

Parent Learning Session: Mike Nightingale led an information session on Policy and procedure development. Mike passed handouts on the [Policy 203.1](#) and [Procedure 203.1](#)

- Not all policies have a procedure.
- Some procedures do not have a policy.
- We have about 166 policies.
- Policies have a rigid process and are the domain of the board.
- Procedures are most flexible and can adapt as the organization needs.
- Usually, the board initiates a policy on a certain topic.
- Anti-racism and anti-oppression policy first reading and definition questions were discussed as part of this session.
- Division School Council can ask for a policy to be reviewed anytime through the Policy Advisory Committee rep.

1. Land Acknowledgement
Shelley Roest read a land acknowledgement.

1. Welcome and Introductions

2. Additions to the Agenda - no additions brought forward.

3. Approval of the Agenda - approved and seconded.

4. Approval of the Minutes of June 12, 2023
As requested, Kristin and Shelley have revisited the minutes with the recommendations provided in October and they were approved and seconded.

5. Errors or Omissions Minutes of October 2, 2023
None.

6. Approval of the Minutes of October 2, 2023 - approved and seconded

7. Business Arising from the Minutes
 - a. Proposed amendments to DSC Guidelines - Mike walked us through all the amendments made to the document

- Question regarding two DSC representatives from the same school that would only hold one vote. One elected primary representative would hold the voting right in the instance of a disagreement.
 - Unanimous agreement on approving DSC guidelines as presented.
- b. Election of Policy Advisory Committee DSC Reps - Jamie and Shelley are current reps from last year
- the current Standing representatives will attend the November Policy Advisory Committee to discuss and confirm the changes.
 - Division School Council would like to have three parent representatives to be added to the committee split between Elementary, Middle and High School or West, South and North side.
 - Since we have 3 faith based alternative schools Lethbridge Christian, Immanuel Christian elementary and secondary schools of which the policies impact those students differently. Could there be a consideration to keep one of the parent voices from an alternative school.
 - Tyler Demers has requested that Division School Council submit a formal request to the Policy Advisory Committee and the Board outlining exactly what they would like to see.

Carrie Boschman Moved:

“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.”

Unanimously Approved

- Election Process:
 - If we run into a scenario where there are more people interested than positions available, we will give each person interested a chance to speak then each school would have one vote and all reps must be present in person (not teams)
 - Parent council will need to decide which DSC rep is the voting party for each school.
 - If the person running for the position is the voting representative, then the alternate will vote to avoid conflict of interest.
- Communication:
 - How can emails be better sent out to engage the wider parent voice instead of falling on the shoulders of the council chair to engage their school?
 - Jamie suggested that all parents should receive policy email. Can “opt in to school council emails” be added to the registration process? Most parents do not know that they need to sign up to receive emails from the school council chair.
 - Currently, chairperson at each school council forwards policy emails.
 - DSC is requesting that policy information is put on the Community Engagement website as well as emailed to school council chairs and DSC reps.

- Jen Neufeld- a school council page has been dedicated to the newsletter and webpage where this could be included for distribution.

8. Trustee Report - board highlights to be put in future agendas

- Various trips approved.
- Discussion surrounding funds for ASCA meetings - ongoing conversation.
- Lots of discussion surrounding policy, motion put forward to develop strategy for revision and review including cost of outside council.
- Community Conversations coming up on November 14 @ 6-7:30pm at Westminster Hall
 - Carrie Boschman requested that community conversations be booked and communicated more than one month in advance.
- Community Engagement Committee has been asked to create survey questions regarding success with technology as well as areas that need further support and what is needed from the board and division

9. Alberta School Councils Association - postponed until next meeting

- a. ASCA & ASCA Membership
 - Tabled for December meeting.
 - Request to invite Allison as ex ASCA president to come discuss ASCA

10. Superintendent's Report

- a. Calendar Development Process
 - Tabled for December Meeting.
- b. Digital Wellness Parent Night
 - Digital Wellness Parent Night November 15th at the Yates Theatre.
 - The questions from parents will be requested in advance, no opportunity for live Q&A.
- c. Trustee attendance at Division School Council
 - Would like to see each trustee throughout the year.
 - leave the terms of reference as they are.
 - the board can decide who they designate the alternate and the schedule if they decide on the rotating schedule.

11. West Lethbridge Elementary Boundary Alignment Engagement Sessions

- Pre-engagement sessions November 8th and 22nd
- Engagement sessions again in spring on proposed boundary changes
- All boundary changes will be enacted by September 2025.

12. Committee Reports

- a. Poverty Intervention Committee Report from Oct 17- Sarah Ahlgren
 - Discussed terms of reference - removal of word poverty in order to perfect definitions

- Last year's financial review - spent \$53,712 - looking to increase donations - some of the requests can be directed to the nutritional grants rather than PIC - inflation is an issue in all categories.
- Discuss at school council - what are the trending issues and concerns that your group is seeing? Sarahseymour@gmail.com

b. Community Engagement Committee from Nov 1- Shelley Roest

- Terms of Reference review and approval
- Community engagement website review
- ICE Scholarship showcase
- Town Hall- Potential questions vs. topics
- Technology in Schools survey- will go to wellness committee.
- December 6th at 7pm in board room or TEAMS

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?
- Gummy bear staff appreciation. Each school gives Tisha a budget for staff appreciation, and she completes three appreciation events a year for elementary and middle and twice for high
 - Policy and procedures process at Galbraith.
 - December staff appreciation lunch for LCI
 - Paterson had a dance.
 - Westminster winter concert donation for food bank.

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

November 23rd- lets talk science. <https://letstalkscience.ca/events/program-timetable/lets-talk-health-and-wellbeing>

November 18- free online engagement session from 1-4pm

16. Adjournment 9:21pm

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