



Division School Council Meeting **AGENDA**

October 7, 2024

6:30 pm

Education Centre Board Room / Microsoft TEAMS

1. Land Acknowledgement
2. Welcome and Introductions
3. Additions to the Agenda
4. Approval of the Agenda
5. Approval of the [Minutes](#) of June 10, 2024.
6. Business Arising from the Minutes
 - Approve May [Minutes](#)
 - Reminder to get your year-end Reports in for the 2023-2024 School Year - [HERE](#)
7. Division School Council Guidelines and Board Support – Mike Nightingale
8. Elections for Division School Council – Chair, Vice Chair, Recording Secretary, Committee Representatives:

All terms of reference can be found [HERE](#) under item #9.7 in the September 24, 2024, Board Package

Policy Advisory Committee:

Purpose is to advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board. Meetings afternoons from 12:00 to 3:00 pm, dates are October 9, November 6, December 4, January 8, February 12, March 5, April 2, and May 7.

The Committee shall consist of Two Trustees, one of whom shall act as chair of the Policy Advisory Committee, Superintendent, Division Principal, and one representative from each of the following groups: Administrators' Committee, ATA Local 41, CUPE 290, CUPE 2843. Three Division School Council representatives. One of these parent representatives will come from the elementary school level, one from the middle school level and one from high school level for a total of three representatives.

Poverty Intervention Committee:

Purpose:

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

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

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

Meeting dates are November 4, January 20, March 10, May 22, Meeting time is 1:00 to 3:00 pm.

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

Division Wellness Committee:

General purpose is to promote and facilitate healthy lifestyles among students, families, and staff of the Division. Meeting dates/times are October 7, January 13 and June 2. All meetings will be 1:15pm-3:15pm at the Education Centre.

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

Community Engagement Committee:

General purpose is to develop and implement strategies for the Board to fully engage all sectors of the community. Meeting dates/times, Oct 30, 1st meeting (evening meetings starting at 6:00 pm, 4-5 per year).

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

School Calendar Parent Representatives

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

9. Trustee Report

10. Alberta School Councils Association

Lethbridge School Division Board is willing to pay for a School Council to be a member of ASCA.

The decision regarding ASCA membership, is to be made by each school council on an individual

basis each year. School Councils can still access information and use all services without a membership. Some things ASCA does is advocates with government, hosts an annual general meeting with parents learning sessions, providing information on their website and facilitating online learning sessions.

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

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

11. Superintendent's Report
 - 11.1 Alberta School Council Engagement Grant (ASCE)
 - 11.2 Start of School Year
 - 11.3 Personal Mobile Devices & Social Media Procedure
 - 11.4 Town Hall
12. School Council Information Night
13. School Council Learning Sessions – Brainstorming
14. Adjournment

Division School Council 2024-2025 Meeting Dates:

- November 4, 2024
- December 2, 2024
- January 13, 2025
- February 4, 2025, Town Hall
- March 3, 2025
- April 7, 2025
- May 5, 2025
- June 9, 2025

Below is a brief description of the primary duties of the executive roles. (there may be other duties involved with these roles)

- **Chairperson** – Set the agenda for Division School Council meetings with the Superintendent and Vice Chair. Chair Division School Council meetings.
- **Vice Chair** - Set the agenda for Division School Council meetings with the Superintendent and Division School Council Chairperson. Chair Division School Council meetings when the chairperson is not available.
- **Secretary** – Record minutes for each meeting.

2024-25 Division School Council Representatives

Chair
Vice Chair
Recording Secretary
Policy Advisory Committee
Poverty Intervention Committee
Division Wellness Committee
Community Engagement Committee

