

# MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD June 25, 2024.

In Attendance:

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

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

Via Teams: Tyler Demers

Trustee Allison Purcell called the meeting to order at 1:00 p.m.

## 1. Move to In-Camera

Trustee Christine Light moved:

“that the Board move to In-Camera.”

*Move to In-Camera  
7308/24*

**CARRIED UNANIMOUSLY**

Genny Steed arrived at 1:11 p.m.

Tyler Demers left the meeting at 2:40 p.m.

Trustee Christine Light moved to come out of the in-camera meeting at 2:43 p.m. with a short recess.

*Reconvene Meeting*

Tyler Demers joined the meeting on Teams at 2:50 p.m.

Allison Purcell reconvened the meeting at 2:56 p.m.

## 2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial  
Acknowledgement*

## 3. Consent Agenda

Committee Reports:

- 3.1 Policy Advisory Committee
- 3.2 Wellness Committee
- 3.3 Community Engagement Committee
- 3.4 Indigenous Education Committee
- 3.5 ATA Meeting Report

*Consent Agenda*

Item 3.2 Wellness Committee will be moved to 12.4 under Board Chair Report. As there were no objections, the consent agenda was approved as amended.

## 4. Approval of Agenda

Additions to the Agenda:

- 10.8 Creation of Alternate Rotating Vice Chair
- 10.9 Whoop Up Days Float

Trustee Andrea Andreachuk moved:  
“to approve the agenda, as amended.”

*Approval of the  
Agenda  
7309/24*

**CARRIED UNANIMOUSLY**

5. Approval of Minutes

- Move motion number 7275/24 from Genny Steed below the motion 7274/24 to go into camera in the May 27, 2024 minutes.

Trustee Christine Light moved:

“The minutes of the budget meeting of May 27, 2024 be approved as amended and signed by the chair”

*Approval of Minutes  
from May 27, 2024  
7310/24*

**CARRIED UNANIMOUSLY**

Trustee Kristina Larkin moved:

“The minutes of the regular meeting of May 28, 2024 be approved as presented and signed by the chair”

*Approval of Minutes  
from May 27, 2024  
7311/24*

**CARRIED UNANIMOUSLY**

Tyler Demers joined the meeting on Teams at 2:50 p.m.

*Business Arising from  
the Minutes*

6. Business Arising from the Minutes

7. Associate Superintendent Reports

*Associate  
Superintendent  
Reports  
Business and  
Operations*

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Instructional Services*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

*Human Resources*

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

*Superintendents  
Report  
Board Priority Report*

8 Superintendents Report

8.1 Board Priorities Report

Board Priorities were included in the agenda.

*Donations and Support*

8.2 Donations and Support

A memo outlining the generous donations to schools has been included in the agenda.

*Acknowledgement of  
Excellence*

### 8.3 Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Westminster Elementary School, Fleetwood-Bawden Elementary School and Immanuel Christian Secondary School are included in the agenda.

*L. H. Bussard Award  
Winners*

### 8.4 L. H Bussard Award Winners

A memo listing all L.H. Bussard winners were included in the agenda.

*Administrative  
Appointments*

### 8.5 Administrative Appointments

A memo outlining all new administrative appointments for 2024-2025 was included in the agenda.

*Calendar of Events*

### 8.6 Calendar of Events

Calendar of Events was included in the agenda. Items to be added:

- September 10th Committee of the Whole following Organizational Meeting.

*Personal Device  
Update*

### 8.7 Personal Device Update

Superintendent Mike Nightingale provided a memo regarding the Provincial government personal mobile device announcement.

*Presentations*

## 9 Presentations

*Provincial Rugby  
Champions*

### 9.1 Provincial Rugby Champions

The board congratulated the Winston Churchill Boys Rugby and the Lethbridge Collegiate Institute Girls Rugby Provincial Gold Medal Winners.

*ICE Scholarship  
Winners*

### 9.2 ICE Scholarship Winners

The board congratulated the 2024 ICE Scholarship Winners.

*WCHS Drama Winners*

### 9.3 WCHS Drama Winners

The board congratulated the Winston Churchill High School students for their One Act Play and acting awards.

*Skills Canada Winner*

### 9.4 Skills Canada Winner

The board congratulated Tate McGarry for his Gold medal at the 2024 Skills Canada National Competition.

10 Action items

10.1 International Trip Approval LCI

Trustee Christine Light moved:

“That the Lethbridge Collegiate Institute trip to Moscow, Idaho, USA in October of 2024 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.”

*International Trip  
Approval LCI  
7312/24*

**CARRIED UNANIMOUSLY**

*Public Forum*

**Public Forum: None**

10.2 609.2 Report Card Policy Review

Trustee Genny Steed moved:

“That the board accept the policy 609.2 Reporting Student Progress as amended.”

*Policy 609.2  
7314/24*

**CARRIED UNANIMOUSLY**

10.3 802.2 School Fee Policy

Trustee Christine Light moved:

“That the board adopt the revisions to policy 802.2 School Fees as amended.”

*Policy 802.2  
7315/24*

**CARRIED UNANIMOUSLY**

10.4 Third Quarter Financial Report

Trustee Craig Whitehead moved:

“That the Board accept the 2023-2024 Third Quarter Financial Report as presented.”

*Third Quarter  
Financial  
7313/24*

**CARRIED UNANIMOUSLY**

10.5 West Coulee Station School Code Request

Trustee Christine Light moved:

“That Lethbridge School Division send a request, in writing, for a new School Code to Alberta Education Field Services for the opening of the new K-5 Elementary School in Garry Station, named West Coulee Station Elementary School, with the school opening in September 2025 for the 2025-2026 school year.”

*West Coulee Station  
School Code  
7316/24*

**CARRIED UNANIMOUSLY**

*Electoral Boundary  
Bylaw  
7317/24*

10.6 Electoral Boundary Bylaw

Trustee Craig Whitehead moved:

“That Bylaw No. 2024-01, A bylaw to establish electoral boundaries for trustee general election and authority for joint election be approved for first reading.”

**CARRIED UNANIMOUSLY**

10.7 Superintendent Evaluation

Trustee Christine Light moved:

“That the Board accept and approve the Superintendent Evaluation report as developed throughout the Superintendent Evaluation Process, as an accurate accounting of the Superintendent’s performance for the period of August 1, 2023, to June 2024; and further that the Board authorize the Chair to sign the report on the Board’s behalf.”

*Superintendent  
Evaluation  
7318/24*

**CARRIED UNANIMOUSLY**

10.8 Creation of Alternate Rotating Vice Chair

Trustee Craig Whitehead moved:

“Provide a proposal for an alternative rotating vice chair position to be brought to the September 10<sup>th</sup> organizational meeting that will include all the details required for the position.”

*Alternate Rotating  
Vice Chair  
7319/24*

**CARRIED UNANIMOUSLY**

10.9 Whoop Up Days Parade Float

Trustee Craig Whitehead moved:

“That we investigate the possibility of having an annual float in the Whoop Up Days Parade.”

*Whoop Up days  
Parade Float  
7320/24*

**CARRIED UNANIMOUSLY**

*Division Highlights*

11 Division Highlights

**Allison-** Pride Parade, ICES School Council, Coalbanks year-end celebration, General Stewart Community Evening Event, Lip Dub.

**Christine-** Graduations, Emma the musical at Chinook High School, Indigenous Awards Night.

**Andrea-** Pride Parade, Under the Sea at General Stewart, Judging ICE Scholarships, Grade 5 and Grade 8 and LCI Grad, courage awards at

Senator Buchanan, ATA and Division Retirement banquets and 5 personal retirement celebrations, Immanuel Christian year end concert.

**Kristina-** Celebrating accomplishments and work well done throughout the year, Pride Parade.

**Genny-** Graduations and Final events like games, school council etc.

**Craig-** Friends of 51 for Nicholas Sheran and Lakie, JV Rugby, Victoria Park Graduation, ATA retirement, WCHS Long Service, Division Retirement banquet, Lakie Guitar, Indigenous Grad.

## 12 Board Chair Report

*Board Chair Report  
Standing Committees*

### 12.1 Standing Committee

Allison Purcell provided a memo regarding the Standing Committees terms of reference and year end reports due in September. Craig Whitehead requested to add the Boundary Review Committee to the Standing Committee list.

### 12.2 Retirement Congratulations

*Retirement  
Congratulations*

The board congratulated all 2024 retirees. A list was included in the agenda.

### 12.3 Division School Council Meeting Report

*Division School Council  
Meeting Report*

Genny Steed provided an oral report of the Division School Council Meeting.

*Wellness Committee*

### 12.4 Wellness Committee Report

Allison Requested that the Mental Health Capacity Building events calendar be promoted through division communication channels throughout the summer.

*Extend the Meeting  
7321/24*

Trustee Craig Whitehead moved:

“To extend the meeting past 6:00 p.m.”

**CARRIED UNANIMOUSLY**

## 13 Correspondence Sent

*Correspondence Sent*

None

## 14 Adjournment

*Move to in-camera  
7322/24*

Trustee Christine Light moved:

“To move to in-camera at 5:57p.m.”

**CARRIED UNANIMOUSLY**

Allison Purcell moved to return to the regular meeting at 7:01p.m.

Tyler Demers moved:

“The Board has received a professional improvement leave request pursuant to Article 9.3 of the ATA collective agreement. After consideration of the application I move that the board not approve this leave application”

*Professional  
Improvement Leave  
Request  
7323/24*

**CARRIED UNANIMOUSLY**

Trustee Allison Purcell moved:

“To adjourn the meeting at 7:17 p.m.”

*Adjournment  
7324/24*

**CARRIED UNANIMOUSLY**

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Allison Purcell,  
Chair

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Christine Lee,  
Associate Superintendent  
Business and Operations