



Highlights from the Regular Meeting of the Board of Trustees

**Meeting highlights from Oct. 24
- Next meeting Nov. 28 -**

1. Committee Reports

Reports for the Division School Council, Boundary Alignment Committee, Poverty Intervention Committee, Indigenous Education Committee and the Spirit of 51 Committee can be found starting on Page 3 of the [AGENDA](#).

2. Associate Superintendent Reports

Christine Lee, Associate Superintendent, Business and Operations and Robbie Charlebois, Associate Superintendent, Human Resources, delivered their respective reports for the Board. The Instructional Services report was also presented. To read the reports, see Page 22 of the [AGENDA](#).

3. Board Priorities Report

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas (Growing, Leading & Supporting) are identified under the Assurance Domains in the Lethbridge School Division 2023/2024 Assurance Plan approved by the Board in May.

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

The Board received the report as information.

The report can be found on Page 42 of the [AGENDA](#).

4. Donations and Support

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:

- o \$600 from the Ladies Auxiliary (Fraternal Order of Eagles) #2100 towards our breakfast program
- o \$1,925 from Sobeys - Grocery Foundation
- o \$7,350 plus Equipment/Appliances from Breakfast Club of Canada
- o 16 Violins from Maria Geppert for their Fine Arts Program

- Victoria Park:

- o \$10,400.00 from 100 Women Who Care for their Christmas Hampers to give to students in need in December.

- Immanuel Christian School:

- o 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:

- o \$600 from the Ladies Auxiliary F.O.E. #2100 (Eagles) for their Breakfast Program
- o \$100 from Gordon Szpak to Kindergarten Program.

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4. Donations and Support

- Lakeview:
 - o \$5,000 from the Richard Chase Family Fund.
- Nicholas Sheran:
 - o \$250 from John Gray for the Nicholas Sheran Breakfast Program.
- Winston Churchill High School:
 - o Received \$3,800 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.

5. Acknowledgements of Excellence

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

5. Acknowledgements of Excellence/School Showcase

Victoria Park High School:

- 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.

6. ASBA Trustee Governance Program Recognition

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.

6. ASBA Trustee Governance Program Recognition

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.

The Board received the report as information and recognized the achievement of this course completion.

7. International Trip Approval

Kevin McBeath from Winston Churchill High School requested 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 was attached.

The estimated cost per student is approximately \$2,000 in Canadian Funds, with the opportunity to fundraise to offset the cost.

The Winston Churchill High School trip to Australia in March 2024 was 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.

8. International Trip Approval

Cilena Mathieu from Lethbridge Collegiate Institute requested 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 was attached. The estimated cost per student is approximately \$3,500 in Canadian Funds, with the opportunity to fundraise to offset the cost.

The Lethbridge Collegiate Institute trip to Florida in May 2024 was 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.

9. Voluntary Retirement – Alberta Teachers' Retirement Fund Members and Local Authorities Pension Plan Members

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.

9. Voluntary Retirement – Alberta Teachers’ Retirement Fund Members and Local Authorities Pension Plan Members

- The Division will respond in writing if the staff member qualifies for the Voluntary Retirement opportunity.
 - o 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).

The Board extended 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).

10. 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 fulfill 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 \$4,500 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.

The Board discussed the issue and amended 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 over-age. Should the amount exceed \$1,000, Board approval at a Regular Board Meeting is required prior to allocation payment. This scenario cannot occur in the final year of their term.

The motion was defeated in a 5-2 vote, as Andrea Andreachuk, Tyler Demers, Allison Purcell, Genny Steed and Craig Whitehead voted against the motion.

11. Review and Revision of Board Policies

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. Ongoing discussion has centred around strategy for improvement.

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11. Review and Revision of Board Policies

It was recommended the board consider the following motion from Trustee Genny Steed:

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.

The motion passed by a 6-1 vote, as Kristina Larkin voted against the motion.

12. PSBAA Allocation

Trustee Craig Whitehead brought forward a motion regarding properly funding the Division's Public School Boards' Association of Alberta representative. Whitehead added that since the Board of Trustees voted to be part of the PSBAA, the Division should fund it similar to how the Alberta School Boards Association is funded.

Whitehead proposed the following motion: That the Division fund PSBAA the same as ASBA, and Trustee's attendance at PSBAA meetings and events would be funded out of the general governance budget and not out of a Trust-ee's personal professional development fund.

The Board voted unanimously to table to motion.

Discussion on the topic started at the 2:01 mark of the [LIVESTREAM](#).

13. Public Forum

Chinook High School Coyotes football player Aiden Fletcher spoke on the topic of the cancellation of the 2023 football season. Fletcher stated he believed that shutting down the entire Chinook High School team was an immense miscarriage of justice.

Fletcher's Public Forum presentation begins at the 2:30:10 mark of the [LIVESTREAM](#).

14. Public Forum

Mel Fletcher spoke about how he has three grandsons on the Chinook High School football team, and added he could not remain silent when injustices have been done, as he spoke about the cancellation of the 2023 football season.

Fletcher's Public Forum presentation begins at the 2:41:20 mark of the [LIVESTREAM](#).

15. Community Conversations

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 p.m. - Westminster Community Hall (411 16 Street North).

December date to be announced shortly.

It was recommended 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.

16. Request for Information Public Forums and Presentations

The information was 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."

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16. Request for Information Public Forums and Presentations

The Board approved the following motion by a 6-1 vote, with Craig Whitehead opposed: This information go forward to the Policy Advisory Committee for their next meeting, for them to proceed on reviewing Public Forum and Presentation policies and continue on with their regular process to review that policy with the information that has been provided.

The information can be found starting on Page 77 of the [AGENDA](#).

17. Play and Learn Program

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.

The Board accepted this as information.

18. Division School Council Trustee Attendance

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

The Board accepted this as information.

19. Fish and Game Hut Support Letter

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.

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

20. 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.

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

21. Committee Reports - Facilities

The Board discussed the topic of Vaping Monitors, as 51 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. Chinook High School, G.S. Lakie Middle School, Winston Churchill High School and Victoria Park High School will have the monitors installed in washrooms.

22. Committee Reports - PSBAA

Trustee Craig Whitehead delivered a report on the PSBAA general meeting, and shared he had the opportunity to have a five-minute discussion with Alberta's Minister of Education, Demetrios Nicolaides. Whitehead added the Friday professional development session he attended was one of the best

23. Update: Request for Information- Enrollment

Understanding student enrolment trends across our 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. It was recommended 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.

24. Correspondence Received

The Division received a letter from Streets Alive to inform the Division Streets Alive has secured a conditional offer to purchase on the property at 925-15 St. S. for the purpose of continuing recovery housing.

25. Correspondence Sent - Public Forum Response

The Division sent a letter to Viviana Lártiga Castillo in response to the Public Forum on Sept. 26, 2023. The letter can be found on Page 93 of the [AGENDA](#).

Regular Meeting video: [LIVESTREAM](#)



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