum of (10) days in advance of the scheduled Board meeting date. In exceptional circumstances, the Board Chair may choose to waive this requirement. The request will outline the reason(s) for making the request, and shall include a summary of the nature of the presentation and will indicate the name(s) of the main presenter(s).
- 8.2 The Chair, when setting the agenda for each Board meeting, will consider requests from delegations for a meeting with the Board. If a request is accepted, the Chair will determine the most appropriate meeting date and time for the delegation to meet with the Board. A delegation will usually be allotted five (5) minutes for its presentation. The Board Chair is authorized to restrict the length of any delegation's presentation at the Chair's discretion.
- 8.3 The delegation shall appoint not more than two (2) persons to speak on their behalf at the meeting and respond to questions from the Board. Names and positions of participants shall be provided to the Board.
- 8.4 The Chair shall outline the process and any limitations upon the subject matter that may properly be presented by the delegation to the Board.

- 8.5 Delegations shall be given a copy of the relevant sections of Policy 7 prior to its presentation.
- 8.6 When making presentations to the Board, individuals and groups shall demonstrate appropriate decorum, shall keep their comments as brief as possible, and shall abide by the procedures of the meeting as established by the Board Chair. The Board Chair shall ensure the delegation maintains appropriate decorum during the meeting with the Board
- 8.7 During the time of a presentation trustees may ask questions but will not express judgments concerning issue(s) raised. Normally Trustees will refrain from asking questions or making comments until the delegation has completed their presentation. \
- 8.8 Following a presentation to the Board, any discussions held will be in accordance with Board approved rules of order
- 8.9 Any decision or other significant follow-up communication will be transmitted in writing by the Board/designate to the designated spokesperson.
- 8.10 Normally the Board will not meet with an individual or a group of concerned individuals unless the individual or group has attempted first of all to resolve the difficulty through contact with the Superintendent.
- 8.11 A trustee may request the Board Chair to hear from a member of the public in attendance who may have information pertinent to the item under discussion by the Board.
- 8.12 A written record shall be kept of all presentations to the Board.

Calgary Board of Education – Board Meeting Procedures Re: Public Comment

Summary: Members of the public may verbally address the Board on any educational issue deemed by the majority of Trustees to be relevant to the meeting agenda. Public must provide notification of a desire to speak or present by 10:30 am the day prior to the meeting. If the topic is not relevant to an agenda item, the Corporate Secretary and Board Chair decide if the speaker can address the Board. A speaker has a maximum of 3 minutes. There can be a maximum of 5 different speakers. Extension of presentation time can be approved by a majority vote of Trustees. The Board can restrict the number of times an individual or delegation speaks in a year at a maximum of 4 times. Public comments are not included in the live streaming of meetings.

Relevant excerpts of policy, procedure, guidelines:

A member of the public may verbally address the Board of Trustees on any educational issue deemed, by a majority of Trustees present at the particular meeting, to be relevant to any reports reflected on a public Board meeting Agenda, subject to the following procedure:

- A prospective speaker shall notify the Corporate Secretary corpsec@cbe.ab.ca by 10:30 a.m. of the day prior to the board meeting. Prospective presenters must provide the name and contact information for the presenter, the stakeholder or public group that they are representing, if any, their proposed presentation and its relevance to a report on the Agenda for the meeting date the prospective speaker wishes to address the Board.

- If the topic a prospective speaker wishes to address with the Board does not have any relevance to a report on the Agenda, the Corporate Secretary in consultation with the Board Chair will determine whether the prospective speaker may address the Board at a particular board meeting or refer the speaker to a future board meeting date.
- A speaker may speak for up to three minutes. The number of such speakers at any meeting shall not exceed five. To provide fair opportunities for a variety of viewpoints to be presented, exceptions to the time and number of presentations may be made by a majority vote of the Trustees present at the meeting.
- The Board, at its discretion, may restrict the number of times any individual or stakeholder group to a maximum of four times per year, unless the Board, by a majority vote, deems that additional presentations would be beneficial to The Calgary Board of Education.
- A speaker should approach the microphone and wait to be recognized by the Chair. The Chair will ask the speaker to state his or her name, the stakeholder or public group represented, if appropriate, and the topic to be addressed.
- A speaker shall address comments to the Chair of the meeting and use respectful language representative of addressing the office of an elected official. The Chair has full authority to maintain decorum and order of the meeting including ruling the speaker out of order and terminating the speaker's privilege to address the Board of Trustees.
- Comments with respect to the following will not be allowed:
 - (i) the security of the property of The Calgary Board of Education,
 - (ii) profane, vulgar, offensive or disrespectful language, particularly referring to any person, school or department,
 - (iii) attacks on the personal character or performance of any individual(s), student(s), department or school, or disruptive remarks,
 - (iv) personal information of an individual, including but not limited to a student or an employee of The Calgary Board of Education,
 - (v) a proposed or pending acquisition or disposition of property by or for The Calgary Board of Education,
 - (vi) labour relations or employee negotiations,
 - (vii) a law enforcement matter, litigation or potential litigation, including matters before administrative tribunals affecting The Calgary Board of Education, or
 - (viii) the consideration of a request for access for information under the Freedom of Information and Protection of Privacy Act.
- With the exception of the Chair, who may provide clarification as required, Trustees will not make comments or ask questions of the speaker. The Chair will thank the speaker.
- The live streaming of all regular public meetings of the Board of Trustees will not include the Public Comment portion of the meeting.

Rockyview Schools – Policy 7 Board Operations – Section 7 Delegations at Board Meetings

Summary: Individuals or groups can request to make presentations to the Board. These requests must be submitted in writing to the Superintendent 10 days prior to the Board

meeting. The agenda planning committee will determine if the presentation proceeds. In emergent situations the Board may consider waiving the 10 days notice.

Relevant excerpts of policy, procedure, guidelines:

7. Delegations at Board Meetings

7.1 The Board provides opportunity for members of the general public to make presentations to the Board.

7.2 Individuals or group requests to make presentations to the Board must be submitted in writing, using the appropriate form which provides background and recommendation for action, to the Superintendent or designate, no less than ten (10) calendar days prior to the scheduled Board meeting at which the individual or group wishes to present.

7.3 The delegation will maintain decorum and be respectful throughout their presentation.

7.4 The Agenda Planning Committee shall determine if the presentation to the Board shall proceed and, if so, at what Board meeting, at what time, and whether the presentation will be heard in an in-camera session or in public.

7.5 In emergent situations where the regular procedure cannot be followed, the delegation, Superintendent or designate shall justify the emergency, then outline the subject and background prior to the delegation appearing before the Board.

7.6 Relevant background information to the delegation's presentation shall be prepared by the Superintendent and is to accompany the agenda.

7.7 The spokesperson for the delegation shall be identified by the individual or group requesting to make a presentation to the Board.

7.8 The spokesperson shall be notified of the time and date when the presentation will be made.

7.9 The Board will ask questions of the delegation only for clarification purposes.

7.10 Where a delegation requests action from the Board, the response will be provided at a future meeting unless the Board, by resolution, agrees to respond immediately. The spokesperson shall be advised of the date of the meeting at which the Board's response is to be determined.

7.11 The Board Chair shall acknowledge the presentation in writing

Livingstone Range School Division Board Policy 8 – Section 5 - Delegations to Board Meetings

Summary: Requests for individuals and groups to make representation to the Board must be brought to the Superintendent 9 days prior to the meeting. The Superintendent and Board Chair will decide if the representation will be accepted and if so, will determine a time on the meeting agenda. The time for the presentation will be a maximum of 15 minutes.

Relevant excerpts of policy, procedure, guidelines:

Delegations to Board Meetings

The Board of Trustees believes that public participation in the affairs of the Division strengthens and enhances the educational services made available to students.

The Board will meet with delegations at regular Board meetings in accordance with the following procedures. Individuals or groups wishing to make representation to the Board:

- a) shall make a request to the Superintendent and provide the nature of the matter to be discussed with the Board at least nine days prior to the regular Board meeting; and
- b) may be granted, by the Superintendent and the Board Chair, an appointed time on the meeting agenda at which to make representation.

The following procedures will normally govern the conduct of the hearing and will be provided to the delegation prior to the Board meeting:

- a) the delegation will be asked if they object to their personal names appearing in the minutes;
- b) the delegation may make its presentation in writing and/or orally;
- c) the delegation shall, during its meeting with the Board, observe the rules of parliamentary decorum; d) the delegation shall be entitled to complete its presentation, within a period of fifteen minutes, or as determined by the Board Chair without questioning or comments from the Board;
- e) upon completion of the presentation the Board Chair shall allow Trustees to ask questions of clarification of the delegation for a period of fifteen minutes, or as determined by the Board Chair; and an acknowledgement of the delegation and any decision, if required, by the Board will be communicated to the delegation in writing as soon as possible

City of Lethbridge Bylaw 6250 Procedure Bylaw – Section 92 Conduct of the Public at a Meeting

Summary: Members of the public can only address Council if the item is on the agenda and approved by the Agenda Review Committee or Council. Comments must be relevant to the item on the agenda with a time limit of 5 minutes, unless a longer time is allowed by general consent.

Relevant excerpts of policy, procedure, guidelines:

Conduct of the Public at a Meeting

92. No member of the public may address Council unless the item is added to the Agenda by Agenda Review Committee or Council.

93. Those seated in the Public Gallery: (a) must ensure that all electronic devices are turned off or set to silent mode, and leave the Meeting room if they need to take a call; and, 16 (b) must not applaud, display signs or engage in any behaviour that may be disruptive, disrespectful or intimidating to others. 94. The Chair may direct that any member of the public in the Public Gallery who creates a disturbance immediately leave the Public Gallery, and if that person does not leave, may have them removed.

95. Notwithstanding s. 94, the media must be permitted to remain for any portion of the Meeting that is not a Closed Meeting. Presenting to Council

96. Anyone presenting to Council or a Board, Commission, or Committee must: (a) follow the rules set out in sections 86 - 88, and the Chair's direction regarding participation; (b) limit comments to the item of debate contained in the report and recommendations being discussed; (c) limit their presentation to five (5) minutes, unless the Chair, by General Consent, allows a longer amount of time; and, (d) not engage in arguments with any Members.

97. A presenter may only respond to inquiries at a Meeting when called upon by the Chair.

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Play and Learn Program

Background

At the September 26, 2023 Regular Board meeting, the following motion was passed:

- “That the Board requests the Superintendent explore the idea of a Play & Learn Program, such as that of Medicine Hat School Division, and that as a part of that exploration, consider the idea of a site visit.”

On October 18, 2023, Morag Asquith, Rochelle Neville, Andrea Andreachuk and Mike Nightingale met in relation to next steps resulting from the motion. Rochelle provided an overview of programs in Lethbridge School Division, Medicine Hat Public, Red Deer Public, Holy Spirit and Palliser.

Andrea and Rochelle are planning a visit to Medicine Hat School Division. Rochelle will also attend the November Committee of the Whole meeting to provide the Board with an overview of early learning programming and kindergarten. During this session, we would like to explore how early learning is organized in the Division and would also like to discuss how we can better support families to access kindergarten programming in our current context.

Recommendation

It is recommended that the Board accept this as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Division School Council Trustee Attendance

Background

Superintendent Mike Nightingale will provide an oral report on the discussion from Division School Council regarding trustee attendance.

Recommendation

It is recommended that the Board accept this as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: Fish and Game Hut Support Letter

Background

The Fish and Game Association is in negotiations with the City of Lethbridge for the purchase of The Hut. Letters of Support help show the use of the building by a variety of community groups. The Board of Trustees has used the Fish and Game Association Hut twice for hosting Community Conversations.

Recommendation

It is recommended that the Trustees receive the attached letter of support that will be sent to the Fish and Game Association.

Respectfully submitted,
Allison Purcell

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



October 24, 2023

To Whom it May Concern,

Good day,

It is with great pleasure that the Lethbridge School Division Board of Trustees provide a letter of support to the Fish and Game Association for the purchase of The Hut.

Our Board of Trustees has used The Hut a couple of times to provide an opportunity for trustees to meet with parents, students, staff and community members in an off school site location. For some members of our community, entering a school is not comfortable, or even traumatic. By having a public location, we are potentially able to offer opportunity to more members of our community to have access to a trustee.

The space at The Hut, is a size that allows for small gatherings, has easy accessibility and parking around the building.

Sincerely,

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

Allison Purcell

Board Chair

Lethbridge School Division

cc: Board of Trustees, Superintendent

Lethbridge School Division Board of Trustees

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

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Genny Steed
Trustee

RE: Update: Board Technology in Schools AD HOC Committee initiative

Background

A motion stating, "That the Board form an Ad Hoc committee for the purpose of exploring the use of technology in schools and recommending strategies to the Board which may include the development of belief statements and guiding principles," passed at the April 25, 2023 meeting. At the May 23, 2023 meeting, trustees Genny Steed and Andrea Andreachuk volunteered to develop terms of reference for the committee.

The initial motion to form a committee was made in response to communication from parents, staff, students, and stakeholders indicating the importance of supporting safe and healthy practises for technology use in schools. The purpose is to promote wellness with regards to technology usage schools. In an effort to develop strategy for providing division level support, it has been recognized that first steps require assessment, prior to the proper development of terms of reference. Surveys may be an effective method of gathering information, as well as outlining the board's intent.

The work of the Community Engagement Committee includes the development, distribution, and data collection of surveys administered through the Community Engagement Website, as well as email.

Recommendation

It is recommended that the Board request that the Community Engagement Committee develop survey questions specific to teachers, administrators, parents, and students. It is requested that the committee review the proposed surveys with the board to ensure that survey questions accurately reflect purpose.

Respectfully submitted,

Genny Steed

MEMORANDUM

October 24, 2023

To: Board of Trustees

From: Genny Steed
Trustee

RE: Update: Request for Information- Enrollment

Background

Understanding student enrolment trends across out division and within different areas of the city, informs budget and boundary alignment decisions. Comparing data year to year further informs on emerging trends and patterns.

Recommendation

It is recommended that the board request an update on current enrolment numbers by school, as well as be provided with back dated statistics for the past 3-5 years.

Respectfully submitted,

Genny Steed



October 2, 2023

Dear Neighbours,

We are writing this letter to inform you that we have secured a conditional offer to purchase on the property at 925-15th Street S. for the purpose of continuing recovery housing for men who are part of the Exodus recovery program, as we have done at this location over the past four years. The housing is for supervised, sober men that are reclaiming their lives and produces an 87% success rate.

The provision of recovery housing requires the rezoning of this property and as part of this process we will be reaching out to you to involve you in a series of community meetings to gain your input regarding the property, its intended use, and the accompanying Neighborhood Communication program. These meetings will occur in early 2024, and we are looking forward to your involvement.

We are also seeking grant funding to realize this project and the deadlines for two of these applications are in October. For this reason an application has been submitted to the City and an application will be submitted to the province by October 16, 2023. We want to assure you that any approvals of these applications will be subject to the outcomes of our engagement with you and subsequent applications to the city.

We look forward to engaging with you in making our city a strong and healthy community.

Should you have any questions please feel free to contact any of the Leadership Executive, their contact information is listed below.

Sincerely,

Cam Kissick
Chief Operations Officer
cam@streetsalive.ca
403-330-6035

Pieter van Ewijk
Chief Finance Officer
pieter@streetsalive.ca
403-942-5645

Jennifer Lepko
Chief Development Officer
jennifer@streetsalive.ca
403-942-5644

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



October 19, 2023

Viviana Lártiga Castillo

Sent via email

Good day Viviana,

Thank you for attending the Regular Board meeting on September 26, 2023 and speaking during public forum. We apologize that we erred in our letter to you on September 7, 2023. Specifically, we did not acknowledge that you shared your perspective, concerns and questions related to Policy, Procedure and Exhibit (A) 103.1 *Anti-Racism and Anti-Oppression* during the Public Forum on June 27, 2023, in addition to sharing your perspective, concerns and questions regarding Policy and Procedure 502.2 *Sexual Orientation, Gender Identity and Gender Expression*. Again, we apologize for the error.

You have asked the Board of Trustees to consider a town hall meeting to specifically address Policy and Procedure 502.2 *Sexual Orientation, Gender Identity and Gender Expression*. At this time, the Board is discussing ways to effectively engage stakeholders on a variety of topics. We will continue to inform the public of these opportunities as they become available. We appreciate you sharing your recommendation and will consider your feedback moving forward.

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 dark 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

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