



# Highlights from the Regular Meeting of the Board of Trustees

## Meeting highlights from Feb. 25 - Next regular meeting March 25 -

### 1. Committee Reports

Reports were delivered for Trustee Training and Development, the Board Budget Committee, Poverty Intervention Committee, Student Leadership Liaison, Community Engagement, the Spirit of 51 Committee and the Joint City/School Boards Committee.

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

### 2. Associate Superintendent Reports

Christine Lee, Associate Superintendent, Business and Operations and Robbie Charlebois, Associate Superintendent, Human Resources along with Morag Asquith, Associate Superintendent of Instructional Services, delivered their reports. To read the reports, see Page 22 of the [AGENDA](#).

### 3. Assurance Priorities Report

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

The report can be found on Page 36 of the [AGENDA](#).

### 4. Acknowledgements of Excellence/School Showcase

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

#### **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.

**CONTINUED ON THE FOLLOWING PAGE**

## **CONTINUED FROM THE PREVIOUS PAGE**

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

#### **Gilbert Paterson Middle School:**

- Our basketball season is wrapping up. Our Rep girls' team, with coach Vaness 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 Valgardson 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 U.S. circuit this spring (Phoenix, Houston, Vegas, Chicago)

#### **Lakeview Elementary School:**

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 –**

- o Popsicles in the Park (September 5)
- o Game Night (November 28)
- o Sounds of the Season (December 6, 13)
- o Family Dance (January 30)
- o Family Pictures (April 7)
- o Literacy Night (April 17)
- o 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.

**CONTINUED ON THE NEXT PAGE**

## CONTINUED FROM THE PREVIOUS PAGE

### 4. Acknowledgements of Excellence/School Showcase

#### Lakeview Elementary School:

- Social-Emotional Learning (SEL) Initiatives – We cultivate kindness, respect, and empathy to ensure a positive and welcoming school climate.
  - o Outdoor learning
  - o 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.

### 5. Donations and Support

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below are the donations and support received by the Division.

- West Coulee Station Elementary School received \$1,000 from Van Arbour Homes and \$500 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
  - o \$1,000 from Cargill for their Nutrition program.
  - o \$3,000 from Harvey LeBuhn for their Learning Commons
  - o \$50 from Floor Right for their Breakfast Program
  - o \$500 from Margaret McKillop for their Breakfast Program
  - o \$500 from McNally for their Breakfast Program.

The Board received the report as information.

## **6. Assurance and Strategic Planning**

The Board and Executive Council will engage in assurance and strategic planning on March 6 and 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
- o Review Town Hall information and Assurance results
- Student Learning
  - o Achievement
    - Review town hall information, assurance results and other relevant information
    - Review governance and operational considerations
    - Identify priorities
  - o Learning Supports
    - Review town hall information, assurance results and other relevant information
    - Review governance and operational considerations
    - Identify priorities
- Resource Allocation
  - o Staffing Allocations
    - Review staffing and other relevant information
    - Review governance and operational considerations
    - Identify priorities
  - o Funding Priorities
    - Review budget information
    - Review governance and operational considerations.
    - Identify priorities
- Organizational Culture
  - o Welcoming, caring, safe, respectful learning environments
    - Review town hall information, assurance results and other relevant information
    - Review governance and operational considerations
    - Identify priorities
  - o Engagement & Opportunities
    - Review town hall information, assurance results and other relevant information
    - Review governance and operational considerations
    - Identify priorities.

## **7. Town Hall Update**

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?

**CONTINUED ON THE NEXT PAGE**

## CONTINUED FROM THE PREVIOUS PAGE

### 7. Town Hall Update

#### 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.

### 8. Community Conversations

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:

CONTINUED ON THE NEXT PAGE

## **CONTINUED FROM THE PREVIOUS PAGE**

### **8. Community Conversations**

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.

### **9. ATA Local 41 – February 5**

Christine Light attended the ATA Local 41 meeting on Feb. 5 and provided a verbal update.

The Board received this as information.

### **10. Approval of an International Trip**

Scott Davidson from Chinook High School requested approval to take approximately 75 grade 9-12 students on an International Trip to Nashville, Tennessee, USA from May 14-18, 2026.

Information regarding the educational benefits of the trip and proposed itinerary were attached.

The estimated cost per student is approximately \$4,019 in Canadian funds.

The Board unanimously passed the following motion:

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.

### **11. Authorization of Locally Developed Courses**

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.

Leather Technologies 15 - 3 Credits (2023-2027) - LDC1911 - 2024-2025 January 1, 2025 - 2026-2027

Leather Technologies 15 - 35Credits (2023-2027) - LDC1911 - 2024-2025 January 1, 2025 - 2026-2027

Religious Studies, Christian 15 - 3 Credits (2023-2027) - LDC1775 - 2024-2025 January 1, 2025 - 2026-2027

The Board of Trustees authorized the use of the 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.

### **12. Draft Trustee Code of Conduct (First Reading)**

The Education Act legislates School Boards are responsible to:

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

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."

**CONTINUED ON THE NEXT PAGE**

## **12. Draft Trustee Code of Conduct (First Reading)**

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.

First Reading of the Draft Trustee Code of Conduct Policy was brought to the Public Meeting of the Board of Trustees held on Jan. 28, 2025. It was tabled to the Feb. 25, 2025 meeting.

The Board moved to accept the following motion: That the first reading of the Draft Trustee Code of Conduct Policy be accepted as presented.

The motion passed by a 4-3 vote, as Trustees Andrea Andreachuk, Tyler Demers, Kristina Larkin and Christine Light voted in favour, and Trustees Allison Purcell, Genny Steed and Craig Whitehead voted against the motion.

Discussion on the Draft Trustee Code of Conduct begins at the 1:40:40 mark of the [LIVESTREAM](#).

The draft policy can be found on Page 63 of the [AGENDA](#).

## **13. Policy 607.4 Responsible Use of Technology**

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.

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

Discussion on the Responsible Use of Technology policy begins at the 2:00:52 mark of the [LIVESTREAM](#).

The policy can be found on Page 77 of the [AGENDA](#).

## **14. Policy 800.1 Signing Authority**

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.

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

Discussion on the Signing Authority policy begins at the 2:10:35 mark of the [LIVESTREAM](#).

The policy can be found on Page 81 of the [AGENDA](#).

## **15. Childcare Partnership**

At the Feb. 11 Committee of the Whole Meeting, Lethbridge School Division discussed partnering with the YMCA of Lethbridge to build a licensed childcare facility alongside the modernization of Galbraith Elementary School.

This partnership hinges on the YMCA securing funding from the Building Blocks Capital Grant (which must be submitted prior to March 15) and other sources for the daycare construction. The Division would support the grant application as we hold title to the land. A Memorandum of Agreement would be signed to establish funding commitments contingent on grant approval and construction funding.

The Division would collaborate with Alberta Education and Alberta Infrastructure on construction and create a long-term lease agreement to lease the facility back to the YMCA at no cost (other than costs for caretaking and maintenance) for about 20 years once it is ready. Funding the construction cost would be considered in place of annual lease costs over a 20-year period. This approach was also used for the Family Centre at Coalbanks Elementary School. The project relies heavily on the YMCA obtaining the Building Blocks Capital Grant Funding.

### 15. Childcare Partnership

If approved, the Division will seek Alberta Education's approval to include the childcare facility in the modernization project, collaborate with the YMCA for grant funding, and sign a Memorandum of Agreement to proceed, contingent on the YMCA securing full funding for the project.

Trustee Andrea Andreachuk proposed the following motion:

I move that the Board authorize administration to provide support to the YMCA in the application of the Building Blocks Capital Grant for a childcare facility as part of the Galbraith modernization. Should the grant funding be received, information will be brought back to the Board for next steps.

The motion was passed unanimously.

Trustee Kristina Larkin recused herself from the discussion and vote on the topic.

Discussion on the topic begins at the 2:11:35 mark of the [LIVESTREAM](#).

### 16. School Council Conference Support

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.

The Board received 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 \$1,530 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 \$6,000 may be shared between all individuals that have made an application and have been approved. For example, if there are eight approved applicants, the \$9,200 will be split, resulting in a maximum reimbursement per person available of \$1,150 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 Jan. 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.



CONTINUED FROM THE PREVIOUS PAGE

**17. PSBAA Meeting February 6 and 7**

Trustee Craig Whitehead presented on the PSBAA meeting. The Board received the presentation as information.

**18. Public Forum**

Meg Fester made a Public Forum presentation on the topic of food insecurity in The City of Lethbridge. The presentation begins at the 2:40:25 mark of the [LIVESTREAM](#).

**19. Public Forum Response**

Lethbridge School Division provided a written response to the Public Forum presentation on Jan. 28 from Nicole Williams. The response letter can be found on Page 89 of the [AGENDA](#).

**20. Correspondence Sent**

The Division sent a letter to The City of Lethbridge to support 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.

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



**Highlights from the Regular Meeting  
of the Board of Trustees for December.  
The next Regular Meeting  
is set for March 25.**