

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

December 17, 2024

1:00 p.m.

Board Room / Microsoft Teams



- | | | |
|-----------|---|---------------|
| 1:00 p.m. | 1. Move to In-Camera | |
| 2:30 p.m. | 2. Territorial Acknowledgement | |
| | 3. Consent Agenda | |
| | Committee Reports | |
| | 3.1 Division School Council | Enclosure 3.1 |
| | 3.2 Facilities Committee | Enclosure 3.2 |
| | 3.3 Spirit of 51 Committee | Enclosure 3.3 |
| | 3.4 Policy Advisory Committee | Enclosure 3.4 |
| | 4. Approval of Agenda | |
| 2:35 p.m. | 5. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of November 26, 2024 it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:37 p.m. | 6. Business Arising from the Minutes | |
| 2:40 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 Calendar of Events | Enclosure 8.4 |
| | 8.5 Town Hall | Enclosure 8.5 |
| | 8.6 25/26 School Calendar | Enclosure 8.6 |
| | 8.7 Assurance/Strategic Planning | Enclosure 8.7 |

3:30 p.m. **9. Presentations**

9.1 Provincial Gold Volleyball Championship Award

3:45 p.m. **10. Board Chair Report**

10.1 100 Years of Women Elected to Office in Lethbridge

Enclosure 10.1

3:55 p.m. **11. Action Items**

11.1 Student Code of Conduct

4:30 p.m. **12. Division Highlights**

4:45 p.m. **13. Information Items**

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

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

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

5:40 p.m. **15. Correspondence Received**

5:45 p.m. **Adjournment**

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Craig Whitehead
Trustee

Re: Division School Council Meeting December 2, 2024 Report

Background:

Presentation by Erin Hurkett about the new report cards. It was a good presentation on the ongoing development of the report cards and the feedback they are getting.

There was talk of the new curriculum that the government is preparing and introducing.

There was a review of the amalgamation of accounts in elementary schools within the division.

It was noted that societies are not part of the amalgamation.

Discussion on how ASCA funds are to be used by a school council. It was noted that there is a learning area on their website.

Then their reports from the various members of the division school council.

Recommendation:

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

Respectfully submitted,
Craig Whitehead

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Tyler Demers, Trustee

Re: Facilities Committee Report

Background:

Facilities Committee Meeting Minutes are attached.

Recommendation:

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

Respectfully submitted,
Tyler Demers

Committee Members:

Tyler Demers, Trustee, Committee Chair
Allison Purcell, Trustee
Christine Light, Board Chair

Christine Lee, Associate Superintendent,
Business and Operations
Daniel Heaton, Director of Facility Services
Doug Williamson, Coordinator, Maintenance

- 1 Doug Williamson, new Coordinator of Maintenance was welcomed to the Committee

2 Updates on Projects:

2.1 Garry Station Elementary School

The school is now enclosed, and interior finishes have started including painting. The parking lot has been paved. On track for a possession date in April 2025.

2.2 Victoria Park Upgrade

Currently setting the stage for summer work which will include tying in the ventilation to the top floor of the building. Part of Summer School will be relocated to LCI. The elevator is planned for summer 2026.

2.3 Galbraith Modernization

Geotechnical work has begun to assess site suitability. A full audit on hazard materials will be conducted. The project is managed by Alberta Infrastructure. Two design sessions held to date with design architects OTA. Important part of this design process is to determine staging of the project to work around school operations during the modernization.



Geotechnical testing for
Galbraith Modernization

2.4 LCI Accessibility Audit and Other projects

- A preliminary phase one report has been received and reviewed and changes are being completed on that report. The audit report evaluates key accessibility elements, including entrances, washrooms, vertical circulation and wayfinding, to create a more inclusive environment aligned with the Building Code an accessibility standard. Once the final report is received it will be submitted to Alberta Education in support of the school's modernization. The report will be evaluated for what work can be done now.
- Other projects on the go for LCI include a chiller replacement. Tender documents to go out in January.
- Stair treads will be replaced on front entrance and main stairway. School providing colors and work to commence when school no in session, with bulk completed in the summer.

2.5 Coalbanks Modular Classrooms

The modular classrooms are ready for pick up. A design complication arose when the code changed that requires to make sure the exit to the moduls is barrier free which requires a long ramp. Construction will occur in the spring to get the units in place and will be ready for occupancy for the 2025-2026 school year.

3 2025- 2027 Three Year Capital Plan

3.1 Capital Planning Assessment Forms

Daniel and Christine reviewed the completed Capital Planning Assessment forms that score schools based on building conditions, enrolment pressure, functionality, safety, accessibility and more. A lower score would indicate a higher priority for modernization. Assessments ranged from a score of 12 (Galbraith) to 24 (Dr. Robert Plaxton). Most schools scored a 16, however ranking was not the sole determination of priority. The committee reviewed the assessments and have provided a preliminary ranking for modernizations in the capital plan. See the chart on the next page.

School	Score	Modernization Priority for Capital Plan	Comment
Galbraith Elementary	12	0	Considered approved as in Design. Will be shown in current projects portion of plan
LCI	13	1	Program functionality, accessibility in areas of school, building effectiveness. Enrolment pressure from WL high School students attending.
Senator Buchanan Elementary School	16	2	Mini modernization to address accessibility. Currently no accessibility to second floor. Accessibility considered a high priority, therefore moved ahead of lower scored schools.
Westminster Elementary School	16	3	Mini modernization to address accessibility. Currently no accessibility to second floor. Accessibility considered a high priority, therefore moved ahead of lower scored schools.
Gilbert Paterson Middle School	14	4	Program functionality, enrolment pressure, accessibility in areas of school
Mike Mountain Horse	13	5	Structural with as built classrooms at end of life, programming, distance to washrooms from modular classrooms. ** Note have requested a solution through Modular Classroom Program through AB Education. If received, then priority will be adjusted.
Park Meadows Elementary School	16	6	Have had some upgrades, school in general good condition, but improvements need for today's educational standards.
Nicholas Sheran Elementary School	16	7	Have had some upgrades, school in general good condition, but improvements need for today's educational standards.
Dr. Gerald Probe Elementary School	16	8	Have had some upgrades, school in general good condition, but improvements need for today's educational standards.
Fleetwood Bawden Elementary School	16	9	School in general good condition, but improvements need for today's educational standards.
Ecole Agnes Davidson	16	10	School in general good condition, but improvements need for today's educational standards.
Lakeview Elementary School	16	11	School in general good condition, but improvements need for today's educational standards.
Winston Churchill High School	16	12	School in general good condition, but improvements need for today's educational standards.
General Stewart Elementary School	16	13	Gym is not adequate for programming needs
GS Lakie Middle School	17	14	Future enrolment pressure
Victoria Park High School	12	-	Not in modernization list. Listed as a current project being completed through Capital Maintenance Renewal and Infrastructure Maintenance Renewal funding.
Chinook High School	16	-	Main concern is enrolment pressure. New West Lethbridge High School requested.
Wilson Middle School	18	-	No modernization required at this time as recently completed modernizations
Coalbanks Elementary School	20	-	Newer school (2017), enrolment pressure only concern. New Elementary school requested for south end of West Lethbridge.
Senator Joyce Fairbairn, Middle School	21	-	New school (2018).
Dr. Robert Plaxton Elementary School	24	-	New school (2021).

New Additions in the Capital Plan: The Capital Plan will continue to request a new elementary school and new high school in west Lethbridge to address growth pressures as out line in the West Side Study.

2.2 Enrolment Projections for Capital Plan

Review of Enrolment projections begin in December

4 Other Items

3.1 2025-2026 Modular Classroom Program – Mike Mountain Horse demolition solution

For the Modular Classroom Program request, we have provided a solution to demolish the 10 as built in place relocatable that have reached end of life and move the new modulares in place. This plan has been discussed with Alberta Education. This solution will take back space in the back of the school that has been encroaching on park space. The Division will find out if our proposal has been accepted when funding has been announced for the Modular Classroom Program. New modulares have been requested for Chinook, Churchill and Paterson to address growth pressures.

3.2 West Lethbridge School Sites

Christine Lee has been connecting with City of Lethbridge Land related to the need for two school sites in West Lethbridge. Planning is currently reviewing possible options for the school Division and will advise of potential options and steps required to obtain suitable school sites that will be made service ready in the new future to progress these project requests through the Alberta Education approval process. The Division has requested pre-planning funds for these projects in our Capital Plan.

3.3 Safety Monitors

Allison asked about the status of the safety monitor pilots as she has heard there are concerns. The Division has heard from some school administrators that the monitors are providing too many alerts, and it is difficult to keep up with some of the alerts. Doug Williamson will connect with our technical supplier of the monitors and work with the four schools that are using them to refine the monitors to address school site concerns and provide support for response to alerts from the monitors. There are no plans to purchase any more monitors at this time due to funding constraints and until monitors are working to satisfaction of the pilot schools.

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Andrea Andreachuk
Trustee

Re: Spirit of 51 Committee, November 21st, 2024

In Attendance: Andrea Andreachuk, Tyler Demers, Robbie Charlebois, Rhonda Aos and Carrie Fahl

- Carrie presented the Friends of 51 alternate gift options she researched.
- The committee would like to see a mockup of a carved stone tile design from local business LA Stoneworks along with a price quote. Carrie will contact them for this and provide an email update to the committee.
- Carrie will look into the cost of having the small ornaments for the tree art made through Shutterfly. Carrie would create a template with the business name and an apple image on Canva and upload these to Shutterfly for production.
- Carrie will investigate the cost of having small ornaments for the tree done locally through the Engravers as well.
- Andrea provided an update on the artwork being installed in the alcove by reception at the Education Centre: Adam Campbell, Teacher at Dr. Probe is creating a painted mural of Chief Mountain that will now extend out onto the wall of the hallway.

In exciting and important news, Mel Morrow will be putting together a Beautiful Shadow Box with the Division's Chamber of Commerce Spirit of Reconciliation Award, a Metis Sash, an Inukshuk and a braid of Sweetgrass, to be hung above the mural.

The Committee would like to thank Carrie Fahl for her amazing organization and work on behalf of the Spirit of 51 Committee.

Recommendation:

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

Respectfully Submitted,
Andrea Andreachuk

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Genny Steed
Trustee

Re: **Policy Advisory Committee**

Background:

The policy Advisory Committee met Wednesday, Dec. 11, 2024. A report on the meeting will be included with the January report to the Board, following availability of meeting Minutes.

Recommendation:

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

Respectfully submitted,
Genny Steed

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

In Attendance:

Trustees: Christine Light; Allison Purcell; Genny Steed; Kristina Larkin, Andrea Andreachuk, Tyler Demers
Administrators: Mike Nightingale, Christine Lee, Robbie Charlebois, Jackie Fletcher
Regrets: Morag Asquith
Via Teams: Tyler Demers, Craig Whitehead

Chair Christine Light called the meeting to order at 1:01 p.m.

1. Move to In-Camera

Trustee Kristina Larkin moved:

“that the Board move to In-Camera.”

*Move to In-Camera
7275/24*

CARRIED UNANIMOUSLY

Genny Steed arrived at 1:20 p.m.

Christine Light moved to reconvene the meeting at 2:31 p.m.

Reconvene Meeting

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Audit Committee
- 3.2 Division School Council
- 3.3 Community Engagement Committee – Moved to Information Items, # 14.3
- 3.4 Spirit of 51
- 3.5 Joint City Committee – Moved to Information Items, # 14.4
- 3.6 Poverty Intervention Committee
- 3.7 Policy Advisory Committee

Consent Agenda

Trustee Andrea Andreachuk requested item # 3.3 and Trustee Christine Light requested item # 3.5 be moved from the Consent Agenda for discussion in the regular meeting agenda. As there were no objections, Consent Agenda adapted as amended.

4. Approval of Agenda

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

*Approval of Agenda
7276/24*

CARRIED UNANIMOUSLY

5. Approval of Minutes for October 22, 2024

Trustee Genny Steed moved:
“The minutes of the meeting of October 22, 2024 be approved and signed by the chair as amended”

*Approval of Minutes
from October 22, 2024
7277/24*

CARRIED UNANIMOUSLY

6. Approval of Minutes for October 29, 2024

Trustee Andrea Andreachuk moved:
“The minutes of the meeting of Special Board Meeting October 29, 2024 be approved and signed by the chair”

*Approval of Minutes
from October 29, 2024
7278/24*

CARRIED UNANIMOUSLY

7. Business Arising from the Minutes

None

*Business Arising from
the Minutes*

8. Associate Superintendent Reports

8.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate
Superintendent
Reports
Business and
Operations*

8.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

8.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

Human Resources

9. Superintendents Report

9.1 Board Priorities Report

Board Priorities were included in the agenda.

*Superintendents
Report
Board Priority Report*

9.2 Donations and Support

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

Donations and Support

- 9.3 Acknowledgement of Excellence *Acknowledgement of Excellence*
Acknowledgements of excellence and reports showcasing the accomplishments of Dr. Robert Plaxton Elementary and Lethbridge Christian Elementary School and Nicholas Sheran Elementary School are included in the agenda.
- 9.4 Calendar of Events *Calendar of Events*
Calendar of Events was included in the agenda. Items to be added:
- Community Engagement Committee Meeting – December 16, 7:00 p.m. Board Room
- 9.5 Town Hall *Town Hall*
A memo outlining the questions and process for Town Hall 2025 was included in the agenda. A verbal update was given by Mike Nightingale. Location to be determined.
- 9.6 Annual Education Results Report *Annual Education Results Report 7279/24*
Trustee Allison Purcell moved:
“That the Board approve the Annual Education Results Report 2023/2024 with recommendations incorporated from the Board meeting of November 26, 2024, as amended.”
CARRIED UNANIMOUSLY
- 9.7 Grade Configuration Follow-up *Grade Configuration*
Superintendent, Mike Nightingale as requested by Trustee Genny Steed, provided information pertaining to Grade Configuration.
- 9.8 Enrolment Growth Follow-up *Enrolment Growth Follow-up*
Superintendent, Mike Nightingale responded to a motion presented by Trustee Andrea Andreachuk at the May 27, 2024 Budget Meeting.
10. Presentations
- 10.1 2024-25 Budget Update *2024-25 Budget Update*
Director of Finance, Avice DeKelter, presented the 2024-25 budget update as included in the agenda.
- 10.2 LCI Cross Country Team Provincial 4A Banner. Awards were presented to the Cross Country Team. Congratulations. *LCI Cross Country Team*

11. Board Chair Report

11.1 Team Lethbridge

- Christine Light shared highlights of the November 5-7, 2024 event in Edmonton.

Board Chair Report

12. Action items

12.1 2023-24 Audited Financial Statements

Trustee Kristina Larkin moved:

“That the Board approve the Audited Financial Statements for the 2023-2024 fiscal year as presented.”

CARRIED UNANIMOUSLY

*2023-24 Audited
Financial Statements
7280/24*

12.2 Appointment of Returning Officer 2024 Election

Trustee Genny Steed moved:

“That the Board approve Bonnie Hilford, Returning Officer for the City of Lethbridge, be appointed as the Returning Officer for the purposes of the 2025 School Board Trustee Election.

CARRIED UNANIMOUSLY

*Appointment of
Returning Officer
7281/24*

12.3 Policy Advisory Committee – Terms of Reference

Trustee Kristina Larkin moved:

“That the Board approve the revised terms of reference for the Policy Advisory Committee as presented.”

*Policy Advisory
Committee TOR
7282/24*

For: Christine Light, Genny Steed, Allison Purcell, Tyler Demers,
Andrea Andreachuk

Against: Craig Whitehead

CARRIED

Public Forum- None

13. Division Highlights

Allison- Excited for the LCI Girls Volleyball Team winning Provincials, last month student with skateboard highlighted at Galt Museum, this month it's Esports, Trades for Youth

Christine- Attended two Remembrance Day Ceremonies, Dr. Robert Plaxton's Builder Bees, Report Cards, excited to move forward

Andrea- Was at Galbraith, Wilson, Mike Mountain Horse, Remembrance Day at Wilson, the art at ASBA

Division Highlights

Kristina- Secondary Fair – Career Transitions

Craig- Attended Coalbanks, School Council, Probe, ICES and ASBA

Genny- Highlighted Agnes Davidson, their efforts to connect with community, teaching students’ leadership, awareness. They hosted a Market on Saturday, had a bake sale to raise funds for someone in Honduras, upcoming clothing drive for community

14. Information Items

14.1 PSBAA Session Update

14.2 Christmas Season Events Schedule attached in agenda

14.3 Community Engagement Committee

14.4 Joint City Committee

*Information Items
PSBAA Update
Christmas Events
Schedule
Community
Engagement
Committee*

15. Correspondence Sent

15.1 Amended Joint Letter

Amended Joint Letter

Kristina Larkin moved to extend the meeting past 6:00 p.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Andrea Andreachuk moved:

“To move into in-camera at 5:50 P.M.”

CARRIED UNANIMOUSLY

Board Chair, Christine Light left the meeting at 5:55 p.m. and Vice Chair, Genny Steed assumed the Chair.

Trustee Genny Steed reconvened the meeting at 6:35 P.M.

Trustee Genny Steed moved:

“To adjourn the meeting at 6:35P.M.”

CARRIED UNANIMOUSLY

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

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

Recommendation

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

Respectfully submitted,
Christine Lee

REPORT

BUSINESS AND OPERATIONS



Sending Warm Holiday Wishes from the Business and Operations Team!

We would like to share our heartfelt holiday greetings from all of us, including the Finance, Facility Services, Technology, and Transportation teams. May this festive season fill your days with joy, peace, and special moments with your loved ones. We appreciate your ongoing support and collaboration throughout the year. We're excited to continue working together to support student learning in the upcoming year. Happy Holidays!



GALBRAITH MODERNIZATION

Alberta Infrastructure has assigned the design for Galbraith's modernization to Oystryk Taff Architecture (OTA). The Division is currently collaborating with OTA, serving as the bridging architect for West Coulee Station Elementary School. Project meetings with consultants are underway. As seen in the photo to the left, school Site geotechnical field testing was conducted. Once the design phase is complete, the project may qualify to advance to the construction phase under the School Construction Accelerator Program.



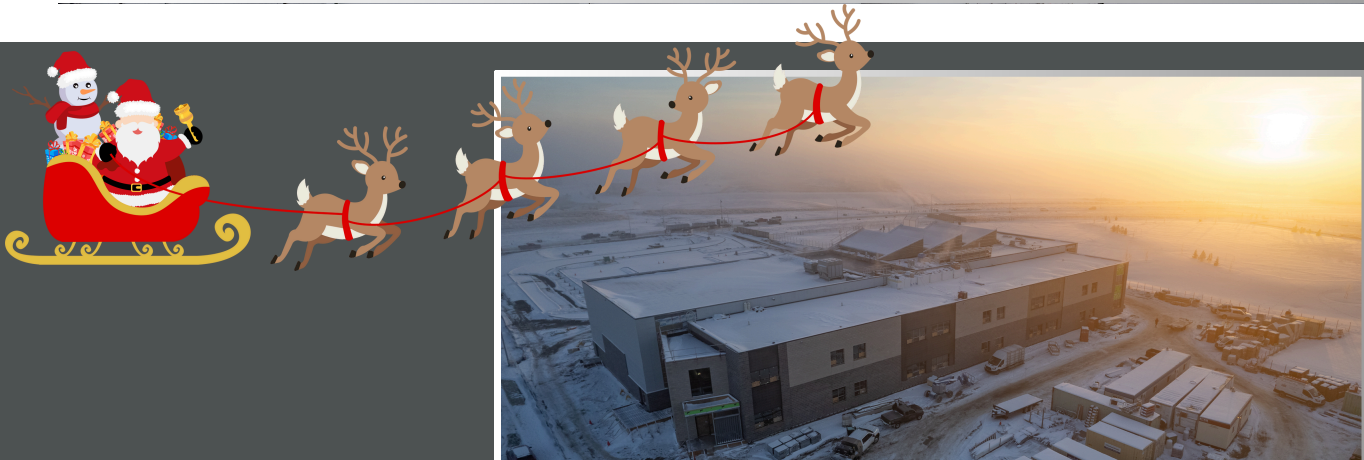
WEST COULEE STATION

The Capita Plan process for 2025-2027 is now underway. For further details, please refer to the Facilities Committee Report.

The development of West Coulee Station Elementary School is progressing well, with an expected opening date set for September 2025.

This month, the air handling unit was successfully craned into position, and the school is now fully enclosed. With this milestone achieved, the focus will shift to the interior finishing work. Additionally, the parking lot has been paved.

Below and to the right, you can view aerial photographs captured by Mike Harris of Lethbridge Headshots, showcasing the installation of the air handling unit.





FINANCE

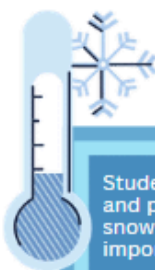
The finance team is starting to plan for preparation of the 2025-2026 budget.. This month enrolment projections will be developed to submit to Alberta Education by January 10th. Stay tuned for further updates, including the first-quarter financial report in January 2025.

Seen below, learning commons facilitator, Sarah Baker at Senator Buchanan, sets the stage for a winter wonderland Scholastic book fair.



Head Caretaker Mary Ann Potts set a challenge for Westminster School to collect 237 pairs of socks for the CUPE 290 Sock it to 'Em campaign. They exceeded expectations by gathering an impressive total of 511 pairs. Adding a playful twist, the administration dressed up as characters from the book "Fox in Socks" for the day.

TRANSPORTATION



Cold Weather Reminder

Winter is Coming

Students and parents are reminded that extra caution should be taken during the winter months and periods of extreme weather. Lethbridge weather can include cold temperatures, wind chill and snow that make getting to and from school challenging. Please take a moment and review this important information with your children.

Lethbridge School Division schools rarely close due to snow or cold temperatures. All Division schools will remain open to provide a safe, warm and secure environment for students.

Assume schools are open unless you hear otherwise from your school. Information regarding any school closures due to weather will also be posted on the Division website, on Twitter, Facebook and shared with local news media.

During the winter, roads may also be congested and slippery resulting in possible traffic and bus delays. Unusually cold or stormy weather can result in buses being delayed. Use the MyBusStop App or check My School Bus Monitor for messages on delays. Unexpected mechanical problems with the bus may also occur more frequently at this time of year. Children should be dressed appropriately for the colder weather as buses cool off very quickly.

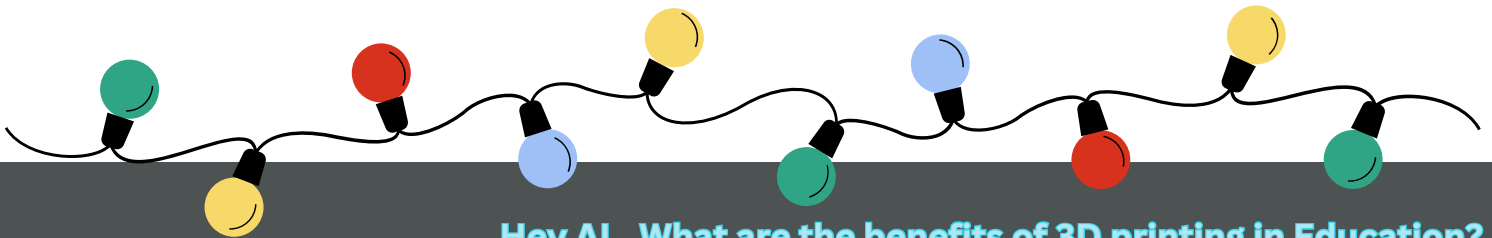
Children should be well prepared for the weather and not left unattended at bus stops for any period of time, under any circumstances. They should have clear instructions on how long to await for the bus and what to do if the bus does not arrive. Never leave children at the stop without backup arrangements for an emergency.

Families should ensure they have back-up care arrangements if transportation is delayed. Children should have a warm place to stay before and after school.

Children will find it easier to walk through the ice and snow when their school books and lunches are carried in a back pack.



- Lethbridge School Division and DriveVr are launching a Racing Performance School in mid-January, promoting STEM, teamwork, and critical thinking through competitive gaming. Look for posters around the school.
- Jesse and Johny attended Microsoft's AI tour in Toronto, learning about new AI features and their applications to boost productivity.
- The final part of external pen testing ended on Dec 12. While we await the official report, our network security efforts over the 5-week testing period have been successful.
- The Technology office is supporting early student registration for West Coulee Station Elementary School in mid-January, three months ahead of schedule, and adjusting other projects accordingly.



Hey AI...What are the benefits of 3D printing in Education?

3D printing in education enhances the learning experience with numerous benefits:

1. **Hands-On Learning:** Engages students through tangible projects, improving comprehension of complex concepts.
2. **Creativity and Innovation:** Encourages design and production of unique objects, fostering problem-solving.
3. **Interdisciplinary Learning:** Facilitates projects across subjects, integrating art, technology, and history.
4. **Collaboration and Teamwork:** Promotes communication skills through group projects.
5. **Enhanced Engagement:** Increases motivation by showing practical applications of studies.
6. **Skill Development:** Teaches valuable design, engineering, and critical thinking skills relevant to the job market.
7. **Customizable Learning:** Allows tailored educational materials for diverse learning styles.
8. **Real-World Applications:** Connects students with various industry applications, inspiring career interests.
9. **Cost-Effective Prototyping:** Enables affordable creation of prototypes and models, useful for multiple iterations.
10. **Fostering a Maker Mindset:** Encourages experimentation and resilience in facing challenges.

Integrating 3D printing into education enriches learning and prepares students for future challenges.



While it might be Christmas, these aren't holiday gifts. Instead, these are 3D printers prepared for assembly by attendees of the 3D Workshop led by Dave Harmon, Greg Theron, and Greg Fischer from the technology department. Participants gained hands-on experience in assembling the 3D printers and explored their various practical applications for use in the classroom.

OCCUPATIONAL HEALTH AND SAFETY

Workplace Health and Safety Committee

During the December 2nd meeting of the Division Workplace Health and Safety Committee, members engaged in an OHS Safety Activity. They were divided into groups and assigned one of four scenarios to discuss.

These scenarios included:

- A strain injury while assisting a student in icy conditions
- A slip and fall on an icy sidewalk
- An injury while clearing ice
- A fall while decorating for Christmas

Each group was tasked with identifying:

- What the hazard is
- The response to the incident
- Questions to ask about the incident
- Lessons learned
- Preventive measures to avoid similar incidents in the future

It was a productive discussion on maintaining safety practices, especially when navigating icy or snowy conditions. Remember: Walk like a penguin!

HEALTH/SAFETY >

As Seen in
the Division
Dispatch

Health and Safety Corner

Aggressive student behaviour

From the May, 2023 OHS safety survey, we asked: What do you feel is your biggest safety concern?

Today's topic provides information related to that concern!

In December, school days are filled with special events, novel activities, colourful displays, sweet treats, joyful music and a different energy.

For many of us, all this excitement is enjoyable, and we look forward to our family's traditions over the two weeks away from school.

However, for our students who rely on, and thrive in, environments based on proactive structure, consistency and predictability, December can be an ongoing assault on the senses accompanied by unmanageable expectations. This may show up as diminished capacity at school and an increase in aggressive behaviour and meltdowns for our students who struggle with self-regulation.



Over the next few weeks, it may be helpful to consider intensifying the degree to which effective strategies are implemented. For example, increasing communication by giving as much advance notice to students, support staff and caregivers, of anticipated changes to routine, including what those activities will look like for the students.

Using social stories and visual schedules to help remind everyone of what's coming up and how everyone is expected to engage. Incorporating scheduled low-sensory, mindfulness activities for the whole class while also pre-planning alternative options if a student needs a different choice will ease everyone's mind by knowing there's a plan for "just in case."

And finally, make sure you are actively taking care of yourself to help ease the impact of empathic strain while you take care of others. ■



MEETINGS AND EVENTS

- West Coulee Station Elementary School Construction meetings
- Capital Planning Assessment meeting
- Alberta Education Capital Planning Meeting
- Facilities Committee Meeting
- Division Workplace Health and Safety Committee Meeting
- Board Committee of the Whole Meeting
- West Coulee Station parent information evening at Coalbanks Elementary School
- Leadership Team Meeting
- City of Lethbridge Joint Use Agreement Meeting
- ATA Local Council dinner
- Senator Buchanan Christmas Show
- Coalbanks Elementary School Christmas Lunch
- Association of School Business Officials Business Forum
- Galbraith Elementary School Modernization Design Meeting
- Administrator's Committee Meeting
- WCHS production of Matilda
- Wilson production of Beauty and the Beast
- Community Engagement Committee
- Urban School's Consortium Risk Management and Claims Committee
- Urban School's Consortium IT Subcommittee meeting



In the image above, you can see Superintendent Mike Nightingale, Board Chair Christine Light, and Trustees Andrea Andreachuk, Allison Purcell, along with Associate Superintendent Christine Lee. They are pictured with Nathan Neudorf, the Minister of Affordability and Utilities, Vice Chair of the Treasury Board, and MLA for Lethbridge East, at the MLA Breakfast held during the Alberta School Boards Association Fall General Meeting. Trustees Genny Steed and Craig Whitehead were present as well.

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

DECEMBER 2024

A Note from Jackie

As the holidays fast approach, we want to wish everyone a restful and fulfilling winter break. May you enjoy time with family and friends, and time to yourself to fill your cup and reflect upon the year.

While we appreciate and value the work of all of our Division staff all the year through, it is the busy and stressful times such as Christmas that the critical role that we all play in our students' and families lives is brought into the spotlight.

Food, clothing, and toy drives have been moving with full speed and enthusiasm to ensure all of our community members feel supported. The effort our Division puts towards caring for students is phenomenal.

Thank you to all!
And Happy Holidays!



Events

December

- 2 K-6 Literacy Working Group
- 3 K-6 Numeracy Working Group
- 3 Division Placement Committee
- 4 Indigenous Education Team Meeting
- 6 Learning Bar Presentation
- 6 Diploma Meeting
- 9 SAIL Meeting
- 9 Report Card Working Group
- 10 DIS-Mas Event
- 11 Case Consults
- 13 SWCSS Leadership Meeting
- 16 Learning Commons Facilitators Meeting
- 20 Last day of Classes for Students



Jackie Fletcher

Director of Inclusive Education

Inclusive Education has continued to focus on meeting the complex student needs within our schools. As the holidays approach, we often experience elevated behaviors as the anticipation of time away from the school can be challenging for our students and families.

A visit to Lethbridge Polytechnic's Language Learning program was an informative opportunity for our English as an Additional Language Team to gain an understanding of how this class can support our high school EAL students as they approach life after high school. The Polytechnic is working with us to provide half-day programming for a group of students that would benefit from this additional transition support.

December will see our Inclusive Education Coordinator, Rebecca Adamson, and our behavior support teacher, Mackenzie Penner, providing SIVA training to substitute teachers within our Division. This is an excellent opportunity and means of building capacity within our guest teachers who also work with complex students and within our classrooms. Our next Division staff SIVA training opportunity will be offered in January, 2025.

I recently met with Parklands School Division to gain a deeper understanding of their practices when creating a Parent Advisory Panel for Inclusive Education. This visit included reviewing the parent application, member criteria, Norms and Terms of Reference for the panel, and sample agendas. This meeting was so informative and great appreciation was given to Parkland for their willingness to meet with me and share their resources.

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

DECEMBER 2024

Rochelle Neville

Early Learning Coordinator

The funding deadline to identify currently registered children meeting Alberta Education criteria for a moderate language delay or a severe delay in early education programs or kindergarten was on December 2nd, 2024.

In our *early education programs*, we have 84 children accessing supports for a severe delay or moderate language delay, 21 children accessing supports for a mild/moderate delay and 25 children accessing supports for English as an Additional Language.

In our *kindergarten programs* we have 103 children accessing support for a severe delay or moderate language delay.

ECS Instructional Support Plans (ISP) have been completed and are being reviewed. These plans will be submitted to Alberta Education upon request as part of the verification process. Alberta Education will provide a list of files to be verified in December and all supporting documentation must be submitted to them in January 2025.



Dual Credit Update

Lethbridge Polytechnic—Winter Semester

Registration for Lethbridge Polytechnic Dual Credit winter semester courses ended on November 29th. Limited spaces are available for these courses and we had 57 student submitted an 'Intent to Register' form (non-trades asynchronous options).

33 Students are registered to attend a non-trades Dual credit course. New this semester, Lethbridge Polytech offered an in-person option for the Introduction to Psychology course. This option includes in-person classes at the Polytech on Monday, Wednesday and Fridays from 8 am—9am giving students the opportunity to experience what a class at a post secondary institution may look like. We were excited to offer this opportunity and 14 students have registered for the in-person option.

15 students have registered for a Dual Credit Trades course for the Winter semester. The trades courses include an in-person component have been a positive option for our students to participate in. There is also one student who is enrolled in the Lethbridge Polytechnic Pre-Employment Electrical course. This course is 15 weeks of on-campus lectures and labs and is new for the 2024-2025 school year.



Sydnie Erlendson & Cason Machacek

Digital Wellness Team

Our Digital Wellness Teacher has been providing universal and proactive work in the elementary settings, focusing on citizenship, healthy relationships, and mindful media balance. Expanding beyond Physical Education and Wellness, our Teacher has found opportunities to connect to curricular outcomes in different subjects, including Social Studies, English, and CALM. Our Digital Wellness FSLC has been connecting with staff and students from elementary through high school to provide targeted interventions and build safety strategies for students and families. With the intention of building wraparound support, the Digital Wellness Team has found opportune ways to connect with parents, caregivers, and other stakeholders at events such as Parent/Teacher Interviews and school community initiatives. This Fall, the Digital Wellness Team also facilitated a Community Engagement Event, hosted a Professional Learning session with SAPDC, and will be presenting an "After School Special" with the Healthy Schools Team for Alberta Health Services. This team will also be presenting at the Ever Active Schools "Shaping the Future" conference this Winter. As demand grows, the Digital Wellness Team looks forward to continuing support and engagement with the Lethbridge School Division!

ASSOCIATE SUPERINTENDENT REPORT

Instructional Services

DECEMBER 2024

Jen Day

Counselling Coordinator

Within Counselling and Wellness, we continue to support ever-growing complex needs of students. We are noticing greater needs for collaboration with Inclusive Ed, Recovery Alberta, CFS, and Police as we try to match services and needs, and we are grateful for the community supports and relationships we have in our community.

We hosted Level 1 VTRA training on November 20&21 at the Education Centre. We also met with police to discuss the YEO to highlight some of the safety challenges we have faced this year with having only one YEO for 2 Divisions. We are also continuing to focus on proactive ways of building wellness in schools. At Elementary, we continue to run Second Step (Division Wide) which aligns well with the Alberta PE and Wellness curriculum.

Erin Hurkett

Director of Learning

Erin Hurkett, Director of Learning, continues to create voiceover PowerPoint presentations for administrators to utilize during School Council meetings in relation to the new curriculum and draft elementary report card. Division School Council members are provided opportunity to give feedback after learning about each element of the new report card.

Parents/guardians with children involved in the pilot report card were provided an opportunity to provide feedback after the report card was delivered on November 22nd. Feedback was provided via Microsoft Forms with over 100 responses.

On December 2nd, Erin attended a meeting with the Alberta Professional Learning Consortium. Topics of discussion included literacy intervention, AI, and upcoming professional learning opportunities for teachers. Erin also attended sessions provided by the Alberta Education Research Network. Sessions provided information on Early Literacy Assessments and the development of career skills in education.

Karly Lewis (teacher at Gilbert Paterson) worked with Erin to provide training to teachers new to teaching the Human Growth and Development curriculum to grades 6-8 students on November 26th.

Andrew Krul

Off Campus Coordinator

Off Campus was busy this month planning and hosting the Trades 4 U Event which took place on November 27th. This event gave students an opportunity to spend an evening learning from local skilled trades people in a trade they are interested in. Over 180 Lethbridge School Division students registered to attend.

Trades 4 U was in partnership with Zone 6 Divisions and local businesses in Lethbridge and Area. There were over 40 businesses that were willing to host high school students from Grades 9-12 in experiencing hands-on activities that demonstrated their particular trade of interest. Some of the trades that the students were able to try were culinary, transportation, metal trades, construction trades, and electrical trades. This was an opportunity for students to explore trades and make informed decisions about their futures.

Photo Credit: Tracy Taylor, Administrative Assistant, Off Campus Education



MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The December report of the Associate Superintendent, Human Resources is attached.

Recommendation

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

Respectfully submitted,
Mike Nightingale



Associate Superintendent, Human Resources Report to the Board of Trustees December 17, 2024



Human Resources

Our Human Resources department consists of a dedicated team working to serve our staff and students, promoting healthy, supportive, and productive workplaces. By overseeing recruitment, hiring, professional development, and employee relations, we strive to ensure staff receive the support they need to focus on providing exceptional education and nurturing student success.

Updates: November 15 – December 4, 2024

Onboarding

- Support Staff/Casual: 8
- Teacher/TOCS: 2

ATA

- Teacher contracts extended : 3
- Teacher hires : 13
- Teachers added to the sub list: 3
- Total number of teachers on the sub list: 158

CUPE 290

- Caretakers : N/A
- Casual Caretakers : N/A
- Labourer/Maintenance : N/A

CUPE 2843

- Educational Assistant Contracts : 4
- Learning Commons : N/A
- Administrative Support : 1
- Student Support Worker: N/A:
- Advanced Educational Support: 1
- EA's added to the casual list: 7

Non-Union

- No updates to report



Staff Training and Development

- SIVA Training for substitute teachers and casual support staff
 - o Approximately 17 substitute teachers and casual support staff will be engaged in SIVA Training on December 19 and 20. This voluntary, no-cost opportunity provides valuable professional learning tailored to enhance the skills of our substitute and casual staff members.

Strategic Planning and Staffing

- West Coulee Station Elementary School
 - o Rhonda Aos and Robbie Charlebois went to Coalbanks, Mike Mountain Horse, and Nicholas Sheran, (schools that will experience enrollment changes from the new school opening) for face-to-face meetings with staff members to discuss what staffing processes and timelines would look like for the new school, and to answer any questions.
 - o Staffing process and timelines have been communicated to all staff for the 2025-2026 school year.
 - o An administrative assistant position has been hired.
 - o A Vice-Principal position will be posted before the end of January.
- 2025-2026 Staffing
 - o With a commitment to ensuring continued efficiency and support for our school division needs, staffing processes, timelines and communication planning are well underway for the 2025-2026 school year.
- University of Lethbridge
 - o Our Human Resources team spoke with many excited and passionate new teachers and upcoming teachers at the University recruitment walkabout on December 6, 2024
 - o Our Human Resources team is working with the University to explore additional ways for Lethbridge School Division to connect with Education students throughout their education program experience.

Conference and Committee Participation

- HR Staffing Processes Administrator Committee met on November 26.
 - o Key highlights from the meeting include:
 - Presented agreed upon changes and improvements for the 2025-2026 school year.
 - The committee members provided feedback after reviewing and discussed communication plan.



- Staff Workplace/Wellness Advisory Committee met on December 5.
 - o Key highlights from the first meeting:
 - Defining our role
 - Purpose and vision setting
 - Identifying key priorities (3 yr plan)
- ATA Working Conditions Committee met on November 20.
 - o Erin Hurkett and Robbie Charlebois will meet with a smaller group of committee members in February to discuss opportunities to collaborate including mentorship and focus groups.
- CASS Zone 6 – met on November 28, 29 in Lethbridge
 - o Meetings included presentations related to school leader wellness and how school authorities are supporting immigrant and refugee students and families.

Wellness

- Rhonda Aos and Robbie Charlebois have joined a Staff Well-Being Community of Practice through the College of Alberta School Superintendents (CASS). The community of practice connects via email and meets together at CASS provincial events. The community consists of Directors and Associate Superintendents of Human Resources from a variety of school authorities from across the province.

Noteworthy

- Members of Executive Council and Board of Trustees attended the ATA Local 41 Holiday Council and Dinner. Thank you to our Local 41 members for including us in this event.
- A shout out to all our schools for the amazing events and performances that you offer throughout December. What a wonderful opportunity for our families and community members to gather and enjoy time together at our schools.

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: Board Priorities Report

Background

The priority areas as identified by the Board at their spring retreat are attached. 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.

Recommendation

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

Respectfully submitted,

Mike Nightingale
Superintendent

**2024-2025 DIVISION PRIORITIES
REPORT TO THE BOARD**

DOMAIN: GOVERNANCE

Engagement with Stakeholders

- Erin Hurkett, Director of Learning, continues to create voiceover PowerPoint presentations for administrators to utilize during School Council meetings in relation to the new curriculum and draft elementary report card. Erin gave a presentation to Division School Council on new curriculum, assessments and report cards. Parents/guardians with children involved in the pilot report card were provided an opportunity to provide feedback after the report card was delivered on November 22nd. Feedback was provided via Microsoft Forms with over 100 responses.
- Jackie Fletcher, Director of Inclusive Education, attended the Leadership Advisory Committee for the Chinook Child and Youth Advocacy Centre (CYAC) on behalf of Morag Asquith, Associate Superintendent of Instructional Services. While numbers of cases and disclosures are high in the southern Alberta region, it is reassuring to know that the CYAC is here to support our students and families. Lethbridge Police Services attended in partnership, along with Alberta Health Services Recovery Alberta.
- Jesse Sadlowski, Director of Technology, was contacted and met with the new media department at the UofL to discuss offering professional learning opportunities for CTS (Career & Technology Studies) teachers around new media. With the UofL no longer having a CTS Education cohort, concerns that teachers teaching new media may not have the skills required to fully adopt the curriculum. Hosting specific learning opportunities by the new media department may help fill this gap and potentially also raise the skill level of current new media teachers.
- Human Resources attended the UofL Education Career Fair “UofL Launch Day” on December 6, 2024. This is a fantastic opportunity to meet upcoming teachers and ensure they know about our division.
- Human Resources continue to send monthly wellness newsletters to all staff
- Human Resources is pleased to highlight that the Non-Union, CUPE 2843, and CUPE 290 Recognition Program continues to accept nominations until the February deadline. This program provides an opportunity for all Division employees to recognize the exceptional contributions made by our non-teaching staff members to the Lethbridge School Division. To date, we have received 25 nominations, and we are hoping the acknowledgments keep coming!
- Human Resources hosted a session with the Administrators Staff/Workplace Wellness Advisory Committee on December 5, 2024
- Human Resources hosted a session with the HR Staffing Processes Committee on November 26 with a follow-up meeting on December 12, 2024

Collaboration with other School Authorities, Municipalities, and Community Agencies

- Erin Hurkett, Director of Learning, attended a meeting with the Alberta Professional Learning Consortium on December 2nd. Topics of discussion included literacy intervention, AI, and upcoming professional learning opportunities for teachers.

- Erin also attended sessions provided by the Alberta Education Research Network. Sessions provided information on Early Literacy Assessments and the development of career skills in education.
- Our Immigrant Youth Community Conversations Group met to plan the next stage of action towards improving services on a community level for our newcomers. This group includes representation from the YMCA, Flexibility, Lethbridge Family Services, Alberta Health Services, Lethbridge Polytechnic, University of Lethbridge, and the City of Lethbridge
- Jackie Fletcher, Director of Inclusive Education, met with Parkland School Division to review their process in creating a parent advisory panel for Inclusive Education
- Jackie Fletcher and Carmen Carvalho, Curriculum Support Teacher, visited Lethbridge Polytechnic to observe the English as an Additional Language Youth Language Class with whom we are partnering for high school transition programming
- On December 11, Jesse Sadlowski presented at the first of several Professional Learning Community (PLC) meetings on the topic of esports. These meetings are organized through ATLE (Alberta Technology Leaders in Education) and our School Division was asked to lead the conversations and provide resources for other schools. For the initial call, we had over 45 individuals from across the province attend. Our School Division receives numerous inquiries from around the province with specific questions, so we thought that by hosting this Professional Learning Community, we could reduce some of these requests.

DOMAIN: STUDENT GROWTH AND ACHIEVEMENT
PRIORITIES: ACHIEVEMENT AND INNOVATION

Literacy, Numeracy & Assessment

Report Cards

- On December 2nd and 3rd, ELAL (English Language Arts and Literature) and Math elementary working groups met to provide feedback on the new report card and to engage in the development of correlated assessments. A smaller committee met on December 9th to continue work on the assessment progressions.

New Curriculum

- Alberta Education recently announced that draft curriculum has been created for 7-9 Math, 7-9 Social Studies and 7-10 PE & Wellness. 2025/2026 will be an optional pilot year for teachers of these subject areas. The following draft curricula are in progress: 7-9 ELAL, 7-9 FLA, 7-9 Science, and Social Studies 10. Teachers in Lethbridge School Division have been asked to express interest about being included on working groups to review draft curriculum with Alberta Education.

Human Growth and Development

- Karly Lewis, a teacher from Gilbert Paterson, worked with Erin Hurkett to provide training to teachers new to teaching the Human Growth and Development curriculum to grades 6-8 students on November 26th.

Literacy

- Jodie Babki, Curriculum Support Teacher, has supported residencies at the following schools: Gilbert Paterson Middle School, Wilson Middle School, Park Meadows Elementary School, Dr. Probe Elementary School, Immanuel Christian Elementary, and Senator Joyce Fairbairn Middle School.
- She has also collaborated with middle school humanities teachers to discuss outcomes-based assessment and reporting to parents/guardians.

Numeracy

- Michaela Demers, Curriculum Support Teacher, has supported residencies at the following schools: Coalbanks Elementary and Dr. Plaxton Elementary Schools.
- Michaela attended the Hive Night at Dr. Plaxton Elementary where she created a station that parents/guardians and students could engage in numeracy play and understanding.
- Michaela continues to develop the Math progressions for assessing the new curriculum and has also attended a professional learning event on Transforming Math Classrooms.

Experiential Learning

- **Off-Campus Education** – Our Trades4U event was very well attended. Andrew Krul, Off Campus Education Coordinator, shared the following: A very successful event last night. Students were highly engaged and heard many comments from parents who attended, "This is great, wish we had this when we were in school."

Innovation and Technology

Innovation and Technology

- On November 28th, the Technology Department hosted its newly developed 3D printing workshop. The new workshop now offers a better printer that is much easier to set up and operate. The focus of the workshop is now more on creating and designing objects for the printer, as the new printers take little time to set up.
- The Technology Department is working with our computer science teachers to help teach computer science in the classroom. We are setting up workstations that let students code and write software without affecting network security.
- The LCI Samaras team finished second in the first Canadian National Rocket League esports tournament. Four teams from Alberta qualified and all placed in the top ten out of 24 teams from across Canada. Lethbridge lost to Fort McMurray in the final match.

- The Technology Department has created new guidelines for high schools when handling Diploma exams for students not registered in our school division. Since the exams are now digital, these students don't have accounts to log in. We now have a strong process to support these students writing these exams.
- The Technology Department has been working extra hours and paused some projects to prepare the westside elementary schools for registration, starting on January 20. Normally, we start school registrations for grades 1-11 after the Easter break, but we moved it up to support the new West Coulee Station Elementary School enrolments.

Early Learning

- The funding deadline to identify currently registered children meeting Alberta Education criteria for a moderate language delay or a severe delay in early education programs or kindergarten was on December 2.
- In our early education programs, we have 84 children accessing supports for a severe delay or moderate language delay, 21 children accessing supports for a mild/moderate delay and 25 children accessing supports for English as an Additional Language.
- In our kindergarten programs, we have 103 children accessing support for a severe delay or moderate language delay.
- ECS, (Early Childhood Services) Instructional Support Plans (ISP) have been completed and are being reviewed. These will be submitted to Alberta Education upon request as part of the verification process. We will be provided with a list of files to be verified in December and must submit all supporting documentation in January 2025.

Indigenous Education

- November (litao'tsstoyii, when the cold weather arrives) is a busy time once again for our Indigenous Education Team. Inuit Day (November 7), Indigenous Veterans Day (November 8), and Metis Week (November 12-15) kept our team busy supporting schools throughout the division. Gilbert Paterson Middle School did an excellent job of honoring Remembrance Day and Coordinator of Indigenous Education Joel Tailfeathers was able to give the Land Acknowledgement. Melanie Morrow, Indigenous Education Teacher, continued with her Tuesday/ Thursday's morning announcements and supported Coalbanks Elementary School with their Indigenous Day on November 20th. Shawnee Bigbull, Indigenous Education Teacher, continues to support our high schools in the division and offered an excellent evening of supporting our ATA local on November 26 at the Owl. The Indigenous Education Team continues to work with Piitasisiksinoom (Julius Delaney) by creating the Blackfoot monthly values. November's value is Kimmapiypitsinni (Empathy) and you can watch these values on Youtube to share with students.

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

- Carmen Carvalho, Curriculum Support Teacher, presented to the Immanuel Christian School staff on Supporting Newcomer EAL (English as Additional Language) Learners socially, culturally, and academically
- Carmen also gave a curriculum deep-dive PL (Professional Learning) presentation at Dr. Plaxton Elementary School, to any staff interested on Best Practices in Writing Instruction for Multilingual Learners
- Carmen delivered EAL (English as Additional Language) Instructional demo lessons at Wilson Middle School, Winston Churchill School, and General Stewart Elementary School
- Human Resources is supporting an opportunity once again for interested CUPE 290 staff to take the Fifth Class Power Engineering certification with the support of the Division. Staff may consider the January or March sessions.

Diversity

- Our Inclusive Education team continues to work with schools and parents in managing complex behaviors in our buildings by developing capacity in others, being flexible and responsive with our Behavior Support Team, reviewing student files, and meeting with parents/learning team meetings
- Rebecca Adamson, Inclusive Education Coordinator, is currently working with transportation to create efficiencies in Complex Learning Needs bussing
- Richard Sallah, Student Support Worker, continues to connect with our English for Access Programs and additional schools to support staff and students with newcomer needs. Currently, we are working to locate sources for parents to access for winter clothing needs, and additional interpreter/translation resources

Digital Wellness

- Cason Machacek, Digital Wellness Teacher has been providing universal and proactive work in the elementary setting, focusing on citizenships, healthy relationships, and mindful media balance
- Sydnie Erlendson, Digital Wellness Support Worker, has been connecting with staff and students from elementary through high school to provide targeted interventions and build safety strategies for students and families
- Connections with families has been a priority: Our Digital Wellness Team facilitated a community engagement event, hosted by SAPDC (Southern Alberta Professional Development Committee), and will be presenting an “After School Special” with the

Healthy Schools Team for Alberta Health Services. This team will also be presenting at the Ever-Active Schools “Shaping the Future” conference this winter.

MEMORANDUM

December 17, 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 in December 2024.

- Victoria Park High School has received from members of the community, donations for their Christmas Hamper Program, \$ 9,128.90
- Galbraith Elementary School will be receiving a free Turkey Feast for all staff and students, on December 19 from Sky & Table (LA Chef's)
- The Community Foundation of Lethbridge and Southwestern Alberta donated \$10,000 to West Coulee Station Elementary School to go towards the development of the playground for the new school.
- The Community Foundation of Lethbridge and Southwestern Alberta donated \$5000.00 to General Elementary School to go towards the creation of a dedicated sensory room in the school, and for sensory supports in classrooms. The goal is to enable all students, particularly those with sensory processing challenges, to thrive in more inclusive and supportive learning environments.
- Lakeview Elementary School received \$750.00 from the Southern Alberta Bikers
- Lakeview Elementary School received \$443.25 from School Council Chair, Jen Morton

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale, Superintendent of Schools

Re: Acknowledgements of Excellence / School Showcase

Background

Each month different schools in the Division are showcased for the exceptional programs and events provided to students.

Immanuel Christian Elementary School

The ICES Deep Hope of *Equipping Learners, Nurturing Faith and Flourishing in Community* is the theme for our 2024-25 school year. This *Deep Hope* framework is based on the *Head, Heart, Hands* model. The head represents learning, the heart pertains to growing, and the hands depict serving. Our *Deep Hope* serves as our guiding purpose: Equipping Learners (Head), Nurturing Faith (Heart), Flourishing in Community (Hands).

As an extension of our Deep Hope, ICES continues to serve our local and global communities through various Formative Learning Experiences (FLEX) projects which align curriculum, learning, and service projects. These partnerships with various local and global community agencies support their ongoing work.

Here is an overview of this year's partnerships:

October – Food Drive for the Interfaith Food Bank – Grade 1

November – Shop of Wonders (My City Care) – Grade 4

December – Compassion Canada – Grade 2

February – Personal Hygiene (My City Care) – Grade 5

March – Food Drive for Interfaith Food Bank - Kindergarten

April/May – Edu Deo Ministries – Grade 3

Grade 4 and 5 students have opportunity for leadership initiatives through various service clubs: Lunch Leaders, Milk Delivery, Intramurals, Recess Equipment, Learning Commons, Lost and Found, and Music. Grade 5 students also serve as leaders in our multi-grade chapel groups which meet monthly. Opportunities for leadership extend to all students as they are involved in the chapel designated for their grade level. As an extension of Remembrance Day, Grade 3 – 5 students participate in the Legion's Remembrance Day contest with writing and art submissions. Our Grade 4 and 5 hand chime ensembles had the honour of playing at the CASSIX banquet on November 28.

Connections to the various churches represented at ICES included our Pastors Appreciation Pancake Breakfast in September. Further community building included a joint Thanksgiving

chapel with ICSS in October. We look forward to another one of these combined chapels in May during Christian Education Week.

December is a busy time at ICES! In addition to our weekly Advent chapels and our Christmas chapel, on December 5, we will be hosting our first Christmas Heritage Celebration for our school community. We look forward to having families and guests attend and participate in unique grade-level collaborative initiatives as well as synchronous large group activities scheduled through the evening.

Senator Joyce Fairbairn Middle School:

Why FLY When You Can SOAR?

Shared vision statements play a significant role in fostering the culture within a school and has the capacity to permeate outward into the school community. By referencing a clear set of shared values, school stakeholders are provided with a compass that they can follow for direction or guidance. Last year our administration team determined that we required a value statement that could breathe life and meaning into the halls of Fairbairn school. When dissecting school culture, we focused on all-encompassing attitudes, behaviors, and values that impact students and school operations. Our school staff then began the collaborative process of determining what our shared vision was. This process involved reflecting on our purpose as educators and looking ahead at what type of citizens we wanted to send out into society. A well formulated vision statement has the potential to become a symbolic artifact, one held in high regard and becomes intertwined with the fabric of a school's identity and culture.

Our staff agreed that our vision statement needed:

- Practical relevance to all grade levels.
- Clear and simple verbiage
- Connection to behavior and provide teachable moments for our students and families.
- Opportunities to transcend school and positively impact families and the community.
- Garner universal ownership from staff, as they are the ones modeling it.

After many months and meeting as an entire staff and then creating a more targeted committee, the following school philosophy was developed:

S- Show empathy

O- Own your actions

A- Accept differences

R- be Responsible for your learning

The new SOAR Philosophy was officially introduced to our school community this year. Our staff recognize that to breathe life into this statement, we had to take measures to always reference it, model it, and provide opportunities for students to demonstrate it. Our admin team has even embedded a SOAR class into our schedule on Fridays. During this class, students learn more about the SOAR pillars and how it relates to them as students, brothers, sisters, and community members. We have grade level activities and school-wide assemblies. Our school now has large

visuals up in our halls with our SOAR statement. We have SOAR apparel available as well for staff, students, and families. This holiday season our students are engaging with our community by decorating coffee sleeves, making cards, and creating holiday ornaments. We have partnered with Urban Grocer and will be deliver coffee and the sleeves to our first responders. The cards and ornaments will be delivered to the elderly.

We recognize we have a lot of work to do but so far, our school community has responded positively to this initiative and truly embraced SOAR. As a school staff, we are constantly looking for ways to entrench the core values associated with SOAR into our daily operations. Exciting times ahead at SJF!

Engagement of Learners:

At SJF student engagement thrives through diverse opportunities that encourage participation, exploration, and connection. Academically, students are motivated through interactive and hands-on learning experiences that make core subjects meaningful and relevant. Engagement extends into option classes, where students can pursue specialized interests such as technology, languages, fine arts, or practical skills, allowing them to explore their passions and broaden their horizons. Extracurricular sports, including rep, development, and general clubs, provide inclusive opportunities for students to participate, improve, and compete. Lunch and after-school clubs further enhance engagement by offering spaces for students to connect and develop new interests. The Fine Arts program adds another dimension with concerts, musicals, drama productions, and art showcases, giving students creative outlets to express their talents. This well-rounded approach fosters a supportive and inclusive environment where students are empowered to succeed academically, socially, and personally.

Senator Joyce Fairbairn Middle School has officially launched its entry for this year's CBC Classroom Music Challenge, now available online. This submission is a follow up to the successful entry in the 2023 contest which eventually won the contest.

The submission features the performance of "A Little Bit Happy" by the school's Grade 6-8 Concert Band and the Falcons Samba Squad. This vibrant and innovative presentation showcases the students' creative abilities, highlighting a collaborative effort among Band 6, 7, and 8 members alongside the Brazilian drumming ensemble, the Falcon Samba Squad, complemented by live electronic beat-making executed by the students themselves.

Under the guidance of band director Kyle Harmon, the students skillfully blended traditional rhythms with contemporary electronic sounds, resulting in a distinctive interpretation of a song by a Canadian artist.

This project highlights the diversity and creativity inherent in the music program and celebrates the significance of collaboration and cultural appreciation. The performance reflects the dynamic spirit of Fairbairn's music program and the commitment of its young musicians.

We are very proud of Mr. Harmon and our staff who supported the project, as well as all of the students who shared their talents with us to be able to put together this piece. Please check out this year's submission at: <http://cbcmusic.ca/musicclass>.

Our next fine arts initiative called "Soaring into the Arts" is next up on our schedule. This exciting event is happening on December 18th, 2024, with doors swinging open at 5:30 PM and the festivities kicking off at 6:00 PM sharp.

You'll be treated to a fantastic display of talent, showcasing the creativity and dedication of our fine arts students. Tickets are just \$10 for adults and \$5 for kids and are available on School Cash Online.

Don't forget to bring a little extra cash for some delicious festive cookies at only \$1 each – the perfect sweet treat to enhance the holiday spirit! So, save the date and come out to support our amazing students and the arts. Let's celebrate creativity and community together this holiday season!

Calendar of Events for Board of Trustees

December	20	Last Day of Classes for Students
	23-Jan 3	Winter/Christmas Break
January	6	Classes Resume
	13	Division School Council Meeting Education Centre Board Room at 6:30 p.m.
	13	Wellness Committee Education Centre Board Room at 12:30 p.m.
	14	Committee of the Whole Meeting Education Centre Board Room at 3:00 p.m.
	22	Indigenous Education Committee Meeting Education Centre Board Room at 8:30 a.m.
	23	Administrators' Committee & Board Budget Lunch Anton's 12:00 p.m.
	28	Board Meeting

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale, Superintendent

Re: Town Hall

Background:

Mike Nightingale will give a verbal update.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale, Superintendent

Re: 25/26 School Calendar

Background:

Mike Nightingale will give a verbal update.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Assurance / Strategic Planning March 2025

Background:

The Board and Executive Council will hold the annual assurance/strategic planning retreat on March 6 & 7 2025. An update on the location and areas of focus for the retreat will be discussed.

Recommendation:

It is recommended that the Board provide feedback on future direction if necessary.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Mike Nightingale, Superintendent of Schools

RE: LCI Clippers Gold Medalist

Background:

Lethbridge Collegiate Institute ASAA 4A Volleyball Championships 2024

Team members were invited to attend the meeting to be recognized by the Trustees.

Addison Piekema
Alyssa Piekema
Charlee Tanner
Danica Harris
Hayden Hagel
Jessica Hudson
Jillian Roest
Shayla Thomas

Jordyn Penner
Katelyn Lowry
Kianna Setoguchi
Madison Kutch
Mishynn Miller
Anna Hodgkinson
Lucy Low

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

Date: December 17, 2024

To: Board of Trustees

From: Christine Light, Chair

RE: 100 Years of Women Elected to Office in Lethbridge

Background:

On December 9, 1924, Susie Bawden and Mary McClenaghan were elected as Trustees to the Lethbridge Public School Board, becoming the first two women elected to office in Lethbridge. On Tuesday, December 10, 2024, Lethbridge City Council held recognition of the 100 Year Anniversary of this historical event.

Mary McClenaghan served on the Board for a few years and was the first woman to be elected chair of the Lethbridge School Board.

Susie Bawden served on the Board for 18 years. Susie Bawden School opened in 1951. After a major expansion in 1969 which merged three schools into one, the school was renamed to Fleetwood-Bawden School.

Councilor Belinda Crowson presented Lethbridge School Division of a framed print of the 1925 Lethbridge Public School Board Trustees. Elected officials present: Rachel Thomas MP, Councilor Jenn Schmitt-Rempel, Trustees of Lethbridge School Division Christine Light, Andrea Andreachuk, Allison Purcell, and Kristina Larkin, and Trustees of Holy Spirit Catholic School Division Tricia Doherty and Linda Ellefson.

Gratitude is extended to Councilor Belinda Crowson and Trustee Allison Purcell for their work in highlighting this event in Lethbridge history, allowing for recognition of the ongoing impact it has held within our community.

Recommendation:

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

Respectfully submitted,
Christine Light

MEMORANDUM

December 17, 2024

To: Board of Trustees

From: Kristina Larkin/ Genny Steed
Trustees

Re: Policy Advisory Committee - Student Code of Conduct

Background:

The Policy Advisory Committee met on December 11, 2024.

The committee reviewed the Appendix A 502.1 Student Code of Conduct and presents the following amendments.

Recommendation:

It is recommended that the Board approve the revised Student Code of Conduct for the Policy Advisory Committee.

Respectfully submitted,

Kristina Larkin/Genny Steed

502.1 Appendix A Student Code of Conduct

Purpose

~~In order to establish and maintain a welcoming, caring, respectful, and safe learning environment, this~~ The Code of Conduct establishes expectations and consequences for student behaviour ~~while at school, at school-sponsored activities, or while engaging in other non-school activities that have a direct influence on to~~ maintaining a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging in the school.

The Code of Conduct is intended to establish and maintain a ~~n-appropriate~~ balance between individual and collective rights, freedoms, and responsibilities in the school community.

The Code of Conduct is also intended to help students learn how to address issues of dispute, develop empathy, and become good citizens within and outside the school community.

Definitions

1. Bullying: The *Education Act* defines bullying as "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation." ~~Bullying behavior also includes behaviour that targets a student because of the actual or perceived sexual orientation, gender identity or gender expression of parents or other family members.~~
2. Discrimination: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act* (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.
3. Harassment: Any behavior that in effect or intent ~~disparages, demeans, humiliates, or harms, another person or class of persons. It is behaviour that or denies dignity and respect. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal,~~

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physical, written and cyber messaging that is unwelcome or intimidating, and is demeaning and/or humiliating to another person or class of persons.

3. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, physical appearance, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. The behavior does not need to be intended as harassing, nor does the behaviour have to be ongoing or repetitive in nature, to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that their behaviour is offensive and unwelcome.
- Sexual harassment is any unwelcome behavior that is sexual in nature. Such behavior may directly or indirectly affect or threaten to affect in an adverse manner a student's well-being and/or learning environment. ~~The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.~~

Procedures

1. The Division and schools' Student Codes of Conduct, and their enforcement through consequences, shall apply to students
 - 1.1. in school;
 - 1.2. on the school grounds;
 - 1.3. during any recess or lunch periods on or off school property;
 - 1.4. at school sponsored or authorized activities;
 - 1.5. on school busses or other forms of approved transportation; or
 - 1.6. when the student's conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) regardless of where that conduct occurs.
2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the school building, during the school day or by electronic means.
3. Student behavioral expectations include, but are not limited to:~~The Board encourages compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:~~
 - 3.1. respect yourself and the rights of others in the school;
 - 3.2. make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects yourself, the rights of others, diversity, and fosters a

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- sense of belonging for others in your school;
 - 3.3. refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours, or digitally;
 - 3.4. ~~inform an staff member~~ ~~adult you trust~~ in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school;
 - 3.5. act in ways that honour and appropriately represent you and your school;
 - 3.6. attend school regularly and punctually;
 - 3.7. be ready to learn, ~~and~~ actively engage in, and diligently pursue, your education;
 - 3.8. know and comply with the rules of your school;
 - 3.9. cooperate fully with everyone authorized by the Board to provide education programs and services;
 - 3.10. be accountable ~~for your behaviour~~ to your teachers and other staff;
 - 3.11. contribute positively to your school and community; and
 - 3.12. be responsible digital citizens.
4. ~~Examples of unacceptable behaviours~~ include, but are not limited to:
- 4.1. behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
 - 4.2. acts of bullying, harassment, discrimination, ~~coercion, or intimidation;~~
 - 4.3. physical violence, ~~coercion, or intimidation;~~
 - 4.4. retribution against any person in the school who has intervened to prevent or report bullying or any other incident of safety concern;
 - 4.5. illegal activity such as:
 - 4.5.1. possession and/or misuse of controlled substances;
 - 4.5.2. possession or use of weapons;
 - 4.5.3. theft or damage to property;
 - 4.6. contravention of Division policies and regulations;
 - 4.7. willful disobedience and/or open opposition to authority;
 - 4.8. use or display of improper or profane language;
 - 4.9. interfering with the orderly conduct of class(es) or the school;
 - 4.10. contravention of the Code of Conduct as set out in the *Education Act*, ~~Section 12;~~
 - 4.11. ~~c~~Contravention of the provisions ~~of Section 27~~ of the *Education Act* related to trespassing, loitering, and causing a disturbance;
 - 4.12. Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.

~~Rules governing student conduct while being transported on school busses or other approved transport, shall be developed by the Division in consultation with the school administration and/or~~

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5. The following ~~transit provider,~~ responses and/or consequences of unacceptable behaviour ~~may~~shall apply, taking into account the severity and magnitude of the incident(s) and the student's age, maturity, and individual circumstances:
- 5.1 school-based intervention
 - 5.2 consequences as outlined in the school's Code of Conduct;
 - 5.3 Assessment of Risk to Others:
 - 5.3.4 Violence Threat Risk Assessment (VTRA);
 - 5.4.5 suspension;
 - 5.5.6 expulsion;
 - 5.7 involvement of police authorities

6. The school shall provide support for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. Schools may consult with the Division of Instructional Services for determining support mechanisms.

6.1

7. Parents and guardians play a vital role in developing student behavior and conduct, as listed in Policy 608.6 and Policy 1002.5. It is the Division's expectation that a parent or guardian has the responsibility to:
- 7.1. take an active role in the student's educational success, including assisting the student in complying with Regulation 3 of this policy;
 - 7.2. ensure that the parent or guardian's conduct contributes to a welcoming, caring, respectful and safe learning environment;
 - 7.3. co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student;
 - 7.4. encourage, foster and advance collaborative, positive and respectful relationships with students, teachers, principals, other school staff and professionals providing supports and services in the school; and
 - 7.5. engage in the student's school community
 - 7.6. collaborate with the VTRA Protocol.

- ~~8.1. The school shall provide support for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. Schools may consult with the Division of Instructional Services for determining support mechanisms.~~

- ~~9.8. Complaint Procedures.~~

~~9.1.8.1. Should a student be subject to or witness of: bullying, harassment, discrimination, unwanted behaviors as described in procedure 4, or conduct that interferes with maintaining a welcoming, caring, respectful, and safe learning environment in the school, that student should contact a classroom teacher, their advisor, school wellness team member school counsellor, or any other staff member with whom they feel comfortable. A parent or guardian may make contact regarding a complaint or concern.~~

~~9.2. All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a~~



- ~~9.3. Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.~~
- ~~9.4. A complaint or concern may be communicated informally through oral communication or formally in writing with a professional staff member or principal. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident or incidents, the dates, and names of any witnesses.~~
- ~~9.5. Complaints shall follow the channels of communication as outlined in Policy 1003.1 Channels of Communication and Dispute Resolution, Regulation #11 (start with closest source such as teacher or counsellor, to school administrator with principal the highest school level, to Associate Superintendent, to Superintendent, to Board). Policy 505.9 Appeals can be followed if a student or parent/guardian is dissatisfied with the decision at the level of the school principal.~~
- ~~9.6. The professional staff member or principal will investigate the complaint and apply the appropriate consequences as delineated in number (6) including the School's Student Code of Conduct.~~
- ~~9.7. The principal will determine whether the level of seriousness requires an investigation and/or police involvement. If the principal determines that the incident(s) requires police involvement, Policy 504.8 Involvement with Authorized Agencies will be followed.~~
- ~~9.8. The professional staff member and/or school administrator and/or Division administrator will document the investigation and outcome, including any disciplinary action and supports as described in number (8). Policy 609.5 Student Records applies for record retention and disposition.~~

8.2 Retaliation. No member of Lethbridge School Division school community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.

Possible supports that may be provided to students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.

- ~~40.9. Schools shall have a Student Code of Conduct that aligns with the Division Student Code of Conduct and includes the requirements of the Education Act, possible supports and fair notice for VTRA protocol. The Student Code of Conduct will include the following elements:~~
- ~~40.1. a statement of purpose that provides a rationale for the Code of Conduct, with a focus on welcoming, caring, respectful and safe learning environments;~~

- ~~10.2. definitions of bullying, discrimination (including one or more statements that address the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*), and harassment;~~
- ~~10.3. one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means (see Procedures #3 and #4);~~
- ~~10.4. consequences of unacceptable behaviour which take into account the student's age, maturity, and individual circumstances. On the continuum of consequences, it shall be noted that a student may be suspended or expelled.~~
- ~~10.5.1.1. Possible supports that may be provided to students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.~~
- ~~10.6. Fair Notice for VTRA Protocol.~~

- ~~11.10.~~ The Board shall ensure the following:
 - ~~11.1.10.1.~~ Make the policy and Code of Conduct available throughout the year in a prominent location on a publicly accessible website maintained by or on behalf of the Board;
 - ~~11.2.10.2.~~ Display in a place clearly visible to students in each school the Uniform Resource Locator (URL) of the policy and Code of Conduct on the publicly accessible website;
 - ~~11.3.10.3.~~ On request, provide a copy of the policy or Code of Conduct to an individual;
 - ~~11.4.10.4.~~ By June 30 of each year, review the policy and Code of Conduct, confirm the review by a Board resolution, and post or repost the policy and Code of Conduct on the publicly accessible website after review; and
 - ~~11.5.10.5.~~ Comply with any further requirements respecting a policy or Code of Conduct established by the Minister by order.