



# Highlights from the Regular Meeting of the Board of Trustees

## Meeting highlights from Jan, 28 - Next regular meeting Feb. 25 -

### 1. Committee Reports

Reports were delivered for Division School Council, the Policy Advisory Committee, Wellness Committee, Community Engagement Committee and the Indigenous Education Committee.

Reports can be found starting on Page 3 of the [AGENDA](#).

### 2. Associate Superintendent Reports

Christine Lee, Associate Superintendent, Business and Operations and Robbie Charlebois, Associate Superintendent, Human Resources along with Morag Asquith, Associate Superintendent of Instructional Services, delivered their reports. To read the reports, see Page 68 of the [AGENDA](#).

### 3. Assurance Priorities Report

The Division Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. An update on progress is provided in the form of a report each month, starting in the September Board meeting.

The report can be found on Page 82 of the [AGENDA](#).

### 4. Donations and Support

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.

- Dr. Plaxton Elementary School received two sponsorships valued at \$2,500 each. One from Lethbridge Iron Works to support coding and robotics and the other from Rattlesnake Coffee to support outdoor learning materials and outdoor learning spaces.
- Nicholas Sheran Elementary School received \$250 from Jack and Laura DeHeer for the Breakfast Program.
- Victoria Park High School received a grand total of \$19,873.46 from various private and business donations towards the Annual Christmas Hampers.

The Board received the report as information.

### 5. Acknowledgements of Excellence/School Showcase

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

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### **5. Acknowledgements of Excellence/School Showcase**

#### **Dr. Probe Elementary School:**

Dr. Probe School is an amazing Community of Learners that is guided by our 4 C's – Care, Courage, Cooperation and Creativity. These core values are essential messages throughout our school and are included in the Universal Programming for every classroom. Our staff are outstanding people that place the welfare of our students above all else. They are genuinely caring and motivated, considerate people modelling growth mindsets with a focus on student learning. Our highlights and accomplishments include a wide range of activities that reflect these values. Here are some of them.

Learning and cooperation are two keystones of each day at Dr. Probe. We have spent a great deal of time this year working with Jodie Babki, our Division Literacy Lead Teacher, and digging deep into morphemes and how they are related to all aspects of literacy. Students have very much enjoyed learning how to break apart words to gain a better understanding of reading words, what they mean, and how they are spelled. Some schools have some grade levels work with Jodi on these, but we are proud to acknowledge that we have all of our classes from grade 1-5 that are working on this! We also implement Universal Programming with all of our classes and students to provide tools to help with emotional self-regulation and to provide conflict resolution strategies. Another key goal of our school is Parent Engagement and to that end, last year we began a program of connecting with parents throughout the year called Soaring the Summit. The goal of the program is to provide more connection with parents and keep them better informed regarding student progression throughout the year by holding Celebration of Learning activities at the school to better share student growth and give them opportunities to "Show Off" their learning to their parents. This program experienced a great deal of success last year and this year we have also implemented one additional component. This component came from the feedback we received, which was to also include individual interviews at the beginning of the year, in addition to our Celebrations of Learning. We have two choirs at our school, a Sr one and a Jr one. Our Senior choir was asked to perform with the Lethbridge Symphony Orchestra on November 20th and they did an outstanding job! For Co-curricular athletic activities, each year, we have two seasons of Running Club, in the Fall and in the Spring, we had 4 volleyball teams take part in the grade 5 Volleyball league, we have a grade 4/5 morning basketball program, 4 teams in the grade 5 basketball league and will have a flag rugby program running this Spring.

We have 9 3-D printers that are used in classrooms and our Learning Commons to help students combine the areas of technology and creativity. We also have staff participating in an upcoming Drone workshop that we will be implementing into our future activities as well. We have been working on integrating many new resources into our classroom instruction over the past several years, including digi-blocks and Math Up which are new this year.

We provide opportunities for students to take on leadership roles by hosting assemblies and developing Legacy projects where our grade 5 class works with a group to make a lasting difference. In the past, we have worked with the Immanuel Lutheran Church, the Columbia Assisted Living Facility and The Crossings Branch of the Lethbridge Public Library. This year, they are working to give back to our school by mentoring younger students in recess games, designing patterns for our "Don't Walk in the Hallway" paths, planning and preparing our Lip Dub, and many other activities.

#### **Lethbridge Collegiate Institute:**

At Lethbridge Collegiate Institute (LCI), the students are undoubtedly the heart and soul of the institution. Their genuine and authentic connection to learning, coupled with a steadfast commitment to excellence, is evident in numerous aspects of school life. The teachers at LCI foster a positive and engaging atmosphere, creating learning opportunities that are deeply connected to the curriculum.

Having observed several classroom lessons, it is clear that a spirit of excellence permeates the school. This excellence is not limited to academic achievements but extends to the holistic development of students. The reciprocal nature of teaching, learning, and home involvement is in perfect harmony for many students, creating a supportive and nurturing environment.

Contrary to the often-told stories that young people lack responsibility and accountability, students at LCI frequently report issues and take ownership of their actions, demonstrating a high level of maturity and responsibility.

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## 5. Acknowledgements of Excellence/School Showcase

### Lethbridge Collegiate Institute:

Weekly discussions about the wrap-around services required for students needing additional support are prime examples of trauma-informed practice and care. These conversations ensure that every student receives the necessary resources and assistance to thrive both academically and personally.

The administration team at LCI goes above and beyond to understand and address the daily and overarching needs of all stakeholders.

Their deep knowledge of student and staff needs is reflected in the practices implemented at every level of the school. When a student or their family members are in need, a supportive circle is created, encompassing the entire LCI community. This network of support is a testament to the school's commitment to the wellbeing of its students and their families.

Despite being housed in a century-old building, LCI's approach to teaching and learning is thoroughly modern and aligned with 21st-century educational practices. The school's dedication to innovation and excellence ensures that students are well-prepared for the challenges and opportunities of the future.

## 6. Town Hall 2025

The Division will host its annual [Town Hall event](#) on Feb. 4, 2025 at Victoria Park High School from 6:30-8:30 p.m. in the gymnasium.

The purpose of the meeting is to seek feedback to assist the Division and Board of Trustees as we work on strategic planning for the 2025-2026 school year. Stakeholders will have a chance to provide feedback in the following areas:

For the first session, tables will be separated into Elementary, Middle and High Schools, and discuss these questions:

What aspects of your school and learning experience are you most satisfied with and why?

What aspects of your school and learning experience are you least satisfied with and why?

What specific changes or initiatives do you think would improve the quality of education at your school?

For the second session, students will be split into one group and parents/guardians/caregivers, staff and community members will be in the other group.

Students will be able to choose one of the following topics:

Welcoming, Caring, Safe, Respectful Learning Environments

- How does your school make you feel safe, welcome and cared for?

- What can your school do to make you feel even more safe, welcome and cared for?

- Survey results tell us there is a lack of respect between students. How can we improve this?

OR

Student Learning, Engagement and Academics

- What does your school do to help you learn successfully?

- What can your school do to help you learn more successfully?

- Survey results tell us there is a lack of respect between students. How can we improve this?

The other group, parents/guardians/caregivers, will have three topics to choose from:

Parent/Guardian/Caregiver Engagement and Partnership

- What do schools do to engage parents/guardians/caregivers in their child's education?

- What can we do to more effectively engage parents/guardians/caregivers in their child's education?

- How can parents/guardians/caregivers support the work of schools as partners in education?

OR

Classroom Complexity

- In your experience what have we done to effectively address classroom complexities?

- What can we do to better address classroom complexities?

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### 6. Town Hall 2025

OR

Academic Achievement

What actions do schools take to support high levels of student learning and achievement?

What can schools do to improve student learning and achievement?

Students, staff, parents & guardians and community members will have an opportunity to provide feedback related to these areas at the town hall event or through a survey. Trustees will have opportunities to facilitate conversations and circulate through the room at different times throughout the evening.

### 7. First Quarter Financial Report

The 2024/2025 First Quarter Financial Report for the Division was provided for review. Director of Finance, Avice DeKolver was in attendance to respond to any questions Trustees had.

The Board approve the 2024/2025 First Quarter Financial Report as presented.

The report can be found on Page 95 of the [AGENDA](#).

### 8. Policy Review - Policy 502.3 Suspensions & Expulsions Review

Division policies are reviewed to ensure they reflect the position of the Board and are consistent with applicable legislation and Division practice.

The Board passed a motion by a 6-1 vote to approve the policy, as amended. Trustee Craig Whitehead voted against the motion.

The policy can be found on Page 123 of the [AGENDA](#).

### 9. Policy Review - Superintendent Evaluation Committee

The Superintendent Evaluation Committee met on Jan. 20. The purpose of this meeting was to review Policy 301.3 Evaluation Process for Superintendent of Schools, with focus on Section 2 Formative Evaluation.

Discussion on the process of formative evaluations was held and amendments to the policy have been made to reflect this discussion.

Evaluation of the Superintendent of Schools is a responsibility of the Board of Trustees. Once the policy amendments are approved, the Board will move forward with the formative evaluation process for the 2024/2025 school year.

The Board approved Policy 301.3 Evaluation Process for Superintendent of Schools as amended.

The policy can be found on Page 127 of the [AGENDA](#). Discussion begins at the 2:44:10 mark of the [LIVESTREAM](#).

### 10. DRAFT Trustee Code of Conduct (first Reading)

The Education Act legislates School Boards are responsible to:

33(1)(k) develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,

(l) comply with all applicable Acts and regulations

Leadership, accountability and transparency are essential to strong governance. To further strengthen these pillars the Board of Trustees has been working with a policy consultant to align with the above legislation. The process has included consultant presentation, board deliberation and seeking legal feedback. Legal guidance has directed the Board to adopt an expansive and thorough policy framework wherein definitions and detail are clear, resulting in a decreased risk for misinterpretation.

Policy 203.1 Policy Development

4.1. Board approval of new policy shall require three readings.

4.1.1. First reading shall affirm that the intent of the policy reflects the Board's beliefs and values and provides an opportunity for the Board to discuss and amend the draft policy.

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### 10. DRAFT Trustee Code of Conduct (first Reading)

The attached DRAFT Trustee Code of Conduct and its supporting appendix were presented to the Board for first reading. The Board voted 5-2 to table the Trustee Code of Conduct, to the February Board of Trustees Regular Meeting. Board Chair Christine Light and Trustee Kristina Larkin voted against the motion. The Trustee Code of Conduct can be found on Page 132 of the [AGENDA](#).

### 11. School Year Calendar for 2025/2026

The draft 2025/2026 calendar has been discussed and reviewed with school administrators, representatives of CUPE 2843, representatives of the ATA, members of the Education Centre Leadership Team, parent representatives from Division School Council and surrounding school divisions. It was recommended that the Board approve the 2025/2026 School Year Calendar. The calendar can be found on Page 149 of the [AGENDA](#).

### 12. Approval of an International Trip

Cilena Mathieu from Lethbridge Collegiate Institute, requested approval to take approximately 30 grade 9-12 students on an International Trip to Orlando Florida, USA from Feb. 13-18, 2026. Information regarding the educational benefits of the trip and proposed itinerary were attached. The estimated cost per student is approximately \$4,200 in Canadian funds.

The following motion was unanimously approved:

That the Lethbridge Collegiate Institute trip to Orlando, Florida in February, 2026 be approved by the Board, on the condition that all Division policies and procedures are strictly followed and with the understanding that future travel advisories and/or vaccination requirements may affect the trip's ability to proceed.

### 13. Change to the Board of Trustee Regular Meeting Agenda Order Paper

Currently the Board Chair Report is offered following Action Items. It may prove helpful to receive the information contained within that report prior to making decisions attached to action items.

The Board unanimously passed the following motion:

That the Board change the Board of Trustees Regular Meeting agenda paper to move the Board Chair Report to follow the Superintendent Report.

### 14. Election 2025 Information

School board trustees are locally elected representatives who play a critical role in shaping the future of public education. Their role is to oversee and provide important governance for school divisions in our education system. School boards are crucial decision-making bodies that guide the educational experiences of thousands of students across Alberta.

Albertans vote for their trustees as part of their general municipal election. Lethbridge School Division promotes and encourages interested citizens to run for the office of elected school board trustee. Election day is Monday, Oct. 20, 2025.

Information on the role of a trustee and running for office can be found through the following links:

[Lethbridge School Division](#)

[Election Information | Lethbridge School Division](#)

[City of Lethbridge](#)

[Elections | City of Lethbridge](#)

[Alberta School Boards Association](#)

[Municipal Elections](#)

[Public School Boards' Association of Alberta](#)

[Election Video](#)

The Board received the report as information.

## **15. Community Conversations**

Community Conversations is an opportunity for stakeholders to connect with trustees in a casual setting to discuss topics of interest and concern around education. On Jan. 21, this event was held at the YMCA. Two more Community Conversations are to be scheduled for the 2024/2025 school year. These events will be held in March and May. Dates will be confirmed and communicated via the division Community Engagement website in early February. The Board received the report as information.

## **16. Joint City of Lethbridge and Lethbridge School Boards Committee**

The following items were provided as advocacy updates:

- Christine Light, along with Chair Carmen Mombourquette of Holy Spirit Catholic School Division, met with Mayor Blaine Hyggen on Jan. 13, 2025, to discuss the importance and benefits of the Joint City/School Boards Committee and to advocate for its continuation.

- A resolution to put the disbandment of the Joint City of Lethbridge and Lethbridge School Boards Committee on hold was CARRIED at the City Council Meeting of Jan. 21, 2025.

The Governance Standing Policy Committee has invited Councillor Schmitt-Rempel and Councillor Parker to report back regarding the value added by the Joint Committee of the City of Lethbridge and Lethbridge School Boards to the City at the February meeting of Governance Standing Policy Committee.

- The next Joint City of Lethbridge and Lethbridge School Boards Committee is scheduled for Wednesday, Jan. 29, 2025.

- The next Governance Standing Policy Committee is scheduled for Thursday, Feb. 27, 2025.

The Board receive the report as information.

## **17. School Council Support**

The Board of Trustees made two motions related to supporting school councils with available funds provided to the board. These motions and recommendations to action those motions follow:

1. The Board consider School Councils choosing not to purchase an annual ASCA membership be granted access to the funds originally reserved to cover membership cost to be used as needed by the council for parent learning purposes.

The Board unanimously passed the following motion, from Trustee Allison Purcell:

The funds can be used for costs that are allowed under the ASCE funding rules, as well as for costs that support the use of the ASCE grant, which could include food.

Recommendation:

- That for any school that did not purchase an ASCA Membership, the amount that would have been expended on that membership (\$100 in 2024/2025) be provided the school councils for purposes of parent engagement opportunities.

- The parameters of eligible and non-eligible activities will follow the parameters of the Alberta School Council Engagement Grant (ASCE).

- School Councils receiving these funds will be required to submit how the funds were used on the School Council's annual report from that is submitted to the Superintendent each school year.

- See attached Alberta School Council Engagement Grant (ASCE) guidelines for reference.

- This contribution could be effective in the 2024/2025 school year.

2. The Board create a general fund for monies allocated to cover the ASCA conference and the AGM registration fees and develop a framework for the equal distribution for those wishing to attend the conference and AGM.

This motion was tabled until the February Regular Meeting of the Board of Trustees.

Recommendation:

- Parents interested in applying for funding support to attend the Alberta School Council Association annual conference and AGM, shall apply using the application form as provided by the Division.

As the normal \$250 per school council has been provided already for the 2024/2025 school year and the ASCA Conference will be virtual this year, this recommendation would come into effect for 2025/2026.

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### **17. School Council Support**

Parameters for provision of funding support include:

1. Lethbridge School Division will reimburse individuals to attend the conference each year with \$6,000 in total available to support four individuals to attend the conference in person. A maximum of \$1,500 per person is available in any given year for in-person conference attendance.
2. Should more than four individuals make a request to attend the conference (whether in person or virtually), the maximum amount of \$6,000 is shared between all individuals that have made an application and have been approved. For example, if there are eight approved applicants, the \$6,000 will be split, resulting in a maximum reimbursement per person available of \$750 each.
3. Application must be received by March 1 of the year of the conference. The applications will be presented to the March meeting of Division School Council for nomination. All nominated applications will be forwarded to the Office of the Superintendent for final approval by the Superintendent of designate.
4. Applicants that receive approval will be required to submit all receipts for reasonable costs of registration, transportation costs (e.g., fuel), hotel, parking, and meals not provided for reimbursement on the prescribed form to the Finance Department at Lethbridge School Division to the maximum approved.
5. Conditions of attendance: Attendees will provide a summary of professional learning and takeaways from the conference and provide a verbal or written report to the Division School Council the month following the conference attendance.

### **18. Boundary Review Committee Update**

Trustee Genny Steed thanked the Boundary Review Committee for its willingness to gather information and begin the process of investigating grade configuration within the Division. She commended the committee for its excellent past work and added she looked forward to supporting the committee in this process as well. It was recommended that the Committee provide an update of pertinent information, should any be available.

### **19. New School Site Update**

Associate Superintendent, Christine Lee, gave a verbal update as to the status of new school sites. The Board accepted this as information.

### **20. Correspondence Received**

The Division received a letter from Minister of Education, Demetrios Nicolaides, regarding the West Lethbridge School Capacity Requirements Study. The minister added the Division's requests, as submitted in the Three-Year Capital Plan, will be taken into careful consideration.

### **21. Public Forum**

Nicole Williams spoke during the Public Forum on the topic of the Trustee Code of Conduct. The Public Forum begins at the 2:41:10 mark of the [LIVESTREAM](#).

**Regular Meeting video: [LIVESTREAM](#)**



**Highlights from the Regular Meeting  
of the Board of Trustees for January.  
The next Regular Meeting  
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