

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

February 25, 2025

1:00 p.m.

Board Room / Microsoft Teams



- | | | |
|-----------|---|---------------|
| 1:00 p.m. | 1. Move to In-Camera Meeting | |
| 2:30 p.m. | 2. Territorial Acknowledgement | |
| | 3. Consent Agenda | |
| | 3.1 Policy Clinic | Enclosure 3.1 |
| | 3.2 Board Budget Committee | Enclosure 3.2 |
| | 3.3 Poverty Intervention Committee | Enclosure 3.3 |
| | 3.4 Student Leadership Liaison Report (Kristina) | Enclosure 3.4 |
| | 3.5 Community Engagement | Enclosure 3.5 |
| | 3.6 Spirit of 51 Committee | Enclosure 3.6 |
| | 3.7 Joint City/School Boards Committee | Enclosure 3.7 |
| 2:35 p.m. | 4. Approval of Agenda | |
| 2:40 p.m. | 5. Approval of Minutes | |
| | If there are no errors or omissions in the minutes of the Regular Meeting of January 28, 2025, it is recommended that the minutes be approved by the Board and signed by the Chair. | |
| 2:45 p.m. | 6. Business Arising from the Minutes | |
| 2:50 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 |
| 3:20 p.m. | 8. Superintendents Report | |
| | 8.1 Assurance Priorities Report | Enclosure 8.1 |
| | 8.2 Acknowledgements of Excellence | Enclosure 8.2 |
| | 8.3 Calendar of Events | Enclosure 8.3 |
| | 8.4 Donations and Support | Enclosure 8.4 |
| | 8.5 Assurance Strategic Planning | Enclosure 8.5 |
| | 8.6 Town Hall | Enclosure 8.6 |

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|-----------|---|--|
| 3:30 p.m. | 9. Board Chair Report
9.1 Community Conversations
9.2 ATA Local 41 | Enclosure 9.1
Enclosure 9.2 |
| 3:45 p.m. | 10. Presentations | |
| 4:00 p.m. | 11. Action Items
11.1 International Trip – Chinook High School
11.2 High School Locally Developed Courses
11.3 Trustee Code of Conduct (1st Reading)
11.4 Policy 607.4 Responsible Use of Technology
11.5 Policy 800.1 Signing Authority Policy | Enclosure 11.1
Enclosure 11.2
Enclosure 11.3
Enclosure 11.4
Enclosure 11.5 |
| 4:20 p.m. | 12. Division Highlights | |
| 4:45 p.m. | 13. Information Items
13.1 School Council Conference Support
13.2 PSBAA Meeting Feb 6 & 7 | Enclosure 13.1
Enclosure 13.2 |
| 5:00 p.m. | 14. Public Forum
<i>Public Forum responses will be provided in the next Board meeting agenda.</i>
14.1 Public Forum Response to Nicole Williams | Enclosure 14.1 |
| 5:15 p.m. | 15. Correspondence Received | |
| 5:20 p.m. | 16. Correspondence Sent
16.1 Letter of Support for Joint City of Lethbridge
& Lethbridge School Boards Committee | Enclosure 16.1 |
| 5:30 p.m. | Adjournment | |

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE Trustee Training and Development Report

Background:

With announcements of Bill 27 and 29 relating to education in Alberta, and as chair of the Policy Advisory Committee, I participated in a 4 session learning opportunity from Ever Active Schools, *Alberta School Board Policy Clinic: Navigating Alberta's Gender Policy Legislation through a Student Wellbeing and Human Rights Approach*. Information about this opportunity can be viewed here: <https://everactive.org/services/workshops/ab-policy-clinic/>.

Session Overview:

1. The first session features Dr. André Grace, professor emeritus at the University of Alberta, discussing gender and identity in Canadian legislative and educational contexts. Legal experts Iain Walker, Robert James, and Leela Wright from Parlee McLaws will follow with insights on Alberta's Bill 27 and Bill 29, exploring implications for school board policies. Attendees will engage in breakout discussions and a Q&A to deepen understanding and practical application.
2. This session builds on the legislative context from Session 1 and focuses on how it translates to school board policies. Dr. Lee Airton will discuss the differences between formal ("big P") and informal ("little p") policies and introduce five criteria for evaluating the quality of policies to ensure equity and inclusivity. Participants will apply these criteria to review a school board policy, followed by a session with Sanjana Ahmed, who will overview Alberta's human rights complaints process. The session concludes with a Q&A, helping participants integrate this knowledge into their own policy-making practices.
3. Led by members from Ever Active Schools, the final session will integrate previously covered content with the realities of implementing policies in school and classroom settings. A scenario-based framework and interactive discussion will guide the exploration of the potential well-being impacts of proposed legislative changes for students and staff, including name and pronoun use, opt-in for sexual health education, resource use and third-party lessons, and school sports. Participants will gain deeper insights into preparing for possible influences and adapting to the evolving landscape with well-being at the forefront.

4. Q&A and updates with speakers from throughout the sessions.

Recommendation:

It is recommended that the Board accept this report as provided.

Respectfully submitted,
Kristina Larkin

MEMORANDUM

February 19, 2025

Amended February 25, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Committee Report – Board Budget Committee

Note: Amended at the request of Trustee Whitehead during February 25, 2025 Board Meeting to provide more information, noted in red.

Background

Budget Development within the division includes feedback from many stakeholders. For the 2025-2026 Budget, Board activities have included:

- January 23, 2025: Board and Administrator Committee Budget Session to receive feedback from administrators in conversation as well as in survey related to the budget.
- *January 27, 2025 - February 4, 2025: Board Budget Committee Chair offered to meet with individual Trustees to more deeply explore their budget priorities in advance of further budget development. 4 Trustees each individually met with the Board Chair for this discussion, and the notes from these discussions will be provided to the Board of Trustees at Board Strategic Planning in March 2025.*
- February 4, 2025: Board Budget Committee met to action the request from Board Community Engagement Committee to implement a budget survey. The survey can be completed online until February 26, 2025: <https://www.lethsd.ab.ca/our-district/news/post/budget-survey-now-online-as-division-prepares-for-2025-2026-preliminary-budget>
- February 4, 2025: As well, Town Hall 2025 occurred at Victoria Park High School, attended by many students, staff, parents, and community members. Data is being reviewed for use in budget considerations for 2025-2026.
- February 11, 2025: Initial review of administrator feedback survey.

Upcoming dates for Budget 2025-2026 development include:

- March 6 & 7, 2025: Board Strategic Planning session hosted with the Board and Executive Council. Future dates will be confirmed
- Additional dates for development and review based on release dates of Alberta Education funding details.
- May 20, 2025: Public Presentation of the Draft Budget to the Public
- May 26, 2025: Board Budget Debate
- May 31, 2025 (on or before): Budget Submission to Alberta Education

Recommendation

It is recommended that the Board accept this report as provided.

Respectfully submitted,

Kristina Larkin

MEMORANDUM

February 19, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Poverty Intervention Committee Report

Background:

The Poverty Intervention Committee met on January 20, 2025

Attending: Kristina Larkin, Christine Light, Morag Asquith, DeeAnna Presley-Roberts, Jamie Westlund, Aaron Becking, Joel Tailfeather, Danica Forsyth, Jena Ursel Semach, Luke Watson, Terra Leggat

Regrets: Stuart Nish, Sarah Ahlgren

Vacancies: CUPE 290, ATA Middle School, Counselling Representative

PIC is excited to announce we have been selected by Tim Hortons Smile Cookie Campaign as the Spring 2025 charity fundraiser partner! We look forward to seeing the community at Tim Hortons in Lethbridge during the campaign and thank Tim Hortons Franchisees of Lethbridge for selecting Poverty Intervention Committee!

Financial Update:

- Family Support has spent \$26,969 to date on WAM, winter clothes, hygiene, etc, supporting 352 families across the Division.
- Donation from Panago Pizza of \$911.00 in honour of first responders for September 11. The committee thanks Panago for their ongoing commitment to the Division!

Topics of discussion included:

- Review of the Integrated Coordinated Access program within the city
- Volunteerism among students and as class activities
- Advocacy about PIC priorities with City of Lethbridge by Trustees
- Challenges faced by immigrant students and families, increasing challenges with changes coming to IRCC funding.
- Increased needs as seen by increase in Alberta Works users in Alberta – increase of 20%, Lethbridge unemployment rate 7.5%, increasing rents and very low vacancy rate.
- Increased need for domestic violence services, system navigation, and service forms.
- Mindful Munchies has committed to provide lunch program to schools until June 2025, but unsure of capacity for fall

Committee worked on areas of focus:

- Completed a grant worksheet to allow committee to apply for grants in future

- PIC slide deck for presentations
- Contact List to make presentations or other outreach
- Creating poster for outreach

Recommendation:

It is recommended that the Board accept this report as provided.

Respectfully submitted,
Kristina Larkin

MEMORANDUM

February 20, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Division student Leadership Liaison Report

Background:

Across the Division, students participate in leadership opportunities supported by their peers, schools, community, and the Division. In the role of the Division Liaison, the scope typically extends to awareness of Division wide student leadership opportunities related to high school, and this year also middle school.

Division Wide opportunities include participation in inter-school engagement like Tri-high Food drive, participation in Southern Alberta Interscholastic Leaders (SAIL) gatherings, or participation in division opportunities like Town Hall.

Students in Middle and High School participate in leadership through Leadership Classes, Leadership Clubs, or in a few cases – elected school councils. Leadership Classes are common and available to students in each term for enrolment, at all 9-12 grades, using locally developed curriculum. Students are also encouraged and supported to participate in leadership opportunities inside and outside of class by staff, family, and community to ensure any student has access to these opportunities.

In 2025, Division Student Leadership lead Wayne Pallet has also recently hosted a Middle School Leadership gathering, attended by the Board Liaison Trustee Larkin, with attendance from all 5 middle school programs.

Recommendation:

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

Respectfully submitted,
Kristian Larkin

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Andrea Andreachuk

Re: Community Engagement Committee, February 10th, 2025

In Attendance:

**Andrea Andreachuk, Christine Light, Shelley Roest, Mike Nightingale, Garrett Simmons
Christine Lee (regrets)**

The Community Engagement Committee had its third meeting of the school year on February 10th, 2025.

We had excellent discussion on: Town Hall, ICE Applications, ICE Showcase, the Budget Survey and Community Engagement.

Please see the attached excellent minutes that Garrett Simmons has prepared for us.

Of special note:

ICE Showcase – March 27th at WCHS

We encourage all schools to put projects into the Showcase!

We have great draw prizes from our generous donors! We have ribbons and 100 dollars for every elementary and middle school table in attendance for your future projects!

ICE Scholarship Applications – We look forward to receiving your applications, please by April 30th. Thank you for submitting!

Thank you to all Attendees and to Garrett Simmons for the excellent minutes.

Recommendation:

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

Respectfully Submitted,
Andrea Andreachuk

Lethbridge School Division

Community Engagement Committee

NOTES



Date: Monday, February 10, 2025

Meeting started at 7 p.m.

1. Town Hall

Supt. Mike Nightingale provided a recap on the event, and mentioned the evening went well and the turnout, estimated to be 180, was down slightly from 2024, likely due to the cold weather. He highlighted the work of many in the Education Centre who helped make the event a success. People were engaged in meaningful conversation around the tables, he added, and mentioned the transition from the first session to the second session also went smoothly. As for the online Town Hall survey, it was noted the survey had 249 responses as of Feb. 10, and efforts are being made by schools to collect more student responses.

Meetings will be set up in the next week to devise a plan on how the data will be analyzed. Work will then begin on summaries.

2. ICE Award Scholarship Applications

The committee discussed the process involved in shortlisting applications. April 30 is the deadline for application submissions and to this point, no applications have been received. A promotional video was discussed as one way to help encourage applications. The timeline for shortlisting and judging was also discussed, as committee members settled on May 8 as a date for the selection committee to meet, and May 15 as a possible date for judging, which would include the student presentations.

The committee also expressed a desire to reach out to members of the local business community to add to the May 15 judging panel.

3. ICE Awards Showcase

Preparations are well underway for the March 27 event at Winston Churchill High School. The committee learned \$11,500 has been collected from sponsors for 2025. Supt. Mike Nightingale thanked the community for the incredible support the scholarship and the showcase has enjoyed over the years. Door prizes have been arranged and sponsor recognition plaques have been ordered.

The committee also decided on the names for ribbons that will be handed out, along with \$100, for every elementary and middle school table in attendance. Ribbons will be handed out for tables that display innovation (Pioneer of Possibilities), creativity (Imagination Champion) and entrepreneurship (Future CEO).

Lethbridge School Division

Community Engagement Committee

NOTES



Date: Monday, February 10, 2025

4. Community Engagement

The Board of Trustees hosted the February Community Conversations event at the YMCA. To plan upcoming events in March and May, the goal is for trustees to quickly respond to the committee, with their availability, to assist in nailing down future dates and locations. Details for upcoming Community Conversations events will be found in the February Board of Trustees agenda.

It was mentioned daytime Community Conversation events may be difficult for community members to attend. With that in mind, it was suggested evening meetings, or online meetings, might be better options.

5. Budget Feedback

Over 200 responses have been received for the Division's survey pertaining to planning for the 2025/2026 preliminary budget. The survey closes on Feb. 26. Responses are collected and data will be presented to the Board to assist in strategic planning.

Committee members mentioned the survey was well designed.

Next meeting: June 11, 2025

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Andrea Andreachuk

Re: Spirit of 51 Committee, February 4th, 2025

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

The Spirit of 51 Committee met on February 4th, 2025. Please find attached the excellent minutes provided by Carrie Fahl.

Of Special Note:

The Spirit of 51 Support Staff Recognition event will take place March 12, 2025. Please mark your calendars! We are looking forward to a great event!

Recommendation:

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

Respectfully Submitted,
Andrea Andreachuk

Spirit of 51 Committee Meeting Minutes

Location: Education Centre, Computer lab

Date: February 4, 2025

Time: 9:00 – 10:00 a.m.

In attendance: Andrea Andreachuk, Tyler Demers, Rhonda Aos, Carrie Fahl

Agenda Items:

- Spirit of 51 Support Staff Recognition Event – March 12, 2025 4:00 – 5:30 p.m. at Sandman Signature Lethbridge Lodge
 - The food selection will include appetizers buffet style, coffee, tea, pop, and juice.
 - Carrie will arrange the order for cookie decorating kits from local business The Sugar Cookie Factory in a sunshine shape.
 - Carrie will purchase two large sunshine balloons and yellow balloons to fill in with helium for photo opportunities at the recognition event.
 - Andrea and Tyler will share the role of Leader of ceremonies – Carrie will provide an outline prior to the event.
 - Robbie and Rhonda will do employee presentations by school – Carrie will provide speaking notes.
 - Rhonda is reaching out to Administration at schools with low nominations with a reminder
 - Carrie will send two more reminders to all staff prior to the nomination deadline
 - Carrie will send a list of approved nominees to the committee once reviewed by HR following the nomination deadline, then invitations for the recognition event will be emailed.
- Friends of 51
 - Local artist for the acrylic apple tree ornaments and large apple recognition awards will be dropping mockups off at the Ed. Centre this Friday. Carrie will send a photo of the mockups to the committee as soon as they are received. A decision to place the order should be made immediately following receipt of the mockups.
 - Andrea – update on tree art/mural: The mural will now be painted on a large canvas which will be hung on the same wall in the main hallway by the alcove where the tree art will be displayed. This will be completed by June 30, 2025.

MEMORANDUM

Date: February 25, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: Joint City of Lethbridge and Lethbridge School Boards Committee Report

Background:

The Joint City/School Boards Committee met on January 29, 2025.

Attendees:

City of Lethbridge and Lethbridge Council

Councillor Jenn Schmidt-Rempel

Councillor Ryan Parker

David Sarsfield, City Clerks Office

Lethbridge School Division

Christine Light, Board Chair

Kristina Larkin, Trustee

Mike Nightingale, Superintendent

Holy Spirit Catholic School Division

Carmen Mombourquette, Board Chair

Roisin Gibb, Trustee

Tricia Doherty, Trustee

Chantel Axani, Superintendent

FrancoSud School Division

Hélène Emmell, Présidente du Conseil

Gregory van Duyse, Trustee

Stéphan De Loof Executive Director,

Operations and Transportation

1. School Construction Accelerator Program updates discussed along with continued challenges regarding cost carrying issues to acquiring land from developers. Members will bring input for a joint position statement regarding new builds to the April Joint Committee meeting.
2. School Board advocacy items were shared for collective advocacy. These items were emailed to Council Representatives and are attached to this report.
3. The Municipal and School Election was discussed.
 - a. Election information went live on December 31, 2024 at <https://www.lethbridge.ca/election>
 - b. Concern around the increased complexity and cost to Municipalities and Boards for elections due to the removal of electronic tabulators was discussed. The previous election was at a cost of approximately \$340, 000. 30% of this cost is covered by Boards collectively.
4. Discussion was held regarding the continuation of the Joint City of Lethbridge and Lethbridge School Bords Committee. All members were in agreement for a motion to be brought forward at the next SPC meeting on February 27, 2025 for the committee to be ratified as an official City of Lethbridge Committee. School Boards are to send in letters of support for this motion.

5. The next Joint City of Lethbridge and Lethbridge School Boards Committee is scheduled for April at Holy Spirit Catholic School Division. Date TBD.

Recommendation:

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

Respectfully submitted,
Christine Light

Feb 2, 2025

Re: Joint Committee of the City of Lethbridge and Lethbridge School Boards (January 29, 2025)

The following items were brought up by Lethbridge School Division for discussion under *Agenda Item 3 School Board Advocacy Items*:

1. **Cost of Elections**—The removal of electronic tabulators will significantly increase the burden of election cost to municipalities and school divisions, along with anticipated challenges to process. The estimated cost to removing this service will drive both municipalities and divisions to shift funding away from essential services already facing budgetary reductions.
2. **Carbon Tax**—Currently, school divisions in Alberta do not receive a percentage of the federal carbon tax back like they do in other provinces. School authorities in Alberta, as well as municipalities, pay carbon tax directly to the federal government and are not eligible for a carbon tax rebate similar to that of small businesses or individual households. For Lethbridge School Division, the approximate carbon tax paid from 2021 through to 2025 is \$1 million, with the 24/25 tax amount almost twice that of the 21/22 tax. Eligibility for divisions to receive a refund would strengthen ability for delivery of essential educational supports and services.
3. **Transportation Solutions**—Provincial funding is not provided to adequately and sustainably support transportation services. From the inception of the Weighted Moving Average funding structure, Lethbridge School Division has lost a total of \$8 million in funding due to growth. As there is a collective impact between school divisions and community, advocacy for appropriate funding, as well as mutually beneficial solutions, is sought.
4. **Early Learning** - Early learning opportunities are important for educational success of young people, and contribute to the well-being of economies, families, and communities. Lethbridge School Division has been championing full time opportunities for Kindergarten children, which provides stability and affordability for families which increases early learning access and improves learning outcomes for children. Within the context of childcare expansion in the early learning sector, and the ongoing review of the role of all levels of government in early learning, school boards and municipalities can collaborate to share information and advocate for local early learning.
5. **Refugees** - As significant funding changes from Immigration, Refugee, Citizenship Canada roll out nation wide, our city faces impacts. The recent announcement of the closure of the Language Instruction for Newcomers to Canada (LINC) at Lethbridge Polytechnic will have far reaching impact on school divisions and the community, through employment, education, family and individual economic wellbeing, and more. As changes continue to be announced to Canadian immigration and settlement, Lethbridge should be prepared to review emerging needs and gaps in services in order to respond.

6. FCSS - In 2023, Lethbridge School Division advocated to Alberta School Boards Association members to enhance funding for FCSS funding to schools. We value cross ministerial collaboration, and the role of FCSS preventative work in the deliver of high quality education. Lethbridge School Division was recently selected for an FCSS agreement to support our Making Connections Family Support program, as was the Holy Spirit Roman Catholic Separate Division for their Family First Program. This investment and collaboration is noted and appreciated!

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JANUARY 28, 2025.

In Attendance:

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

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

1. Move to In-Camera

Trustee Craig Whitehead moved:
“that the Board move to In-Camera.”

*Move to In-Camera
7292/25*

CARRIED UNANIMOUSLY

Trustee Craig Whitehead moved to come out of the in-camera meeting at 2:17 pm.

Chair, Christine Light recessed the meeting until 2:33 p.m.

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

- 3.1 Division School Council
- 3.2 Policy Advisory Committee
- 3.3 Wellness Committee
- 3.4 Community Engagement Committee -moved to 12.4
- 3.5 Indigenous Education Committee

Consent Agenda

Allison Purcell requested to pull item numbered 3.4 Community Engagement Committee, for wording, from the Consent Agenda to Information Items 12.4. As there were no objections, the consent agenda was adopted as amended.

4. Approval of Agenda

Trustee Christine Light moved:
“That the Board approve the agenda, as amended.”

*Approval of Agenda
7293/25*

CARRIED UNANIMOUSLY

5. Approval of Minutes for December 17, 2024

Trustee Andrea Andreachuk moved:

“The minutes of the Regular Board meeting of December 17, 2024 be approved as presented and signed by the chair”

CARRIED UNANIMOUSLY

- Chair, Christine Light noted that the minutes reflected the corrected name of Susie Bawden.

*Approval of Minutes
from December 17,
2024
7294/25*

6. Business Arising from the Minutes

None

*Business Arising from
the Minutes*

7. Associate Superintendent Reports

7.1 Business and Operations

Associate Superintendent Christine Lee provided a written report.

*Associate
Superintendent
Reports
Business and
Operations*

7.2 Instructional Services

Associate Superintendent Morag Asquith provided a written report.

Instructional Services

7.3 Human Resources

Associate Superintendent Robbie Charlebois provided a written report.

Human Resources

8. Superintendents Report

8.1 Assurance Priorities Report

Assurance Priorities were included in the agenda.

*Superintendents
Report
Assurance Priorities
Report*

8.2 Donations and Support

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

Donations and Support

8.3 Acknowledgement of Excellence

Acknowledgements of excellence and reports showcasing the accomplishments of Gerald B. Probe Elementary and Lethbridge Collegiate Institute High School are included in the agenda.

*Acknowledgement of
Excellence*

8.4 Town Hall

A memo outlining the details for Town Hall February 4th, 2025, was included in the agenda.

Town Hall

8.5 Calendar of Events

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

- Allison Purcell - January 30, 2025 – Welding Celebration at WCHS at 4 p.m.
- Craig Whitehead – February 6 & 7, 2025 Public School Board PD/ Meeting in Edmonton

Amendments:

- Christine Light - Joint City/Board meeting starts at 9:00 A.M. January 29, 2025
- Allison Purcell - Zone 6 Meeting is February 12, 2025, virtual meeting only

Calendar of Events

9. Action items

9.1 First Quarter Financial Report

Trustee Kristina Larkin moved:

“That the Board approve the 2024-2025 First Quarter Financial Report as presented.”

*First Quarter Financial
Report
7295/25*

CARRIED UNANIMOUSLY

9.2 Policy 502.3 Suspensions and Expulsions

Trustee Andrea Andreachuk moved:

“That the Board review the policy as amended”

Amendments: Under Suspension, in sections 1.2.5 and 8.
Replace “or” with “and”

*Policy 502.3
7296/25*

For: Christine Light, Genny Steed, Kristina Larkin,
Allison Purcell, Tyler Demers

Against: Craig Whitehead

CARRIED

9.3 Superintendent Evaluation Policy

Trustee Christine Light moved:

“That the Board approve Policy 301.3 Evaluation Process for Superintendent of Schools as presented.”

*Policy 301.3
Evaluation Process for
Superintendent of
Schools
7297/25*

CARRIED UNANIMOUSLY

Kristina Larkin called the question.

For: Kristina Larkin, Christine Light, Tyler Demers

Against: Genny Steed, Andrea Andreachuk, Craig Whitehead,
Allison Purcell

DEFEATED

9.4 Trustee Code of Conduct Policy (First Reading)

Trustee Genny Steed moved:

“That the Board table the Draft Trustee Code of Conduct Policy (First Reading) to the February 25, 2025, Board Meeting.”

*Trustee Code of
Conduct Policy
7298/25*

For: Craig Whitehead, Allison Purcell, Andrea Andreachuk,
Tyler Demers, Genny Steed

Against: Christine Light, Kristina Larkin

CARRIED

Andrea Andreachuk moved that the meeting continue past 6:00 P.M.

*Motion to move
meeting past 6:00
p.m.*

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

Against: Tyler Demers

9.5 2025-2026 School Year Calendar

Trustee Craig Whitehead moved,

“That the board approve the 2025/2026 School Year Calendar as presented.”

*Division Calendar
approval
7299/25*

CARRIED UNANIMOUSLY

9.6 International Trip Approval

Trustee Allison Purcell moved,

“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.”

*International Trip
Approval
7300/25*

CARRIED UNANIMOUSLY

9.7 Board Agenda Organization

Trustee Craig Whitehead moved,

“That the board consider changing the Board of Trustees Regular Meeting Agenda Order Paper to move the Board Chair report to follow the Superintendent’s Report.”

*Board Agenda
Organization
7301/25*

CARRIED UNANIMOUSLY

10. Board Chair Report

- 10.1 Election Information - Was included in the agenda.
Memo was amended to include PSBAA
- 10.2 Community Conversations - Information was included in the agenda.
- 10.3 Joint City/School Boards Committee – Information was included in the agenda

*Board Chair Report
Election Information*

*Community
Conversations*

*Joint City/School
Boards Committee*

11. Division Highlights

Allison – Had opportunity to attend the Lethbridge Christian School Parent Council, happy to support them with their School Council.

Andrea- Attended Wilson’s Beauty & the Beast, spent time at Senator Buchanan, Dr. Probe. In January, attended Wilson’s and Galbraith Council meetings. Enjoyed the Book Club with Victoria Park High School.

Genny – Proud of our schools. Highlight Agnes Davidson’s website to follow along with their Carnival, fun week, passion and excitement of staff and students doing these events. Pride in their space.

Craig- I got to be a plus one yesterday with my wife and attend the naming of the Faculty of Education at the University of Lethbridge Blackfoot naming ceremony. Showing of a painting done to honour the Blackfoot women. A wonderful experience.

Christine – Shout out to our Grade 12 students who are doing their final semester of their high school career. Wishing them all the best!

Division Highlights

12. Information Items – As attached in the agenda.

Information Items

12.1 School Council

*School Council 1st
Recommendation*

12.1.1 Trustee Allison Purcell moved:
“That the \$100.00 funds be allowed to be used for costs that are allowed under the ASCE funding rules, as well as for costs that support the use of ASCE grant, which could include food.”

CARRIED UNANIMOUSLY

12.1.2. Trustee Allison Purcell moved:
“That the Board table the second recommendation to the February Board Meeting and then present to Division School Council in March for them to look at this.”

*Second
Recommendation*

CARRIED UNANIMOUSLY

12.2 Boundary Committee Update – As attached in the agenda

*Boundary Committee
Update*

- Craig Whitehead shared, that it is a long process to gather the data necessary to look at this in a

comprehensive way. Will not get done before the election.

12.3 New School Site Update

- Christine Lee shared, been working closely with the city of Lethbridge planning department who are actively looking at two new school sites, one for high school and one for an elementary school in west Lethbridge.

*New School Site
Update*

12.4 Community Engagement Committee

- Trustee Allsion Purcell commented on the language used in paragraph 5, first sentence. Trustee Andrea Andreachuk will update that report. Minutes were amended by Garrett Simmons

*Community
Engagement
Committee Update*

Public Forum

Nicole Williams expressed concerns related to proposed Trustee Code of Conduct Policy.

Public Forum

13. Correspondence Received

*Correspondence
Received*

- 13.1 Letter from the Minister of Education, Demetrios Nicolaides, attached in Agenda

14. Adjournment

*Move to In-Camera
7302/25*

Trustee Craig Whitehead moved:

“To move into in-camera at 6:35 P.M.

CARRIED UNANIMOUSLY

Trustee Andrea Andreachuk moved out of in-camera at 7:40 P.M.

*Moved out of In-
Camera*

Trustee Christine Light moved:

“To adjourn the meeting at 7:41 P.M.”

CARRIED UNANIMOUSLY

*Adjournment
7303/25*

**Christine Light,
Board Chair**

**Christine Lee,
Associate Superintendent
Business and Operations**

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background:

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

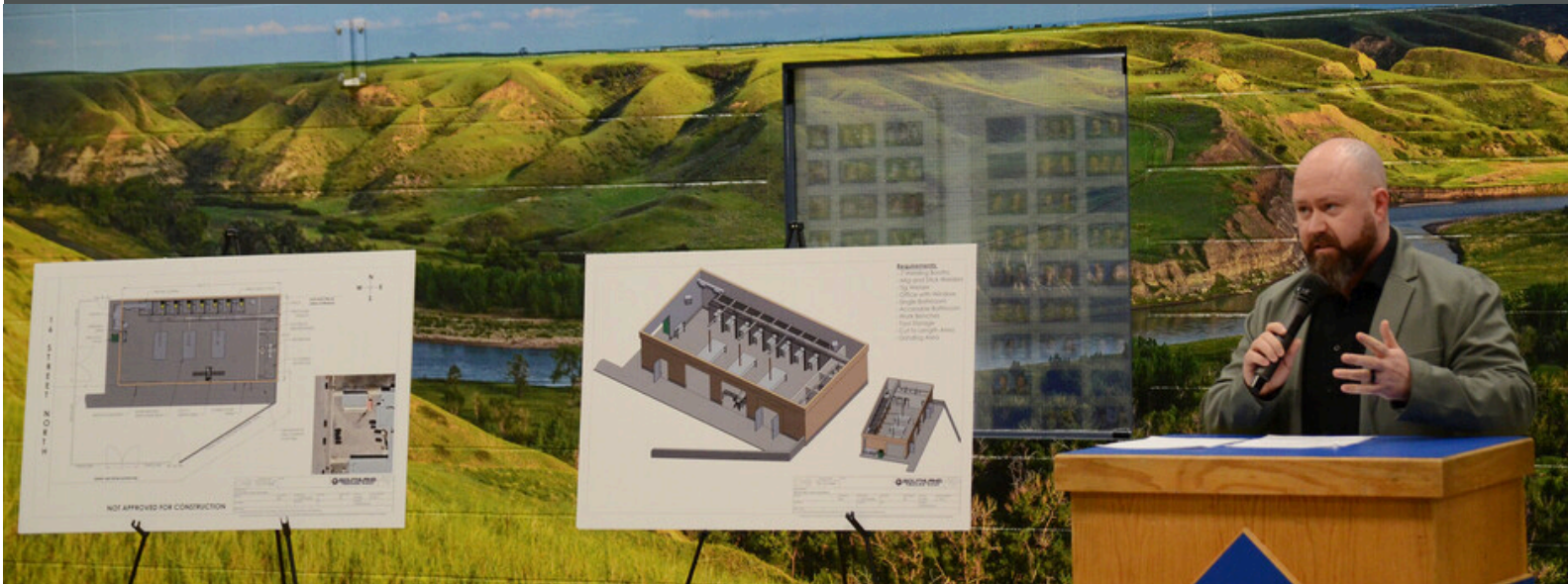
Recommendations:

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

Respectfully submitted,
Christine Lee

REPORT

BUSINESS AND OPERATIONS



Winston Churchill High School recently held a groundbreaking ceremony for a new instructional weld shop, made possible by the generous support of Southland Trailers and its committed industry partners. In the image above, the project manager representing Southland Trailers, Ashton Ervin presents the plans for this exciting initiative. The facility will boast cutting-edge features, such as seven welding booths, designated areas for grinding and cutting, and additional spaces designed for hands-on training. The Lethbridge School Division is grateful to have outstanding industry partners who support our educational endeavors.



ICE Showcase

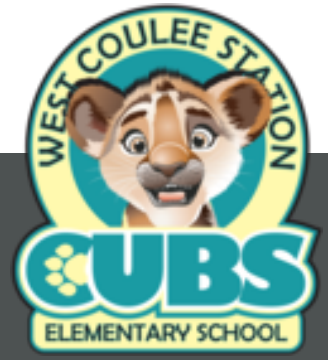
March 27th

Winston Churchill High School

6:30 pm to 8:30 pm

Celebrate student innovation, creativity, and entrepreneurship.
Student displays and video presentation
Light refreshments and door prizes

PROJECT UPDATE



WEST COULEE STATION

The construction of West Coulee Station Elementary School is moving along smoothly, with an anticipated opening set for September 2025. The Division expects to receive official occupancy by July 4th. Preparations are already in motion to clean and ready the school upon occupancy, which will involve waxing floors and setting up furniture and equipment. A collaborative effort will be essential to meet the tight timeline for welcoming staff in August to prepare their classrooms.

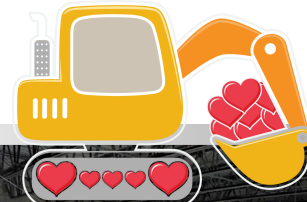
The images to the right and below showcase some of the work going on in the school.



Staff Room: Lots of light for staff to meet and recharge



There's a lot of action happening in the building's operations center... specifically, the mechanical room.



No, this isn't an airport hangar; it's a gym the size of a middle school. This space is ideal for organizing materials, as well as preparing and painting interior doors.

2025 Provincial BUDGET

February 27th

FINANCE



Preparation for the 2025-2026 budget is currently in progress. This phase includes submitting enrollment projections to Alberta Education for Budget 2025 funding, developing preliminary cost estimates, and conducting engagement sessions with the Board of Trustees and Administrators to outline budget priorities. A Town Hall meeting was held on February 4th, providing additional insights to aid in shaping the 2025-2026 budget. From February 7th to 26th, a survey was launched to gather public opinions regarding the budget. The collected information will be shared with Trustees and will guide discussions during the Board's strategic planning session in early March. The budgeting process will gain traction following the release of the 2025 Provincial Budget on February 27th and the detailed funding information from Alberta Education, which is typically available by mid-March.



TRANSPORTATION



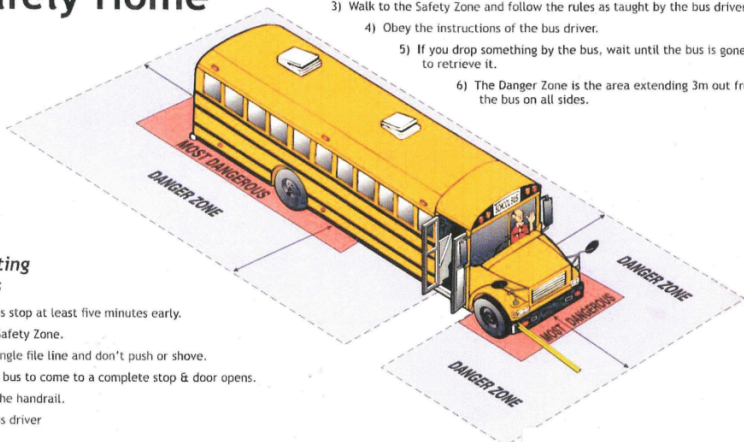
Know your Zone, Safely Home

When Getting off the Bus

- 1) Stay in your seat until the bus is stopped and door is opened.
- 2) Watch your step and use the handrail.
- 3) Walk to the Safety Zone and follow the rules as taught by the bus driver.
- 4) Obey the instructions of the bus driver.
- 5) If you drop something by the bus, wait until the bus is gone to retrieve it.
- 6) The Danger Zone is the area extending 3m out from the bus on all sides.

When Getting on the Bus

- A) Be at the bus stop at least five minutes early.
- B) Stay in the Safety Zone.
- C) Stand in a single file line and don't push or shove.
- D) Wait for the bus to come to a complete stop & door opens.
- E) Always use the handrail.
- G) Obey the bus driver



Safety is everyone's Business "Know Your Zone, Safely Home"

Here are key safety reminders for drivers and pedestrians in school bus zones:

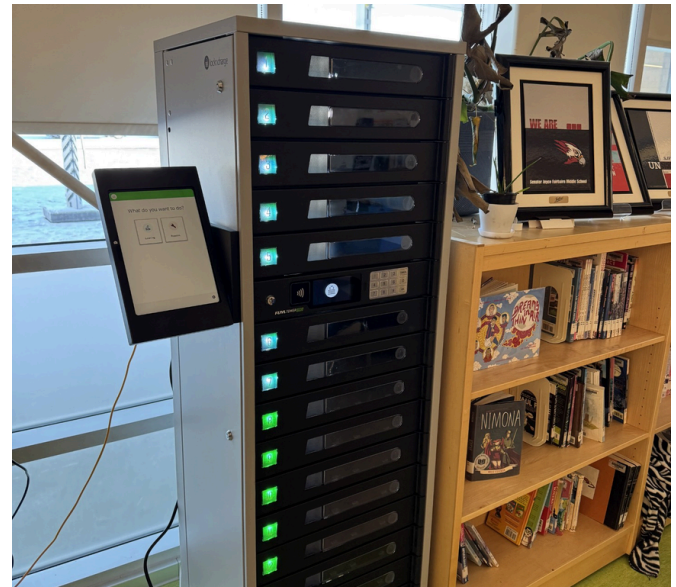
- Parents should avoid parking in school bus zones to prevent blocking buses.
- Blocked buses lead to backlogs, forcing drivers to double park, which is hazardous for students.
- Bus tail swings can extend up to three feet, posing risks to nearby pedestrians and vehicles.
- Maintain distance from danger zones around buses and always use crosswalks.
- Adults should model safe behavior, as children learn from their actions.

These rules are essential for everyone's safety.

TECHNOLOGY



- As we prepare for the upcoming budget, the tech department is actively researching new internet service providers (ISPs) and firewall companies. Our current provider, Cybera, has raised their prices significantly, prompting us to look for alternative options. It seems that two other companies offer services at much more competitive rates. However, we must analyze the costs associated with the transition and ownership to ensure that we achieve actual savings.
- Gilbert Paterson has improved their learning commons by adding six workstations specifically for esports computers. This enhancement will increase the utilization of the learning commons by classes during school hours and after-school programs.
- Senator Joyce Fairbairn School is pioneering a new laptop exchange program in North America, partially sponsored by Anyware Carts. This innovative device allows students to report tech issues with their laptops and exchange them for a loaner laptop through a locker system. The tech department retrieves the faulty laptop, repairs it, and returns it to the locker. Students are then notified when their laptop is ready for pickup, along with a code to retrieve it. We anticipate that this new system will yield positive results and offer a unique experience for our students.



Technology Equipment Replacement



- At present, our division operates over 160 desktop printers, and we are considering reducing our fleet due to their age and the high operational costs. Previously, we faced issues with unreliable copiers and did not remove outdated desktop printers from schools. However, we have identified that older printers pose a potential security risk, so we will need to address this issue. We will collaborate with schools to ensure that the areas requiring desktop printers are updated as necessary.
- This summer, the technology department will be replacing school laptops as part of our 5-year evergreen cycle. We needed to invest in better laptops for our elementary schools, as the previous models struggled to meet the required specifications by year four. To support students using applications like Minecraft Education or creating presentations, we require machines that can efficiently handle graphics and connect to our network seamlessly.

OCCUPATIONAL HEALTH AND SAFETY

Repetitive strain awareness

Does your work involve repetitive tasks? Awkward postures? Forceful exertions?

These hazards contribute to musculoskeletal injuries. This year, International Repetitive Strain Injury Awareness (RSI) Day is on February 28.



Ecole Agnes Davidson is celebrating Carnival! Above, you can see students taking part in canoe races.

Prevent Repetitive Strain Injuries

A message worth repeating

Know

Know the early signs – joint stiffness, muscle tightness, redness, swelling or numbness

Practice

Practice safe lifting and take short, regular breaks when doing repetitive work

Notify

Notify your supervisor about symptoms before the pain gets worse

Canada

CCOHS.ca
Canadian Centre for Occupational Health and Safety



**1 IN 5
KIDS AFFECTED
BY BULLYING**



February 26th is
Pink Shirt Day
Be Kind

MEETINGS AND EVENTS

- West Coulee Station Elementary School Construction meetings
- CUPE collective bargaining meetings
- Board Committee of the Whole Meeting
- Leadership Team Meeting
- Leveled Principal Meetings
- Board Budget Committee Meeting
- Town Hall Meeting
- Breakfast with the Board at Coalbanks Elementary School
- Galbraith Elementary School Modernization Design Meeting
- Community Engagement Committee
- Administrator's Committee Meeting
- Urban School's Consortium Risk Management and Claims Committee
- USIC IT Subcommittee Meeting
- USIC Insurance Renewal Marketing Meetings, Toronto
- OHS Management Committee Meeting



MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Instructional Services Report

Background:

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

Recommendations:

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

Respectfully submitted,
Morag Asquith

Associate Superintendent Report

Instructional Services

February 2025

A note from Morag

Congratulations to Carlie Ramotowski who was the successful applicant for the Early Learning Coordinator position that was posted in February. She will be joining the Ed Centre in March.

February is the month of "Kitsikakomimm" (I love you in Blackfoot). Our Mental Health Capacity Building Team alongside our Indigenous Education Team are partnering to support donations to those less fortunate and the notorious "Kindness Call Out" we support in our division.

Things on the Go

February	
3	Literacy 7-9 Working Group
4	Numeracy 7-9 Working Group
4	Town Hall
10	Health Champs Meeting
11	Learning Support Teacher Meeting
12	Grade 5 to 6 Spanish Bilingual Transition Meeting at G.S. Lakie
14	Teacher Induction Program (TIP) Session
24	DIS Mini Meeting
24	Learning Commons Facilitator Meeting
25	Literacy Intervention Professional Learning
26	Pink Shirt Day!!
26	Kindergarten Information Evening
28	DIS Leadership Breakfast and Farewell to Jackie Fletcher
28	Diploma Data Analysis PL for Teachers
March	
4	Literacy K-6 Working Group
6	Numeracy K-6 Working Group
10	Poverty Intervention Committee Meeting
13	DIS Spring Breakfast
19-21	CASS Learning Conference- Edmonton
24	DIS Mini Meeting



Kitsikakomimm Baskets are ready to go!
Photo credit: Ernesa Mustafa, grade 12 student

Associate Superintendent Report

Instructional Services

February 2025

Language Programming

On February 3rd our Administrators of schools that host language programs at their site met to discuss the following topics that lead to lively discussion:

1. Effective goals for language programs at schools.
2. Post-secondary language options and programs.
3. Recruitment and retention of language teachers.
4. Language bursary and exchange programs.
5. Professional learning opportunities.

The preliminary take aways will involve connecting with local post-secondaries to hear what opportunities they provide for students and staff in French and Spanish and connecting with our neighbors in Calgary and Edmonton who offer these programs to see what recruitment methods they utilize.

Morag will also be sharing out the Alberta Education information regarding language exchanges and opportunities to the respective schools.



Photos: [Latin Grammys bring down the house at Coalbanks Elementary School](#)
January 21st, 2025

Associate Superintendent Report

Instructional Services

February 2025

Curriculum and Instruction

February 13th the Administrators Committee will continue their professional learning journey around assessment. In April tentatively we will likely be reviewing new curriculum, looking at an overview of timelines, expectations and the architecture of the new curriculum (for all Administrators). This will be structured by Jodi Babki, Michaela Demers and Erin Hurkett as they have been doing more work at the 6-9 level recently in preparation for the next roll out.

Report Card committee are continuing to discuss assessment development that aligns with the structure of the new curriculum (Knowledge, Understanding, Skills and Procedures). KUSPs are subject specific in the new curriculum and help teachers assess what students know and can do.

We are piloting k-5 social studies at a few schools currently and feedback regarding the lack of resources for this new curriculum and pilot opportunity is a source of frustration for our teachers. Melanie Morrow, Teacher of Indigenous Education has been very helpful at developing some resources that have indigenous connections and beyond.

The preliminary feedback from the kindergarten teachers regarding the government kindergarten assessments that were required in January has not been positive, specifically related to the amount of time required to administer the assessment with each individual student.



MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background:

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

Recommendation:

It is recommended the Board receive this report as information.

Respectfully submitted,
Robbie Charlebois

**Associate Superintendent,
Human Resources
Report to the Board of Trustees
February 25, 2025**



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: January 22, 2025 – February 14, 2025

Onboarding

- Support Staff/Casual: 7
- Teacher/TOCS: 15

ATA


- Teacher contracts extended : 8
- Teacher hires : 14
- Total number of teachers on the sub list: 161

CUPE 290

- Caretakers : 3
- Casual Caretakers : N/A
- Labourer/Maintenance : N/A

CUPE 2843

- Educational Assistant Contracts : 3
- Learning Commons Facilitator : 2
- Administrative Support : N/A
- Student Support Worker: N/A:
- Advanced Educational Support: N/A
- EA's added to the casual list: 6



Non-Union


- Family School Liaison Counsellor : 1

Staff Training and Development

- New Employee Orientation
 - o Offered January 23, 29 and February 12, 2025
- College of Alberta School Superintendents (CASS) Zone 6 Meetings
 - o February 6, 7, 2025
 - o Members of our Executive Council and Leadership Team were in attendance

Strategic Planning and Staffing

- Town Hall
 - o Members of the Human Resources team attended the town hall event to support in various helping roles
 - o A special thank you to Katie Guccione, Human Resources Executive Assistant for collecting and displaying student artwork from across the division for all to enjoy at the event.
 - o A special thank you to the schools and teachers who donated student artwork to be displayed at the event.
- Recruitment
 - o Members of our Human Resources Team attended the University of Lethbridge and the Lethbridge Polytechnic Career Fairs in January 2025.
- West Coulee Station Elementary School
 - o Initial teacher staffing for West Coulee Station Elementary School is taking place in February and early March.
- 2025-2026 Staffing
 - o Teacher and Administrator staffing processes, timelines and communication for the 2025-2026 school year has been shared with all teachers and administrators.
 - o Support staffing processes and timelines will be communicated in March.
- ATA Working Conditions Committee
 - o A small sub-committee group met on February 12, 2025, to look at ways we can work together to support new teacher induction and mentorship programs in our division.

- 
- 2025-2026 Enrollment and Staffing
 - o Robbie is meeting with all school administration teams in February to discuss projected enrollment and staffing scenarios for 2025-2026.

Wellness

- Staff Recognition
 - o **Spirit of 51 Support Staff Recognition Program:** 155 nominations have been submitted for this year's program. This amazing recognition event will take place on March 12, 2025.
 - o **Years of Service:** The Division years of service program has invited all staff to opt-in by filling out an online form if they believe they are approaching a service milestone. Employee recognition for years of service takes place at each school site in June.
- Staff Wellness Monthly Newsletter
 - o February's newsletter includes resources for Black History Month, Pink Shirt Day, and benefits reminders for ASEBP and Inkblot by GreenShield.
- Staff Wellness Administrator Advisory Committee
 - o Meets on April 10, 2025
 - Providing feedback on a draft staff wellness strategic plan framework

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

Re: **Assurance Priorities Report**

Background:

The Education Centre Leadership Team is committed to keeping the Board informed regarding progress towards priorities identified in the Division Assurance Plan. An update will be provided in the form of a monthly report.

Recommendation:

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

Respectfully submitted,
Mike Nightingale
Superintendent

Assurance Priorities Report February 2025

Domain: Governance

Priorities: Stakeholder Engagement, Advocacy for Education, Resource Allocation, Effective Policy

Stakeholder Engagement

- The Inclusive Education Parent Advisory Panel Application Form was sent out, with the deadline of February 14th. Jackie Fletcher, Director Inclusive Education, Rochelle Neville, Early Learning Coordinator, and Morag Asquith, Associate Superintendent of Instructional Services, will review the applicants and create the panel upon the closing of the application form.
- Erin Hurkett, Director of Learning, provided a PowerPoint presentation for administrators to share at School Council meetings in relation to the comment section of the new elementary report cards.
- Rochelle Neville attended a Building Brains Together meeting on January 22 and a Lethbridge Plays Committee meeting on January 29.
- Rochelle Neville attended an Early Learning Advisory Committee meeting on January 28. 2025 hosted by Southern Alberta Professional Development Network (SAPDC) where Alberta Health Services, Pediatric Rehabilitation Universal and Targeted Services staff presented on the services and resources they offer to support families.
- Human Resources attended the University of Lethbridge Career Fair on January 22, 2025
- Human Resources attended the Lethbridge Polytechnic Career Fair on January 30, 2025
- Human Resources supported the Town Hall event on February 4, 2025, by collecting and showcasing student artwork from across the Division.

Advocacy for Education

- On February 11, 2025, Rochelle Neville attended a second engagement session with Lethbridge Sport Council, Lethbridge Polytechnic, and other community agencies to continue planning for a potential adapted bicycle lending program initiative.
- Board Chair Christine Light and Superintendent Mike Nightingale attended a meeting at Lethbridge Polytechnic to discuss opportunities for future collaboration.

Resource Allocation

- Avice DeKolver, Director of Finance has created a 25/26 budget survey that will gather public feedback from February 7th to February 26, 2025. The survey was reviewed by the Board Budget Committee prior to its release. The data will be compiled and presented to the Board of Trustees and be posted on the Division's website once completed.

Domain: Student Growth and Achievement

Priorities: Foundational Learning, Diverse Learning Pathways, Effective Assessment, Indigenous Student Achievement

Foundational Learning

- Secondary Literacy and Numeracy Working Groups met with Curriculum Support Teachers Jodie Babki and Michaela Demers
- Jodi Babki supported learning on curriculum clarity at Dr. Probe Elementary School and spent time in a residency at Immanuel Christian Elementary School. She worked with Senator Joyce Fairbairn Middle School teachers on English Language Arts & Literature (ELAL) unit development.
- Michaela Demers provided numeracy learning support at Nicholas Sheran Elementary, Mike Mountain Horse Elementary, Gilbert Paterson Middle School, and Dr. Plaxton Elementary School.

Effective Assessment

- K-3 teachers administered the mandatory Alberta Education assessments to all students throughout January.
- Erin Hurkett, Director of Learning, hosted a grade 6 Vretta digital assessment training session with Alberta Education.
- Michaela Demers supported a data analysis session for Gilbert Paterson Middle School and Lethbridge Collegiate Institute in relation to grade 6 and grade 9 Provincial Achievement Test (PAT) data.
- Curriculum Support Teachers, Jodie Babki and Michaela Demers continue to develop and create assessment progressions in alignment with new curriculum for elementary assessment and reporting purposes.

Domain: Teaching and Leading

Priorities: Responding Effectively to Student Needs, Professional Growth, Communication and Collaboration

Responding Effectively to Student Needs

- Jackie Fletcher, Director of Inclusive Education, took a deep dive into Instructional Support Plans (ISP) for each school to determine the number of active/current ISPs including for those students with and without Alberta Education codes. The same data was gathered for students with an English as an Additional Language Code. The purpose of this data gathering is to inform our practices of other ways we can communicate the strategies that students are using if a full ISP is not necessarily required.
- The February Inclusive Education Meeting, attended by our Learning Support Teachers and an administrator from each school, covered the topics of English as an Additional Language (EAL) resource, and a review of the Alternate School Programs that we offer. This included a presentation by Cidney Wells, who is the teacher at the Child and Youth Day Program located at Chinook Regional Hospital. This meeting also allowed time for school teams to work on our ISP data gathering regarding staff requirements and responsibilities.

Professional Growth

- Erin Hurkett, Director of Learning, along with Angie Smith (teacher from Nicholas Sheran) hosted a professional learning session for BOOST teachers on effective intervention utilizing the UFLI foundational literacy resource.
- Erin Hurkett provided professional learning to staff at Park Meadows Elementary School on the new elementary report card.
- Jodie Babki, Curriculum Support Teacher provided a Curriculum Deep Dive session on Vocabulary for K-3 and 4-7.
- Michaela Demers, Curriculum Support Teacher provided professional learning at Coalbanks Elementary School.
- Carmen Carvalho, English as Additional Language Support Teacher presented a “Deep Dive Curriculum Session” on February 7, 2025, at the Plaxton Learning Lab. The topic was “Taming the Overwhelm: 10 Positive Practices for English as an Additional Language (EAL) Instruction”.
- Carmen Carvalho created a Micro-PL and follow up staff activity titled ‘Celebrating Tiny Wins’ with English as an Additional Language (EAL) Learners. This PowerPoint presentation is for division administrators to share with their staff and is designed to spark conversation and reflection on how we can continually strive towards supporting EAL learners in our schools.
- Rochelle Neville attended a screening of *BrainStorm*, a documentary about the University of Lethbridge neuroscientists who revolutionized our understanding of the brain, developed strategies for brain disorders and established programs to improve brain health. Our Division Early Education Program at Westminster Elementary School participated in the Building Brains Together Executive Functioning Curriculum.

Communication and Collaboration

- Carmen Carvalho collaborated with Jodi Babki on “How to include English as an Additional Language (EAL) instructional scaffold to English Language Arts curriculum planning” with grade 4 teachers at Nicholas Sheran Elementary School.
- On February 13, seven Southern Alberta school divisions, known as the Southern Alberta Computer Consortium, came together in Taber to discuss purchasing procurement. The group collaboratively decided to continue with current processes while looking to find efficiencies and cost savings moving forward.

Domain: Learning Supports

Priorities: Safe and Caring Culture, Equitable Learning Opportunities, Active, Healthy Students, Truth, and Reconciliation

Safe and Caring Culture

- “Spriit of 51” nominations closed on February 12, 2025, and 155 have been submitted to recognize our support staff going above and beyond to make a difference for our students and our school communities. These staff may be recognized at the recognition event taking place March 12, 2025.
- Our Division Service Award program is underway to recognize staff that are approaching service milestones of 5 years or more with staff opting in by February 14. Service Recognition events show care for our staff in our end of the year celebrations.

Equitable Learning Opportunities

- Rebecca Adamson, Inclusive Education Coordinator, met with the schools piloting the Language Line Interpretation Service. We will be moving forward with creating a plan for schools to use this service, with costs shared between Inclusive Education and the schools.
- Carmen Carvalho, English as an Additional Language Support Teacher, visited 8 schools (Mike Mountain Horse Elementary, Immanuel Christian Elementary, Park Meadows Elementary, General Stewart Elementary and Nicholas Sheran Elementary Schools, as well as Gilbert Paterson Middle School, G.S. Lakie Middle School, and Wilson Middle School), to provide Literacy/Numeracy English as an Additional Language (EAL) Instruction and Assessment support
- Richard Sallah, Student Support Worker, visited 15 schools over the month of February. He completed 17 intake interviews for new students arriving to our division and booked interpreter services for parent teacher interviews.

Domain: Local and Societal Context

Areas of Focus: Division Performance Measures, Successful Early Start for Students, Indigenous Education, Division Personal Mobile Device Guidelines, Reporting of Student Progress, Staff Wellness

Indigenous Education

- Joel TailFeathers, Indigenous Education Coordinator, attended the Town Hall on Tuesday February 4, 2025. An effort will be in the planning to have greater Indigenous representation at the elementary, middle, and high school level.

Staff Wellness

- Staff Well-Being Newsletter was distributed to all staff on February 11, 2025

MEMORANDUM

February 27, 2024

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

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

Background:

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

Gilbert Paterson Middle School:

Gilbert Paterson continues to be a busy place. We continue to support middle school philosophy through a variety of opportunities. We are excited to share some of our successes with you!

- Our boys Rep volleyball team, with coach Corbin Stringam, had an undefeated season! They captured both zones and city championships.
- Our cross country U12, U13, and U14 teams won the aggregate awards in their categories at cities, and we also won the 1J banner in Medicine Hat. Special shout out to Colton McFarland and Pepper Wood for 1st in U12 and Wyatt Watson for 1st in U14 in the city championships.
- We ran our first chess tournament in December! Over 40 students competed for ultimate chess champion!
- Our band program, under the instruction of Ms. Karly Lewis, was recognized in the newsletter of Provincial Middle Years Council for the Alberta Teacher's Association. This is a huge honour for Ms. Lewis and the 300 students in our program.
- Our basketball season is wrapping up. Our Rep girls' team, with coach Vanessa Valgardson, is currently undefeated in their season! Good luck as they head into the playoffs!
- Congratulations to Jordynn Kish, Jaimee Byrd, Saydee Hall, Harper Oviatt, Emery Peterson, Maiken Olsen, Penelope Douglas, and Violet Henrie who have been accepted to the Alberta Children's Choir for 2025! Thank you to Mr. Tyler Leavitt for his support!
- We are looking forward to our production of *Oliver Jr!* from Feb 10th – 13th! We have over 40 students involved from Paterson as well as choirs from Ecole Agnes Davidson, Lakeview School, Dr Robert Plaxton, and Fleetwood Bawden School.

Outside of school

- Dave Virk will be going to Seattle for the World Rubik's Cube Championship in July.

- Presley Tompkins and Jeremy Woods both recently competed at Judo nationals.
- Mirabel Valgardon and Nev Hirsche playing for select GENESIS club teams in the MADE HOOPS American basketball circuit (Reno, Sacramento, Seal Beach, Vegas) and leading their teams to winning their way to Vegas championships? As well, both have been selected to play on Genesis NIKE EYBL select teams of only 8 girls that will play in a second US circuit this spring (Phoenix, Houston, Vegas, Chicago)

Lakeview Elementary School: Building Community and Strengthening Communication

At Lakeview Elementary, we strive for excellence. Our commitment to fostering a nurturing and engaging learning environment ensures that every child thrives academically, socially, and emotionally. Through strong communication and a deeply connected community, we create a school experience that inspires lifelong learners and compassionate individuals.

A Culture of Open Communication

We believe that clear and consistent communication is the foundation of a successful educational experience. By strengthening the connection between parents, teachers, and students, we ensure that every child receives the support they need to excel. Our communication initiatives include:

- **Regular Newsletters & Updates** – Keeping families informed about school events, achievements, and important notices.
- **Parent-Teacher Partnerships** – Open dialogue through parent teacher conferences, workshops, and digital platforms (Class Dojo) fosters collaboration in student learning.
- **Student Voice & Engagement** – Encouraging students to share ideas and feedback through classroom discussions, Our School and Assurance Surveys.
- **Social Media**—this year we have amped up our presence on social media to reach as many families as possible

Building a Stronger Community

At the heart of our school's success is a close-knit, inclusive community. We actively promote involvement through monthly community-building assemblies and the following events:

Family Engagement Events –

- Popsicles in the Park (September 5)
- Game Night (November 28)
- Sounds of the Season (December 6, 13)
- Family Dance (January 30)
- Family Pictures (April 7)
- Literacy Night (April 17)
- Celebration of Learning (May 8)
- **Volunteer & Mentorship Programs** – Parents and community members contribute through classroom support, mentoring, and extracurricular programs like choir,

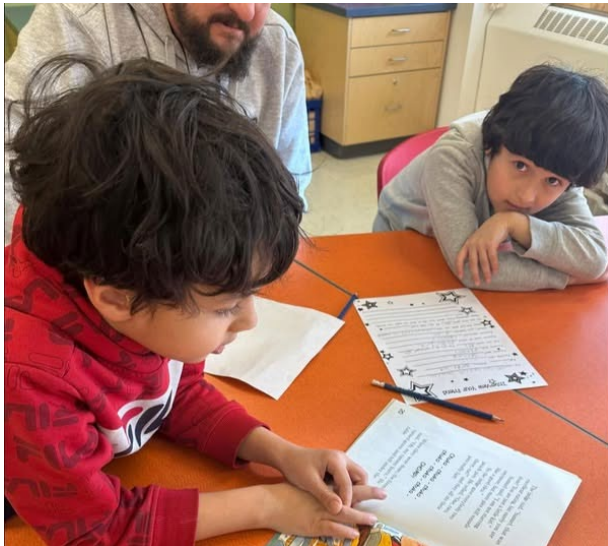
handbells, Grade 5 volleyball and Grade 5 basketball. As well, friends of the Lakeview Community join us for wellness programming which further strengthens our school community.

- **Social-Emotional Learning (SEL) Initiatives** – We cultivate kindness, respect, and empathy to ensure a positive and welcoming school climate.
 - Outdoor learning
 - Play every day
- **Community Partnerships**—we are grateful for the community that supports us to be the best we can be. Thank you to Safeway for the weekly donations for classroom snacks, to Wholesale Club for the one-time, but amazing apple sauce drop, and to Costco for its support in building a community of readers. Each week for 12 weeks, volunteers from Costco and the community team up with a Grade 3 classroom to build literacy skills and make connections. As a bonus, Costco supplies the treats!

A Commitment to Lifelong Learning

Through innovative teaching strategies, and a dedicated team of educators, we provide students with an education that prepares them for the future. We believe that our emphasis on collaboration and communication ensures that every student feels valued and empowered to reach their full potential.

Lastly, we would like to extend a warm welcome to the Board of Trustees to join us for our family engagement events or to visit our school anytime. We think you would especially enjoy participating in our wellness blocks and we look forward to hosting you anytime.





Calendar of Events for Board of Trustees

February	26	Pink Shirt Day
March	3	Division School Council 6:30 pm, Education Centre Board Room/ Microsoft Teams
	5	Policy Advisory Committee 12:00 pm, Education Centre Board Room
	6 & 7	Board Assurance Planning
	10	Facilities Committee Meeting
	10	Poverty Intervention Committee Meeting
	10-14	Substitute & Casual Appreciation Week
	11	Board Committee of the Whole 3:00 pm, Education Centre Board Room
	12	Spirit of Recognition
	18	Working Conditions Committee
	18	ASBA Zone 6 Meeting
	20	ATA New Teacher Induction
	25	Board Meeting 1:00 pm, Education Centre / Microsoft Teams
	27	ICE Scholarship Showcase Event 6:00pm, Winston Churchill High School

MEMORANDUM

February 25, 2025

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.

- West Coulee Station Elementary School received \$1000.00 from Van Arbour Homes and \$500.00 from Ivory Dental
- Winston Churchill High School received their Welding Shop from Southland Trailers along with their partners, Neu-Lite Electric Inc, Top Notch Mechanical, 1st TechniCall Systems Inc, Litterbug Waste Disposal Service, Rite-Way Fencing Inc., Banditos Inc. and EECOL Electric
- Dr. Plaxton received \$1000.00 sponsorship from Avonlea Homes
- Lakeview Elementary School received 90 cases of apple sauce from the Real Canadian Wholesale Club
- Park Meadows Elementary School received custom made cupboards from The Kitchen Center, for their Sensory Room as well as from The Real Canadian Wholesale Club, 90 cases (2160 individual portions) of apple sauce for their students.
- Lethbridge Christian School received \$719.60 from Breathe Easy Heating & Air Conditioning to purchase a book for each family that attended their Family Faith Formation evening
- Galbraith Elementary School received free deejay services for their Family Dance in February, from High Level Audi-Visual as well as free games and volunteer time from the Round Table Board Gamerie for their Family Fun Night
- Westminster Elementary received the following donations
 - \$1000.00 from Cargil for their Nutrition program.
 - \$3000.00 from Harvey LeBuhn for their Learning Commons
 - \$50.00 from Floor Right for their Breakfast Program
 - \$500.00 from Margaret McKillop for their Breakfast Program
 - \$500.00 from McNally for their Breakfast Program

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Assurance & Strategic Planning

Background:

The Board and Executive Council will engage in assurance and strategic planning on March 6 & 7, 2025. Below is an outline of topics that will be covered during the sessions. The topics align with questions asked at the Town Hall and information gathered through Alberta Education's Assurance Framework. We will spend time reviewing relevant information, identifying areas of strength, areas for growth and priorities related to Student Learning, Resource Allocation and Organizational Culture. Please note, the topics covered during the sessions may change as we go through the process.

- **Assurance Framework Review**
- **Quality of Education Overview**
 - Review Town Hall information and Assurance results
- **Student Learning**
 - Achievement
 - Review town hall information, assurance results and other relevant information
 - Review governance and operational considerations
 - Identify priorities
 - Learning Supports
 - Review town hall information, assurance results and other relevant information
 - Review governance and operational considerations
 - Identify priorities
- **Resource Allocation**
 - Staffing Allocations
 - Review staffing and other relevant information
 - Review governance and operational considerations
 - Identify priorities
 - Funding Priorities
 - Review budget information
 - Review governance and operational considerations

- Identify priorities
- **Organizational Culture**
 - Welcoming, caring, safe, respectful learning environments
 - Review town hall information, assurance results and other relevant information
 - Review governance and operational considerations
 - Identify priorities
 - Engagement & Opportunities
 - Review town hall information, assurance results and other relevant information
 - Review governance and operational considerations
 - Identify priorities

Recommendation:

It is recommended that the Board receive this as information and provide feedback on future direction if necessary.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Mike Nightingale
Superintendent

Re: Town Hall Update

Background:

The Division hosted a successful Town Hall event on February 4, 2025. Despite the cold there was a good turnout. We are in the process of collating the information we received through the Town Hall survey. The Division received a total of approximately 2000 comments in response to the following questions:

Roundtable Dialogue # 1 – Education Quality

Elementary

- 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?

Middle School

- 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?

High School

- 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?

Roundtable Dialogue #2 Specific Topics

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 & 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?

Parents/Guardians, Staff & Community Members will be able to choose one of the following topics:

- *Parent/Guardian Engagement & Partnership*
Engagement & partnership refers to parents/guardians and schools working together to support the learning, growth and wellbeing of students, including providing parents/guardians with meaningful opportunities to contribute to decision-making.
 - What do schools do to engage parents/guardians in their child's education?
 - What can we do to more effectively engage parents/guardians in their child's education?
 - How can parents/guardians support the work of schools as partners in education?

OR

- *Classroom Complexity*
Classroom complexity refers to varying student needs, behaviours and learning styles present in a classroom that may require specialized supports or instructional strategies.
 - In your experience what have we done to effectively address classroom complexities?
 - What can we do to better address classroom complexities?

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?

Thank you to all those who were able to attend the event and/or complete the survey. As well, thank you to the many staff members who worked so hard to make the event a success. It is expected that a summary of the responses will be posted on the Division website by the second week in March.

Recommendation:

It is recommended that the Board receive this as information.

Respectfully submitted,
Mike Nightingale

MEMORANDUM

Date: February 25, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: Community Conversations

Background:

The Board of Trustees values community engagement opportunities to hear the perspectives of our partners in education. Community Conversations is an opportunity for stakeholders to connect with trustees in a casual setting to discuss topics of interest and concern around education. The following dates have been booked for this event:

Wednesday, March 19
Time: 9-10:30 a.m.
Location: LFGA Hut, 946 9 Ave S

Wednesday, May 7
Time: 7-8:30 p.m.
Location TBD

Recommendation:

It is recommended that the Board receive this as information.

Respectfully submitted,
Christine Light

MEMORANDUM

Date: February 25, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: ATA Local 41 – February 5

Background

Christine Light attended the ATA Local 41 meeting on February 5 and will provide a verbal update.

Recommendation

It is recommended that the Board receive this as information.

Respectfully submitted,
Christine Light

MEMORANDUM

February 25, 2025

To: The Board of Trustees

From: Morag Asquith, Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Scott Davidson from Chinook High School is requesting approval to take approximately 75 grade 9-12 students on an International Trip to Nashville, Tennessee, USA from May 14th-18th, 2026. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$4019 in Canadian funds.

Recommendations:

That the Chinook High School trip to Nashville, Tennessee in May of 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 that may affect the trip's ability to proceed.

Respectfully submitted,

Morag Asquith

To the Lethbridge School Board,

I am writing on behalf of the Chinook High School Music Department to request approval for an international educational trip to Nashville, Tennessee, in May 2026. This trip would involve the participation of our Chinook Band, Guitar, and Rock and Pop ensembles, providing students with a unique opportunity to explore the rich history and culture of one of the most iconic centers of music in the world.

The planned trip will include guided tours of Nashville's renowned music venues and studios, offering students an educational experience that delves into the history of popular and country music. Additionally, the trip will feature opportunities for our students to perform at or near these historic sites, showcasing their talents while engaging with a broader audience.

The Chinook music program is a vibrant and highly participative department, with a significant number of students actively involved in classes and performance ensembles. This trip has garnered substantial interest from both students and parents, and it has been nine years since our last international music trip. We believe this is an ideal time to revive this tradition.

Nashville is a popular destination for school music programs and is considered a relatively safe and suitable location for student travel. For added security, we plan to collaborate with WorldStrides, a reputable tour organization, to assist with planning and logistical arrangements. While details of the itinerary are still being finalized, a sample itinerary has been attached for your review.

The estimated cost for the trip is \$4,100 per student. We are actively working to reduce this cost through various fundraising efforts, including a bottle drive fundraiser at the local bottle depot, concession sales, and proceeds from ticket sales at our concerts.

Thank you for considering this enriching opportunity for our students. We are confident that this trip will provide invaluable learning experiences and contribute significantly to the personal and musical growth of our students. I look forward to your response and am available to provide additional details or answer any questions you may have.

Scott Davidson

Your Tour Includes

Transportation

- Round trip transportation by Full day local charter
- Round trip transportation by Flight between Calgary and Nashville
- Round trip transportation by Airline Baggage Fee - One bag per passenger
- Charter motor coach airport transfer
- Charter motor coach airport transfer

Accommodation

- Nashville Tourist Class Hotel: May 14 - May 18
- Quad Occupancy for Students (2 Beds Per Room)
- Double Occupancy for Chaperones (2 Beds Per Room)
- Night security each evening at the hotel(s) - 2 guards

Tour Leader

- 2 English-speaking Tour Leaders

Meals

- 4 Breakfasts
- 2 Dinners

Attractions and activities

- Music workshop (US)
- Visit the Country Music Hall of Fame & Museum
- Explore Opry Mills Entertainment Center
- Guided backstage tour of the Ryman Auditorium
- The Music City Nights Cruise Aboard The General Jackson
- Music City Guided Coach Tour
- Grand Old Opry Performance Package
- Tip to step-on-guide for Music City Coach Tour
- Student performance opportunity
- Visit Musicians Hall of Fame & Museum
- Guided Tour at the Historic RCA Studio B
- Haunted Downtown Nashville Tour
- Visit Nashville Zoo

Tour Pricing

Paying Passengers	75
Complimentary Chaperones	8
Student Price	\$ 4019 insurance included

Travel Guard Deluxe Package

The Travel Guard Deluxe Package has been included in your tour. The insurance is a great way for your students to avoid cancellation penalties and protect themselves while on tour. For additional peace of mind the insurance also covers cancellation of the entire trip by the School Board or principal of the school "for any reason" due to unforeseen events.

Travel Guard Deluxe Package: Included

Brightspark Benefits

- Brightspark Souvenir with emergency contact number for every passenger
- Exclusive Brightspark Programming (applicable in specific destinations)
- Your personal Sales Consultant & Coordinator dedicated to making your trip planning simple
- Customized Parent Information Evening presentation and documentation
- Access to WorldStrides Canada Financial Assistance program to provide financial aid to qualifying students
- Online registration and payment for parents - easy to navigate and less work for you
- 24/7 emergency on-tour support team
- Brightspark Bundle - rewarding schools with more than one trip

Brightspark Incentives

- Referral Bonus - refer a new client and receive a student scholarship of up to \$500



Day One - Thursday May 14, 2026

Flight between Calgary and Nashville

Board your flight

Charter motor coach airport transfer

Approximate arrival time at your school of a washroom equipped, climate controlled highway motor coach. Transfer to Calgary Airport.

Border crossing

Passengers are responsible for bringing appropriate identification to cross the border.

En route your Tour Director will get to know the students on a first name basis and lead discussions.

Full day local charter

Full day local charter while in Nashville.

Board your motor coach and depart.

Appropriate rest and meal stops will be made.

4:00 PM Check in to your Nashville Tourist Class Hotel

Approximate time of arrival at your accommodation.

6:00 PM Dinner at Hard Rock Cafe - Silver Menu

7:30 PM Haunted Downtown Nashville Tour

On the Haunted Downtown Nashville walking tour you will hear tales by lantern light of spirits that haunt notable Nashville landmarks such as the Tennessee State Capital, President Polk's Tomb, the Ryman Auditorium and Printer's Alley from a tour guide dressed in historic costume.

9:00 PM Board your motor coach and transfer to your accommodations.

10:00 PM Night Security - 7 hrs

Night Security will patrol hallways between 10:00pm - 5:00am

Day Two - Friday May 15, 2026

8:00 AM Breakfast at your hotel

9:00 AM Board your motor coach and depart for your next activity.

9:30 AM Music City Guided Coach Tour

Enjoy the sights and sounds of Nashville with a local step on tour guide. The group will visit historic sites on their on-and-off guided tour that will round out everyone's visit with the kind of information that only a local has to share!

12:30 PM Lunch at your own cost.

2:00 PM Visit Musicians Hall of Fame & Museum

The Musicians Hall of Fame & Museum honors all musicians regardless of genre or instrument. The MHOF timeline starts with the beginning of recorded music with exhibits that tell the stories behind session musicians, engineers and producers. See Elvis Presley's studio and instruments used by Garth Brooks, Johnny Cash, Elton John and so much more. Inside the MHOF is the GRAMMY Museum Gallery, an interactive exhibit space designed to appeal to visitors of all ages, who will be able to experience the creative process of making music and explore the history of the GRAMMY Awards.

4:30 PM Student performance opportunity

Perform at a venue site which has been selected based on criteria provided by you. NOTE: performing at attractions and/or public buildings will incur additional costs to your group.

6:00 PM The Music City Nights Cruise Aboard The General Jackson

Music City Nights is the General Jackson Showboat's all-new dinner cruise stage production featuring some of Nashville's premiere singers, dancers, and musicians with vibrant choreography and costumes, authentic country music "picking and singing," and a mesmerizing multi-media display. Subject to schedule availability.

9:00 PM Board your motor coach and transfer to your accommodations.

Day Three - Saturday May 16, 2026

8:00 AM Breakfast at your hotel

9:00 AM Board your motor coach and depart for your next activity.

10:00 AM Music workshop (US)

Workshop at a local University faculty of Music.

12:00 PM Lunch at your own cost.



1:30 PM Guided backstage tour of the Ryman Auditorium

The Ryman Auditorium is a National Historic Landmark and must see for anyone visiting Nashville. Most famous as the home of the Grand Ole Opry from 1943 to 1974, its history as Nashville's premiere theater and central gathering place started even before construction was complete in 1892.

3:30 PM Visit the Country Music Hall of Fame & Museum

The Country Music Hall of Fame and Museum has been the home of America's Country Music since 1967. The museum presents the crown jewels of its vast collection to illustrate country music's story as told through the turns of two centuries.

5:30 PM Explore Opry Mills Entertainment Center

Visit Opry Mills and enjoy 200 interactive retailers, themed dining and entertainment venues all under one roof. There is something for everyone including live performances at center stage.

6:30 PM Dinner as a group at a local restaurant

9:00 PM Board your motor coach and transfer to your accommodations.

Day Four - Sunday May 17, 2026

8:00 AM Breakfast at your hotel

9:00 AM Board your motor coach and depart for your next activity.

10:00 AM Guided Tour at the Historic RCA Studio B

Historic RCA Studio B is one of the world's most important and successful recording studios. More than 35,000 songs were brought to life by the Studio B magic, including more than 1,000 American hits, 40 million-selling singles, and over 200 Elvis Presley recordings (by far more than any other studio). Step into the house of the hitmakers and discover the legend of this Music Row landmark.

12:00 PM Lunch at your own cost.

2:00 PM Visit Nashville Zoo

Explore this progressive and dynamic zoological park which boasts 347 species of animals.

5:00 PM Grand Old Opry Performance Package

Includes: Tier 2 seating for an Opry show, Opry backstage daytime tour, meal at one of three Oprylands restaurants, Opry Plaza recognition for groups performance.

9:30 PM Board your motor coach and transfer to your accommodations.

Day Five - Monday May 18, 2026

7:00 AM Breakfast at your hotel

8:00 AM Hotel Check Out

Check out of your accommodations and load your luggage onto the motor coach.

8:30 AM Board your motor coach and depart for the Airport.

Board your flight home.

Charter motor coach airport transfer

Approximate arrival time at the Calgary airport. Transfer to your school.

Welcome Home!

This is your preliminary itinerary. The order of activities on your actual tour may vary based on availability of attractions and restaurants at time of booking. In keeping with Brightspark's commitment to safety and security, all our itineraries are designed to comply with the Department of Transportation's rules and regulations for maximum hours of service for motor coach drivers.



MEMORANDUM:

February 25, 2025

To: The Board of Trustees

From: Morag Asquith

Re: Authorization of Locally Developed Courses

Background:

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. We ask the Board of Trustees authorize the use of the following locally developed courses in all Division high schools to enhance program offerings to students.

Course Name	Version	Course Code	First Approved Year	Approved Start Date	Last Approved Year
Leather Technologies 15	3 Credits (2023-2027)	LDC1911	2024-2025	January 1, 2025	2026-2027
Leather Technologies 15	5 Credits (2023-2027)	LDC1911	2024-2025	January 1, 2025	2026-2027
Religious Studies - Christian Studies 15	3 Credits (2023-2027)	LDC1775	2024-2025	January 1, 2025	2026-2027

Recommendation:

That Board of Trustees authorize the use of the following locally developed courses in all Division high schools to enhance program offerings to students for the years indicated below:

- acquisition of **LDC1911 Leather Technologies 15 for 3 & 5 credits until August 31, 2027**, to enhance program offerings to students.
- acquisition of **LDC1775 Religious Studies – Christian Studies 15 for 3 credits until August 31, 2027**, to enhance program offerings to students.

Respectfully submitted,
Morag Asquith

MEMORANDUM

Date: February 25, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: DRAFT Trustee Code of Conduct (1st Reading)

Background:

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

At the Public Meeting of the Board of Trustees held on *May 23, 2023*, it was stated that Trustees *Kristina Larkin and Christine Light* will work to update Policy 202.1 Trustee Code of Conduct along with Appendix 202.1A and bring to the Policy Advisory Committee in September. At the Public Meeting of the Board of Trustees held on May 28, 2024, the following motion was carried: *“That the Board direct the policy consultant prioritize the amending of Policy 202.1 Trustee Code of Conduct and Policy 202.1A Appendix A Trustee Code of Conduct to bring the Board in compliance with legislation”*.

The Board of Trustees has been working with Brian Callahan to align Policy 202.1 with the above legislation. The process has included consultant presentation, board deliberation and seeking legal feedback and guidance. Legal guidance has recommended the Board adopt an expansive and thorough policy framework, wherein definitions and detail are clear, resulting in a decreased risk for misinterpretation.

1st Reading of the DRAFT Trustee Code of Conduct Policy was brought to the Public Meeting of the Board of Trustees held on January 28, 2025. It was tabled to the February 25, 2025 meeting.

Recommendation:

That the Board move to accept the following motion: That the 1st reading of the DRAFT Trustee Code of Conduct Policy be accepted as presented.

Respectfully submitted,
Christine Light

TRUSTEE CODE OF CONDUCT

Purpose and Application

Section 33 of the *Education Act* requires every board of trustees in Alberta to adopt a code of conduct that applies to trustees of the Board. The purpose of this Code of Conduct is to provide standards for the conduct of members of the Board of Trustees of Lethbridge School Division (“the Board”) and relating to their roles and obligations and a procedure for the investigation and enforcement of those standards. This Code of Conduct applies to all trustees of the Board, including the Chair.

This Code of Conduct is one aspect of accountability and transparency both internally among Trustees, and between the Board and Administration, as well as externally, with Division students, parents, the public at large, other orders of government and the media.

It is expected that all interactions related to the operations of the Board, and relationships will be characterized by mutual respect, which acknowledges the dignity and affirms the worth of each person.

Consequences for the failure of individual trustees to adhere to this Code of Conduct are specified below under the section Trustee Code of Conduct Sanctions.

1. Framework and Interpretation

1.1. This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the Board and the high standards of professional conduct. This Code of Conduct is intended to supplement other legal duties imposed on Trustees by Board policy and applicable legislation, including but not limited to: See **Legal References**

1.2 This Code of Conduct is to be given a broad and liberal interpretation in accordance with applicable legislation. It is not possible to write a Code of Conduct that covers every scenario and, accordingly, Trustees are to be guided by and conduct themselves in a manner that reflects the spirit and intent of this Code. The Board commits itself and its members to conduct which meets the highest ethical standards.

2. Principles and Values

2.1 Trustees are expected to perform their duties and functions of office with integrity, accountability and transparency.

2.2 Trustees have a duty to act honestly, in good faith, and in the best interests of the Division.

2.3 Trustees must:

2.3.1 Uphold the law established by the Federal Parliament and the Alberta Legislature and the policies adopted by the Board,

- 2.3.2 Carry out their duties in accordance with all applicable legislation, Board policies pertaining to their position as a trustee,
- 2.3.3 Observe the highest standard of ethical conduct and perform their duties in office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny; and
- 2.3.4 Serve and be seen to serve the interests of the Division and their constituents in a conscientious and diligent manner and shall approach decision-making with an open mind.

3. Confidential Information

- 3.1. A Trustee must not disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, except when required by law or authorized by the Board to do so. This is a continuous obligation that extends beyond the Trustee's term of office.
- 3.2. A Trustee must not access or attempt to gain access to confidential information unless it is required for the performance of the Trustee's duties and only then if the information is acquired through appropriate channels in accordance with applicable Board policies.
- 3.3. A Trustee must not use or attempt to use confidential information for their own personal benefit or for the benefit of any other individual or organization.

4. Conflicts of Interest

- 4.1. The Board expects that every Trustee will:
 - 4.1.1. be knowledgeable of Sections 85 – 96 of the *Education Act*,
 - 4.1.2. file a disclosure of information as required by Section 86 of the *Education Act*,
 - 4.1.3. accept sole responsibility for declaring a pecuniary interest or other conflict of interest and abstain and absent themselves from discussion or voting on the matter in question,
 - 4.1.4. be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise,
 - 4.1.5. where a Trustee has a loyalty to more than one board and when the actions of one board affect the operation of the other board, abstain from involvement in discussion and voting on the matter in question,
 - 4.1.6. refrain from, in the exercise of an official power, duty or function, giving preferential treatment to any individual or organization if a reasonably well-informed person would conclude that the preferential treatment was advancing a private interest; and

4.1.7. refrain from initiating, endorsing, supporting, or otherwise participating in any proceeding being brought against the Board or the Division.

5. Improper Use of Influence

5.1. A Trustee must not use the influence of their office for any purpose other than for the exercise of the Trustee's official duties.

5.2. A Trustee must not act as an agent to advocate on behalf of any individual, organization, or corporate entity before the Board or a committee of the Board or any other body established by the Board.

6. Conduct at Meetings

6.1. Trustees must conduct themselves with decorum and respect and make every effort to participate diligently in the meetings of the Board, committees of the Board and other bodies to which they are appointed by the Board.

6.2. Trustees must comply with Board policies and procedures governing the conduct of meetings of the Board, and any other rules of meeting procedure applicable to the body to which they have been appointed by the Board.

6.3. Trustees must act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

6.4. Trustees must conduct and convey the Board's business and all their duties in an open and transparent manner other than for those matters which are authorized by the Board in accordance with Section 64 of the *Education Act* to be dealt with in a confidential manner in a private meeting, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.5. A Trustee must not record any proceedings of the Board or any committee of the Board without the express permission of the Board or the committee, as applicable.

7. Respect for the Decision-Making Process

Decision-making authority lies with the Board, and not with any individual Trustee. The Board acts by resolution passed at a duly constituted meeting held in public at which there is a quorum present, pursuant to Section 64 of the *Education Act*.

7.1. A Trustee must not attempt to bind the Board, either by publicly expressing their personal views as being on behalf of the Board when not authorized to do so or by giving direction to staff, agents, contractors, consultants or other service providers of the Division or prospective vendors.

7.2. Trustees must accurately communicate the decisions of the Board, even if they disagree with the Board's decision, such that respect for the decision-making processes of the Board is fostered.

8. Public Communications

Open, honest and consistent communication with stakeholders is important to accurately inform and increase awareness of public education.

8.1. A Trustee must not communicate on behalf of the Board unless authorized to do so or unless the Board directs otherwise. The Chair is the Board's official spokesperson and in the absence of the Chair it is the Vice Chair.

8.2. A Trustee who is authorized to act as the Board's official spokesperson must ensure that their comments accurately reflect the official position and will of the Board as a whole, even if the Trustee disagrees with the Board's position.

8.3. A Trustee must not make a false statement with the intent to mislead the Board or Trustees or members of the public.

9. Use of Social Media

9.1. As with any other activity, Trustees must ensure that their use of social media complies with the law, the requirements of this Code of Conduct and any related Board policy. This Code of Conduct applies to all communications a Trustee makes, regardless of the social media account or device from which the communication is made.

9.2. For the purposes of section 9 of this Code of Conduct, "communications" means any information or data submitted by a Trustee to a social media network or platform that is capable of being displayed using software or approved hardware such as text, images, videos, or links to other content and includes a Trustee liking, commenting on or sharing content created by other users of the social network or platform.

10. Discreditable Conduct

10.1. Trustees have a duty to treat members of the public, one another and Division staff and students with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

10.2. A Trustee must not use indecent, abusive, or insulting words or expressions toward any other Trustee, any Division staff member or student or any member of the public.

10.3. A Trustee must not conduct themselves in a manner that is discriminatory to any individual based on *Alberta Human Rights Act*.

11. Conduct Respecting Administration

11.1. The Board is the source of all governance authority and will make decisions on whether and to what extent to delegate the Board's authority to others, including the Chair, Board committees and to the Superintendent. Under the direction of the Superintendent, staff in Administration serve the Board as a whole

11.2. Trustees shall respect the fact that staff work for the Division as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of the Board and administering the policies and programs of the Board, and that staff are required to do so without undue influence from any Trustee or group of Trustees.

11.3. Trustees must not:

11.3.1. involve themselves in Administration and the day-to-day management of the Division, which fall within the jurisdiction of the Superintendent pursuant to the *Education Act*;

11.3.2. use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in that staff member's duties; or

11.3.3. maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of any staff member.

11.4 Trustees must obtain information about the operation or administration of the Division from the Superintendent, or a person designated by the Superintendent. Trustees must refrain from directing any other staff in Administration without authorization.

12. Use of Division Property and Resources

12.1. Trustees must use Division property, equipment, services, supplies and staff time only for the performance of their duties as a Trustee, subject to the following limited exceptions:

12.1.1. Board property, equipment, service, supplies and staff time that is available to the general public may be used by a Trustee for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges,

12.1.2. Electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which may be

supplied by the Division to a Trustee, may be used by the Trustee for personal use, subject to the terms and conditions described below.

12.2. Electronic communication devices provided by the Division are the property of the Division, and shall, at all times, be treated as the Division's property. Trustees are hereby notified that they are to have no expectation of privacy in the use of these devices and further that:

12.2.1. all emails or messages sent or received on Division devices are subject to the Freedom of Information and Protection of Privacy Act,

12.2.2. all files stored on Division devices, all use of internal email and all use of the Internet through the Division's firewall may be inspected, traced or logged by the Division,

12.2.3. in the event of a complaint pursuant to this Code of Conduct, the Board may require that any or all of the electronic communication devices provided by the Division to Trustees be confiscated and inspected as part of the investigation including downloading information which is considered relevant to the investigation. All email messages or Internet connections may be retrieved.

12.3. A Trustee must not use any Division property, equipment, services or supplies including email, Internet services, or any other electronic communication device, if the use could be offensive or inappropriate.

12.4. Upon ceasing to hold office, a Trustee must immediately deliver to the Division any money, book, paper, thing or other property of the Division that is in the Trustee's possession or under the Trustee's control including, without restriction, any record created or obtained by virtue of the Trustee's office other than a personal record or constituency record as those terms are used in the *Freedom of Information and Protection of Privacy Act*.

13. Gifts, Benefits and Hospitality

13.1. Trustees are expected to represent the public and the interests of the Division and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the Trustee. At times, the acceptance of a gift or benefit occurs as part of the social protocol or community events linked to the duties of a Trustee and their role in representing the Board. Personal integrity and sound business practices require that relationships with vendors, contractors or others doing business with the Division be such that no Trustee is perceived as showing favouritism or bias toward the giver.

13.2. Trustees must not accept gifts or benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence,

or otherwise to go beyond the necessary and appropriate public functions involved. For these purposes, a gift or benefit provided with the Trustee's knowledge to a Trustee's spouse, child, or parent that is connected directly or indirectly to the performance of the Trustee's duties is deemed to be a gift to that Trustee.

13.3. For further clarity, the following are recognized as acceptable gifts or benefits:

13.3.1. such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the gift or benefit does not exceed \$250.

13.3.2. a political contribution otherwise reported by law.

13.3.3. a suitable memento of a function honouring the Trustee.

13.3.4. food, lodging, transportation, event tickets or entertainment provided by provincial, or local governments, by the Federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Trustee is either speaking or attending in an official capacity on behalf of the Board.

13.3.5. Food and beverages consumed at banquets, receptions, or similar events, if:

13.3.5.1. attendance serves a legitimate purpose,

13.3.5.2. the person extending the invitation or a representative of the organization is in attendance; and

13.3.5.3. the value is reasonable and the invitations infrequent.

13.4. Gifts received by a Trustee on behalf of the Board as a matter of official protocol which have significance or historical value for the Division must be left with the Division when the Trustee ceases to hold office.

13.5. An invitation to attend a function where the invitation is directly or indirectly connected with the Trustee's duties of office is not considered to be a gift but is the fulfillment of an official function or duty. An invitation to attend a charity golf tournament or fundraising gala, provided the Trustee is not consistently attending such events as a guest of the same individual or corporation, is also part of the responsibilities of holding public office. Likewise, accepting invitations to professional sports events, concerts or dinners may serve a legitimate business purpose.

13.6 Any doubts about the propriety of a gift or benefit should be resolved in favour of not accepting it or not keeping it.

14. Election-Related Activity

14.1. Trustees are required to follow the provisions of the Local Authorities Election Act and are accountable under the provisions of that statute. Trustees should not make inquiries of, or rely on, Division staff to interpret or provide advice to Trustees regarding the requirements placed on candidates for the office of trustee. Trustees must be respectful of the role of the Corporate Secretary in managing the election process and must not interfere with how the Corporate Secretary's election duties are carried out.

14.2. Trustees must not use Board resources, including property, equipment, services, supplies and staff time, for any election-related activities, whether local, provincial or federal. Online resources hosted, supplied or funded by the Board, including but not limited to Trustee electronic newsletters, and Trustee social media accounts used for communication must not be used for any election campaign or campaign-related activities.

15. Compliance with this Code of Conduct

15.1. Trustees are ultimately accountable to the public through the democratic election process. Between elections, Trustees may become disqualified and be required to resign if the Trustee commits a disqualifying action pursuant to section 87 of the *Education Act*.

15.2. Any reported violation of a provision of this Code of Conduct may be subject to investigation by the Board or a third-party investigator appointed by the Board.

15.3. Trustees are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.

15.4. A Trustee must not:

15.4.1. undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to the Board or to any other person in accordance with this Code of Conduct; or

15.4.2. obstruct the Board, or any other person, in carrying out the objectives or requirements of this Code of Conduct.

16. Remedial Action

16.1. Remedial action is intended to be corrective, serve as a deterrent, and follow the principle of progressive discipline. Prior to imposing any remedial action, the Board will take into consideration the nature and severity of the breach as well as whether the Trustee has previously breached this Code of Conduct.

16.2. If the Board determines it appropriate to do so, the Board may impose sanctions on a Trustee who contravenes this Code of Conduct. Sanctions that may be imposed on a Trustee by the Board include:

- 16.2.1. issuing a letter of reprimand addressed to the Trustee,
- 16.2.2. requesting the Trustee to issue a letter of apology,
- 16.2.3. publicly reprimanding the Trustee by motion of censure with or without conditions on how to purge the censure,
- 16.2.4. publishing a letter of reprimand or request for apology and the Trustee's response,
- 16.2.5. requiring the Trustee to attend training either at the expense of the Board or the Trustee,
- 16.2.6. suspending or removing the Trustee from membership on a committee,
- 16.2.7. suspending or removing the Trustee from chairing a committee,
- 16.2.8. requiring the Trustee to reimburse the Board for monies received,
- 16.2.9. reducing or suspending remuneration paid to the Trustee in respect of the Trustee's services,
- 16.2.10. requiring the Trustee to return Division property or reimburse its value,
- 16.2.11. restricting the Trustee's access to Division facilities, property, equipment, services and supplies,
- 16.2.12. restricting the Trustee's contact with Division staff,
- 16.2.13. restricting the Trustee's travel and representation on behalf of the Board,
- 16.2.14. restricting how documents are provided to the Trustee (e.g. no electronic copies, but only watermarked paper copies for tracking purposes),
- 16.2.15. disqualifying the Trustee from the Board, but nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

17. Informal Complaint Process

17.1. Any person who identifies or witnesses behaviour or activity by a Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct is encouraged to attempt to address the prohibited behaviour or activity informally, where appropriate, by:

17.1.1. advising the Trustee that the behaviour or activity appears to contravene this Code of Conduct,

17.1.2. encouraging the Trustee to acknowledge and agree to stop the prohibited behaviour or activity and to avoid future occurrences of the prohibited behaviour or activity; and

17.1.3. if addressing the Trustee privately does not resolve the matter, requesting the Chair to assist in informal discussion of the alleged complaint with the Trustee in an attempt to resolve the issue. In the event that the Chair is the subject of, or is implicated in a complaint, request the assistance of the Vice Chair.

17.2. People are encouraged to pursue this informal complaint procedure as the first means of remedying behaviour or activity that they believe violates this Code of Conduct. However, a person is not required to complete this informal complaint process prior to pursuing the formal complaint process outlined below.

18. Formal Complaint Process

18.1. Any person who identifies or witnesses behaviour or activity by a Trustee that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a formal complaint in accordance with the following conditions:

18.1.1. a complaint must be made in writing and include the complainant's name and contact information,

18.1.2. a complaint must be addressed to the Board, attention of the Chair. In the event that the Chair is the subject of, or is implicated in a complaint, the complaint must be addressed to the attention of the Vice Chair,

18.1.3. a complaint must include the name of the Trustee(s) alleged to have contravened the Code of Conduct, the specific provision(s) of the Code of Conduct allegedly contravened and the facts surrounding the allegation, including the names of any witnesses.

18.2. A complaint must be received not later than 30 days after the date the person became aware of the conduct giving rise to the complaint. The Board may exercise its discretion to grant an extension if:

18.2.1. the delay in filing a formal complaint occurred in good faith.

18.2.2. it is in the public interest to conduct an investigation or to give consideration whether to conduct an investigation; and

18.2.3. no substantial prejudice will result to any person because of the delay.

18.3 Upon receipt of a formal complaint, the complaint will be:

18.3.1. served on the Trustee(s) whose conduct is in question, and

18.3.2. added as a confidential agenda item to the agenda of the next regular meeting of the Board or a special meeting of the Board called to consider the complaint.

18.4. Upon receipt of a formal complaint, the Board will meet, in closed session, excluding the Trustee(s) alleged to have contravened the Code of Conduct and, if applicable, the Trustee(s) who filed the complaint, and decide whether to proceed to investigate the complaint or not.

18.5. Complaints that:

18.5.1. are not about a current Trustee, or

18.5.2. are covered by other applicable legislative appeal, complaint or court processes, will be immediately refused and the complainant will be advised in writing, with reasons, and provided with information regarding other options, if applicable. The Trustee(s) alleged to have contravened the Code of Conduct will also be advised in writing, with reasons.

18.6. If the Board is of the opinion that:

18.6.1. a complaint is frivolous or vexatious or is not made in good faith, or

18.6.2. there are no grounds or insufficient grounds for conducting an investigation, the Board may choose not to investigate or may dispose of the complaint in a summary manner. In such event, the complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised in writing, with reasons.

18.7. If the Board decides to investigate the complaint, it shall take such steps as it may consider appropriate in the circumstances having regard for the specific nature of the complaint, which may include:

18.7.1. establishing an ad hoc committee of the Board to investigate the complaint and report to the Board,

18.7.2. retaining a third-party investigator to investigate the complaint; or

18.7.3. if the material facts are not in dispute or the alleged misconduct is admitted by the Trustee(s) whose conduct is in question, proceeding to make a determination on the validity of the complaint without further investigation.

18.8. Investigations will be conducted in a fair, timely, and confidential manner that respects the principles of procedural fairness and natural justice.

18.9. Prior to commencing an investigation, the complainant and the respondent Trustee(s) will be advised, in writing, of the investigation process.

18.10. During an investigation, a complainant or witness may be asked to provide additional information. Division staff may also be requested to provide information, and any person conducting an investigation under this Code of Conduct may look at any record or thing belonging to or used by the Division and enter any Division facility for the purpose of completing the investigation.

18.11. The Trustee(s) whose conduct is in question is entitled to disclosure of all relevant information gathered during an investigation and must be given an opportunity to respond to the complaint before the Board deliberates and disposes of the complaint. No investigation will be concluded or any investigation report issued in relation to a complaint unless a Trustee whose conduct is in question has had reasonable notice of the basis for the proposed findings and conclusion as to whether or not a complaint is substantiated and an opportunity to respond to the proposed findings and conclusion.

18.12. Upon conclusion of the investigation, the Board will convene at a closed session of the Board, excluding the Trustee(s) alleged to have contravened the Code of Conduct, to consider the results of the investigation and dispose of the complaint. The complainant and the Trustee(s) alleged to have contravened the Code of Conduct will be advised of the Board's disposition of the complaint in writing, with reasons.

18.13. A Trustee who files a formal complaint under this Code of Conduct or against whom a formal complaint is made must not participate in conducting the investigation of the complaint

18.14. All complaints received under this Code of Conduct and all information and records received, reviewed or generated during the course of an investigation and disposition of a complaint, including interviews and investigation reports, are and must remain strictly confidential, unless the Board directs otherwise.

Legal References:

- 1.1.1 *Education Act; and Regulations*
- 1.1.2 Board Policy and Procedures
- 1.1.3 *Alberta Human Rights Act*
- 1.1.4 Criminal Code (Canada);
- 1.1.5 *Freedom of Information and Protection of Privacy Act;*
- 1.1.6 *Local Authorities Election Act;* and

1.1.7 *Occupational Health and Safety Act.*

DRAFT

MEMORANDUM

February 25, 2025

To: Board Of Trustees

From: Kristina Larkin
Trustee

RE: Policy 607.4 Responsible Use of Technology

Background:

The Policy Advisory Committee discussed an update on the Board's work with a Policy Consultant. As well, the committee reviewed and agreed to general housekeeping items which the committee's executive and/or administrative support can edit within policy drafts to improve efficiency of the process and allow the committee time to focus on content of the policies.

Recommendations:

It is recommended that the Board accept **Policy 607.4 Responsible Use of Technology**, as amended.

Respectfully submitted,
Kristina Larkin

607.4 Responsible Use of Technology

Policy

The Board is committed to providing and maintaining safe, caring and respectful digital environments conducive to learning and working. The Board is committed to preparing students for success in a future infused with technology. Fundamental to such success is the ability to use technology responsibly for the purpose of gathering, evaluating, creating, and sharing knowledge.

Definition

~~Digital Citizenship—the norms of appropriate, responsible behavior with regard to technology use.~~

Regulations

The Board provides users with access to technology to support teaching and learning, and to enable effective Board administration and communication. Technology, including personally-owned devices, must be used appropriately in accordance with Division Codes of Conduct.

1. All users ~~_(including but not limited to students, staff, parents/guardians,~~ volunteers, school councils, and societies ~~_~~ conducting business and communication associated with the school)_ are responsible for:
 - 1.1. familiarizing themselves with this policy and its procedures and abiding by the expectations and restrictions;
 - 1.2. respecting Division technology through proper use and care of equipment and resources;
 - 1.3. using technology in a way that does not disrupt other users nor compromise the functionality of the network;
 - 1.4. using technology in a lawful, respectful, and ethical manner;
 - 1.5. their Division-provided network ~~login-username~~ and password; it should not be shared with anyone other than a parent/guardian; ~~and~~
 - 1.6. ~~demonstrating digital citizenship-responsible use of technology in all online communication; and through the appropriate use of technology in the forum of social media.~~
 - 1.6.1.7. ~~abstaining from recording in classrooms, schools or school activities and sharing of videos and/or photos without explicit consent, with the~~

exception of photos and recordings made at public events associated with school activities. Taking photos, filming, or recording is strictly prohibited in changerooms, washrooms, and/or any room of privacy.

2-1. Teachers are responsible for:

- 1.1. ~~the authorizing and supervising student use of technology; supervision of student use of technology;~~
 - 1.1.1. ~~providing~~ access to school-owned and personally-owned devices in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, and Alberta Education Ministerial Order (#014/2024).

2-1.1.2. ensuring that use of technology for teaching and learning is in accordance with the Teaching Quality Standard;

2-2.1.3. ~~instructing and modeling digital citizenship responsible use of technology.~~

3-2. Students are responsible for:

~~3.1. using Board technology only for curriculum-related/educational purposes;~~

~~3-2.2.1.~~ -accessing technology in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, and Alberta Education Ministerial Order (#014/2024);

~~3-3.2.2.~~ demonstrating ~~digital citizenship responsible use of technology through the appropriate use of technology;~~

~~3-4.2.3.~~ reporting any inappropriate use of ~~email, data or unauthorized~~ technology to a ~~teacher or administrator~~ staff member immediately; and

~~3-5.2.4.~~ ~~the~~ care, maintenance and security of their personal devices; ~~the~~ Division Board is not responsible for the replacement of lost, stolen or damaged items.

4-3. Schools are responsible for:

3.1. Developing processes and guidelines to promote responsible use of technology and digital wellness that are consistent with Division policies and procedures.

3.2. ~~Schools are responsible for~~ Managing the use of personal mobile devices and social media, as outlined in Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, and Ministerial Order (#014/2024) to help ensure the safety and well-being of our learning community. This includes restricting device use during instructional time, setting storage procedures, and enforcing responsible technology use policies.

4.1.

~~5. In keeping with the Freedom of Information and Protection of Privacy~~

(FOIP) Act, unauthorized video or audio recording on school grounds for any purpose is prohibited. Further, the taking of photos, filming or recording while at school or at a school-related activity, is prohibited unless approved by Lethbridge School Division staff. In particular, taking photos, filming and/or recording is strictly prohibited in washrooms and change rooms. However, this is not intended to prohibit sanctioned recording of activities at events open to the general public.

6. Per policy 607.4 Responsible Use of Technology, recording in classrooms, schools or school activities and sharing of videos and/or photos of individuals without explicit consent is not permitted with the exception of photos and recordings made at public events associated with school activities.

5.1 Taking photos, filming, recording is strictly prohibited in changerooms, washrooms, and/or any room of privacy." P

7.4. Failure to use technology responsibly, as outlined in this policy, may result in loss of privileges and disciplinary action in accordance with Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools, Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, Appendix A 502.1 Student Code of Conduct, and Procedure 502.1.9 Student Discipline.

Commented [KC1]: Pr 607.4.2 #1.6 REPLACE

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

References

Education Act:	31, 32, 33, 36, 37, 55
Division Policies:	502.1 Welcoming, Caring, Respectful, and Safe Learning Environments, Appendix A 502.1: Student Code of Conduct, Procedure 502.1.9 Student Discipline, Procedure 607.4.2 Personal Mobile Device and Social Media Use in Schools
Other:	Ministerial Order #014/2024 "Standards for the Use of Personal Mobile Devices in Schools" Freedom of Information and Privacy Act

MEMORANDUM

February 25, 2025

To: Board Of Trustees

From: Kristina Larkin
Trustee

RE: Policy 800.1 Signing Authority

Background:

The Policy Advisory Committee discussed an update on the Board's work with a Policy Consultant. As well, the committee reviewed and agreed to general housekeeping items which the committee's executive and/or administrative support can edit within policy drafts to improve efficiency of the process and allow the committee time to focus on content of the policies.

Recommendations:

It is recommended that the Board accept **Policy 800.1 Signing Authority**, as amended.

Respectfully submitted,
Kristina Larkin

800.1 Signing Authority

Policy

The Board expects that expenditures and charges against School Division budget accounts and other administered funds shall only be accepted when the properly designated signing authority has approved the originating document.

The Board directs that signing authority be delegated for Division aAdministrative duties according to the regulations below.

Regulations

1. The Division signing officers shall be: ~~the~~ Board Chair, Superintendent, Associate ~~Superintendent~~, Superintendent of Business and Operations Affairs, and ~~the~~ Director of Finance.

2. All corporate contracts and all financial instruments shall be signed by any two of the four designated signing officers.

~~3. All cheques shall be under signature plate (electronic signature).~~

~~34. Signing officers for contracts with individual employees shall be outlined in Policy 401.1 excepting the Superintendent for whom the Board Chair shall retain signing authority. ÷~~

~~4.1.~~

~~Board Chair for Executive Council members;~~

~~4.2.~~

~~Superintendent for certificated staff who receive an administrative allowance and Directors who are not Alberta Teacher Association members;~~

~~4.3.~~

~~Director of Human Resources for all other employees.~~

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

References

Education Act: 52, 53

Division Policies: Policy 601.1.3 School Accounts, 801.9 Financial Planning and Management – General, 804.3 Financial Accountability and Audits, 1005.6 School Generated Funds

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: School Council Conference Support

Background:

The Board of Trustees provides support to school council activities in a variety of forms:

- 1) Alberta School Council Association (ASCA) Membership or as of January 2025, in lieu of membership, the cost of membership (approximately \$100) to support parent engagement activities.
- 2) Each school year, \$250 per school council to support activities of the school council. Funds are used at the discretion of the school council.
- 3) Up to \$400 per school council for registration costs to attend the annual ASCA Conference and AGM.

The Board of Trustees made the following motion related to supporting school councils with conference attendance from available funds provided to the board:

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.

In the 2024-2025 school year, up to \$400 is available to each school council for the cost of registration at the annual Alberta School Council Association (ASCA) conference. The total funds available are \$9,200.

Recommendation:

The Board receives the following information for consideration:

For the 2024-2025 school year:

That any school council wishing to attend the ASCA conference continue to access up to \$400 to attend the conference, whether in-person or virtually.

For the 2025-2026 school year and until amended by the Board of Trustees:

1. 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.
2. **Parameters for provision of funding support include:**
 - Lethbridge School Division will reimburse individuals to attend the conference each year with \$9,200 in total available to support **six** individuals to attend the conference in person. **A maximum of \$1530 per person is available in any given year for in-person conference attendance.**
 - Should **more than six** individuals make a request to attend the conference (whether in person or virtually), the maximum amount of \$6000 may be **shared between all individuals** that have made an application and have been approved. For example, if there are eight approved applicants, the \$9200 will be split, resulting in a maximum reimbursement per person available of \$1150 each.
 - Application must be received by **December 1** of the year of the conference. The applications will be presented to the January 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 **by January 31.**
 - 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.
 - **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.

Respectfully submitted,
Christine Lee

MEMORANDUM

February 25, 2025

To: Board of Trustees

From: Craig Whitehead
Trustee

RE: PSBAA Meeting February 6 & 7

Background:

Trustee Craig Whitehead will present on the PSBAA meeting.

Recommendation:

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

Respectfully submitted,
Craig Whitehead



PUBLIC SCHOOL BOARDS'

ASSOCIATION OF ALBERTA™

PUBLIC SCHOOL BOARDS' COUNCIL MEETING SUMMARY FEBRUARY 2025

Date: February 6-7, 2025
From: Troy Tait, Executive Director and CEO
To: PSBC Representatives, Alternates, Board Chairs
Copy: Board of Directors, Superintendents

Re: February 6 – 7, 2025 Professional Development and Public School Boards' Council Meeting

We are pleased to offer the following summary from the February 6-7, 2025 Professional Learning and the Council Meeting.

Professional Development February 6, 2025

Our Thursday Professional Development Day included the following presenters:

1. Murray Marran, HPSD Superintendent, Tammy Henkel, Vice Chair HPSD, and Cory Hughes, Trustee HPSD

Topic: ***"Closing the Loop: Redefining Community Engagement to Empower Parents and Drive Change"*** (Power point presentation will be provided on the PSBAA website).

- Looking at the dynamic of the board and understanding the importance of collaboration and working towards the same goal.
- How to avoid the high costs and low engagement cycle when working within communities that are widespread.
- Key points that were learned included: **Low engagement:** large groups left 1-2 voices dominating conversation, **Apathy:** attendees often provided limited feedback with no depth, and **Information deficit:** apathy and limited sharing = little to no direction
- The board rebooted their system to change the outcome. (see slides for the reboot breakdown) and how the IAP2 training was used to guide the process.
- Reboot steps included targeted questions, focus groups, AI, and short surveys.
- Take aways from this strategy were: small groups =big results, reminders are necessary, vary engagement styles, and cost savings.

2. David George, Retired Educator, Medicine Hat.

Topic: ***"Trust in Trusteeship & The Core Values of Credibility"*** (Presentation slides will be provided on the PSBAA website)

- How are boards like Geese workshop. Focus on how to work with a team and in a formation that benefits all.
- The importance of being humble and asking for help when needed empowers and moves the group forward.
- Answering the question: To what extent is there a shared, common direction in your school board and your jurisdiction? And how can we share our values and missions when engaging with our stakeholders.

- It is never about the role it is always about the goal. Looking at a mission statement as a compass and a living breathing statement rather than just written on a wall.
 - What it looks like to recognize the great work of others and how that plays into empowering administrators, teachers, parents and students.
 - Great trustees release the talent in their jurisdiction. What does that mean and how can that thought be put into practice.
3. Jodie Mattia, Director of Indigenous Education, Wetaskiwin Regional Public Schools and Kristy Gialet, District Psychologist, Wetaskiwin Regional Public Schools.
Topic: ***“Understanding the Bases of Regulation: The Brain”***
- Jodie and Kristy asked the group to reflect on what learning means to them.
 - They broke down the central nervous system which includes the cortex, limbic, diencephalon, and the brainstem.
 - The brain is always changing. Plasticity is not uniform across all brain areas. It takes less time, intensity and repetition to organize the developing neural systems than to re-organize the developed neural systems.
 - The brain organizes from the inside out. Organization and functional capacity of neural systems is sequential. Experiences do not have equal “valence” throughout development.
 - Jodie and Kristy asked the group to “build the brain” and understand the breakdown of Dr. Perry’s model.
 - Female brains fully develop at the age of 25. Male is between 27-31
 - All functioning of the brain is state dependent. Therefore, the capability of a person at any given moment is fluid. A person’s cognitive, emotional, social, motor, and regulatory capabilities shift – with their internal state.
 - We cannot reason and reflect until we are regulated. How does this look when it comes to working with children in classrooms? A dysregulated adult cannot regulate another human.
4. Lisa Cruickshank, Senior Director of Metis Education, Rupertsland Institute
Topic: ***“Building your Métis Foundational Knowledge: Metis History and Identity”***
- Lisa explained what Rupertsland Institute is and the resources it provides, and how they became the Metis education center for teaching and learning.
 - Holly laid the foundational understating of what it means to be Metis and peoples’ misconceptions.
 - Looking at the different names for Metis and the meaning behind them.
 - The core Métis value of kinship, community, and networking is evident with specific traditions.
5. Guest Speaker Ryan Jespersen (Independent Commentator) joined us as our dinner speaker. His topic for the evening was ***“Protecting Public Education in Tumultuous Times”***

Ryan presented to the group his thoughts on the current political climate in Alberta and how it could affect public education. He held an open discussion that allowed the members to engage in conversations about issues at the forefront of public education.

PSBC Meeting February 7, 2025

Board of Directors Reports

All Board of Directors provided written and verbal reports.

Executive Director and CEO's Report

The Executive Director and CEO provided a written and a verbal report.

Environmental Scan / Board Sharing

An environmental scan was presented by each attending Board representative. Each Board was requested to discuss and share on the following:

How is your school board being affected by Bill 13 – Real Property Governance Act (return of surplus schools)?

- What answers do you need for this issue?
- What is unique with your board?
- How many schools do you have that could be impacted by Bill 13?
- Who becomes responsible for the buildings once they become vacant?

Promote Elevate Protect (PEP) Update

Members received an update on what has been done for PEP thus far. The plan for two discussion papers were presented. The group was asked to answer multiple hand-picked questions that will be taken into account for these papers. (all 10 questions are attached to this summary email) members are encouraged to answer the ones that resonate with them most and send back to PSBAA.

Political Relations

Preliminary planning is to have a Government MLA reception on April 9th. All members were encouraged to invite their Government MLA's to the reception. Once details have been confirmed, they will be shared with the Board Chairs, PSBC Representatives and Alternates.

Mental Health Symposium

A Mental Health Symposium volunteer working group was formed with the following members:

- Nicole Buchanan – Red Deer Public Schools
- Aimee McCamon – Northland School Division
- Melanie Reed-Zukowski – Grasslands Public Schools
- Kathryn Weremey – Wetaskiwin Regional Public Schools

Board will provide a Chair

Foundation Statement

It was decided by the members to continue the recitation of the Foundation Statement at the PSBC meetings by unanimous consent.

Call to Action

1. Please raise the implications of Bill 13 with your Boards and if possible, write letters to the Minister of Education with copies to PSBAA.
2. Please provide copies of the responses you receive when you send letters on any issues.
3. Please share the 4-year calendar with your administrations to put these dates into your board calendars. This will avoid conflicts in our schedules.
4. Please raise the ATA resolutions with your board.
5. Please continue to encourage your boards (collectively and individually) to support PEP.
6. Please raise the Symposium on Mental Health with your Boards and Administration and encourage them to participate.
7. Please share the PSBAA 2024 Annual Report with your board.

The next PSBC meeting will be held April 11, 2025.

Online Evaluation

The Board of Directors invites your feedback about the February 2025 PSBC meeting. Your comments, suggestions and insights inform the Association's professional development planning and programs and meeting format. If you haven't already done so, please provide your feedback by clicking on the following link:

February Professional Development and PSBC Meeting Survey:

Web Link: <https://www.surveymonkey.com/r/KHJ67VF>

or scan the QR Code:



As always, if you have any questions about the February 2025 meeting summary or the PSBC Meeting, please feel free to contact me at 780.479.8080 or by email at executivedirector@public-schools.ab.ca.

I hope you all have a wonderful day!

Troy Tait

Executive Director and CEO

Lethbridge School Division

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387



February 25, 2025

To: Nicole Williams

Sent via email.

Dear Nicole,

Thank you for attending the Public Forum at the January 28, 2025 Regular Meeting of the Board and expressing your perspective and concerns around the DRAFT Trustee Code of Conduct policy.

Within your presentation, you stated that you believe the document to be onerous and oppressive and borders on the micromanagement of trustees. You stated that this policy could create a barrier and alienate trustees from the community by causing trustees to censor their speech for fear of violating this extensive Code of Conduct.

Concern was also expressed around the timing to release the draft during an election year. Your reasons for this were twofold: that community members would not be given ample time to review and understand the policy before the election; that this policy would dissuade community members from running for the office of School Board Trustee.

To clarify the timing of this policy work, it is publicized in the *Minutes from the Meeting of the Board of Trustees of Lethbridge School Division held May 23, 2023: [11.3] Code of Conduct Review: Kristina Larkin and Christine Light will work to update Policy 202.1 Trustee Code of Conduct along with Appendix 202.1A and bring to the Policy Advisory Committee in September. At the meeting held on May 28, 2024 the following motion was carried: "That the Board direct the policy consultant prioritize the amending of Policy 202.1 Trustee Code of Conduct and Policy 202.1A Appendix A Trustee Code of Conduct to bring the Board in compliance with legislation"*.

The Education Act legislates School Boards are responsible to *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 [33(1)(k)]*. As noted in the previously mentioned May 28, 2024 motion, we believe the current Trustee Code of Conduct requires additions and revisions to more fully align with legislation. As such, this is not a new endeavor of the Board but a fulfilment of its duty to align policy to legislation.

In relation to the other concerns you shared, Lethbridge School Division has conduct policies for students, staff, parents and community members. Trustees, as elected officials, are accountable to the public and charged through legislation to hold themselves accountable through a Code of Conduct. We are working closely with our policy consultant and legal counsel to ensure the Trustee Code of Conduct aligns with legislation and meets the needs of both individual Trustees, and the Division. The level of detail included in the Code has been a topic of discussion among the Board, our policy consultant and legal counsel. We recognize there are differing perspectives on this matter. Ultimately, we hope the updated Trustee Code of

Conduct will support Trustees in fulfilling their duties effectively, while enhancing stakeholder confidence and trust.

Again, thank you for sharing your perspective with us. Should you have any further questions or concerns, please feel free to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read 'CL', is positioned above the printed name.

Christine Light
Board Chair
Lethbridge School Division

Lethbridge School Division

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387



February 10, 2025

Councillor Jenn Schmidt-Rempel and Councillor Ryan Parker
David Sarsfield, Deputy City Clerk, City of Lethbridge
City of Lethbridge
910 4th Avenue South
Lethbridge, AB T1J 0P6

Delivered via email: jenn.schmidt-rempe@lethbridge.ca, ryan.parker@lethbridge.ca, david.sarsfield@lethbridge.ca

Dear Councillors,

The Lethbridge School Division Board of Trustees strongly supports the proposal to ratify the Joint City of Lethbridge and Lethbridge School Boards Committee as a regular and formalized committee of the City of Lethbridge.

Student success is a collective effort involving all stakeholders. Historically, the City of Lethbridge has been an essential partner providing critical support and cooperation both operationally and at the governance level. It is at the governance level that this committee should ground its focus. As elected officials, trustees and councillors alike are mandated to seek and hear the perspectives of our constituents and frame our direction, in the best interests of all, from this communal voice. The Joint City of Lethbridge and Lethbridge School Boards Committee allows for regular interaction between the governors of our city and the sharing of visions, strategies, insights to both short- and long-term needs, and the formation of joint advocacy efforts both locally and provincially, all of which positively guide the path forward.

Addressing the current context, the committee meetings held within the 2024/2025 school year have been positive and productive. Items discussed have included the School Construction Accelerator Program, cost of elections and the joint impact of these costs, transportation solutions, communal and school-based impact to early learning as a result of childcare subsidy programs, local impact and emerging needs to our refugee community as significant funding changes from Immigration, Refugee, Citizenship Canada roll out nation wide.

The collaboration between the Lethbridge School Boards and the City of Lethbridge is a critical partnership which supports growth, economic development, and advancement to the ability of citizens of all ages to actively and successfully participate and contribute fully within our city, ensuring a thriving community for all. The collaborative spirit our organizations have served the public with is one that is recognized and to take pride in. Formalizing this committee grounds the intention and optic for continuing to move forward together.

As a Board of Trustees, we look forward to continuing to serve our shared community alongside you.

Sincerely,

Christine Light, Board Chair, Lethbridge School Division

CC: Kristina Larkin, Trustee, Lethbridge School Division

Gregory Van Duysel, Conceiller public, FrancoSud

Roisin Gibb, Trustee, Holy Spirit Catholic School Division

Dr. Carmen Mombourquette, Board Chair, Holy Spirit Catholic School Division

Helene Emme, Conseillere catholique Presidente, FrancoSud

Tricia Doherty, Trustee, Holy Spirit Catholic School Division