

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

April 23, 2024

1:00 p.m.

Board Room / Microsoft Teams



- | | | |
|-----------|---|---------------|
| 1:00 p.m. | 1. Move to In-Camera | |
| | 2. Territorial Acknowledgement | |
| 2:30 p.m. | 3. Consent Agenda | |
| | Committee Reports | |
| | 3.1 Division School Council Meeting | Enclosure 3.1 |
| | 3.2 School Boundary Alignment Committee | Enclosure 3.2 |
| | 3.3 Policy Advisory Committee | Enclosure 3.3 |
| | 3.4 Spirit of 51 | Enclosure 3.4 |
| 2:35 p.m. | 4. Approval of Agenda | |
| 2:40 p.m. | 5. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of March 26, 2024, it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:42 p.m. | 6. Business Arising from the Minutes | |
| 2:45 p.m. | 7. Associate Superintendent Reports | |
| | 7.1 Business and Operations | Enclosure 7.1 |
| | 7.2 Instructional Services | Enclosure 7.2 |
| | 7.3 Human Resources | Enclosure 7.3 |
| 3:00 p.m. | 8. Superintendent Reports | |
| | 8.1 Board Priorities Report | Enclosure 8.1 |
| | 8.2 Donations and Support | Enclosure 8.2 |
| | 8.3 Acknowledgements of Excellence | Enclosure 8.3 |
| | 8.4 Education Week | Enclosure 8.4 |
| | 8.5 Calendar of Events | Enclosure 8.5 |
| 3:20 p.m. | 9. Presentations | |
| 3:45 p.m. | 10. Action Items | |

10.1	Approval of International Trip-LCI	Enclosure 10.1
10.2	Approval of International Trip- Chinook	Enclosure 10.2
10.3	Policy Review	Enclosure 10.3
	601.2.1 School Year	
	600.2 School-Based Decision Making	
10.4	CUPE Local 2843 Memorandum of Agreement	Enclosure 10.4
10.5	Committee Review	Enclosure 10.5

4:10 p.m. **11. Division Highlights**

4:20 p.m. **12. Board Chair Report**

12.1	Art's Alive and Well in Lethbridge Schools	Enclosure 12.1
12.2	Welcome Back Breakfast	Enclosure 12.2
12.3	Community Conversations	Enclosure 12.3

5:00 p.m. **13. Public Forum**

Public Forum responses will be provided in the next Board meeting agenda.

5:15 p.m. **14. Correspondence Sent**

14.1	Public Forum Response to Nicole Williams	Enclosure 14.1
14.2	Public Forum Response to Amber Murray	Enclosure 14.2

5:20 p.m. **15. Correspondence Received**

5:25 p.m. **Adjournment**

MEMORANDUM

April 23, 2024

To: Board of Trustees
From: Allison Purcell, Trustee

Re: Division School Council Report

Division School Council met April 6, 2024 for a Budget Overview parent learning session provided by Director of Finance Avice DeKelter at 6:30 followed by our regular meeting at 7:00pm. Avice gave an overview of the various grants the Division receives and answered several questions related to the weighted moving average funding model.

Round table discussion was had regarding the ease of accessing for each school council's minutes and bylaws on their websites. Responses ranged from full minutes and bylaws posted and up to date, to some websites being out of date or hard to find. DSC Reps have been tasked with going back to their learning commons to see if past minutes are there and to work with their chair/principal to update website and make it accessible for all parents.

Trustee Allison Purcell gave the Trustee report where she highlighted several upcoming parent events such as community conversations, westside boundary open house and budget survey.

The ASCA conference will be held April 27/28 and parents from Coalbanks, Probe and Nicholas Sheran will be attending virtually and can carry proxy votes.

The Superintendent's Report gave an overview on staffing, collective bargaining process and the policy feedback website page. Several ideas for improving the policy website were given including creating an accordion structure to reduce the amount of scrolling and making the feedback question mandatory to reduce the number of blank submissions.

A parent requested a learning session on the ARAO policy and time for Q&A be scheduled for the May Division School Council meeting learning session. Other parents also supported this request and its importance as it relates to parents was discussed. Mike has confirmed that he is willing to lead this presentation and will be working on gathering background information for May.

The next Division School Council meeting is May 6, 2024.

Respectfully submitted,
Allison Purcell

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Craig Whitehead, Trustee

RE: School Boundary Alignment Committee Meeting, March 26th, 2024

In attendance:

Craig Whitehead, Committee Chair

Allison Purcell, Trustee

Christine Light, Trustee

Mike Nightingale, Superintendent

Christine Lee, Associate Superintendent, Business and Operations

Robbie Charlebois, Associate Superintendent, Human Resources

Daniel Heaton, Director of Facility Services

Cheryl Shimbashi, Transportation Coordinator

Meeting Highlights:

- The Committee reviewed the preliminary options and information to be presented at the west Lethbridge elementary school boundary alignment open house that will be held on April 30th at GS Lakie Middle School from 4:30 to 8:00 pm.
- The open house is drop-in style with the public invited to come and go at a time that is convenient for them.
- The open house invite was reviewed. See last page of report. Invites will be put on social media, sent to schools to send to parents, staff and school councils, City of Lethbridge, Bild Lethbridge, and Lethbridge Realtors Association.
- The survey that will follow the open house was reviewed.
- All information will be reviewed on last time with the Board of Trustees at the April 9th Committee of the whole before the info boards are professionally printed.
- The committee will meet after the survey period has completed to review the feedback on the preliminary options, consider adjustments or other options and develop a recommendation for the Board's consideration in the fall.

Respectfully submitted,

Craig Whitehead, Trustee

Chair, School Boundary Alignment Committee



WEST LETHBRIDGE ELEMENTARY SCHOOL BOUNDARY CHANGES



April 30th, 2024

4:30 - 8:00 PM

At

G.S. Lakie Middle School
50 Blackfoot Blvd W

This is a drop-in opportunity to view preliminary options to realign elementary school boundaries in west Lethbridge

ABOUT THE OPEN HOUSE

Join Us!

- This open house is an opportunity to see preliminary options that have been created to change west Lethbridge elementary school boundaries effective for September 2025. These changes are designed to create boundaries for the new K-5 School in Garry Station as well as address growth and capacity concerns at Mike Mountain Horse and Coalbanks Elementary Schools.
- The open house is also an opportunity to provide feedback to the School Boundary Alignment Committee on the options and other necessary considerations prior to final recommendations to the Board of Trustees.



will be available to provide feedback
on the options presented

Policy Advisory Committee

Meeting Date: April 10, 2024

In Attendance:

Mike Nightingale, Christine Light, Allison Purcell, Rod Scott, Kevin McBeath, Nathan Pearson, Maggie Taylor, Skye Curtis, Carrie Boschman, Viviana Lartiga, Kelsi Cook

Regrets: Genny Steed

Policies on Agenda for Review:

1. 600.2 School-Based Decision Making

- Website and stakeholder feedback reviewed/discussed (3 items of feedback received online; 3 parents)
- Policy paragraph, added 'their'; replaced 'policies' with 'procedures'
- Reg.#1, 'process with a focus' updated to 'processes focusing'
- Reg.#2, replaced 'provide' with 'support'
- Reg#3, added wording 'and may identify'—discussion surrounding this suggested sharing the Admin role of supporting School Councils and sharing learning opportunities at an Administrators meeting
- Policy to be sent to Board for approval

2. 601.2.1 School Year

- Website and stakeholder feedback reviewed/discussed (24 items of feedback received online: 13 parent/guardian; 11 staff)
- Reg#1, discussion on hours of instruction coincide with the Guide to Education
- Reg#2.3, discussion on past 3 years being non-operational days; for some parents a non-operational day brings challenges with acquiring childcare
- Reg#2.4 & 2.6, received split feedback on proposed amendments to the name of the breaks
- Reg#2.7, suggestions given were to change interviews from afternoon to evening to accommodate working parents; receive Admin feedback regarding kindergarten interviews; rename p/t interviews
- Reg#6, added 'Approval for the following calendar year shall normally occur within January of the current calendar year.'
- As no final decision was made regarding Reg.2.3, 2.4, 2.6, Policy to be sent for Board for discussion and approval.

3. 502.1 Welcoming, Caring, Respectful and Safe Learning Environments

- Reviewed policy (1st reading)
- Following initial edits, it was mentioned that the policy should be directed more towards students. The policy currently also refers to trustees, employees, parents, volunteers. There is a policy directed to staff: 400.1 Welcoming, Caring, Respectful and Safe Work Environments.
- Policy to be directed to Policy Consultant for review and consideration.

4. **609.1 Assessment of Student Achievement**

- Reviewed policy (1st reading)
- Reg#1, pluralized 'programs'
- Reg#1.3, replaced 'instruments' with 'strategies'; removed 'their'
- Reg#1.4, replaced 'knowledge, skills and attitudes' with 'outcomes'
- Reg#1.5, replaced 'are consistent with the intent of' with 'align with'
- Reg#2, replaced 'examinations' with 'assessments'
- Reg#4, updated wording to include students
- Updated references
- Policy to stakeholders for feedback—**due May 1st**
- Policy to website for feedback—**due April 29th**

5. **609.2 Report Cards**

- Tabled to next meeting

6. **607.4 Responsible Use of Technology**

- Tabled to next meeting

Next meeting: May 1, 2024

Recommendation

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

Respectfully submitted,
Christine Light

MEMORANDUM

April 23rd, 2024

To: Board of Trustees

From: Andrea Andreachuk

Re: Spirit of 51 Committee Meeting, April 9, 2024

In attendance:

Committee Members:

Andrea Andreachuk, Trustee, Chair

Kristina Larkin, Trustee,

Carrie Fahl, Division Administrative Assistance, Human Resources

- The Friends of 51 Nomination form was released to Admin. Committee & Board of Trustees on March 19, 2024. The deadline to nominate was April 3, 2024. This was extended to April 9th at noon due to a low number of nominations.
- Nominations were reviewed – 19 nominations are eligible and are approved for recognition.
- The committee has decided they will provide Thank you notes on behalf of the board to ineligible nominees (due to the three-year criteria) as their continued contributions are noteworthy. They will be delivered by the Trustees to recipients. Andrea and Kristina will take this on.
- Carrie provided a re-cap of next steps: Gifts for recipients will be prepared and delivery arranged to schools in time for their events by Carrie. Trustees to attend school events for their liaison schools (or arrange a replacement if unable to attend). Communication of event dates and times will be provided in the Microsoft one note shared notebook alongside school service award celebrations which will be sent out by Carrie.

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

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

Respectfully Submitted,
Andrea Andreachuk

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD March 26, 2024.

In Attendance:

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

Administrators: Mike Nightingale, Christine Lee, Robbie Charlebois, Morag Asquith

Trustee Allison Purcell called the meeting to order at 1:01 p.m.

1. Move to In-Camera

Trustee Tyler Demers moved:

“that the Board move to In-Camera.”

*Move to In-Camera
7243/24*

CARRIED UNANIMOUSLY

Genny Steed arrived at 1:05 p.m.

Trustee Christine Light moved to come out of the in-camera meeting at 2:28 p.m with a short recess.

Reconvene Meeting

Allison Purcell reconvened the meeting at 2:40 p.m.

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Working Conditions Committee
- 3.2 Division School Council
- 3.3 Policy Advisory Committee
- 3.4 Poverty Intervention Committee
- 3.5 Facilities Committee
- 3.6 Community Engagement Committee
- 3.7 Spirit of 51 Committee

Consent Agenda

Trustee Genny Steed requested to move item 3.5 Facilities Committee to item 13.3 under the regular agenda. As there were no objections, the consent agenda was approved as amended.

4. Approval of Agenda

Additions to the Agenda:

- 10.5 Public School Boards

Trustee Craig Whitehead moved:

“to approve the agenda, as amended.”

CARRIED UNANIMOUSLY

*Approval of Agenda
7244/24*

5. Approval of Minutes for February 27, 2024

Trustee Andrea Andreachuk moved:

“The minutes of the regular meeting of February 27, 2024 be approved as presented and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from February 27,
2024
7245/24*

Approval of Minutes for March 19, 2024

Trustee Christine Light moved:

“The minutes of the special meeting of March 19, 2024 be approved as presented and signed by the chair”

CARRIED UNANIMOUSLY

*Approval of Minutes
from March 19, 2024
7246/24*

6. Business Arising from the Minutes

*Business Arising from
the Minutes*

7. Associate Superintendent Reports

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate
Superintendent
Reports
Business and
Operations*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

Human Resources

8. Superintendents Report

8.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendents
Report
Board Priority Report*

8.2 Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Galbraith Elementary, Nicholas Sheran Elementary and G.S. Lakie Middle School are included in the agenda.

*Acknowledgement of
Excellence*

- | | |
|--|---|
| <p>8.3 <u>Calendar of Events</u>
 Calendar of Events was included in the agenda. Items to be added:</p> <ul style="list-style-type: none"> • April 11&12 PSBAA meeting in Edmonton. | <p><i>Calendar of Events</i></p> |
| <p>8.4 <u>Donations and Support</u>
 A memo outlining the generous donations to schools has been included in the agenda.</p> | <p><i>Donations and Support</i></p> |
| <p>8.5 <u>Survey Request for Information</u>
 A memo outlining the response to the motion from January 23, 2024 requesting information on survey development was included in the agenda</p> | <p><i>Survey Request for Information</i></p> |
| <p>9. <u>Presentations</u></p> | <p><i>Presentations</i></p> |
| <p>9.1 <u>Edwin Parr Nominee</u>
 The Board welcomed and congratulated Mahaliah Peddle, the 2024 Edwin Parr Nominee for Lethbridge School Division.</p> | <p><i>Edwin Parr Nominee</i></p> |
| <p>9.2 <u>Provincial Champions</u>
 The Board congratulated provincial gold champions from the LCI Mixed Curling Team and ICSS Girls Basketball Team.</p> | <p><i>Provincial Champions</i></p> |
| <p>9.3 <u>Public Member Presentation to the Board</u>
 Tiffany Hill presented on the urgent need for modernization at LCI.</p> | <p><i>Public Member Presentation to the Board</i></p> |
| <p>9.4 <u>Artificial Intelligence</u>
 Director of Technology, Jesse Sadlowski presented on the impact of artificial intelligence in schools.</p> | <p><i>Artificial Intelligence</i></p> |
| <p>10. <u>Action items</u></p> | <p><i>Action Items</i></p> |
| <p>10.1 <u>Approval of international Trip- Winston Churchill</u>

 Trustee Christine Light moved:
 “That the Winston Churchill High School trip to New York in April 2025 be approved by the Board on the condition that all Division policies and procedures are strictly followed, and with the understanding that future travel advisories and/or vaccination requirements may affect the trip’s ability to proceed.”</p> | <p><i>Approval of International Trip- Winston Churchill 7246/24</i></p> |

CARRIED UNANIMOUSLY

Trustee Allison Purcell called for a short recess at 4:56 p.m.
Trustee Allison Purcell called the meeting back to order at 5:00 p.m.

Public Forum:

Public Forum

1. Amber Murray- Concern around town hall summary, page 28, “monitor ideological influences in schools” and its conflicting messaging around the choice of wording around gender identity.
2. Nicole Williams- Continued her remarks from the point that she ran out of time for at the February 27th 2024 Public Forum. Her remarks included supporting Premier Smith’s February 9th announcement on pending policy changes to Gender Identity and Gender Expression in Alberta Schools, as well as parent choice in opting into and her difficulty in obtaining, resources approved by the ATA.

10.2 Second Quarter Financial Report

Trustee Genny Steed moved:

“that the Board approve the 2023-2024 Second Quarter Financial Report as presented.”

*Second Quarter
Financial Report
7247/24*

CARRIED UNANIMOUSLY

10.3 Budget Belief Statements for Preparation of 2024-2025 budget

- Amend statement 5 to read “the board believes that investment in early learning is foundational to student success.”
- Amend formatting to add a bullet to statement number 4.

Trustee Kristina Larkin moved:

“That the Board approve the Board of Trustees Belief Statements for preparation of the 2024-2025 Budget as amended.”

*Budget Belief
Statements
7248/24*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:

“To extend the meeting past 6:00pm”

*Extend the meeting
7249/24*

CARRIED UNANIMOUSLY

10.4 2025-2027 Capital Plan

Trustee Craig Whithead moved:

“that the Board accept the 2025-2027 Capital Plan as presented.”

Trustee Allison Purcell moved:

“to amend the motion to move modernization priority number 4 to number 2”

For: Andrea Andreachuk, Genny Steed and Allison Purcell

Against: Tyler Demers, Craig Whitehead, Kristina Larkin,
Christine Light

DEFEATED

For: Tyler Demers, Craig Whitehead, Kristina Larkin, Christine
Against: Genny Steed, Allison Purcell, Andrea Andreachuk

CARRIED

*2025-2027 Capital
Plan
7250/24*

10.5 Public School Boards Association Items

*Public School Boards
Association*

Craig Whithead is unable to attend the April 11th and 12th PSBAA meeting, Allison Purcell will attend in his place. Craig would like to remind trustees to please submit their reports to him as soon as possible.

Division Highlights

12. Division Highlights

Allison- Spirit of 51, ATA induction

Christine- Chinook ICE Showcase, Science and Heritage Fair at Agnes Davidson

Andrea- Spirit of 51, ATA induction, Reading at Plaxton, High School Musical at SJF

Craig- Attended zone games.

Kristina- Student Clubs, GSA, enjoyed connecting with students about how to make school environment better for all. Student powwow.

Genny Steed left the meeting at 6:58 p.m.

13. Board Chair Report

*Board Chair Report
Community
Conversations*

13.1 Community Conversations

Petals Paws and Beans Coffee shop April 22, 6-7pm.
More details will be posted online.

13.2 Galbraith Elementary School Design Funding

*Galbraith Elementary
School Design Funding*

A memo regarding the approval to move to the design phase for the Galbraith Elementary School Modernization was included in the agenda.

13.3 Facilities Committee

Facilities Committee

Trustee Genny Steed requested to pull the facilities committee from the consent agenda. Allison Purcell encouraged all trustees to advocate for local contractors understanding the risk of only being provided 30% of plans.

*Correspondence
Received*

14 Correspondence Received

None.

*Correspondence Sent
Public Forum Response
to Nicole Williams*

15 Correspondence Sent

15.1 Public Forum Response to Nicole Williams

A copy of the Public Forum Response letter to Nicole Williams was included in the agenda.

*Public Forum Response
to Viviana Lartiga*

15.2 Public Forum Response to Viviana Lartiga

A copy of the Public Forum Response letter to Viviana Lartiga was included in the agenda.

*Public Forum Response
to Amber Murray*

15.3 Public Forum Response to Amber Murray

A copy of the Public Forum Response letter to Amber Murray was included in the agenda.

16 Adjournment

*Move to in-camera
7251/24*

Trustee Allison Purcell moved:

“To move to in-camera at 7:09p.m.”

Reconvene Meeting

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved to return to the regular meeting at 7:29pm”

*Adjournment
7252/24*

Trustee Allison Purcell moved:

“To adjourn the meeting at 7:29pm”

CARRIED UNANIMOUSLY

Allison Purcell,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The April report of the Associate Superintendent, Business and Operations is attached.

Recommendations

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

Respectfully submitted,
Christine Lee

LETHBRIDGE SCHOOL DIVISION



BUSINESS AND OPERATIONS REPORT

APRIL 2024



Kids Are Our Business

CONTENTS



03

FACILITY SERVICES

04

WEST LETHBRIDGE OPEN HOUSE

05

FINANCE

06

OCCUPATIONAL HEALTH AND SAFETY

07

TECHNOLOGY

08

TRANSPORTATION

09

MEETINGS AND EVENTS

FACILITY SERVICES



K-5 Elementary School in Garry Station

Aerial photos taken on April 12th by Mike Harris of Lethbridge Headshots.

Top left photo shows the classroom wing, middle photo shows the classroom wing to the left and to the right the Learning Commons. The bottom photo shows the front entrance to the school with the administrative wing to the left and to the right the early learning wing of the school.



Architectural rendering of the Learning Commons, provided by FWBA Architects.



WEST LETHBRIDGE ELEMENTARY SCHOOL BOUNDARY CHANGES



April 30th, 2024

4:30 - 8:00 PM

At

**G.S. Lakie Middle School
50 Blackfoot Blvd W**

This is a drop-in opportunity to view preliminary options to realign elementary school boundaries in west Lethbridge

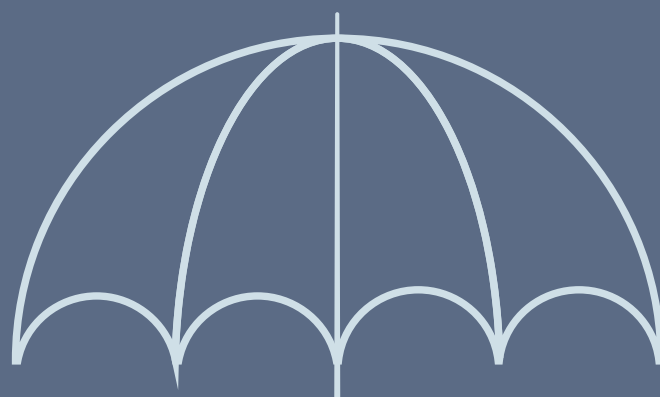
ABOUT THE OPEN HOUSE

Join Us!

- This open house is an opportunity to see preliminary options that have been created to change west Lethbridge elementary school boundaries effective for September 2025. These changes are designed to create boundaries for the new K-5 School in Garry Station as well as address growth and capacity concerns at Mike Mountain Horse and Coalbanks Elementary Schools.
- The open house is also an opportunity to provide feedback to the School Boundary Alignment Committee on the options and other necessary considerations prior to final recommendations to the Board of Trustees.



**will be available to provide feedback
on the options presented**



2024-2025 Budget

Work has begun on preparing the 2024-2025 budget. Work to date includes submitting enrolment projections to Alberta Education for Budget 2024 funding, preliminary cost estimates, and engagement sessions with the Board of Trustees and Administrators on budget priorities. The *Town Hall* was held on February 6th to provide further information to inform the development of the 2024-2025 budget. As seen in the picture below, the Board of Trustees met on March 7th and 8th for strategic planning sessions to review data gathered and develop priorities for the 2024-2025 school year that will inform the development of the budget. The Province of Alberta presented Budget 2024 at the end of February. The School Division received its funding profile right before the spring break. The Instructional Budget Committee has begun the work to review the budget and discuss funding allocations based on priorities and the Board Budget Belief Statements. As shown to the right, although, Lethbridge School Division has an estimated increase in enrolment, due to the funding formula not every student is funded. The Division will be working on balancing enrolment growth and priority spending while addressing increased inflationary costs of salaries, benefits, resource costs, and utilities while preparing the budget.

***DID YOU
KNOW?***

**Estimated Enrolment for
2024 -2025 is**

12,118 FTE

Division is funded for

11,836 FTE

**based on a Weighted Moving
Average formula.**

**This means 282 FTE
students not funded.**



INTERESTING FACT

May 21st, 1 p.m.
**Public Presentation of the 2024-2025
Draft Budget**

OCCUPATIONAL HEALTH AND SAFETY



April showers bring May flowers... but those wet floors could get you!

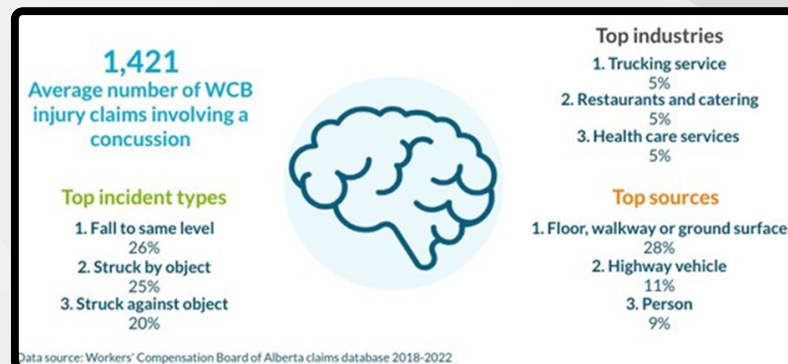
During the rainy season of April and early May we are reminded to watch for water on the floor in entrance and hallways. Wet floors are notorious for causing slips and falls. If you see a wet floor, put a barrier up or clean-up to prevent anyone else from slipping until it can be rectified. Always alert caretaking staff to any potential hazards spotted in your building.



OHS: Beyond The Numbers

Concussions are a common type of traumatic brain injury, usually resulting from an impact or jolt to the head. The symptoms of a concussion can vary widely in severity and duration, with people experiencing either mild or severe symptoms that can last anywhere from a day or two to several years.

Between 2018 and 2022, an average of more than 1,400 concussion claims per year were accepted by the Workers' Compensation Board – Alberta (WCB). Concussions are pervasive across the entire labour force – almost 300 industries had at least one concussion-related WCB claim. Among concussion-related WCB lost-time claims, the average time lost per claim was 41 days.



As illustrated in the image above, several types of incidents and sources of impact can cause a concussion. A hazard assessment (which is required by Alberta's Occupational Health and Safety Code) can help identify the hazards at your work site that can cause a concussion; controls can then be put in place to mitigate these hazards.

Source: Government of Alberta eNews, April 2024

Safety & Health Week



Together
we can create
safe workplaces
and
communities

#SafetyAndHealthWeek

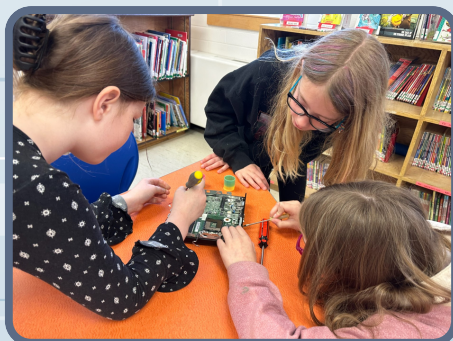
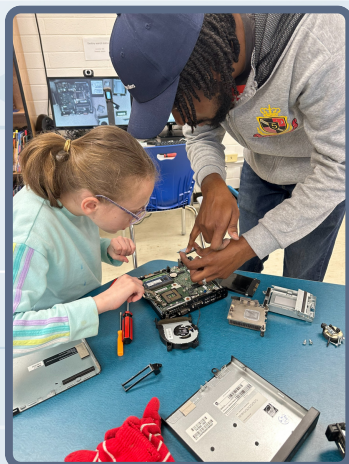
MAY
6-11
2024

Source: <https://www.ccohs.ca/events/safety-and-health-week>

TECHNOLOGY



Technology team helping students understand how computers work at Lakeview Elementary School.



- On April 17th, the tech team participated in the ***Epic Carrier Fair***, engaging with students to showcase the realities of a career in technology.
- As seen in the pictures above, tech team remains committed to supporting Science Technology Engineering Art and Math (STEAM) education by conducting a day-long workshop at Lakeview, focusing on computer hardware fundamentals.
- The team recently collaborated with *X10 Technologies* to conduct a Dark Web scan of Lethbridge School Division's information, yielding valuable insights and enhancing our security measures. David Harmon has completed a quarter of the security network sweeps, identifying several accounts requiring security updates and systems in need of patching. Our team is actively addressing the issues outlined in David's report.
- Partnering with Cilena Mathiue from LCI, the tech department has been working with the Lethbridge Astronomy Society to integrate their new Dome purchase into our educational programs. The Dome's inaugural setup at LCI over the spring break allowed for the testing of various engaging activities for teachers to teach students about the solar system.
- The tech department is currently in the process of designing and provisioning equipment for a new local storage database, replacing aging infrastructure at the Network Operations Centre. Given the seven-year lifespan of our current hardware and its impending failure, a new system is essential. This project is expected to span multiple years.



TRANSPORTATION



Saturday August 17th

The 4th annual **My 1st Ride** event will be held on Saturday August 17th at Children of St. Martha's School in west Lethbridge. This free family event will be from 10 am to 2 pm and is hosted by Southland Transportation, Holy Spirit Catholic Schools and Lethbridge School Division. The event is a great opportunity for students to learn about school bus safety and take that first ride on the school bus. Of course there will be hamburgers, hot dogs, chips, and Tim Hortons coffee and donuts.



**What's
New?**

The transportation registration process for the 2024-2025 school year has begun. Notification is being sent out to parents of eligible students through PowerSchool from April 16th until April 30th.

New Transportation Eligibility for the 2024-2025 School Year.

Effective for the 2024-2025 school year, students in Kindergarten to grade 6 are eligible for transportation if they are attending a school 1 k.m. or greater from their residence in the school boundary. For grades 7 to 12, the new eligibility distance will be 2 k.m.

MEETINGS AND EVENTS

- Garry Station Elementary Construction meetings (bi-weekly)
- Leadership Team Meetings (monthly)
- Administrator's meetings (monthly)
- Levelled Principal Meetings (monthly)
- Urban Schools Insurance Consortium (USIC) Risk Management and Claims Committee (monthly)
- Marsh and Division risk management discussion (monthly)
- Instructional Budget Committee Meetings
- CUPE 2843 Negotiations
- Board Committee of the Whole
- Education Week Celebration, Jackie Inaba at Galbraith
- Winston Churchill High School, Spring Assembly
- USIC insurance renewal meetings, April 24th
- Wilson Middle School production - Frozen, April 25th
- West Lethbridge Elementary School Boundaries Open House, April 30th



April 12th, the Education Centre social committee treated staff to grilled cheese sandwiches and soup in honor of **National Grilled Cheese Day!**

HELLO MY NAME IS

The naming committee for the new K-5 School in Garry Station has met and reviewed all the submissions from the public. The Board of Trustees will be reviewing the Committee's recommendations and selecting a name for the new elementary school before the end of the school year.



Celebrating Jackie Inaba, Grade 3 Teacher at Galbraith Elementary School, to start off Education Week



April 23, 2024

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Division Instructional Services Report

Background

The April report of the Associate Superintendent, Instructional Services is attached.

Recommendations

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

April 2024

A Note from Morag:

Upon review of recent numbers our kindergarten registration numbers are similar to years past. As of April 17th we have 582 students registered for next year. We anticipate as we get closer to June more parents will register their child at their neighborhood school. We welcome all parents to come to their neighborhood school to learn about the value of kindergarten !!!

NEWS & Updates

Our English as an Additional Language (EAL) students continue to arrive to our school division in strong numbers. Since this September, we have completed 327 student intakes (66 in K/EEP and 261 in grades 1-12).

A trend we have noticed this year (and last year) is that we are receiving more foreign-born students who have complex learning needs such as autism spectrum disorder. Another area of support that our EAL students often require is mental health supports. We are currently reaching out to many agencies across the province in hopes of finding stronger supports in the areas of translation, interpretation, counselling in various languages, and other mental health supports. This has proven to be a very challenging task.

Our EAL team at the Ed Centre (Carmen Carvalho, Saajan Sapkota, and Jackie Fletcher) will be focusing on how to support our school teams in best supporting these very complex and challenging situations, including effective teaching methods and strategies, cultural understanding, and holistic wellness supports.

EVENTS & DATES

April

- 12 Collegiate Planning Session with Zone 6 Administrators
- 15 Kevin Cameron presenting to Admin—Post Pandemic Impacts
- 15-19 Spanish Consulate Interviews for Spanish—Bilingual program
- 15 High School Principal's meeting (online)
- 16 Division Placement Committee Meeting
- 16 Middle/High School LST Meeting
- 16 Elementary Principal's Meeting (online)
- 17 Morag presenting to CASS—
"System Education Leaders Role in Building
- 17 Middle School Principal's Meeting (online)
- 17 Notification of Early Education Placements for 2024-25
- 18 Division of Instructional Services Leadership Meeting
- 23 Digital Wellness Team Meeting
- 25 Administrators Committee Strategic Planning
- 26 Alberta Spanish Programming Sub-Committee

May

- 3 SWCSS Leadership Meeting
- 3 E Sports Championship Opening Ceremonies
- 22 Digital Wellness Day
- 29 Indigenous Education Committee Meeting



Grade 1 Galbraith student recognized with 2024 Honouring Spirit: Indigenous Student Award

In May, we will hold our Inclusion Parent Round Table Discussion regarding Individual Support Plans (ISPs). We will discuss our current practices, where we hope to move in the near future, and gather feedback from our parents around the school-home connections when it comes to student goals, ISP updates, and ISP review.

ISPs

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

April 2024

2024-2025 Dual Credit

Lethbridge College has partnered with Zone 6 Southern Alberta school divisions to develop a Collegiate that will be housed on Lethbridge College Campus. The Collegiate was created to support student engagement, create deliberate connections to CTF clusters in helping grade 7-9 students explore potential careers, provide 30-level credits and high school completion and provide exposure to various career pathways. Cheryl Gilmore is the Coordinator who is getting the SACI running, she has just hired two teachers to develop programming with the anticipated start date of September 2024. There are limited spaces available for the Collegiate and Sara Roncin, Student Support- Careers is supporting the registration process.

The Southern Alberta Collegiate Institute will provide grade 7-12 students with the opportunity to explore career pathways through exploratory and dual credit programming in Trades, Agriculture and Healthcare.

There will be:

- Grade 7-9 Exploratory Programming
- Dual Credit courses and pre-employment programming
- Internship Placements
- Teacher and staff professional learning opportunities

Zone 6 and Lethbridge College have been working closely the past three years to bolster **career pathways and dual credit**.

We are in our second year of offering Intro to the Trades (level 1- trade exposure/offering- 8 seats a year), Intro to Transportation, Electrical, Construction, and Culinary (level 2- more specialized- 16 seats). This year there is a 3rd level of offering to those students who have identified a trade passion after experiencing Intro to the trades and it is called "Pre-employment". We will be able to offer 4 seats at the College to those students who have identified a commitment and clear passion. The pre-employment program is a full semester of programming at the College whereby students will be able to complete 19 college credits and potentially 15 credits of high school (each of these seats cost \$2000).

Andrew Krul and Darin Gibson have been masterful at working with our schools to identify students who are the right fit for these coveted opportunities.

Early Education Program

The 2024-2025 Early Education Program (EEP) Expression of Interest process ran for approximately 2 weeks and closed April 11, 2024. During this time, 178 responses were collected. Families were asked to choose their top 3 program choices and programs were filled using a lottery system. A waitlist has been started for families who did not complete an Expression of Interest form and will be offered programming if spaces become available.

2024-2025

Our Administrative Team

As of April 15th, we have a fully staffed administrative team in Instructional Services!

JaCobi Smigel is our newest addition to the team who will be the Administrative Assistant supporting the Curriculum Resource Centre. She is responsible for supporting the Division's Learning Commons Facilitators as well as management of the Curriculum Resource Center.

Carley Campbell is the Executive Assistant to Instructional Services, she oversees the department, Permission Click and other duties that support the Associate Superintendent of Instructional Services.

Lucie Panchoo is the Administrative Assistant for Inclusive Education and Learning.

Kathy Knelsen is the Administrative Assistant that supports the counselling wing, student files and Early Education.

Duties and work they do daily revolve around:

- Supporting the hiring and interviews of staff in all departments
- Responding to file/document requests
- English as an Additional Language registration
- Early Education registration
- Tracking data
- Supporting schools with inquiries
- Parent and community phone calls
- Agenda, set up, minute taking at committee meetings
- Processing letters and formatting important documents
- Submission of student data to Alberta Education
- Locally Developed Course work
- Curriculum branch communication
- Violence Threat Risk Assessment tracking
- Organizing Instructional Services events for Team Building
- Managing administrators calendars and meetings
- Purchasing requests, key and mobile allocations

Department of Instructional Services

Lethbridge College

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The April report of the Associate Superintendent of Human Resources is attached.

Recommendations

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

Respectfully submitted,

Robbie Charlebois
Associate Superintendent of Human Resources

Associate Superintendent, Human Resources
Report to the Board of Trustees
April 23, 2024

Supporting Schools

The Human Resources department has been diligently supporting staff and schools so they can support our amazing students. Some of the highlights include:

Staffing updates from March 15 – April 15, 2024

- Staff onboarded
 - 1 teacher
 - 5 support staff
- ATA
 - 11 teachers hired (temporary contracts)
 - 21 teacher contracts extended
 - 7 teachers added to the substitute list
 - Retirements
 - 5 early retirements
 - 8 retirements
- CUPE 290
 - 5 positions filled.
 - One Labourer (external hire)
 - Two Caretakers (internal hires, one of which was on the Caretaker casual list)
 - One Caretaker as a temporary casual placement (external hire)
 - One Head Caretaker (external hire)
- CUPE 2843
 - 8 hires (reasons: resignation, leave replacement, new allocation)
 - 3 reactivated EA substitutes
- Non-Union
 - 2 hires

Other Highlights

- Katie Guccione and Robbie Charlebois attended the University of Lethbridge Education Program Walkabout on April 12. This was an excellent recruitment opportunity, as we met and spoke with new teachers graduating from the Education program.

- Rhonda Aos and Robbie Charlebois presented to the Administrator Mentorship group on relevant Human Resources related topics including Staff Wellness.

Wilson



Galbraith



Nicholas Sheran

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Board Priorities Report

Background

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

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

Respectfully submitted,

Mike Nightingale
Superintendent

PRIORITY: GOVERNANCE

Engagement with Stakeholders

- On April 17th, the tech team participated in the Epic Career Fair, engaging with students to showcase the realities of a career in technology. Epic is an event put on by Career transitions.
- Associate Superintendent Morag Asquith and Digital Wellness team Cason Mahacek and Sydnie Erlendson attended a meeting with Alberta Education regarding the Mental Health Grant funding and accountability on April 8th.
- Director of Learning Erin Hurkett created an elementary report card committee and has requested feedback on current report card likes/dislikes from Division School Council, literacy and numeracy committees and the report card committee. An initial report card committee meeting was held on March 25th where the committee is looking to align new K-5 Alberta Curriculum with reporting.
- Morag Asquith attended the Southern Alberta Collegiate meeting with other Zone 6 Directors, Careers Next Generation, Career Transitions and the Lethbridge College, April 12th
- Garret Simmons, Sydnie Erlendson, Jen Day, and Morag Asquith attended an online workshop put on by Safer Schools Together regarding communication and crisis.

Collaboration with other School Authorities, Municipalities, and Community Agencies

- The Tech department partnering with the Lethbridge Astronomy Society we have been working with them to integrate their new Dome purchase into our educational programs. The Dome's inaugural setup at LCI over Easter break allowed for testing various engaging activities for teachers.
- G.S. Lakie and Coalbanks will be hosting an evening event for Grade 5 Spanish Bilingual parents on April 17th at G.S. Lakie Middle School
- Lethbridge College was able to present at one of the curriculum workshops and share information about the STEM kits that will be available to teachers. The College will be attending the remaining workshop sessions throughout April and May.

PRIORITY: GROWING LEARNING AND ACHIEVEMENT

Literacy

- Jodie Babki held residencies at Mike Mountain Horse, Paterson, and Wilson.
- Elementary and secondary literacy committee meetings were held on April 9th and April 10th.
- Jodie Babki incorporated explicit vocabulary instruction and morphological instruction into the science workshop presentations to demonstrate how literacy can be taught in the content area of science.
- Grade 6 teachers across various middle schools will be field testing the grade 6 ELA PAT on the new Vretta platform throughout May and June.

Numeracy

- Lead Teacher Michaela Demers facilitated a numeracy Professional Learning session at Coalbanks Elementary on March 15th.
- Michaela Demers provided a math residency for grade 6 teachers at Wilson Middle School.
- A math workshop Professional Learning/collaborative community session was held for middle school teachers the morning of April 16th
- A meeting with MathMinds has been organized to learn about University of Calgary research and effective mathematical practices for middle and secondary students.
- Grade 6 teachers across the division will be field testing grade 6 Math Provincial Achievement Tests.

Science

- Workshops for the new 4-5 science curriculum were held at Dr. Probe on the afternoon of April 8th and Coalbanks elementary the morning of April 12th. A focus on coding within the computer science section of the new curriculum was a main focus.

Experiential Learning including secondary initiatives:

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

- Lethbridge College has developed STEM Kits where lessons have been correlated to science concepts for K-12 students. The kits include tools and materials used in the trades and will be accessible to teachers to utilize for learning activities next school year.
- The list of grades 6-9 locally developed electives and high school locally developed courses were sent out to administrators with a request for updates and renewal requests for the upcoming school year.

Innovation and Technology

- Our tech team remains committed to supporting STEAM education recently we conducted a day-long workshop at Lakeview, focusing on computer hardware fundamentals.

Early Learning (Rochelle)

- Early Education Program Expression of Interest for new and returning children ran March 27 to April 11. Families will be notified of placement outcomes by April 19.
- An Early Education “Pop-In” for new children will run April 26. This provides new families an opportunity to meet division staff, engage in play centers and connect with division speech-language therapists.
- Rochelle attended a Building Brains Together meeting with the University of Lethbridge on April 16 and will attend an Early Learning Advisory Committee hosted by SAPDC April 23.

Wellness

- Robbie Charlebois and Rhonda Aos hosted a collaborative community regarding Staff Wellness – School Leader conversations with Administrators on April 8, 2024
- The Digital Wellness Team will be sending out information to the system shortly regarding our “Digital Wellness Awareness Day, May 22nd”

Diversity

- Jackie Fletcher and Rochelle Neville, travelled alongside Rhonda Aos and Stacey Wichers from Human Resources, to complete staffing meetings. While we could not give Education Assistant allocations at this time, great discussion was had around student complexities and supports for the 2024-2025 school year.
- Carmen Carvalho and Saajan Sapkota work to complete English as an Additional Language intake interviews and get students in our schools as quickly as possible.
- Carmen Carvalho took part in co-teaching at WCHS to address writing needs with our English as an Additional Language learners; and supported curriculum development.
- Saajan Sapkota continues to book interpreters for our schools and is researching new interpreter techniques that we can introduce (possible technology path)
- Saajan Sapkota has been involved with our EAP (English for Access) programs and is supporting students and staff; currently presenting to WCHS students around hygiene and personal cleanliness
- Saajan Sapkota continues to help our families access community supports such as FSCD
- Jackie Fletcher, Carmen Carvalho, Saajan Sapkota, and Jen Day have met with Winston Churchill High School to discuss supports around mental health for our newcomer students with language barriers. Jackie connected with her CASS colleagues around this, and Carmen connected with her connections to find supports for our students. Jackie will be calling a community partnerships meeting to look at what our city can do to further support our students and families.
- Jim Kerr continues to support students through constant communication, weekly meetings with administrators, wellness team members, and community agents. Jim has been following up with admin teams regarding student absenteeism and what can be done to support our students attending school. Jim connects with families regularly to break down barriers to their children accessing education.

PRIORITY: LEADING LEARNING AND CAPACITY BUILDING

Administrator Professional Learning

- Upcoming professional learning on assessment for school administrators will occur on May 6th and will be facilitated by the Professional Learning Committee.
- The final Admin Mentorship session was held April 18th. Admin Mentorship provided an opportunity for Administrators new to their roles to have dedicated time for mentorship and learning from senior colleagues and Ed Centre staff.

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

- The division-wide Professional Learning day was held on April 8th where teachers engaged in a variety of collaborative communities. School-based PL pertinent to each school context occurred in the afternoon.
- Carmen Carvalho presented at a Collaborative Community around Connecting English as an Additional Language (EAL) Benchmarking Data to Small Group Reading Instruction
- Robbie Charlebois and Rhonda Aos hosted a collaborative community regarding Staff Wellness – School Leader conversations with Administrators on April 8, 2024

- Katie Guccione and Jolayne Prus presented at the Administrative Professionals Group on April 8, 2024.
- How to Use the Job Application System/Workable training is offered to all support staff on May 9, 2024 by the Human Resources team.
- Rhonda Aos will be attending the Lethbridge College - CYC Program Advisory Committee on April 22, 2024
- Rebecca Adamson held our 10th Supporting Individuals with Valued Attachments (SIVA) training of the year this month
- Human Resources created a Caretaker Training Manual. It was established and shared with Head Caretakers at the CUPE 290 Leadership Professional Learning session on February 2nd. The concept of creating the training manual came from a Head Caretaker/Supervisor focus group where feedback was share about issues with how new caretaker hires were trained. It was evident that Head Caretakers felt they should be training their own staff. After reviewing the caretaker job description and gathering initial feedback from all Head Caretakers in relation to caretaker training, a sub-committee was formed to lend their expertise on how to train all caretaking responsibilities. We recognize this manual may continue to evolve as Head Caretakers begin to utilize the resources with their new hires. Human Resources and Facilities welcome feedback to continue to develop this resource.
- The technology department recently collaborated with X10 Technologies to conduct a Dark Web scan of Lethbridge School Division's information, yielding valuable insights and enhancing our security measures.
- Join the school division on May 3rd and 4th for our esports championship tournament! The event promises to be a memorable experience for our students, with everything falling into place seamlessly.

- **PRIORITY: SUPPORTING LEARNING AND WELLBEING**

Building Staff Capacity to Meet the Needs of all Learners

- Our middle and high school Learning Support Teachers had a collaboration meeting where they heard from guest speakers around supporting our students with complexities as they move into adulthood (accessing PDD and AISH)
- Morag and Brad Dersch (Principal at G.S.Lakie) will be interviewing potential Spanish Bilingual Teachers from Spain online April 17th.

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: **Donations and Support**

Background:

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

- Ecole Agnes Davidson received a generous donation of \$555.00 from Wayne at Panago Pizza North.

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

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

Background:

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

Park meadows Elementary:

We are pleased to share that at Park Meadows, we take great pride in recognizing the wonderful achievements of our small elementary school community. Our core PRIDE values - Positivity, Respect, Independence, Determination, and Empathy - are the guiding principles that help our students thrive.

From the classroom to the playground, these values play a central role in shaping our students into both scholars and compassionate individuals. Through Positivity, we create an environment where optimism and enthusiasm drive our learning experiences. Respect is the heart of our interactions, teaching our students to promote diversity and appreciate the uniqueness of each person. Independence empowers our students to explore, discover, and grow into confident learners ready to face any challenge. Through Determination, we teach the importance of resilience and perseverance in overcoming obstacles. And finally, Empathy, the heart of our community, reminds us to extend kindness and understanding to others, creating a nurturing environment where everyone feels valued and supported.

Additionally, we acknowledge the invaluable collaboration with our Indigenous Education Elementary Teacher, whose guidance has enriched our community. With Melanie we have enhanced our understanding of indigenous culture and history, ensuring that our staff are well-equipped to teach foundational skills in their classrooms. This partnership exemplifies our commitment to inclusivity and cultural awareness, to ensure we have an enriching educational experience for all.

The Breakfast Club of Canada has had a significant and positive impact on our school since it was introduced this year. Thanks to their program, over 75 students are now able to start their day with a nutritious breakfast. By providing this essential meal, we are nourishing young minds and empowering students to succeed academically and socially throughout the day. This program creates a sense of community and compassion, enhancing the school experience for all those involved.

Our School Council plays an essential role in supporting our school by organizing fundraising events and various activities. Their dedication greatly enhances the educational experience for all students. Through their efforts in fundraising, the School Council ensures that every student has access to Field Trips and other learning resources and opportunities, ultimately improving the learning environment.

When surveyed, our students expressed their love for learning across all core subjects (depending on the student of course), Fine Arts (including drumming, dance, drama, and guitar/ukulele) and Physical Education and our playground equipment. KG loved centers and the gymnastics equipment in the gym. Grade five's valued the transitions to grade 6, their year end field trip...camping and grade 5 grad. All students cherished the variety of extra activities, assemblies, and the presence of our beloved mascot Panthers (Stuffed Panthers named Shadow, Pepper, and Onyx), Dress-up days, Maker Space, and Genius Hour were also highlighted as favorite aspects of our school environment. Equally important, students recognized the dedication of our teachers, Educational Assistants, and support staff as fundamental components of their positive experiences at school.

Moreover, staff members have emphasized the profound sense of community and support for one another within our school. They value the genuine love for students, the abundance of activities tailored to student interests, and the opportunity to truly connect with students through looping.

Together, we want to celebrate our students, teachers, staff, and families who support the academic success but also foster the characteristics and integrity we value. We are proud of our small school, where PRIDE thrives, and the future shines bright.

Winston Churchill High School:

Cross-Country – Churchill had 18 students participating in the high school division, and of those 18, we had 8 athletes qualify for provincials! This is the highest number we have had qualify for Provincials in at least 14 years!

Junior Boys 4km

Gavin McIntyre

Bennett Zieber

Intermediate Girls 5km

Ally McDonald

Shanelle Mann

Senior Girls 5km

Aislyn Farn (our top finisher....4th in her division and was right behind 3rd!)

Alexis Shannon

Johanna Zieber

Senior Boys 6km

Nick Theron

At provincials, we placed 8th out of 44 schools in the 3A division as a school.

Our athletes were Aislyn Farn, Alexis Shannon, Ally McDonald, Bennett Zieber, Gavin McIntyre, Johanna Zieber, Nick Theron and Shanelle Mann. Our top finishers were Ally (14/112 intermediate girls) Aislyn (28/103 on senior girls) and Gavin (41/124 in junior boys)

Congratulations to our Bulldog Volleyball team for winning the Zone Championship. The team competed in Strathmore in the 3A Volleyball Provincials.

We are incredibly proud of our Math Club and their work in planning and hosting our first ever Northside Elementary Math Night. It was a huge success. Take a look at the link and be sure to watch the video.

[WCHS Math Club hosts northside elementary math night | Lethbridge School Division \(lethsd.ab.ca\)](https://lethsd.ab.ca/WCHS-Math-Club-hosts-northside-elementary-math-night-Lethbridge-School-Division)

Congratulations to the cast and crew for an amazing run of *Mean Girls: The Musical!*

Our Basketball program welcomed players from Australia in November. The teams visited Northside Elementary schools to host basketball clinics for students. We included the link about the visit below.

[Australian high schoolers head to Churchill as part of basketball tour | Lethbridge School Division \(lethsd.ab.ca\)](https://lethsd.ab.ca/Australian-high-schoolers-head-to-Churchill-as-part-of-basketball-tour-Lethbridge-School-Division)

18 Bulldog Basketball Players participated in the Australian leg of our sport exchange with Northside Christian College of Brisbane during the Easter holiday. It was an amazing experience that included 6 games for both the SV and JV squads, and sightseeing events of Brisbane, the Gold Coast, Australia Zoo, Tangalooma, and a National Rugby League game.

Our Griffin Curling team (Jacey Kern, Rory Heaton, Kaylee Robinson and skip, Karissa Badke) won city championships. They beat LCI 10-0 in the final. The girls qualified for zones!

Griffin curling team won the Curling Zone Champions, beating LCI in a close match, 8-7.

Churchill Cerberus Robotics Team competed in Calgary:

Comical Robotics: Record: 6-4 (Ranked 34th in Rockies Division out of 67 Teams)

Caffeine Required: Record: 5-5 (Ranked 33rd in the Prairies Division out of 67 Teams)

Griffin Robotics: Record: 2-8 (Ranked 61st in the Prairies Division out of 67 Teams)

Our kids are very excited for next year!

Karma Patel (grade 12) has been offered a direct entrance to Medical School in Edinburgh.
Zitong Wu (grade 12) has been offered a direct entrance to Medical School at King's College in London, England.

Akshara Nagaruru (grade 12) has been offered a direct entrance to Medical School at King's College in London, England.

Johanna Zieber (grade 12) has been offered a direct entrance to Medical School in Ireland.

Our Senior Bulldog Basketball team won our home tournament!

Aislyn Farn and Kira Eftoda represented the Griffins in the Deep South All-Star Basketball Game!

Hayden Forsyth and Olivier Koribikomeye represented the Bulldogs in the Deep South All-Star Basketball Game!

We are proud of our awesome students for their participating in the ICE Showcase Evening:
Josephine Younda-Kwal, Abigail Deng, Aluel Deng - Celebrating Culture – Wherever You're From, You're Churchill Family

Keanne Mendoza, Maliha Kabir, Madelyn Thornton, Mikaela Erickson-Aguilar, Ziqiao Chen - Eloquentia – Bringing Debate to You.

WCHS – Archery

WCHS - Robotics

Autumn Koch - Custom Canvas Shoes

Zitong Wu, Karma Patel, Arman Bidarian, and Nick Theron - Math Club

Maliha Kabir, Madelyn Thornton, Mikaela Erickson-Aguilar, Ziqiao Chen – Dismantling Racism in Education – Student Led Workshops and Seminars

Jerry Wang – last year's recipient for his project on Drumming

Samreet Mutti – last year's recipient for her Bollywood Dance Project

WCHS grade 12 student, Aislyn Farn just signed on to play basketball next year with Medicine Hat College!

IB Art show has opened and will be on display at CASA from now until June 1. The art display will be on the second floor and will include artwork by the following students:

Kailey Nakamura

Isabelle Gutierrez

Sasmitha Rodrigo

Eleah Klassen (Grade 10) has made the short list for the Analog Short Story award!

This year WCHS is proud to enter their very first Dragon Boat team, consisting of 19 students and 5 staff.

We are proud of Akshara Nagaruru! Akshara is behind the *Baby Bundle Drive* being done in partnership with the food bank, building off an existing program at the facility. Akshara and a few of her friends are hard at work putting together bundles of items like diapers, sanitary wipes, teethingers and more that will be distributed through the existing *Baby Bundle Program*. Please see the article below!

[Lethbridge student teams with Interfaith Food Bank to help local families | Lethbridge News Now](#)

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

RE: Education Week, April 15-19, 2024

Background:

Education Week is a celebration of community. The school is not just a building in the neighbourhood, it is the foundation of the community. The first Alberta School Week (Education Week) was held December 2–8, 1928. Now, Education Week is from April 15-19, but the purpose remains the same. Education Week celebrates the importance of education and the remarkable things happening in Alberta schools and provides all Albertans with an opportunity to highlight the important role education plays in shaping the future of our province.

To celebrate Education Week at the Division level this year, the Lethbridge School Division trustees will recognize staff and celebrate the week using the website, social media and delivering baskets of apples to each school for staff appreciation.

Recommendation:

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

Respectfully submitted,
Mike Nightingale

Calendar of Events for Board of Trustees

April	30	West Lethbridge Elementary School Boundary Open House 4:30 pm, G.S. Lakie Middle School
May	1	Policy Advisory Committee 12:30, Education Centre
	6	Division School Council 6:30 pm, Education Centre / Microsoft Teams
	7	Board Budget Committee and Committee of the Whole 3:00PM Board Room, Education Centre
	15	Edwin Parr Event 4:30PM, Heritage Inn- Taber
	16	Virtually Installed Student Art Show Opening Southern Alberta Art Gallery (SAAG)
	21	Working Conditions Committee 4:00PM, Education Centre Board Room
	21	Indigenous Graduation 6:00PM, Chinook High School
	27	Board Budget Debate 3:00PM, Education Centre Board Room
	28	Board Meeting 1:00PM Board Room, Education Centre
	30	Indigenous Awards Night 5:30PM, Gilbert Paterson Middle School

MEMORANDUM:

April 9, 2024

To: The Board of Trustees

From: Morag Asquith, Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Jen Scott from Lethbridge Collegiate Institute is requesting approval to take approximately 30 grade 10-12 students on an International Trip to Auckland, New Zealand from April 14th – April 28th, 2025 (dates are subject to change).

Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$7500 in Canadian funds.

Recommendation:

That the Lethbridge Collegiate Institute trip to New Zealand in April 2025 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted,

Morag Asquith

TOUR ITINERARY

SUBJECT TO CHANGES

	<u>Date</u>	<u>Overnight</u>	<u>Itinerary</u>	<u>Meals</u>
1	14 Apr 2024	In-flight	Fly Calgary > Auckland	-
2	15 Apr 2025	In-flight	In-flight	-
3	16 Apr 2025	Auckland	Arrive Auckland - Meet & Greet and transfer to accommodation	D
4	17 Apr 2025	Auckland	Auckland City Orientation tour Auckland Blues Rugby experience followed by a tour of Eden Park	B/L/D
5	18 Apr 2025	Auckland	Match #1 Visit to Sky Tower & All Blacks Experience	B/L/D
6	19 Apr 2025	Rotorua	Travel by coach Auckland > Rotorua Mitiāi traditional cultural experience	B/D
7	20 Apr 2025	Rotorua	Match #2 Activity TBD Redwoods Night Treewalk	B/D
8	21 Apr 2025	Rotorua	Activity TBD Free afternoon	B/L/D
9	22 Apr 2025	Palmerston North	Travel by coach Rotorua > Palmerston North Hukafalls Jet	B/D

10	23 Apr 2025	Palmerston North	Rugby Museum Match #3	B/L/D
11	24 Apr 2025	Wellington	Travel by coach to Wellington Team building session at NZCIS	B/D
12	25 Apr 2025	Wellington	Match #4 Guided tour at Te Papa Museum	B/L/D
13	26 Apr 2025	Wellington	Weta Workshop - Cave Tour Free afternoon	B/D
14	27 Apr 2025	In-flight	Fly Wellington > Auckland > Calgary	B
15	28 Apr 2025	Calgary	Arrive Calgary	-

NEW ZEALAND RUGBY TOUR 2025



LETHBRIDGE COLLEGIATE INSTITUTE

Tour Dates: 14 - 28 April 2025

Quote Date: 31 August 2023



subject to change

YOUR ACCOUNT MANAGER:

Hine Clarke

hine@hakasportstours.com

+64 (0)9 930 9709



**CHALLENGING YOUNG PEOPLE TO GROW
ON AND OFF THE FIELD**

WHY HAKA?

Here's how it all works – it's so easy with our 4 step process!

1

CONTACT

Tell us your dreams, ideas and goals. There's no trip too big or small for our team.

2

PLAN

We create your custom itinerary and quote and work with you to create the perfect tour.

3

ADVERTISE

We provide advertising and fundraising resources to gain tour sign ups.

4

TOUR

We're with you every step of the way with guides on the ground and 24/7 support.

"Your team has done a wonderful job and Morgan is fantastic. Haka is the ONLY way to travel in NZ"

TOUR LEADER – Manchester University



LEADERS IN SAFETY & SUPPORT

We go above and beyond the required standards to assist every step of the way.

- ✓ Internal Health & Safety Management System assesses every aspect of every tour
- ✓ Risk Assessment information and assistance to meet your organisation's requirements
- ✓ Tour support documentation is provided detailing practical safety measures required on tour
- ✓ Our Incident Management Plan provides full support in the event of any accident, incident or emergency
- ✓ Financial security with liability insurance underwritten by QBE Insurance (International) Ltd.

NORTH ISLAND TOUR PACKAGE

**This price is an approximate price range only*

\$8660 (NZD) per person

Based on 35 passengers - 30 paying players + 5 FOC staff

TOUR ITINERARY

SUBJECT TO CHANGES

	<u>Date</u>	<u>Overnight</u>	<u>Itinerary</u>	<u>Meals</u>
1	14 Apr 2024	In-flight	Fly Calgary > Auckland	-
2	15 Apr 2025	In-flight	In-flight	-
3	16 Apr 2025	Auckland	Arrive Auckland - Meet & Greet and transfer to accommodation	D
4	17 Apr 2025	Auckland	Auckland City Orientation tour Auckland Blues Rugby experience followed by a tour of Eden Park	B/L/D
5	18 Apr 2025	Auckland	Match #1 Visit to Sky Tower & All Blacks Experience	B/L/D
6	19 Apr 2025	Rotorua	Travel by coach Auckland > Rotorua Mitai traditional cultural experience	B/D
7	20 Apr 2025	Rotorua	Match #2 Activity TBD Redwoods Night Treewalk	B/D
8	21 Apr 2025	Rotorua	Activity TBD Free afternoon	B/L/D
9	22 Apr 2025	Palmerston North	Travel by coach Rotorua > Palmerston North Hukafalls Jet	B/D

10	23 Apr 2025	Palmerston North	Rugby Museum Match #3	B/L/D
11	24 Apr 2025	Wellington	Travel by coach to Wellington Team building session at NZCIS	B/D
12	25 Apr 2025	Wellington	Match #4 Guided tour at Te Papa Museum	B/L/D
13	26 Apr 2025	Wellington	Weta Workshop - Cave Tour Free afternoon	B/D
14	27 Apr 2025	In-flight	Fly Wellington > Auckland > Calgary	B
15	28 Apr 2025	Calgary	Arrive Calgary	-



NORTH ISLAND INCLUSIONS

- Return International Flights
Calgary > Auckland
Wellington > Auckland > Calgary
- 11 nights 3* hotel accommodation
Players - Quad share rooms with ensuite (2 x double beds per room)
Adults - single rooms with ensuite
- Transport via 1 x 49 seater coaches throughout the tour
- 4 matches against local teams
- Haka Tour Manager travelling with the group throughout the tour
- Auckland City Orientation tour
- All Blacks Experience
- Visit Sky Tower
- Tour of Eden Park
- Auckland Blues coaching clinic
- Hurricanes coaching clinic
- Mitai Maori Village cultural experience including a traditional Hangi dinner
- Redwoods Treewalk - Night Lights
- NZ Rugby Museum
- Visit to Te Papa Museum
- Weta Workshop Cave tour
- Daily continental breakfast
- 11 x restaurant dinners
- 5 x packed lunches
- 24/7 phone support available via Haka Incident Management Team
- 1 tree planted for every traveller to aid with carbon offsetting

EXCLUSIONS

- Snacks and any other meals outside of included meals
- Transport not included within the itinerary
- Any activities not included in the itinerary
- Personal Expenditure
- Tips and gratuities throughout for meals
- Early check-ins / late check outs
- Travel insurance



BOOKING CONDITIONS

Over the years, we have fine-tuned our tour processes to ensure a safe, stress-free and awesome tour. Make sure you read the relevant booking terms and conditions below to ensure you understand some key points including how we manage activities purchased on tour.

Quotation & Pricing

Prices quoted are subject to change at any time until full payment is received. Surcharges may occur due to increases in transportation costs (including fuel), dues, taxes, or fees chargeable for services such as landing taxes, embarkation/disembarkation fees at ports and airports, including currency fluctuation. In the case of surcharges we will endeavour to advise you as soon as possible.

We reserve the right to correct any pricing errors or omissions. Prices are per person and subject to minimum numbers as per your quotation document, unless otherwise stated.

Quotations are valid for a period of 1 month. Any changes to the inclusions or details including number of passengers must be notified to us and will result in a re-quote.

All prices are subject to availability at the time of booking which is when the tour deposit payment is received.

We will endeavour to accommodate any amendments in tour passenger numbers. Any changes to the number outside of the quoted price may result in an increase in package price due to suppliers' availability restrictions.

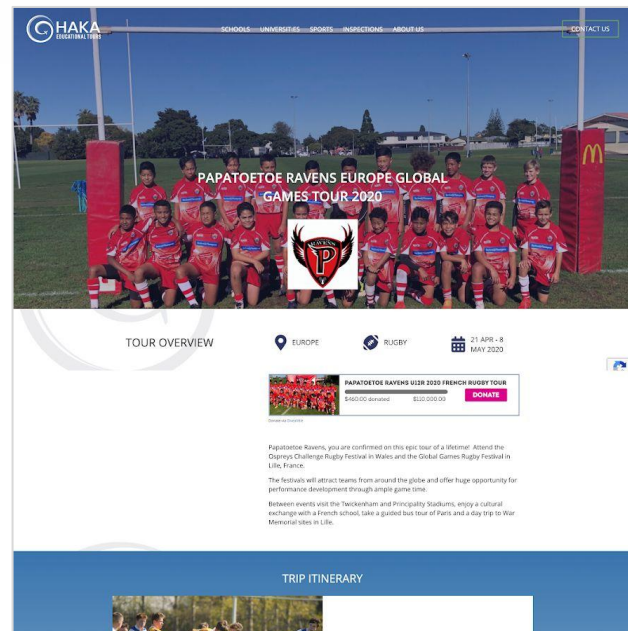
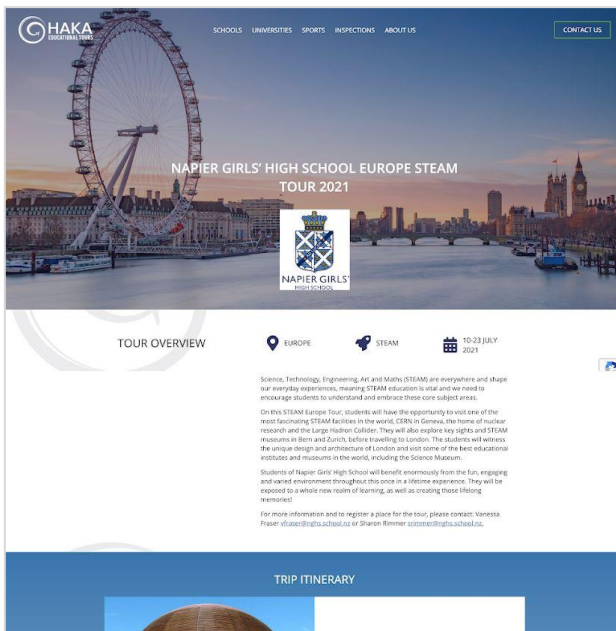
Tour Payment Plan

- To confirm a booking, you will be required to pay 15% of your tour package price as a non-refundable deposit.
- A further 15% deposit will be required 10 weeks later as a second deposit.
- Full payment will be required 12 weeks prior to departure along with a completed passenger names list as per passports.
- If the tour departure date is within 12 weeks of booking full payment is required to confirm along with a passenger names list as per passports.

All payments and final details forms must be received by the company by the due dates stated in your payment plan as above. The company reserves the right to make an administration charge should final details and payment not be received. If the company does not receive deposits and/or the full payment amount on the due dates your booking will be cancelled and you will lose any deposits already paid.

NEXT STEPS

Here at Haka Sports Tours, our goal is to ensure your experience as a group leader is totally stress free. Our toolkit provides a range of resources to help with advertising the trip, here's some examples of our trip websites which is included in your tour package for free!



"I can quite honestly say that I have never dealt with such professional people as those at Haka. They were amazing. Nothing was too difficult for them. Their enthusiasm, patience and attention to details was second to none."

GROUP LEADER – PETERHOUSE BOYS' SCHOOL - NZ RUGBY TOUR

CONTACT US

info@hakasportstours.com
 Gillies Ave Office Park, Suite G3 27
 Gillies Ave, Newmarket, Auckland, 1023

New Zealand +64 (0) 993 09709
 Australia 1800 370 847

Visit our website for more information:

WWW.HAKASPORTSTOURS.COM

MEMORANDUM:

April 4, 2024

To: The Board of Trustees

From: Morag Asquith, Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Joshua Maret from Chinook High School is requesting approval to take approximately 30-35 Grade 10-12 students on an International Trip to Reykjavik, Iceland from April 18th – April 24th, 2025. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$5500 in Canadian Funds.

Recommendation:

That the Chinook High School trip to Iceland in April 2025 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

Respectfully submitted,

Morag Asquith

Day 1 Start tour

Day 2 Halló Reykjavik

Meet your tour director and check into hotel

[Reykjavik tour director-led sightseeing tour](#)

Explore Laugavegur street, Bessastaðir, Höfði House, [Hallgrímskirkja Church visit](#)

Krysuvík Geothermal Fields visit

Dinner

Day 3 Reykjavik--Hvammstangi

Travel to Hvammstangi via Borgarnes

[Hraunfossar waterfall visit](#)

[Deildartunguhver hot springs visit](#)

[Vidgelmir Cave visit](#)

Day 4 Hvammstangi--Akureyri

Travel to Akureyri

Lunch at Gauksmyri Horse Stables

Barnafoss hike

Akureyri city walk

Free time in Akureyri

Day 5 Akureyri

Godafoss waterfall visit

[Myvatn Nature Baths visit](#)

[Lake Myvatn region guided sightseeing tour](#)

Day 6 Akureyri

Dettifoss waterfall visit

[Eyjafjörður fjord whale watching boat ride](#)

Akureyri thermal pool visit

Day 7 Akureyri--Reykjavik

[Grábrók lava field walk and volcano climb](#)

Travel to Reykjavik

Evening excursion to view Northern Lights (September - April)

Dinner

Day 8 Golden Circle

Golden Circle excursion

[Thingvellir National Park visit](#), [Great Geysir Strokkur](#), [Gullfoss waterfall](#), [Strokkur hot springs](#), [Gelato tasting at Efstidalur farm](#)

[Blue Lagoon visit](#) / Free time in Reykjavik

Dinner

Day 9 End tour

Fly home

A person is seen from behind, standing on a grassy mountain ridge. They are looking out over a vast, hazy landscape of rolling hills and mountains under a soft, golden light, suggesting a sunrise or sunset. The person is wearing a dark jacket and has a backpack. The overall mood is contemplative and adventurous.

ICELAND 2025

SEE EARTH IN A NEW WAY



ICELAND



Science



Exploration



Photography

Every Trip Includes:

- Round-trip airfare
- Hotels with private bathrooms
- Breakfast and dinner daily
- Full-Time Tour Director
- Tour Diary
- Local Guide & Bus driver tips
- Visits to attractions as listed in the itinerary

Why choose
Explorica?

- Students (travelers under the age of 23): \$5,500
- Adult Non-Chaperone (age 23 and over): \$5,850
 - *(Based on 30 students and 5 chaperones)*
- Payments can be set up as an automatic monthly deduction from a bank account when a student enrolls

OR

- Pay your \$99 non-refundable deposit and travel protection plan costs upon enrolment, \$500 toward your Tour Fee 30 days later, and 75% of your remaining balance at 110 days prior to departure. The final remaining balance is due 65 days prior to departure and can be paid by cheque, credit or debit card, or chequing account.

If you enroll 150 days prior to departure or later, you will make only three payments - \$99 deposit and travel protection plan costs at enrolment, 75% of your remaining balance at 110 days prior to departure, and the final balance at 65 days prior to departure.

Tour Investment



Ease of Payment

Explorica offers three convenient payment plans and accepts Visa and MasterCard, cheques, electronic chequing account payments, online banking and money orders. Payments can be made online, over the telephone or by mail. Cheques should be made payable to WorldStrides Canada Inc. and sent to:

WorldStrides Canada, Inc.
3280 Bloor Street West, Suite 901
Toronto, ON M8X 2X3

Fundraising

- Because of local policies, funds raised must be shared amongst all students attending a trip. Students should be prepared to bear the cost of their own trip, regardless of fundraising efforts.
- Students who are interested in fundraising will be helped by their trip leader teacher to seek donations from corporate sponsors in a professional and reasonable manner.



Itinerary

Day 1 Start tour

Day 2 Halló Reykjavík

Meet your tour director and check into hotel
Reykjavík tour director-led sightseeing tour
Explore Laugavegur street, Bessastaðir, Höfði House, Hallgrímskirkja Church visit
Krysuvík Geothermal Fields visit
Dinner

Day 3 Reykjavík--Hvammstangi

Travel to Hvammstangi via Borgarnes
Hraunfossar waterfall visit
Deildartunguhver hot springs visit
Vidgelmir Cave visit

Day 4 Hvammstangi--Akureyri

Travel to Akureyri
Lunch at Gauksmyri Horse Stables
BarnafoSS hike
Akureyri city walk
Free time in Akureyri

Day 5 Akureyri

Godafoss waterfall visit
Myvatn Nature Baths visit
Lake Myvatn region guided sightseeing tour

Day 6 Akureyri

Dettifoss waterfall visit
Eyjafjörður fjord whale watching boat ride
Akureyri thermal pool visit

Day 7 Akureyri--Reykjavík

Grábrók lava field walk and volcano climb
Travel to Reykjavík
Evening excursion to view Northern Lights (September - April)
Dinner

Day 8 Golden Circle

Golden Circle excursion
Thingvellir National Park visit, Great Geysir Strokkur, Gullfoss waterfall, Strokkur hot springs, Gelato
tasting at Efstidalur farm
Blue Lagoon visit / Free time in Reykjavík
Dinner

Day 9 End tour

Fly home

A person wearing a red coat is standing next to a vintage suitcase. A hand is reaching into the suitcase, which is open. The background is a soft, out-of-focus outdoor scene. The text is overlaid on the image.

PROPOSED DATES

APRIL 18 – APRIL 24, 2025
DEPARTING FROM CALGARY

The Travel Protection Plan Plus

The Travel Protection Plan Plus, which includes the “Explorer” insurance package from TuGo, covers you for a range of events, including:

- A traveller's injury, sickness, or death of a family member;
- Theft of passport or visas;
- Flight cancellations and delays;
- Loss of luggage and personal effects;
- Trip cancellation or trip interruption due to covered reasons such as illness, injury, death, acts of terror;
- Trip cancellation due to Government of Canada travel advisory for “avoid all travel” or “avoid non-essential travel”;
- School Board or governing organization-enforced trip cancellations

Cancel For Any Reason Waiver

Along with providing you with the above insured benefits from TuGo, the Travel Protection Plan Plus also includes the WorldStrides exclusive Cancel For Any Reason (CFAR) Waiver Benefit. This CFAR waiver allows you to cancel your trip for any reason not otherwise covered by your insurance policy. WorldStrides will reimburse you for 75% of the applicable non-refundable cancellation fees, provided you cancel your trip more than two (2) days before your scheduled trip departure date.

The Cancel For Any Reason Waiver Benefit does not cover:

- Penalties associated with any air or other travel arrangements not provided by WorldStrides; or
- The failure of WorldStrides to provide the bargained-for travel arrangements due to cessation of operations for any reason

The Cancel For Any Reason Waiver Benefit is provided by WorldStrides and is not a TuGo insurance policy benefit.

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Christine Light
Trustee

Re: Policy Review

Division policies are reviewed to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, employee groups, and Division and school administration.

Recommendation It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
601.2.1	School Year	For Approval of Amendments
600.2	School-Based Decision Making	For Approval of Amendments

Respectfully submitted,

Christine Light

Approved: March 24, 1999;
Amended: March 13, 2007;
Amended March 18, 2008;
Amended May 26, 2009;
Amended January 12, 2010;
Amended: April 19, 2011;
Amended February 26, 2013;
Amended: March 22, 2016

601.2.1 School Year

Policy

The school year calendar shall outline the start and end dates for teachers and students, professional learning and preparation days for teachers, holiday and other designated breaks, and parent-teacher interview dates. Calendars for employee groups shall be determined after the school year calendar is approved.

Regulations

1. Each school year shall provide for a minimum of 1000 hours of instruction for high school students and a minimum of 950 hours of instruction for students in grades 1 through 9.
2. 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;
 - 2.2.2.3. Provide for a non-operational day in recognition of the National Day for Truth and Reconciliation;
 - 2.3.2.4. provide for a two week Winter Christmas break that begins after the last Friday prior to Christmas Eve;
 - 2.4.2.5. provide for a Family Day break on the Tuesday and Wednesday following Family Day;
 - 2.5.2.6. provide for a ten day Spring Easter break beginning on Good Friday;
 - 2.6.2.7. provide for an afternoon and a morning for parent teacher interviews in the Fall, and a morning half day 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.
4. An instructional day is any day in which all students are expected to be in attendance for all or part of the day and includes:

- 4.1. normal school days with students in attendance;
- 4.2. Fridays;
- 4.3. Mondays to Thursdays in which part of the day is used for parent-teacher interviews; and
- 4.4. examination days at the secondary level.

5. Examinations shall be scheduled ~~so as~~ with intention to minimize loss of classroom instruction.
 - 5.1. Provincial assessments shall be administered as per ~~the~~ provincial schedule guidelines.
6. Each school year calendar requires Board approval prior to implementation.
Approval for the following calendar year shall normally occur within January of the current calendar year.
- ~~7.1. Calendars for employee groups shall be determined after the school year calendar is approved.~~

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

References

Education Act _____ 60
School Act: _____ 56, 97

600.2 School-based Decision Making

Policy

Principals shall work with their parents, teachers, school staff, parents/guardians, School Council, and, when appropriate, students, and members of the community to make school-based decisions. School-based decisions shall be consistent with District and provincial policies, procedures, goals and priorities, and decisions.

Regulations

1. All schools shall develop and implement a school-based decision making model, processes with a focusing on teaching and learning.
 - 1.1. The focus of the school-based decision making model employed by each school shall be teaching and learning.
 - 1.2. The roles, responsibilities and relationships associated with the collaborative decision making process utilized in each school shall be defined by the principal in consultation with the staff and School Council.
2. The principal shall support provide opportunities for stakeholders the staff and School Council to be meaningfully involved engaged in school-based decisions, on programs, budgets and procedures.
- 3.2. The District shall provide opportunities for schools to be meaningfully involved in District decisions on programs, budgets and policies.
4. The District budget shall allocate funds to schools in a manner that encourages school-based decision making.
- 5.3. The principal shall support, and may identify, ensure that appropriate professional learning opportunities are in place for staff and School Council members in connection with their roles and responsibilities in school-based decision making.

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



References

~~Alberta School~~Education Act: 20, 22
~~District~~Division Policies: 1002.4 School Councils

MEMORANDUM

April 23rd, 2024

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: CUPE 2843 Memorandum of Agreement between the Board and CUPE Local #2843

Background

The Lethbridge School Division negotiating committee and CUPE Local #2843 reached Memorandum of Agreement dated April 11th, 2024. The agreement is for a term from September 1, 2020 to August 31, 2024. This Agreement is in compliance with *the Public Sector Employers Act* and has been approved by the Public Bargaining and Compensation Office of the Province of Alberta.

CUPE Local # 2843 held a ratification vote on the Agreement on April 18, 2024.

It is recommended that the Board of Trustees approve the Memorandum of Agreement.

Recommendation

That the Memorandum of Agreement between the Board of Trustees of Lethbridge School Division and the Canadian Union of Public Employees No. 2843 dated the 11th of April, 2024 be approved.

Respectfully submitted,

Christine Lee, Associate Superintendent, Business and Operations

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Committee Review for 2024-2025

Background

Board Committees, as outlined in [Policy 203.4](#), are intended to serve the functions of:

- Advisory: to provide information and/or advice; and/or
- Operational: to carry out specific duties and/or responsibilities.

This Board currently maintains the following standing committees as outlined in [Policy 203.4.1v](#) whose general descriptions can be found in [Exhibit 203.4.1.A](#)

- Board Audit Committee
- Board Budget Committee
- Community Engagement Committee
- Division Wellness Committee
- Facilities Committee
- Indigenous Education Advisory Committee
- Policy Advisory Committee
- Poverty Intervention Committee
- Spirit of 51 Committee
- Superintendent Evaluation Committee

While there are also Special (Ad Hoc) Committees per [Policy 203.5](#) and Joint Committees per [Policy 203.6](#), Board Standing Committees are those over which the Board has specific and sole responsibility for establishing and maintaining.

These committees currently support excellent goals and many cases of effective advocacy or operational effectiveness have been achieved over the life of these committees. When committees are most effective is when they are specifically related to the priorities of the division, are not duplicative in nature with another board, operational, or community committee, and effectively chaired and administered.

In cases where committees are less effective, we have seen struggles of time and resources being used for topics which are not the priority of the Division and therefore taking time away

from priorities, misunderstandings or miscommunication with stakeholders including public, staff, and board which lead to delays or ineffective use of time or money, and missed opportunities to create impact in division priorities and learning.

As we approach the final full school year of this Board in 2024-2025, it can be the opportunity of this team to realign Board work such as committees with Division priorities, support effective Board Committee operations, and prepare the incoming Board with a well-organized tool for Division growth which is prepared to onboard new committee members without delaying impact. The first step in this process is a needs assessment.

Our students, parents, community members, staff, administrators, executive council, and Trustees are active, interested, and capable people who have so much to contribute – and they are busy people already working in many other ways on student learning. Our Board can support improved committees to ensure we best appreciate and use the time and talents of those involved.

Recommendation

It is recommended that each Board Committee Chair & Liaison complete the provided Committee Assessment Form and submit to the Board Chair by May 31, 2024.

Respectfully submitted,

Kristina Larkin

MEMORANDUM

April 23, 2023

To: Board of Trustees

From: Allison Purcell
Board Chair

RE: Virtually Installed: Lethbridge Schools

Background

Virtually Installed: Lethbridge Schools. Students. Art. is back for 2024.

Student artwork will once again be displayed virtually and in person. Art from students in Kindergarten to Grade 12 will be included in an online exhibition on the Lethbridge School Division website. The exhibition will go live on May 1.

The in-person art show, *Arts Alive and Well in the Schools* includes art from students in Grade 9 to Grade 12 at the Southern Alberta Art Gallery. Those pieces of art will be on display from May 11 to June 15.

Virtually Installed is a collaboration between Lethbridge School Division, Holy Spirit Catholic School Division and École La Vérendrye, in partnership with the University of Lethbridge, the Allied Arts Council and the Southern Alberta Art Gallery.

We are excited to continue having both shows running simultaneously...more visibility, more art, more opportunity for our city to show off the incredible talents of our students!

Recommendation

It is recommended that the Board receive this report as information and extend appreciation to Kathy Knelsen for her efforts to coordinate this celebration of student art in Lethbridge and Garrett Simmons who takes the lead on organizing the virtual exhibition.

Respectfully submitted,
Allison Purcell, Board Chair

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Allison Purcell
Superintendent of Schools

Re: **Welcome Back Event**

Background

The Welcome Back Event for August 2022 and 2023 consisted of a pancake breakfast hosted by the Board at Chinook High School for all Division staff. During the two years of COVID restrictions, the Board Chair provided a virtual message to be shared with all staff in place of the Welcome Back event. Years prior, the event was hosted in one of the high school gyms and consisted of a keynote speaker and continental breakfast.

Recommendations

It is recommended that the Board give direction for the organization of the August 2024 Welcome Back event.

Respectfully submitted,

Allison Purcell

MEMORANDUM

April 23, 2024

To: Board of Trustees

From: Allison Purcell
Board Chair

Re: **Community Conversations**

Background

Allison Purcell will provide an oral report and update on any future Community Conversations dates.

Recommendation

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

Respectfully submitted,
Allison Purcell

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



April 19, 2024

Nicole Williams

Sent via Email

Good day Nicole,

Thank you for joining the Regular Board meeting on March 26, 2024 and speaking during public forum. Trustees take public forum statements seriously and take them into consideration when engaged in decision making. You indicated that you did not have an opportunity to share everything you wanted to share when you spoke during public forum at the February 2024 Board meeting. You reiterated your support for the Alberta Government's announcement related to pending policy changes regarding Gender Identity and Gender Expression in Alberta Schools and provided information supporting your position. As well, you expressed concern about aspects of the Division's guidelines related to Gender Identity, Gender Expression and Sexual Orientation.

Thank you for sharing your perspective at public forum.

Sincerely,

A handwritten signature in black ink, appearing to read "Allison Purcell", written over a light blue horizontal line.

Allison Purcell

Board Chair

Lethbridge School Division

cc: Board of Trustees, Superintendent

Lethbridge School Division Board of Trustees

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

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



April 19, 2024

Amber Murray

Sent via Email

Good day Amber,

Thank you for joining the regular Board meeting on March 26, 2024 and speaking during public forum. Trustees take public forum statements seriously and take them into consideration when engaged in decision making. You shared comments and concerns about the Town Hall survey summary related to the Governance section. This information was collected through an online survey that was active from February 6, 2024 to February 17, 2024. The Governance question asked stakeholders: What feedback do you have for the Board of Trustees about how they govern the Division? The information you referenced was part of a summary of the responses we received through the survey and is intended to reflect information provided by stakeholders. We appreciate you raising concerns about the wording in this section of the summary and will endeavour to be more mindful of the way information is presented in these summaries moving forward.

Thank you for sharing your perspective with us.

Sincerely,

A handwritten signature in dark ink, appearing to read "Allison Purcell", written over a light blue horizontal line.

Allison Purcell

Board Chair

Lethbridge School Division

cc: Board of Trustees, Superintendent

Lethbridge School Division Board of Trustees

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