



Highlights from the Regular Meeting of the Board of Trustees

**Meeting highlights from November 28
- Next meeting December 19 -**

1. Committee Reports

Reports for the Audit Committee, Division School Council, Community Engagement Committee and the Superintendent Evaluation 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 25 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 45 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 in November 2023.

- Mitten's Piano Studio donated \$350 towards instrument repairs at Nicholas Sheran Elementary.
- Dominos West donated \$200 worth of pizza sales to the Nicholas Sheran Elementary School Choir/Handbell Programs.
- Lakeview Elementary received \$500 from the Southern Alberta Bikers.
- McNally Contractors donated \$500, Brickstone Kitchen and Bar donated \$1018 and Ladies Auxillary donated \$600 to Westminster Elementary.

The Board received the report as information.

5. Acknowledgements of Excellence

Lethbridge Christian School:

LCS has had an excellent start to the year! We began by welcoming Linda Bateman to the role of acting vice-principal as well as Candace Friesen and Alyssa Bergen as new teachers to our school.

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5. Acknowledgements of Excellence

Lethbridge Christian School:

Our school year kicked off with the goal of building thinking classrooms, based on the work of Garfield Gini-Newman. We also are continuing to work on sharpening our mission and vision to help us better fulfill our role as an alternative faith-based school within the school division.

September is always busy, but there is lots of excitement at our school. LCS participated in the Terry Fox walk as well as the “Run for Reconciliation”. This kept our students very active during the month, but also gave them opportunities to support the broader community in tangible ways. October brought about Thanksgiving and our “Feed the Bus” initiative, in which students collected 868 pounds of food that was donated to the Interfaith Food Bank. Amy Granger from the food bank also spoke with LCS students about the importance of supporting the local community. Further on the topic of developing servanthood, Tim and Jen from My City Care also spoke to our students about the many different ways that they meet needs within our city.

Later in the year, students will have the opportunity to put their learning to practice as we plan on running our “serving Lethbridge” extra-curricular club. Last year our students served different areas within our school, as well as in a senior’s care home and at the Interfaith Food bank. We will continue to look for ways to provide additional opportunities for our students to serve the people around us.

LCS students continue to develop their musical talents in middle school band. Last year, they participated in Music Monday with other middle schools in Lethbridge as well as Spring Musicales, which is a large gathering of school bands in Three Hills held each year in the spring. Students also perform fall and spring concerts, which are very well attended by families.

Last year, LCS ran its first Family Literacy evening, which was a great success and saw most of our families come out to experience different ways that they can participate in literacy activities at home. We are planning to follow up with a Family Numeracy evening on February 1, 2024. We hope to see many people from our school and our community come out and learn fun ways to engage in numeracy.

Dr. Robert Plaxton:

The staff at Dr. Plaxton is excited to share with the board some highlights from our school year thus far! We are now in year three of our school opening and continue to build our school culture and focus on our school mission – nurturing innovative thinking in bright, vibrant spaces through intentional learning opportunities. To support this learning and focus, we started our year with some amazing professional learning with Garfield Gini-Newman to begin framing our instructional practices around inquiry and critical thinking with the lens of the new curriculum.

All school staff teams are committed to building a minimum of one inquiry-based project or unit this school year. Also, we are spending time this year during professional learning to continue to refine and examine our literacy and numeracy practice, our structure of supports for literacy and numeracy intervention, and how to best support student learning with the fantastic new resources provided by the school division.

We are also very fortunate to have the opportunity to use some additional grant funding on two fronts this year – the nutritional grant funding and the KidDoodleTV grant funding. In June, we were fortunate to be one of 100 other schools selected to win \$10,000 from KidDoodleED.

Our school has been moving forward with allocating these funds to support additional texts in our learning commons (graphic novels more specifically), adding additional technology to support VR creation and recording, a set of iPads for our Learning Commons/Makerspace and additional technology for podcasting software and hardware.

All of these technology tools are part of the intentional focus around allowing students to create and share their learning in various forms and media with the school and with the larger audience. We also felt there was a need to enhance our graphic novel selection at our school and we are excited to be able to grow in that area.

And finally, we have been fortunate to access grant funding for our Farm to Table nutrition project.

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5. Acknowledgements of Excellence/School Showcase

Dr. Robert Plaxton:

Our nutrition program proposal aims to empower and educate elementary students with the knowledge and skills necessary to make healthy food choices, emphasizing the importance of a balanced diet and incorporating more vegetables into their meals.

By fostering connection with local farms, greenhouses and/or suppliers, we intend to promote an understanding of where food comes from and the benefits of supporting local food systems.

Our Grade 5 students have been involved in preparing the food items in our kitchen, and sharing their MasterChef creations with the school! Last month we made homemade fries and chips from potatoes, and this month we are harvesting pumpkin puree for baking!

As always, we welcome the chance for any board member to come by and visit our school to share in the learning and opportunities. Thank you.

6. Board Strategic Planning

The Board Strategic Planning session is scheduled for March 7 and 8, 2024.

It is an opportunity for the Board to work together to set the strategic direction for the 2024/2025 Board Assurance Plan.

7. Town Hall

The Division will host its annual Town Hall event on February 6, 2024. This year the format will be a little different. Stakeholders will have a chance to provide feedback in the following areas:

School Levels:

Elementary

- What are the successes of the Elementary school experience in Lethbridge School Division?
- Where can we improve the Elementary school experience in Lethbridge School Division?

Middle School

- What are the successes of the Middle School experience in Lethbridge School Division?
- Where can we improve the Middle School experience in Lethbridge School Division?

High School

- What are the successes of the High School experience in Lethbridge School Division?
- Where can we improve the High School experience in Lethbridge School Division?

Specific Topics:

Learning and the Future of Education

- What should the future of learning and education look like?

Kindergarten and Early Learning

- What can the school division do to make early learning programs and Kindergarten more accessible to parents?

Technology

- What are the positive aspects of using technology in schools?
- What are the negative aspects of using technology in schools?
- What suggestions do you have related to technology in schools?

Governance

- What feedback do you have for the Board of Trustees about how they govern the Division?

Students, staff, parents and guardians and community members will have an opportunity to provide feedback related to these areas through a survey and/or in-person at the town hall event in February.

The Board received this as information.

8. Lead Teachers Extra-Curricular

The Board requested details on the Extra-Curricular Lead Teacher positions that were announced on Nov. 24: [LEAD TEACHERS](#). Discussion on the topic begins at the 1:36 mark of the [LIVESTREAM](#). Please note, due to issues with the quality of the livestream, the sound quality of the video was impacted, until about the 1:41 mark.

Supt. Mike Nightingale explained the extra-curricular lead teachers are not permanent positions. It is anticipated they will go from now until February or March. The timeline will be evaluated as the Division works through the process. To further clarify, the Division did not hire three full-time employees but rather hired three part-time employees for one position.

Initially the Division put out an expression of interest for a single person to take on the role. Once the process was complete, the Division decided to go with three part-time employees. One of the extra-curricular lead teachers will work .65 FTE for the entire time the extra-curricular lead teacher roles are in place. Another extra-curricular lead teacher will work 0.5 FTE from now until the end of January. The other extra-curricular lead teacher will start around the end of January and stay on until the work is complete (anticipated to be end of February or in March).

9. 2023/2024 Budget Update

Included with the memo was a Budget update for the 2023/2024 school year based on Sept. 30 enrolment numbers. Director of Finance, Avice DeKelter, attended the meeting to review the update and responded to any questions the Trustees had. The budget update begins on Page 60 of the [AGENDA](#).

The Board received the Budget Update for the 2023/2024 fiscal year as information.

10. 2022/2023 Audited Financial Statements

School Divisions are required to submit an audited financial report to Alberta Education. Will ZoBell, Audit Partner and Kylee Hogg, Audit Senior from BDO Canada LLP attended the meeting to speak to the audited financial statements. The statements can be found on Page 123 of the [AGENDA](#).

The Board approved the Audited Financial Statements for the 2022/2023 fiscal year as presented.

11. Division Assurance Results Report

Alberta Education requires that each school jurisdiction develop an Assurance Results Report to be reviewed, approved, posted on the jurisdiction website, and submitted to Alberta Education by Nov. 30 of each year. The report captures the measures identified in each of the Board priority areas outlined in the Board 2020/2023 Education Plan and complies with Assurance Domain requirements for provincial reporting. The results in the report contain Information from the provincial 2022/2023 Assurance Report.

The Division looks at results to inform planning for the next school year. Coordinator of Learning and International Education, Trish Syme, and Communication Officer Garrett Simmons have been instrumental in coordinating the production of the Assurance Results Report document.

The Education Centre leadership team worked collaboratively to provide input into the report.

Please access the draft Assurance Results Report here: [REPORT](#).

The Board approved the 2022/2023 Assurance Results Report as presented.

12. Policy Review

Division policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, each of the employee groups and Division and school administration. Coordinator of Learning and International Education, Trish Syme coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2022-2023 school year.
- Identify Policies for review (including procedures, forms, and exhibits).
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations.
- Assist in the orientation of new members to the policy development process, as necessary.

The Board adopted the revisions to the Policy 204.10, Board Meeting Agendas, as presented by the Policy Advisory Committee, by a vote of 6-1. Andrea Andreachuk voted against the motion.

The policy can be found on Page 236 of the [AGENDA](#).

13. Division School Council Representation on Policy Advisory Committee

Recently, there has been conversation related to Division School Council representation on the Policy Advisory Committee. The current membership parameters are noted below:

Current Membership

- 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.

At the last Division School Council and Policy Advisory Committee meetings there were conversations and recommendations for the Board related to membership on the Policy Advisory Committee. The recommendations are noted below:

Division School Council Recommendation

At the November 6, 2023 Division School Council meeting, the following motion was passed regarding Division School Council representation on the Policy Advisory Committee:

- I move that it be recommended to the Policy Advisory Committee that four parent representatives be nominated by the DSC each year to be included at the Policy Advisory Committee which include an elementary, middle and high school parent in addition to a parent from a faith based alternative school.

Policy Advisory Committee Recommendation

At the November 8, 2023 Policy Advisory Committee meeting, the recommendation from Division School Council was discussed. Below is a summary of the recommendation from Policy Advisory Committee regarding Division School Council representation on the Policy Advisory Committee:

- The number of Division School Council representatives was discussed. The committee decided to recommend to the Board that 3 parent representatives from Division School Council (DSC) be included on the Policy Advisory Committee. The recommendation is to have 1 representative from the elementary level, 1 from middle school, and 1 from high school, for a total of 3 DSC representatives. There was also discussion around ensuring that parents from faith based alternative schools have opportunities to provide input at the Policy Advisory Committee. It was acknowledged that perspectives from faith based alternative schools would be valued and welcome and to this end, one of the 3 DSC representatives could be from the faith based alternative schools. Further discussion on this recommendation will occur at the November Board Meeting.

The Board unanimously passed the following motion: That the Board amend the membership of the Policy Advisory Committee to include a total of three parent representatives from Division School Council, one of these parent rep-representatives will come from the elementary school level, one from the middle school level and one from the high school level for a total of three parent representatives.

14. PSBAA Funding

As a member of the Public School Board Association of Alberta, as trustees, we have the opportunity to attend the PSBAA Council meetings. The expenses associated with these meetings should come out of our general governance budget.

The board approved, effective Sept. 1, 2023, all expenses incurred by trustees in attending Public School Board Association meetings be paid out of the general governance budget. The motion passed by a 5-2 vote, as Christine Light and Kristina Larkin voted against the motion.

15. Per Diem Days

As trustees, we do have activities and responsibilities that require meetings outside of our regular responsibilities as a trustee. This sometimes requires travelling or all-day meetings where we are away from our regular duties. To compensate us, we use a per diem. If a trustee were to attend all the ABSA and PSBAA he/she would use up all their per diem days for the year.

The Board Discussed a motion to raise the number of per diem days from 10 to a maximum of 15 for ASBA, PSBAA, the board retreat and negotiations.

Upon receiving clarification as to how per diems are allocated by the Division, the Board opted to drop the motion.

16. 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 parents, staff, students and community about great ideas, share successes, bring forward issues and concerns.

Trustee Allison Purcell provided an oral update on upcoming community conversations events, and indicated no dates and locations had been as of yet for December or January.

The Board accepted this as information.

17. Correspondence Sent

Lethbridge School Division sent a letter to Adriana Mercader President and Board Chair, Economic Development Lethbridge, to propose to the Board a change in its composition to allow for a permanent representative of each school division to be appointed.

18. Public Forum Response

The Division sent a letter to Aiden Fletcher in response to the Public Forum on Oct. 24, 2023. The letter can be found on Page 245 of the [AGENDA](#).

19. Public Forum Response

The Division sent a letter to Mel Fletcher in response to the Public Forum on Oct. 24, 2023. The letter can be found on Page 246 of the [AGENDA](#).

Regular Meeting video: [LIVESTREAM](#)



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