



Division School Council Meeting **AGENDA**

November 6, 2023

6:30 pm

Education Centre Board Room / Microsoft TEAMS

Parent Learning Session: Mike Nightingale will lead an information session on Policies.
If there is time left in the session, there may be some conversation about the role of ASCA

1. Land Acknowledgement
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of the Minutes of June 12, 2023
As requested, Kristin and Shelley have revisited the minutes with the recommendations provided in October and will bring them forward for approval.
6. Errors or Omissions Minutes of October 2, 2023
7. Approval of the Minutes of October 2, 2023
8. Business Arising from the Minutes
 - a. Proposed amendments to DSC Guidelines
 - b. Election of Policy Advisory Committee DSC Reps
9. Trustee Report
10. Alberta School Councils Association
 - a. ASCA & ASCA Membership
11. Superintendent's Report
 - a. Calendar Development Process
 - b. Digital Wellness Parent Night
 - c. Trustee attendance at Division School Council
 - d. West Lethbridge Elementary Boundary Alignment Engagement Sessions
12. Committee Reports
 - a. Poverty Intervention Committee Report from Oct 17- Sarah Ahlgren
 - b. Community Engagement Committee from Nov 1- Shelley Roest

13. School Council Learning Sessions

Past and possible learning session topics:

Technology – navigating Lethbridge School Division platforms	Settlement services and changing demographics in Lethbridge	Anti Racism and Inclusion
Career pathways (dual credit, RAP etc.)	Funding for Education	Mental health and wellness strategies
Numeracy and Literacy	New Curriculum	FNMI programming
Inclusive Learning	Technology and students	Innovation

Suggestions from October DSC:

Importance of Arts in schools	ASCA information	School Council Training
Importance of sleep and wake up times for students	Social media dangers	Define parent engagement
How do you start a club at a school?	Organizing staff appreciation	Lines of communication for parent concerns
Structure of DSC	Help with Division apps	Mental Health
Physical Activity at High School		

14. Roundtable Reports

- a. Tell us about something that is exciting happening at your school?

15. Upcoming events:

November	8	Policy Advisory Committee
	8	West Lethbridge Elementary Boundary Review Engagement Night. 6:30pm, Chinook High School Gymnasium
	10	Schools Closed for Remembrance Day
	13	Schools Closed for Division Wide Professional Learning Day.
	14	Community Conversations with the Board Westminster Community Hall, 6:00-7:30pm
	15	“The Truth about Youth” Digital Wellness Forum. The Yates Theatre, 7:00-8:00pm

	22	West Lethbridge Elementary Boundary Review Engagement Night. 6:30pm, Chinook High School Gymnasium
	28	Board Meeting 2:30pm, Education Centre Board Room
December	4	Division School Council 6:30pm, Education Centre Board Room/TEAMS

16. Adjournment

Division School Council 2023-2024 Meeting Dates:

- December 4, 2023
- January 15, 2024
- Town Hall February 6, 2024
- March 4, 2024
- April 8, 2024
- May 6, 2024
- June 10, 2024

2023-24 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Carrie Boschman
Recording Secretary	Skye Curtis
Policy Advisory Committee	TBD
Poverty Intervention Committee	Sarah Ahlgren/Danica Forsyth
Division Wellness Committee	Edna Asem/Skye Curtis
Community Engagement Committee	Shelley Roest

203.1 Policy Development

Policy

The Board is committed to developing policies in consultation with those who will be impacted by them.

The Board authorizes the establishment of a Division Policy Advisory Committee and delegates to the Superintendent of Schools, in consultation with this committee and in accordance with the following regulations, the responsibility and authority to develop Division policies for consideration by the Board.

Regulations

1. Policy shall be defined as the legal and/or philosophical position with respect to an identified issue.
2. Regulations shall be defined as the mandatory requirements of a policy.
3. Procedures shall be defined as the administrative acts through which policy and regulations are implemented.
4. Responsibility and authority to approve Division policy and regulations shall rest entirely with the Board.
 - 4.1. Board approval of new policy shall require three readings.
 - 4.1.1. First reading shall affirm that the intent of the policy reflects the Board's beliefs and values, and provides an opportunity for the Board to discuss and amend the draft policy.
 - 4.1.2. Second reading shall provide further opportunity for the Board to discuss and amend the draft policy from first reading. Second reading shall occur at a subsequent meeting of the Board.
 - 4.1.3. Through motion, third and final reading may occur at the same meeting as second reading with the unanimous consent of the Board.
 - 4.1.4. Third and final reading establishes Board policy.
 - 4.2. Amendments to established Board policy shall be made through Board motion.

203.1 Policy Development, cont'd

- 4.2.1. Amendments of a substantive nature, which alter the original intent of the policy, shall require first, second and third readings.
 - 4.2.2. Amendments which alter or add to a policy without significantly changing the intent shall be made by Board motion.
- 4.3. Unless otherwise directed by the Board, policies shall come into effect on the date it is posted to the Division's Electronic Policy Handbook or 60 days after approval, whichever comes first.
- 4.4. The Superintendent or designate shall be responsible for the maintenance and communication of Division policy and regulations.
- 5. School policies shall be consistent with Division policy and regulations.
- 6. Policies, regulations and procedures shall be subject to regular review.
- 7. The Division Policy Advisory Committee shall:
 - 7.1. be chaired by a Trustee; and
 - 7.2. have representation from the following groups: Administrators Committee, Alberta Teachers Association – Local 41, Canadian Union of Public Employees – Local 290, Local 2843 and the Division School Council.

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

References

Alberta Education Act:33, 53, 60, 61

Division Procedures: 203.4.1 Standing Committee
203.1 Policy Development

203.1 Policy Development

For the purposes of this policy, a policy reading shall mean presentation. A verbatim reading is not required.

1. The Superintendent (or designate), with reference to relevant statutes, regulations and Provincial policy, develops a proposed policy statement.
 - 1.1. The proposal may be a new policy or a revision of existing policy.
2. In the case of a new policy, the proposed policy statement is reviewed by Executive Council.
3. The proposed policy statement of a new policy or policy revision of an existing policy may go to the Policy Advisory Committee (PAC) prior to the first reading, or directly to the Board for first reading as determined by the PAC chair.
4. Following first reading, the proposed policy statement may be forwarded to the Policy Advisory Committee for review, further review, and feedback.
 - 4.1. The Board determines which policies are to be reviewed by the Policy Advisory Committee.
5. The proposed policy statement is returned. Along with comments from the Policy Advisory Committee, to the Board for second reading.
 - 5.1. The Board, through motion, makes desired revisions to the policy prior to voting on second reading.
6. The revised policy statement is presented to the Board for third reading.
 - 6.1. The Chair of the Policy Advisory Committee moves third reading.
7. The approved policy shall be returned to the Superintendent for development of required procedures.
 - 7.1. Procedures are developed in consultation with division staff.
8. Policies and procedures shall be posted on the Division's Electronic Policy Handbook on a regular basis.
 - 8.1. In the event that a policy is not posted on the Division's Electronic Policy Handbook within 60 days, the Superintendent shall circulate the policy, in paper format, to the Division's administrators.
 - 8.2. Where a policy is to be implemented immediately, the Superintendent shall circulate the policy, in paper format, to the Division's administrators.

203.1 Policy Development, cont'd

9. Board policies will be reviewed periodically to ensure they continue to be relevant, current and support the achievement of desired results.

9.1. Policies should be reviewed on a five-year cycle:

- 9.1.1. Year One: 100 Educational Philosophy
200 Board of Trustees
300 Administration
- Year Two: 400 Staff Personnel
- Year Three: 500 Students
- Year Four: 600 Educational Program
- Year Five: 700 Workplace Health & Safety
800 Business Procedures
900 Building and Sites
1000 School-Community

A tracking date will be recorded on policies to indicate that the policy was reviewed within required timelines and required no changes.

Division School Council November 6, 2023

ASCA Information

For additional information you can go to the ASCA website at www.albertaschoolcouncils.ca

Link:

[Alberta School Councils' Association: Home](#)

Formed in 1929 as an affiliate of the Canadian Home and School Federation, the Alberta School Councils' Association (ASCA) has changed over the years as parent involvement and engagement in education became increasingly valued and supported. In 1995, revisions to the Alberta School Act included mandated school councils - a forum for parents to advise the principal and school board on education matters.

ASCA's role evolved to promote and support strong school communities with effective school councils as a means to facilitate collaborations among education partners, including parents, to enhance student learning.

Today, committed to the vision of "a respected and empowered school council in every Alberta school", the Alberta School Councils' Association encourages parent engagement in education at the local (school), regional (school board) and provincial (ASCA Board of Directors) levels, primarily through the vehicle of school council.

ASCA provides resources and support to further this vision in a variety of ways, promoting positive relationships between parents, teachers, principals, central office personnel and school trustees. Supporting effective school council practices and demonstrating how parent engagement can enhance school improvement strategies, and ultimately student success, is at the core of all ASCA efforts.

ASCA advances the "parents' perspective" on education issues to government, education partner organizations and others. The collective parents' "voice" is gathered through a resolution process culminating in debate and vote at an Annual General Meeting of the Association. Resolutions carried into policy inform ASCA advocacy efforts.

A non-profit society, the ASCA is governed by an elected, volunteer board of directors comprised of parents on school councils from across Alberta. ASCA members are school councils from rural, urban, metro, public, separate, charter and francophone schools.

Mandate, Mission and Vision

Mission

ASCA will engage and empower Alberta school councils while advocating for the parent voice in the education system.

Vision

A respected and empowered school council in every Alberta school.

Belief

Parents are recognized and respected as knowledgeable, supportive contributors to their children's education, and are provided a variety of opportunities to be authentically engaged in all levels of the education system.

Values

Respect: For all individuals within the Association, for diverse views and beliefs, for education partnerships.

Honesty and Truthfulness: In dealings with members and one another, in open, clear communication, in dealings with partners.

Integrity: In all endeavours, to operate above reproach in actions and in words, in building trust and trustworthiness.

Teamwork: In working together for common good, within and between ASCA Board of Directors and staff, with the membership, with education partners.

Principles

The ASCA will adhere to and support its values by being adaptable, responsive, responsible and collaborative in all its dealings.

Mandate

As a province-wide organization of school councils, ASCA:

- Brings the parental perspective on education issues to government and others;
- Provides resources and support to enhance school council effectiveness;
- Promotes the involvement and engagement of parents in education, primarily through school councils;
- Works with other education organizations and government to promote excellence in public education;
- Provides well-researched and timely information on education to school councils.

Presentation @ 6:30 – 7:00 pm –Career Exploration – Off-campus and Dual Credit

The following topics will be briefly highlighted to bring awareness to career exploration opportunities at the secondary level: MyBluePrint (career exploration program available to students); dual credit with University of Lethbridge and Lethbridge College; Off-Campus Work Experience and RAP (registered apprenticeship program).

Thank you, Andrew, for the informative presentation!

NOTE: Attendance for this meeting was large in numbers and many were present for the topic of the SOGI presentation

1. Land Acknowledgement
2. Welcome and Introductions
3. Approval of the Agenda
Cynthia Young approved the agenda and Tisha Elford Seconded the motion.
4. Approval of the Minutes of May 1, 2023
Kaylee Low approved the minutes and Cynthia Young seconded the motion.
5. Business Arising from the Minutes
 - 5.1 Lethbridge School Division Annual Reports
 - School Council Annual Report [Microsoft Word - 1002.4.1.rtf \(lethsd.ab.ca\)](#)
 - School Council Balance Sheet [Microsoft Word - 1002.4.2.rtf \(lethsd.ab.ca\)](#)
 - School Council Disbursement [Microsoft Word - 1002.4.3.rtf \(lethsd.ab.ca\)](#)

These reports aren't officially due until September 30th but please try to have them complete by the end of June if you are able.

6. Trustee Report
 - Board Budget Debate occurred May 29th and the 2023-2024 budget was approved.
 - Regular Board Meeting- Use of technology in schools development of ad hoc committee.
 - ARAO procedure timeline of development for procedures was reviewed.
 - Celebrated Indigenous Grad and look forward to upcoming High School Graduations
 - Community Conversations-no meeting in June but look forward to meeting again in September

7. Alberta School Councils Association

- Keep an eye out for an email on your School Council Division regarding access to the ASCA members only section of the website.
- Division is sending school council email for succession planning.
- Carrie and Shelly will be working over the summer on a plan to support school councils in the fall.

8. Superintendent's Report

8.1 Gender identify, Gender Expression and Sexual Orientation in Our Schools. [SOGI Document \(lethsd.ab.ca\)](https://lethsd.ab.ca/SOGI_Document). Information Session.

-Cheryl Gilmore presented a slideshow to review the creation and feedback process that occurred for policy 502.2 in 2015 and changes that have been made since then. The presentation slides can be viewed [here](#). There was no discussion or opportunity for questions at this meeting.

-Avenues for feedback include school councils, public forum to the Board and Community Conversations. The Board is committing to meeting to discuss next steps due to community feedback.

-Please collect your thoughts and send them to the Board Chair Allison Purcell and Vice Chair Genny Steed. Allison.purcell@lethsd.ab.ca and genny.steed@lethsd.ab.ca

A break was called from 8:05-8:16pm

8.2 Anti-Oppression/ Anti-Racism Procedure. Representatives from the Administrator AR/AO Procedures Committee will be seeking feedback from parents.

-Andy Tyslau and Megan Cummins distributed a survey to those in attendance.

-Any additional feedback can be emailed to andy.tyslau@lethsd.ab.ca

9. Committee Representative Reports

- Policy Advisory Committee- Shelley Roest

- Policies Reviewed:

- 501.3 School Attendance Areas:
 - 504.8 Involvement in Authorized Agencies:
 - 501.1 Attendance at School:
 - 404.6 Co-Curricular and Extra-curricular Honoraria:
 - 607.3 Instructional Resources and Materials:
 - 504.9 Response to Crisis or Emergency Situations:
 - 204.10 Board Meeting Agendas:
 - First 6 policies sent to the Board for amendment.
 - 204.10 Board Meeting Agendas is out to stakeholders for feedback

- Wellness Committee- Edna Asem

- Nutrition & Healthy Food Options

- Last year, \$250,000 was received from the Alberta Government to support nutrition in the division. An additional \$50,000 will be received this year to support schools. Nutrition programs range from snack programs to daily breakfast programs depending on the school and need.

- Following the last meeting, Morag met with cafeteria providers to identify cost pressures and brainstorm around healthy cafeteria options. As a result, fruit and veggie delivery was double each month to the major high schools, to be used in foods or baking that can increase healthy options.
 - Feedback from schools also included a desire to explore cultural food options in the future.
 - Munchies agreed to sell no more than 355ml cans of soda and to remove the large ones.
 - Digital Wellness Program
 - The digital wellness team began work in late February. The team has been connecting with schools and staff around optimal and healthy technology use.
 - The team has been providing micro sessions for some students. These sessions are organized to address specific incidents. For example, one-on-one conversations about screen time, digital etiquette, autonomy and personal decision-making.
 - May 24th was digital wellness day. The digital wellness team provided teachers with resources to help them build digital well-being into their lesson plans.
 - The teams' future plans include- parent engagement sessions, wellness information bites for parents to build digital awareness.
 - Think Outside Update
 - The think outside program has concluded as a success. It has inspired and equipped our teachers to get outside during a challenging time. Teachers are now incorporating more outdoor learning and Indigenous Ways of Knowing into their classes.
 - Student Forum/DIPT Update
 - The Student Forum took place on February 1st to hear student voice related to wellness at school. After the forum, administrators use the data to determine 3 priorities to be included within their school Assurance Plans. Students who participated will be brought back together to discuss what has and is being done with their feedback.
 - On June 14, the Diversity and Inclusion parent table event will bring together parents to reflect on the Student Forum data and receive parent feedback.
 - Upcoming Events & Initiatives
 - Run for Reconciliation- Joel Tailfeathers shared an upcoming event for Fall 2023 which will piggyback off the Terry Fox Run and Napi's Run. The goal is to have all schools tracking mileage to run across Canada from September 18-29, 2023. More details to come.
 - Joel Tailfeathers is working on a weeklong lesson plan with middle schools centring around lacrosse within physical education classes, with the incorporation of Indigenous Ways of Knowing for the 2023-24 school year.
- Community Engagement- Shelley Roest/ Cynthia Young

ICE Scholarship selection and judging has occurred. Presentation will be at the Board Meeting June 27th.

10. School Council Roundtable Sharing.

Alberta School Engagement Grant- if you have not spent it yet you need to spend it within the next 2 weeks.

No meeting in September but we will return to this discussion on October 2nd.

11. Adjournment

8:50PM

Division School Council 2023-2024 Meeting Dates:

- First Monday of each month.
- First meeting is Monday, October 2

2022-23 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Carrie Boschman
Recording Secretary	Kristin Solowoniuk
Policy Advisory Committee	Jamie Walburger and alternate Shelley Roest
Poverty Intervention Committee	Jamie Walburger and alternate Lindsay O'Brien
Division Wellness Committee	Edna Asem and alternate Sara Bond
Community Engagement Committee	Shelley Roest, Cynthia Young- ALL parents welcome.

Meeting began at 6:34

1. Land Acknowledgement
2. Welcome and Introductions
 - a. Superintendent comments
Mike's key priorities:
 1. Authentic Relationships
 2. Personalized learning experiences so each kid can reach their personal potential.
 3. Culture of care and support to meet high expectations.
 4. Creating a culture of Empathy
3. Additions to the Agenda
 - Addition of wellness committee report
4. Approval of the Agenda
 - Approved as amended by Tisha Elford & Viviana Lartiga
 - a. School council learning sessions
 - Attendees were asked to submit
5. Errors or omissions in Minutes June 12, 2023
 - fix the agenda at the top
 - 8.1- "no changes" in minutes but the last slide of the presentation alludes to a change.
 - 8.2- change 'activity' to 'survey'
6. Approval of the Minutes of June 12, 2023
 - Shelley and Kristin will work on wording changes and bring back for approval in November.
7. Business Arising from the Minutes
 - a. [School council reports 1002.4](#)
8. Presentation:
 - a. Digital Wellness – Morag Asquith

- Digital wellness parent evening at the Yates on November 15th at 7:00. You can send the questions you would like to ask the panel by using the QR code.
- Panel includes police services, local psychologists, a couple of parents from each division and a middle school administrator.
- More Information and the QR code can be found [here](#).

b. Wellness Report- Edna Asem

- Be on the lookout for a digital productivity tracker instead of digital wellness day
- \$300k in Nutrition grant, Edna challenges all parents to bring it up to administrators.
- \$20k outdoor activity grant. School admin must apply in May for the next school year.
- AHS has grant information on website.

9. Division School Council Guidelines and Board Support – Mike Nightingale

- Update the language from district to division on this page [Division School Council | Lethbridge School Division \(lethsd.ab.ca\)](#)
- Addition of “One board of trustee member and an alternate”
- Change language to an Administrator Representative instead of Principal Representative.
- Changes will be made and we will bring back to November meeting for approval
- Who is the ATA representative?

10. Elections for Division School Council – Chair, Vice Chair, Recording Secretary, Committee Representatives:

Shelley Roest was nominated and accepted the nomination for chair.

Superintendent Mike Nightingale called 3 times for nominations and none were given. Congratulations Shelley!

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

Superintendent Mike Nightingale called 3 times for nominations and none were given. Congratulations Carrie!

Skye Curtis has volunteered to be the recording secretary. Thank you Skye!

- All Terms of reference and annual reports for committees can be found under item 12.1.1 on the September 27 Board Meeting Package by [clicking here](#).

- The primary DSC Parent rep will be responsible for providing a committee report at the Division School Council meeting following each committee meeting and if you are unable to attend a written report will need to be submitted to Shelley.

Policy Advisory Committee:

Purpose is to advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board. Meetings afternoons from 12:15 to 3:30 pm, dates are October 4, November 8, December 6, January 10, February 7, March 6, April 10, and May 1.

The Committee shall consist of two Trustees one of whom shall act as chair of the Policy Advisory Committee, Superintendent, Coordinator of Learning, and one representative from each of the following groups: Administrators' Committee, ATA Local 41, CUPE 290, CUPE 2843, Division School Council

Jamie Walburger, Skye Curtis, Carrie Boschman, Viviana Lartiga and Shelley Roest all expressed interest in joining the Policy Advisory Committee.

This election was tabled until the November meeting to accommodate the Board of Trustees discussion regarding the changes to the Terms of Reference and membership.

-Request to have administrators remind school council chairs and parents about the email signup list for policy feedback.

-Shelley will be sending an email with feedback on how to support new School Council Admin and what information and training will be

Poverty Intervention Committee:

Purpose:

To improve educational opportunities and achievement of students affected by poverty.

To determine the Division's progress in addressing poverty and make recommendations to the Board where deemed appropriate.

To heighten staff awareness and promote action on issues related to poverty.

Meeting dates are October 17, December 12, March 12, and May 14. Meeting time is 1:00 to 3:00 pm.

The committee shall consist of two Trustees, one of whom shall act as chair of the Poverty Intervention Committee, Making Connections Program Coordinator who shall act as co-vice chair, Counselling Coordinator who shall act as co-vice chair, Indigenous Education Coordinator, two Division School Council representatives, a principal and a vice-principal (one from secondary and one from elementary), three teachers (elementary, middle and high school), counselling representative, CUPE 2843 representative, CUPE 290 representative, community member, and a representative from Alberta Health Services.

Sarah Ahlgren as Primary Rep and Danica Forsyth as an alternate.

Division Wellness Committee:

General purpose is to promote and facilitate healthy lifestyles among students, families, and staff of the Division. Meeting dates/times are October 2 (already passed), Jan 15 and June 3. All meetings will be 1:15pm-3:15pm at the Education Centre.

The committee shall consist of two Trustees, one of whom shall act as chair of the Division Wellness Committee, Associate Superintendent of Instructional Services, Associate Superintendent of Human Resources (as needed), two administrators (one elementary, one secondary), three classroom teachers (preferably one elementary, one middle and one high school), one parent (one alternate), representatives from Alberta Health Services (Addictions and Mental Health and Comprehensive School Health), Counselling Coordinator (as needed), Communications Officer (as needed), and other community and school members (as needed)

Edna Asem has volunteered as the primary and Skye Curtis as alternate.

-a request to clean up the language to be consistent with “parent representative” vs. “Division School Council representative.”

Community Engagement Committee:

General purpose is to develop and implement strategies for the Board to fully engage all sectors of the community. Meeting dates/times TBD (evening meetings starting at 6:00 pm, 4-5 per year).

The committee shall consist of two Trustees, one of whom shall act as chair of the Community Engagement Committee, Superintendent or designate, a minimum of one representative from the Division School Council, Communications Officer, Associate Superintendent – Business and Operations, and other invitees as required (topic relevant)

- Shelley Roest, Joanne Hill, Jamie Walburger, April Matisz,
- First email invite will go out to all DSC Reps and all interested can be added to list

School Calendar Parent Representatives

2 parents (one with a child at elementary level; one with child at secondary level). Typically meet one time when calendar is being put together in draft form.

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

-Mike will bring an overview of steps of what goes into calendar development to the November meeting.

11. Trustee Report

- Board meets the 4th Tuesday of the Month. Agendas, Minutes and highlights can be viewed on the website and recordings can be viewed on YouTube.
- 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.
- Trustee attendance at Division School Council- Genny is our assigned DSC rep for 23/24. The second seat is looking at rotating monthly attendance if DSC would appreciate that.
 - Table decision until November meeting.

12. Alberta School Councils Association

Lethbridge School Division Board pays the membership fee for this association that represents School Councils across the province. The ASCA advocates with government, hosts an annual general meeting with parent learning sessions, provides information on their website, and facilitates online learning sessions.

Website [Alberta School Councils' Association: Home](#)

Book a Workshop [Book a Workshop: Alberta School Councils' Association](#)

- Please discuss with your school councils and determine if you are interested in being an ASCA member.
- Schools that choose to opt out will not be able to attend the ASCA AGM.
- We will schedule the parent information session in November or December to review ASCA.

13. Superintendent's Report

- Alberta Education School Council Engagement Grant
 - \$500 Government School Engagement Grant
 - Parent Professional Learning \$250
- Class size update
 - This information may change as we finalize enrollment.
 - Elementary

School	23-24
KG	17.1
Gr 1	19.1
Gr 2	18.5
Gr 3	22
Gr 4	22.4
Gr 5	22.3
Total	20.2

- Middle School

School	23-14
Grade 6	30.5
Grade 7	29.6
Grade 8	30.3
Total	30.1

- World Teachers Day
 - October 5th- Shelley has sent around some items and suggestions.
 - Tisha shared an idea of assigning a staff appreciation person at each school council.
 - Curriculum engagement:
 - [New LearnAlberta | Social Studies](#)
 - [Have your say | Alberta.ca](#)
 - [Community Engagement on Social Studies Curriculum \(alberta.ca\)](#)
 - New Social Studies Curriculum survey for Alberta Education is open until October 16th.
 - Boundary Alignment Committee engagement session. Hosted at Chinook Gymnasium November 8 and 22 at 5:30pm.
 - More information can be found by [clicking here](#).
 - Registration is required, [click here to register](#).
14. Processes involved in developing Guidelines and Procedures for Division policies- Edna Asem
- Tabled for a larger discussion at the November agenda.
 - Mike will create a package of pre-reading so parents can come prepared to discuss with questions.
15. School Council Learning Sessions – Brainstorming
16. Roundtable Reports
17. Adjournment
9:02p.m.

Division School Council 2023-2024 Meeting Dates:

- November 6, 2023
- December 4, 2023
- January 15, 2024
- Town Hall February 6, 2024
- March 4, 2024
- April 8, 2024
- May 6, 2024
- June 10, 2024

2023-24 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Carrie Boschman
Recording Secretary	Skye Curtis
Policy Advisory Committee	TBD
Poverty Intervention Committee	Sarah Ahlgren/Danica Forsyth
Division Wellness Committee	Edna Asem/Skye Curtis
Community Engagement Committee	Shelley Roest

DIVISION SCHOOL COUNCIL GUIDELINES

Draft - Updated November 2023 (underlined and italicized is new language, ~~strike through~~ is old language removed)

RATIONALE

The school council and school-based decision-making impact education at the site. However, issues that arise at school council meetings may be regional, provincial or affected by Division decision. According to the Education Act, “a school council may advise the school board respecting any matter relating to the school”. While a trustee might attend a school council meeting and the principal can bring Division news to the school, school councils can seem isolated. Forming a Division school council with representatives from each of the school councils, the school board and the Superintendent of Lethbridge School Division will improve communication and promote cooperative action among our school councils.

FUNCTIONS OF THE DIVISION SCHOOL COUNCIL

- a) Share information among school councils
- b) Consult with other school councils on wider education issues
- c) Communicate information both ways between the Division/school board and the school councils
- d) Provide input to the school board and central office on broader education issues, including the Division budget
- e) Inform the community about education concerns
- f) Promote school council in-service and training
- g) Assist in providing parent representatives for standing and ad hoc school board committees

STRUCTURE OF DIVISION SCHOOL COUNCIL

Membership shall include:

- ~~2~~ A minimum of 1 representatives from each school council; ~~however, if more than one representative from a school council is present, it is understood that~~ each school has one vote should any decision be decided by Division School Council
- 1 ATA Representative (if available)
- 1 ~~Principal~~ Administrator Committee Representative
- the Superintendent (who is a non-voting member); and
- 1 Board of Trustee Representative (who is non-voting member), one alternate trustee. Meetings are open to all Trustees to attend.

Because the Division School Council is not intended to detract from the legislated powers of the School Council, any formal actions of the Division School Council require consensus of all School Councils attending the meeting.

A Division School Council executive consisting of a chairperson, vice-chair, and secretary will be elected annually.

There will be a minimum of 5 meetings, normally occurring on the first Monday evening of the month held at the board office. These meetings are open to the public.

Agenda items should be forwarded to either the chairperson or the superintendent's executive assistant. The agenda will be drawn up jointly by the chairperson and the Superintendent.

CALL TO ORDER will be the reference for rules of procedure during the meetings.

Board Support for Division School Council Schools

1. The Division funds the registration fees of all School Councils for Alberta School Council Association (ASCA) membership.
2. Division provides each school with \$250 for parent professional learning – can be used to offset costs to attend the annual ASCA conference.
3. Division pays for ASCA conference registration (1 per school).

Division School Council November 6, 2023

Below is a summary of factors we must consider when creating the school calendar. This list isn't comprehensive but gives us a good summary of key considerations. Obviously, some of the most critical considerations are the impact the calendar has on students, staff and our school communities.

2023-24 Calendar

- 196 teacher days total
- 179.5 student days for elementary
- 180 student days for middle school
- 181 student days for high school

Education Act

- The Education Act (205) states that teachers cannot be required to instruct students for more than 200 teaching days in a school year.
- 2 days are set aside for Teacher's Convention per the Education Act

Division Policy

- Policy 601.2.1 School Year provides guidelines for creating the yearly calendar. Below are some of the key elements of the policy.

Each school year shall normally:

- 2.1. provide for five days for teachers prior to the date students begin attending;
- 2.2. have students begin classes on the day following Labour Day;
- 2.3. provide for a two week Christmas break that begins after the last Friday prior to Christmas Eve;
- 2.4. provide for a Family Day break on the Tuesday and Wednesday following Family Day;
- 2.5. provide for a ten day Easter break beginning on Good Friday;
- 2.6. provide for an afternoon and a morning for parent teacher interviews in the fall, and a morning for parent teacher interviews in the spring.

3. Breaks from instruction and days assigned for professional learning, preparation, or parent-teacher interviews will be common for all schools, when possible.

Instructional Hours

Alberta Schools are required to have the following instructional hours for students:

- 1000 hours of instruction for grade 10-12 students
- 950 hours of instruction for grade 1-9 students
- 475 hours of instruction for Kindergarten students

Assignable time for teachers

- According to the Provincially negotiated Collective Agreement, teachers can be assigned a maximum of 1200 hours in a single school year. This includes instruction, supervision and other assigned duties.

Coordination with Holy Spirit

- Lethbridge School Division and Holy Spirit School Division share busing, as such both Divisions must coordinate their calendars.

Bussing and Bell Times

- Many of our buses do “double runs” which means they pick up students and drop them off at one school and then go and pick up a different group of students and then drop them at another school. This means that schools have different start times, which means they may need adjustments to their calendars to make sure they have the correct instructional hours.

Diploma Exams and PAT’s

- Diploma exam and PAT dates are set by the Provincial government. These dates impact when our school year ends and when our semester break happens.

High School, Middle School, Elementary

- Each grade level has different requirements, for example, high schools will typically have a semester break in January. This break is not required at the elementary level as they are not on a true semester system.
- We have to create a calendar that has similar number of days in semester 1 and 2 for high schools.

Timing of Holidays

- The timing of holidays has a significant impact on the calendar. For example, when Labour Day, Christmas and Easter fall on the calendar impacts how the school year is organized.

Stakeholder Considerations

- It is always important to consider the impact our calendar will have on our stakeholders. We have to consider, what is best for students, staff and the families we serve.