

Lethbridge School Division

Board of Trustees Regular Meeting Agenda

April 29, 2025

1:00 p.m.

Board Room / Microsoft Teams



- 1:00 p.m. **1. Move to In-Camera**
2. Territorial Acknowledgement
- 2:30 p.m. **3. Consent Agenda**
- | | | |
|-----|--|---------------|
| 3.1 | Poverty Intervention Committee | Enclosure 3.1 |
| 3.2 | Budget Committee | Enclosure 3.2 |
| 3.3 | Policy Advisory Committee, March & April | Enclosure 3.3 |
| 3.4 | Spirit of 51 | Enclosure 3.4 |
| 3.5 | Joint City/School Board Committee | Enclosure 3.5 |
- 4. Approval of Agenda**
- 2:35 p.m. **5. Approval of Minutes**
- If there are no errors or omissions in the minutes of the Regular Meeting of March 25, 2025, it is recommended that the minutes be approved by the Board and signed by the Chair.
- If there are no errors or omissions in the minutes from the Special Board Meeting of April 15, 2025, it is recommended that the minutes be approved by the Board and signed by the Chair.
- 2:40 p.m. **6. Business Arising from the Minutes**
- 2:45 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 |
- 3:10 p.m. **8. Superintendent Reports**
- | | | |
|-----|--------------------------------|---------------|
| 8.1 | Assurance Priorities Report | Enclosure 8.1 |
| 8.2 | Donations and Support | Enclosure 8.2 |
| 8.3 | Acknowledgements of Excellence | Enclosure 8.3 |
| 8.4 | Education Week | Enclosure 8.4 |
| 8.5 | Calendar of Events | Enclosure 8.5 |

3:35 p.m.	9. Board Chair Report	
	9.1 Welcome Back Breakfast Event	Enclosure 9.1
	9.2 Community Conversations	Enclosure 9.2
	9.3 Tim Hortons Smile Cookie Campaign	Enclosure 9.3
	9.4 NSBA 2025 Annual Conference	Enclosure 9.4
3:50 p.m.	10. Presentations	
	10.1 LCI - Student Community Impact	Enclosure 10.1
	10.2 Cardiac Crash Course	Enclosure 10.2
	10.3 Winston Churchill High School IB Program	Enclosure 10.3
4:30 p.m.	11. Action Items	
	11.1 International Trip to Greece	Enclosure 11.1
	11.2 Trustee Code of Conduct 2nd Reading	Enclosure 11.2
	11.3 Memorandum of Agreement CUPE 290	Enclosure 11.3
	11.4 Memorandum of Agreement CUPE 2843	Enclosure 11.4
	11.5 Board Budget Beliefs Statement	Enclosure 11.5
	11.6 DRAFT Policy 402.11.2	Enclosure 11.6
5:00 p.m.	12. Public Forum	
	<i>Public Forum responses will be provided in the next Board meeting agenda.</i>	
5:10 p.m.	13. Division Highlights	
	14. Information Items	
	None	
	15. Correspondence Sent	
	None	
5:50 p.m.	16. Correspondence Received	
	16.1 Alberta Education Letter	Enclosure 16.1
6:00 p.m.	Adjournment	

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Poverty Intervention Committee

Background:

The March 10, 2025, Poverty Intervention Committee meeting was cancelled due to unexpected staff absences. An updated report was sent to all committee members.

Updates include:

- 355 economic requests this year so far.
- Ready, Set, Go! 2025 will take place August 20, 21. Registration to open in June.

Upcoming Action item of the committee is the **April 28 – May 4 Smile Cookie Campaign** happening at all Lethbridge Tim Hortons Locations! 100% of the proceeds will benefit students in Lethbridge School Division with support such as Weekend and More 'WAM' Bags, winter clothing, shoes, and other needed supplies to access learning.

We encourage groups of up to 4 to volunteer by signing up here:

[Volunteer! | Tim Hortons Smile Cookie Campaign](#)

See attached Poster

As well, a call for partnerships for food provision with Lethbridge School Division has been opened. This call is now closed, but interested parties can find more information and contact information here:

[Division seeking community partnerships to support nutritional needs of students | Lethbridge School Division](#)

Next Meeting is Thursday May 22, 2025.

Recommendation

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

Respectfully submitted,
Kristina Larkin



**APRIL 28-
MAY 4**

100% of proceeds goes to Lethbridge School Divisions Poverty Intervention Committee

Lethbridge School Division is proud to partner with Tim Hortons Lethbridge for this year's Smile Cookie Campaign. All proceeds will support the Division's Poverty Intervention Committee's Direct Services.

Child poverty remains a serious issue in Lethbridge, affecting over 15% of children under 15 (2022 Lethbridge Child and Family Poverty Report). Food bank use, fee subsidies, and support requests are rising.

The Poverty Intervention Committee provides essentials items like winter clothing, weekend food supports, school snacks, and other urgent supplies to students in need across the Division.

With over 12,000 students enrolled in Lethbridge School Division, based on statistics more than 1,800 students could benefit from increased access to the basic necessities provided through Lethbridge School Division's Poverty Intervention Committee.

Here's how you can help:



Volunteer: Become a cookie decorator and spread joy at a Tim Horton's location in Lethbridge



Purchase: Visit your nearest Tim Hortons in Lethbridge during the campaign (April 28-May 4) or use the bulk ordering form to order for any staff meetings, events or special occasions happening that week.

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Budget Committee

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.

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.

April 15, 2025: Board Committee of the Whole hosted with Board and Executive Council, held as a Special meeting with discussion of the budget.

Upcoming Board dates for Budget 2025-2026 development include:

May 20, 2025 – 1pm: Public Presentation of the Draft Budget to the

Public May 26, 2025 - 2pm: Board Budget Debate, Board Vote

May 27, 2025 – 1pm: Board Meeting

May 31, 2025 (on or before): Budget Submission to Alberta Education

Recommendation:

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

Respectfully submitted,
Kristina Larkin

MEMORANDUM

March 21, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE: Policy Advisory Committee

Background:

The Policy Advisory Committee met on March 5, 2025

Attending: Mike Nightingale, Kristina Larkin, Genny Steed, Rod Scott, Kevin McBeath, Maggie Taylor, Ana Gonzalez, Meg Fester, Skye Curtis, Kelsi Cook

Guests: Robbie Charlebois, Rhonda Aos

Regrets: Shelley Roest

The committee discussed an update on the Board's work with a Policy Consultant and received an update on the approval of Policies 607.4 and 800.1 at the February 25, 2025, Board Meeting.

The committee continued review of Policy 402.11.2 Support Staff Growth, Supervision and Evaluation, with support from Associate Superintendent of Human Resources Robbie Charlebois and Director of Human Resources Rhonda Aos. Edited draft was directed to be posted on the division website for feedback.

Recommendation:

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

Respectfully submitted,
Kristina Larkin

MEMORANDUM

April 24, 2025

To: Board of Trustees

From: Kristina Larkin, Trustee

RE Committee Report – Policy Advisory Committee

Background:

The Policy Advisory Committee met on April 2, 2025

Attending: Mike Nightingale, Kristina Larkin, Genny Steed, Rod Scott, Kevin McBeath, Maggie Taylor, Ana Gonzalez, Meg Fester, Shelley Roest, Skye Curtis, Kelsi Cook
Guests: Robbie Charlebois, Rhonda Aos

The committee discussed an update on the Board's work with a Policy Consultant and received an update on the tabling of Policy 202.1 Trustee Code of Conduct to April board meeting.

The committee reviewed stakeholder feedback about Policy 402.11.2 Support Staff Growth, Supervision and Evaluation, with support from Associate Superintendent of Human Resources Robbie Charlebois and Director of Human Resources Rhonda Aos. Finalized draft for presentation to the board.

The committee began initial review of Policy 303.3 Administrator Growth, Supervision, and Evaluation. Discussion was had about whether Policy 303.3, Policy 402.11.1 Teacher Growth, Supervision, and Evaluation, and Policy 402.11.2 should be combined into a Staff Growth, Supervision, and Evaluation Policy. The committee has directed this for discussion and direction to the board for direction to the committee. Attached is a policy exemplar, which has not been reviewed by Policy Advisory Committee.

Recommendation:

It is recommended that the Board accept this memo as information.

Respectfully submitted,

Kristina Larkin

MEMORANDUM

April 29th, 2025

To: Board of Trustees

From: Andrea Andreachuk

Re: Spirit of 51 Committee, April 9th, 2025

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

The Spirit of 51 Committee met on April 9th, 2025, to review the nominations for the Friends of 51. We received approximately 35 nominations and are so grateful to see the amazing support our division receives from members of the community.

Nominating Schools will present the beautiful apple awards at School events at the end of May and into June. We are so happy to be buying these beautiful apple awards from a local artisan! Thank you to all for your nominations.

Our artwork of Chief Mountain is well underway, and the tree art will follow once the artwork is complete.

Thank you to Carrie Fahl for all of her amazing organization on behalf of our committee.

Recommendation:

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

Respectfully submitted,
Andrea Andreachuk

MEMORANDUM

April 29, 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 April 2, 2025.

Attendees:

City of Lethbridge and Lethbridge Council

Councillor Jenn Schmidt-Rempel

Councillor Ryan Parker

Ahmed Ali

Heather Gowland

Meagan Williams

Lethbridge School Division

Christine Light, Board Chair

Kristina Larkin, Trustee

Morag Asquith, Assoc. Superintendent,

Instructional Services

Holy Spirit Catholic School Division

Roisin Gibb, Trustee

Tricia Doherty, Trustee

Amanda Lindemann, Acting Secretary Treasurer

FrancoSud School Division

Hélène Emmell, Présidente du Conseil

Stéphan De Loof Executive Director,

Operations and Transportation

1. Improving Safety for students Presentation (Ahmed Ali and Heather Gowland, City of Lethbridge)
 - a. A summary of steps taken to increase road safety around schools was presented including: traffic control changes, enhanced sign visibility, harmonized playgrounds, completion of two School Travel Plans.
 - b. Discussion held around the potential of schools signing up for school crossing guards as another potential solution to safety.
 - c. The City has received funding to improve road safety in Lethbridge—looking through lens of communication and engagement (Transport Canada). Heather Gowland presented on the following:
 - i. Lethbridge would lead a pilot in this process
 - ii. Culture shift framework: community attitude, beliefs, behaviors
 - iii. Implement school travel planning program for every elementary school
 - iv. Including high school students in feedback loops
 - v. Intended start date: end of April; starting event will be the school walk-around and view the walk through a safety-lens. As of April 2, 10 schools have committed to engaging process.

- vi. It was suggested to include School Councils in Conversations regarding this process.
- 2. Partnership & Puppies
 - a. Media Campaign to encourage and raise participation in the municipal election
 - b. Requesting support with media releases and awareness
- 3. Provincial School Construction Accelerator Program
 - a. Updates given on pre-planning funding granted for Lethbridge School Division (LCI Modernization, New West Side Elementary School) and Holy Spirit School Division (St. Francis)
 - b. Continued opportunity for collaboration between Divisions and City with the evolvement of the planning for the Warehouse District moves forward.
 - c. Lethbridge School Division will send West Side study along with Capital Plan to include in committee meeting minutes.
- 4. Holy Spirit Boundary Review: Currently in their 2nd round of consultation. 3 options being presented for north and west sides with an opportunity for stakeholders to engage through an online survey. Boundaries to be instated September 2026.
- 5. Federal Cancellation of Carbon Tax: Holy Spirit School Division will save \$220k/year
- 6. Advocacy Items
 - a. Water waste planning
 - b. Opposition of hand counting ballots. The City has requested an exemption and requested for the Province to cover the cost of elections. A letter has been delivered to Minister Nate Glubish, Minister of Technology and innovation, and Minister Ric McIver, Minister of Municipal Affairs.

Local Authorities Election Act (Bill 20) states you cannot transport ballots and must start counting immediately until it is done. Concern expressed over potential of violating employment standards should staff be asked to transport/take break in counting. Polling stations have not been defined yet.

- 7. Committee Restructuring
 - a. Sun-Committee formed to create framework for committee after exploring requirements, resource-sharing.
 - b. Last SPC prior to election: July 24, 2025. Sub-Committee will present their recommendation at this meeting.
 - c. Sub-committee will meet on **Tuesday, May 13 at 8:30 a.m.** at Lethbridge School Division.

Recommendation

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

Respectfully submitted,
Christine Light

MINUTES FROM THE MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD March 25, 2025.

In Attendance:

Trustees: Genny Steed; Kristina Larkin, Andrea Andreachuk, Craig Whitehead, Christine Light, Tyler Demers, Allison Purcell

Administrators: Mike Nightingale, Christine Lee, Robbie Charlebois, Morag Asquith

Chair Christine Light called the meeting to order at 12:00 p.m.

1. Move to In-Camera

Trustee Kristina Larkin moved:

“that the Board move to In-Camera.”

*Move to In-Camera
7315/25*

CARRIED UNANIMOUSLY

Christine Lee and Tina Carnegie left the In-Camera meeting at 12:04 p.m.

Associate Superintendents and Tina Carnegie joined the meeting 1:13 p.m.

Trustee Allison Purcell moved to come out of the In-Camera meeting at 2:17p.m.

Chair Christine Light recessed the meeting until 2:31 p.m.

Reconvene Meeting

2. Territorial Acknowledgement

A territorial acknowledgement was read.

*Territorial
Acknowledgement*

3. Consent Agenda

Committee Reports:

3.1 Division School Council

3.2 Facilities Committee

Consent Agenda

4. Approval of Agenda

Trustee Andrea Andreachuk moved:

“to approve the agenda, as presented.”

*Approval of Agenda
7316/25*

CARRIED UNANIMOUSLY

5. Approval of Minutes for February 25, 2025

Trustee Kristina Larkin moved:

“The minutes of the regular meeting of February 25, 2025, be approved as presented and signed by the chair”

*Approval of Minutes
from February 25,
2025
7317/25*

CARRIED UNANIMOUSLY

- | | |
|---|--|
| 6. <u>Business Arising from the Minutes - none</u> | <i>Business Arising from the Minutes</i> |
| 7. <u>Associate Superintendent Reports</u> | <i>Associate Superintendent Reports</i> |
| 7.1 <u>Business and Operations</u>
Associate Superintendent Christine Lee provided a written report. | <i>Business and Operations</i> |
| 7.2 <u>Instructional Services</u>
Associate Superintendent Morag Asquith provided a written report. | <i>Instructional Services</i> |
| 7.3 <u>Human Resources</u>
Associate Superintendent Robbie Charlebois provided a written report. | <i>Human Resources</i> |
| 8. <u>Superintendents Report</u> | <i>Superintendents Report</i> |
| 8.1 <u>Assurance Priorities Report</u>
Assurance Priorities were included in the agenda. | <i>Assurance Priorities Report</i> |
| 8.2 <u>Acknowledgement of Excellence</u>
Acknowledgements of excellence and reports showcasing the accomplishments of Lakeview Elementary and Gilbert Paterson Middle School are included in the agenda. | <i>Acknowledgement of Excellence</i> |
| 8.3 <u>Calendar of Events</u>
Calendar of Events was included in the agenda. | <i>Calendar of Events</i> |
| ADDITIONS: | |
| March 29 – Boundary Committee Meeting | |
| April 2 – Joint City/School Boards Committee Meeting | |
| April 3 – ICES Spring Program | |
| April 9 – PSBA, hosting evening with MLA’s at the Matrix Hotel | |
| April 10 & 11 – PSBA – PD and meeting | |
| 8.4 <u>Donations and Support</u>
A memo outlining the generous donations to schools has been included in the agenda. | <i>Donations and Support</i> |
| 9. <u>Board Chair Report- Memos were included in the agenda package</u> | <i>Board Chair Reports</i> |
| 9.1 Community Conversations | |
| 10. <u>Presentations</u> | <i>Presentations</i> |
| 10.1 Edwin Parr nominee Hayley Bedard was presented | |

10.2 LCI student Cameron Boehme – Moved to the April Board Meeting

10.3 Meg Fester presented a PowerPoint on Food Security: Foundations for Academic Success

11. Action items

Action Items

11.1 Approval of School Fees

Trustee Kristina Larkin moved:

“That the Board table the decision of the 2025-2026 school fees as presented to the April Board Meeting pursuant to any further information and clarification we can receive.”

*Approval of School Fees
7318/25*

CARRIED UNANIMOUSLY

11.2 2024-2025 Second Quarter Financial Report

Trustee Andrea Andreachuk moved:

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

*2024-2025 Second Quarter Financial Report
7319/25*

CARRIED UNANIMOUSLY

11.3 2026-2028 Capital Plan

Trustee Kristina Larkin moved:

“That the Board accept the 2026-2028 Capital Plan as presented.”

*2026-2028 Capital Plan
7320/25*

CARRIED UNANIMOUSLY

11.4 School Council Conference Support

Trustee Craig Whitehead moved:

“That the Board approve the following framework to provide support for school council members to attend ASCA annual conference and AGM as listed below and amended:

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

*School Council Conference Support
7321/25*

available to support up to **eight** individuals to attend the conference in person. **A maximum of \$1150 per person is available in any given year for in-person conference attendance.**

- Should **more than eight** individuals make a request to attend the conference (whether in person or virtually), the maximum amount of \$9,200 is **shared between all individuals** that have made an application and have been approved.
- 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 costs of registration, hotel, fuel, parking for reimbursement. Meals not provided will be provided at Lethbridge School Division prescribed rates. Reimbursement will be submitted, on the prescribed form, to the Finance Department at Lethbridge School Division to the maximum approved.
- In years that the conference is held virtually, discussion will occur at the approval stage related to the provision of other expenses such as meal per diem and childcare costs.
- **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.”

CARRIED UNANIMOUSLY

11.5 Transportation Eligibility

Trustee Kristina Larkin moved:

“That the Board accept that transportation distance eligibility criteria be set at 1.6 km for kindergarten to Grade 6 students, as per the Funding Manual for the 2025-2026 school year.”

*Transportation
Eligibility
7322/25*

Trustee Craig Whitehead was not in the room when vote on the motion was made.

CARRIED

11.6 Trustee Code of Conduct 2nd Reading

Trustee Christine Light moved:

“That the Board move to accept the following motion:

That the 2nd Reading of the DRAFT Trustee Code of Conduct Policy be tabled to the April Board meeting.”

*Trustee Code of
Conduct 2nd Reading
7323/25*

CARRIED UNANIMOUSLY

12. Public Forum

Public Forum

13. Division Highlights

Division Highlights

Allison- highlight the number of school council using their ASCE grant, Corporal Bangle presentation, school councils came together to discuss how to use their ASCE grant to put event on, open to any parent, this Thursday at CASA 7 p.m. Spirit of 51, such a great event, opportunity to sit and share time with support staff, appreciate all support staff in division. Community conversations, great to see parents and community coming out to this. School councils attended Chinook and Lethbridge Christian School this month.

Christine- Community Conversations, had over 8 people show, grateful to parents and community members who invest time in our school division, have a voice and share, attended Spirit of 51, thanks to Andrea, Tyler and Carrie & team for a great event. Attended Gilbert Paterson’s musical theatre class, great event put on by Tyler Leavett. Attended Nicholas Sheran and Plaxton’s School Council and Senator Buchanan’s Breakfast, great to connect with staff members and share stories.

Andrea- Highlight Spirit of 51- beautiful stories that impact students and families, grateful to Tyler for support at this event and also to Carrie Fahl, she is amazing! Attended the Senator Buchanan Breakfast, enjoyed the Harry Potter themed library, attended the New Teacher Induction Banquet, enjoyed attended Working Conditions Committee Meeting, as well as Galbraith and Mike Mountain Horse DSC meetings. Community Conversations – turnout was amazing.

Genny- Highlight being year 3 School Council Trustee, appreciate the collaborative opportunity, sharing perspective, great to see DSC get together. Appreciated the online safety presentation, internet child exploitation, was good to see school councils take this back to their

parents, sharing funds for opportunity of learning and growth on area of shared concern.

Craig- Attended Probe School Council, attended Skills Competition at Lethbridge Polytechnic, male and female welder, WCHS had a number of students in the cake one, Chinook had some in the culinary, automotive, kids working individually just as intense as any athletic team – congratulations to all students and teachers who support them. Attended 4A & 2A Zones, Spirit of 51, Senator Buchanan Breakfast, Zone 6 ASBA meeting, ATA Induction, Zombie Prom, going to Coalbanks on Wednesday and ICE on Thursday and Community Conversations, was fun.

Kristina- Attended the Zombie Prom, love the performances, represents how much work they put in, grade 7 cast, able to see the performances, great to see growth across the division. Congrats to all who has a hand in it.

Tyler – All has been covered.

14. Information Items

Information Items

Extend the Meeting

Extend the Meeting

Craig Whitehead moved to extend the meeting past 6:00 p.m.

CARRIED UNANIMOUSLY

15. Correspondence Received

None.

*Correspondence
received*

16. Correspondence Sent

Correspondence Sent

16.1 Letter of Response to Meg Fester

Trustee Andrea Andreachuk moved:
“To go back to In-Camera 6:03 p.m.”

Back In-Camera

CARRIED UNANIMOUSLY

Chair Christine Light recessed the meeting until 6:13 p.m.

Andrea Andreachuk moved out of In-Camera at 8:13 p.m.

17. **Adjournment**

Adjournment

Chair Christine Light moved:

“To adjourn the meeting at 8:13 p.m.”

CARRIED UNANIMOUSLY

Christine Light,
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD April 15, 2025.

In Attendance:

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

Regrets: Genny Steed

Chair, Christine Light called the meeting to order at 3:00 p.m.

1. Committee of the Whole Learning Session
Superintendent Mike Nightingale reviewed a PowerPoint presentation with the Board on a variety of Governance Frameworks.

*Committee of the
Whole Learning
Session
7324/25*

Chair Christine Light called the Special Meeting to order at 3:33 p.m.

2. Move to In-Camera

Trustee Craig Whitehead moved:
“that the Board move to In-Camera at 3:34p.m.”

*Move to In-Camera
7325/25*

CARRIED UNANIMOUSLY

Trustee Kristina Larkin left the meeting at 5:39 p.m.

Trustee Craig Whitehead moved out of camera at 6:07 p.m.

3. Adjournment

Chair Christine Light moved:
“to adjourn the meeting at 6:07 p.m.”

*Adjournment
7326/25*

CARRIED UNANIMOUSLY

Christine Light
Chair

Christine Lee,
Associate Superintendent
Business and Operations

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

Re: Business and Operations Report

Background

The April 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



Coalbanks Elementary School's fourth and fifth grade students engaged in an exciting project titled "If I Were to Build a School." Utilizing mathematical concepts, students created innovative school designs. They developed school concepts that included all the essential elements, named their schools, and designed unique logos. Daniel Heaton, Director of Facility Services, and Christine Lee, Associate Superintendent of Business and Operations participate in the design and construction of schools for the Division. Both individuals were invited to visit all four classes to view the projects and interact with the students. After the school concept showcase, all classes gathered in the gym, where students had the opportunity to ask questions about school construction. One particularly thought-provoking question that left the team pondering was: "How much of our taxes contribute to building the new school?"

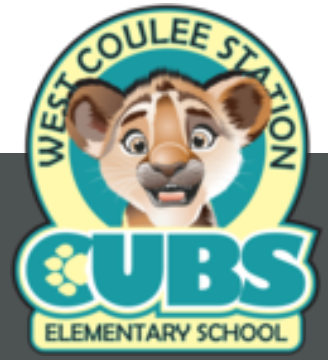
ICE Scholarship Event



The applications for the 9th Annual Innovation, Creativity, and Entrepreneurship (ICE) Scholarship are now open for students in grades 9 to 12. The ICE Scholarship Showcase took place on March 27 at Winston Churchill High School, marking a wonderful evening that highlighted student projects and division initiatives. Some of the displays included, 3D printing, drones, VR, dance, music, food, drama, archery and artistic ventures. On the right, you can see WCHS robotics demonstrations and student business ventures, while the left features the LCI Space Program. Thanks to our generous sponsors, over \$14,000 was raised to support the ICE initiative.



PROJECT UPDATE



WEST COULEE STATION

The construction of West Coulee Station Elementary School is moving along smoothly, with a planned opening set for September 2025. Ongoing work includes the installation of interior finishes such as flooring and painting. The Division expects to secure official occupancy by July 4th. Preparations are already in motion to clean and ready the school for its new occupants, which will involve waxing floors and organizing furniture and equipment. A collaborative effort will be essential to meet the tight timeline for welcoming staff in August to set up their classrooms.

The images to the right showcase the school's gathering space, where beautiful light filters in through the light scoops. Also featured is the impressive staircase leading from the gathering area to the learning commons, providing ample light for reading or hosting performances. Below, you can see a picture of the mechanical room currently under construction, ensuring the school is equipped with proper heating, cooling, and ventilation.





FINANCE

The preparation for the 2025-2026 budget is ongoing. The budgeting process is picking up speed following the release of the 2025 Provincial Budget on February 27th. The Division received its funding profile in late March. With costs increasing beyond the funding provided, the Board, Leadership Team, and Instructional Budget Committee have held multiple meetings to decide the best course of action to tackle the challenges in creating this year's budget. Budget allocations will be distributed to school sites, and the draft budget is set to be presented on May 20th.



Congratulations!

Congratulations to Avice DeKolver, Director of Finance, on achieving the **Certified School Business Official (CSBO) designation** from the Association of School Business Officials of Alberta. This esteemed certification is awarded after a minimum of three years of experience in the field of school business, along with demonstrated professional development in school administration and school law.

March 2025 Lethbridge School Division signed a contract to join Canoe Procurement Group of Canada.

Canoe Procurement Group of Canada represents a collaboration of municipal associations across the country. They have been operating since 1936, the group was created specifically to support public and non-profit organizations (MASH) through mutually beneficial, trade-compliant relationships with suppliers.

Benefits of participating in the Canoe Group

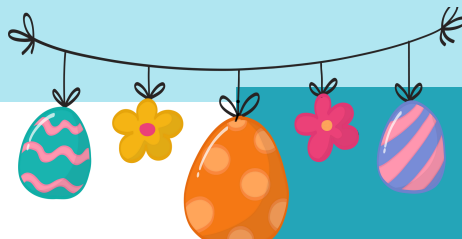
- v Reduced procurement process costs
- v Access to greater resources and expertise
- v Preferred Pricing for members: Potentially better pricing
- v 100% Trade-compliant



HIGHLIGHTS / BENEFITS TO DATE:

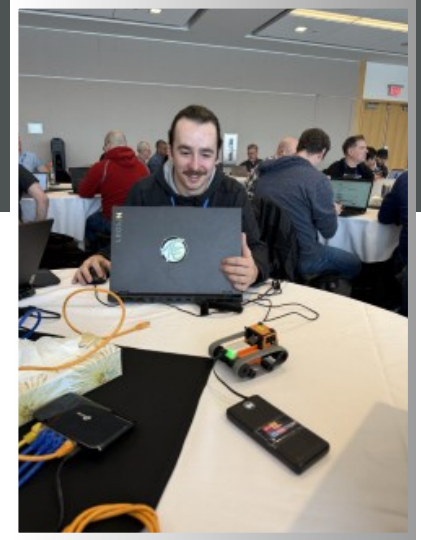
Since joining Canoe Procurement Group, we have moved our Stationary Contract with EWAY through them and will benefit by a min. **23% annual savings**. This is saving the division approximately \$14,000.00 / year in stationary costs. We have also benefited with procuring supplies for the new West Coulee Station Elementary School, saving approximately \$5,800 to date on Fitness and Caretaking supplies.

With **390+ Vendor contracts** in place through Canoe our Purchasing and Maintenance department will be able to utilize the various programs to realize great cost savings in all areas.



TECHNOLOGY

- The department is evaluating technology for renovations at Vic Park's third floor, the Winston Churchill Welding shop, and two portables at Coalbanks.
- A tour for teachers at West Coulee Station Elementary School is scheduled for May 2, with staff choosing preferred teaching desk locations in classrooms.
- The Technology Department and Learning Services completed a Privacy Impact Assessment on Insignia library software, identifying a more affordable Alberta provider as the current contract with Destiny expires.
- Transitioning to Bell as the new Internet Service Provider is underway, offering competitive pricing amid Cybera membership cost increases. There are no expected service disruptions during the transition.
- Troubleshooting is ongoing for malfunctioning wireless access points causing Wi-Fi issues in schools, with collaboration to determine cause and warranty status.
- Increased use of ChatGPT and AI tools on the school network has prompted collaboration with the AI committee to establish new guidelines for staff and student use.
- The provincial Microsoft licensing agreement expires in May 2025, with feedback being gathered on its effectiveness, but future pricing remains uncertain.
- As of May 1, the division will no longer purchase Apple devices directly from Apple, requiring third-party procurement, with potential cost implications unclear.
- Lethbridge School Division Esports is featured in an Epson case study. The study can be seen [here](#).



School based tech, Liam King, learning at Hack Alberta



Laptop evergreening preparation

TRANSPORTATION

New distance eligibility for Kindergarten to Grade 6 starting September 2025

Effective the 2025/2026 school year, Alberta Education has announced adjustments to transportation eligibility to students accessing school bus service.

When student return to school in September of 2025, these distances will be in place:

- 1.6 kilometres for Kindergarten to Grade 6 students
- 2 kilometres for Grade 7 to 12 Grade 12 students.

At the March Board of Trustees meeting, trustees agreed to implement these new distances starting in the 2025/2026 school year.



Save the Date



The 5th Annual First Ride Event is scheduled for August 16, 2025, from 11 AM to 2 PM at Lakeview Elementary School. Join us for bus rides, hot dogs, hamburgers, Tim Hortons treats, activities, and much more!

School Travel Planning and Safe Pathways to School

Lethbridge School Division is collaborating with the City of Lethbridge to encourage active transportation and ensure safe routes to school through the School Travel Planning Initiative. Cheryl Shimbashi, the Transportation Coordinator, is a member of a regional committee. Nicholas Sheran and Senator Buchanan Elementary School have participated in his initiative, which aims to involve every elementary school. This initiative is financed through a grant awarded to the City of Lethbridge. To Learn more see the [Overview of the School Travel Planning Initiative](#).

OCCUPATIONAL HEALTH AND SAFETY



As seen in the
Division Dispatch



Galbraith Elementary School

1d · 🌐

Galbraith has great staff, but we rely on our awesome [Lethbridge School Division](#) staff to keep our school running smoothly so learning can happen!

Today, our electrician Shane went above and beyond, showing a Grade 4 student a little bit about what he does in his job. Now Eli is thinking that maybe he wants to be an electrician when he grows up! Thanks Shane for being such a great role model for our students!



HEALTH/SAFETY >

Health and Safety Corner

The importance of debriefing

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

Today's topic provides information related to that concern!

Work in schools long enough and you will likely find yourself in that moment of chaotic stillness that follows a major blow-up asking yourself, "what just happened and what do we do now?"

Finding time for the student's team to ask, and answer, those questions is exactly what needs to happen next. After any critical incident, making time to properly debrief the situation will have a positive impact in supporting a culture of safety and learning in your building.

An incident debriefing is a structured process that emphasizes communication, reflection and proactive planning. It is a conversation that can only happen after the following conditions are met: safety has been restored, student and staff needs have been met and everyone involved is in a state of mind that allows open dialogue.

It may help to have those directly involved in the situation take a few minutes to doc-



ument their experience, emotions and perspectives prior to the team discussion.

Begin by reminding everyone of a debrief's purpose: to create space for open communication intended to review the sequence of events, allow participants to express their emotional response, validate experiences and together, examine any known antecedents and how staff interventions influenced the outcome – all without judgement and without assigning blame.

The goal of this time together is to identify actionable strategies that minimize or prevent the likelihood of a similar situation in the future. These strategies may include adjusting support plans, modifying the learning environments and classroom procedures or accessing additional resources and supports.

Once everyone has a chance to be heard, next steps include updating the student's support documentation and to work collaboratively and consistently to implement the updated plan.

It is also important to document a summary of the debrief in the case notes of the original incident report that was submitted. ■

MEETINGS AND EVENTS

- ICE Scholarship Showcase Event, WCHS
- West Coulee Station Elementary School Construction meetings
- CUPE 290 and CUPE 2843 Bargaining
- Board Committee of the Whole Meeting
- Leadership Team Meeting
- Leveled Principal Meetings
- Galbraith Elementary School Modernization Design Meeting
- Administrator's Committee Meeting
- Urban School's Consortium Risk Management and Claims Committee
- USIC Insurance Binding Meeting
- Instructional Budget Committee Meetings
- Victoria Park Chili Cook-Off
- School Boundary Realignment Committee Meeting



April 29. 2025

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

Re: Division Instructional Services Report

Background

The April 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

April 2025

DIS Things on the Go

April	
4	The Power of Patterns PL
4	Spanish Bilingual Interviews in Conjunction with Alberta Education and Spanish Consulate
7	Division School Council- Inclusive Ed Presentation
8	Counselling Case Consults (Elementary, Middle and High Schools)
10	ASLEC Spring Meeting (Alberta Spanish Language Education Consortium)
14	Hanen Teacher Talk Professional Learning Session
15	Alberta Education Curriculum Engagement Series- FNMI, Socials, Math and 7-10 PEW
15	Learning Support Teacher Meeting
21-25	Spring Break
29	Early Learning Advisory Committee
May	
1	Inclusive Education Parent Advisory Panel Meeting #1
2	Southwest Collaborative Support (Leadership Executive Meeting)
8	Positive Spaces Admin Committee Meeting
12	Health Champs Meeting #3
20	Indigenous Education Graduation
29	Indigenous Education- Achievement Awards Night

Inclusive Education/Early Education



Lethbridge
SCHOOL DIVISION

Rochelle Neville, Director of Inclusive Education
Rebecca Adamson, Inclusive Education Coordinator
Carlie Ramotowski, Early Education

Rochelle Neville, Director of Inclusive Education recently did a presentation on the foundations of Inclusive Education on April 7th to Division School Council the presentation will be made available on the Community Engagement, Division School Council link on our Lethbridge School Division Website.

Two Parabyte sessions were offered to Educational Assistants on March 14th, 2025, facilitated by Rebecca Adamson and Carlie Ramotowski.

Topics included:

- Understanding your role in supporting students in an inclusive school
- Legal responsibilities and boundaries in educational support roles

Associate Superintendent Report

Instructional Services

April 2025



KinderCare and Early Learning Education

- KinderCare Expression of Interest opened at Senator Buchanan and Nicholas Sheran Schools. As of April 7th, 24 families have expressed interest.
- Expression of Interest for Early Education Programs opened on April 4. As of April 7, 116 families have expressed interest.

Poverty Intervention- Direct Services

Running April 28 - May 4, Lethbridge School Division Poverty Intervention- Direct Services is proud to partner with Time Hortons Lethbridge for the Spring Smile Cookie Campaign. All proceeds will go towards supporting students within our Division with essential resources like winter attire, emergency food hampers, school-based nutrition and hygiene supplies.

We need all the help we can get from volunteer cookie makers to simply purchasing a cookie during that week to make the campaign successful!!



Associate Superintendent Report

Instructional Services

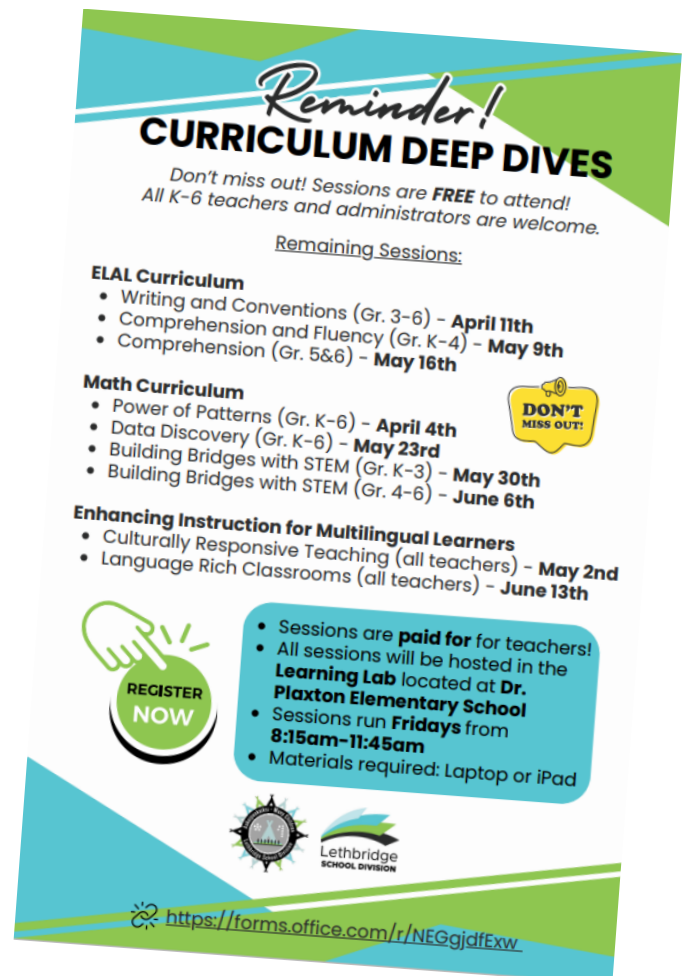
April 2025

Curriculum and Instruction

Erin Hurkett, Director of Learning

After the March report card, a survey was sent out to parents to collect final feedback. Erin has changed the language of the 4-point scale to be more parent friendly and will be revising some of the French Immersion outcomes based on the feedback. Elementary groups were also consulted where final feedback on the pilot report card was garnered. Erin will be meeting with Intellimedia and the tech team over the next two months to make updates in PowerSchool. We are prepared to roll everything out in the fall of 2025/2026. A letter will be sent out to elementary families explaining the change and what to expect. It will also explain the process we engaged in with piloting for the 2024/2025 school year.

Mel Morrow and Erin Hurkett will be hosting a professional learning session on April 30th on the Indigenous components of the grades 4-6 Science curriculum. We are asking that a rep from each grade level from schools to attend the session, so they can bring back valuable information to their grade level teams about incorporating Indigenous content into their instruction.



Reminder!
CURRICULUM DEEP DIVES

Don't miss out! Sessions are **FREE** to attend!
All K-6 teachers and administrators are welcome.


Remaining Sessions:

- ELAL Curriculum**
 - Writing and Conventions (Gr. 3-6) - **April 11th**
 - Comprehension and Fluency (Gr. K-4) - **May 9th**
 - Comprehension (Gr. 5&6) - **May 16th**
- Math Curriculum**
 - Power of Patterns (Gr. K-6) - **April 4th**
 - Data Discovery (Gr. K-6) - **May 23rd**
 - Building Bridges with STEM (Gr. K-3) - **May 30th**
 - Building Bridges with STEM (Gr. 4-6) - **June 6th**
- Enhancing Instruction for Multilingual Learners**
 - Culturally Responsive Teaching (all teachers) - **May 2nd**
 - Language Rich Classrooms (all teachers) - **June 13th**

DON'T MISS OUT!

REGISTER NOW

Sessions are **paid for** for teachers!
All sessions will be hosted in the **Learning Lab** located at **Dr. Plaxton Elementary School**
Sessions run **Fridays** from **8:15am-11:45am**
Materials required: Laptop or iPad

<https://forms.office.com/r/NEGgjdfExw>

Off Campus

Sara Roncin, Careers Student Support is helping grade 12 students get set up with scholarships and helping prepare for their first semester of University. The partnership with CAREERS has been successful in finding placements for students with specific interests. We currently have 4 confirmed students out of 10 spots total, that will be going to the young women in trades spring break camp.

Lethbridge Polytechnic Dual Credit intent to register has been released with all trades focused spots being filling. All trades students are excited and preparing for their new adventure with dual credit!



Associate Superintendent Report

Instructional Services

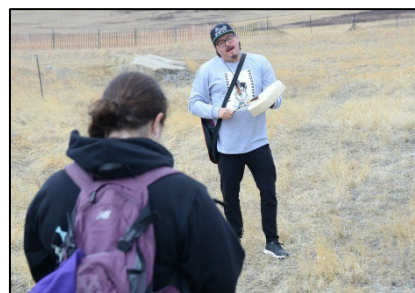
April 2025

Indigenous Education

On Wednesday, March 26, The Indigenous Education team facilitated a Professional Learning Day at one of our Sacred Blackfoot sites Head Smashed in Buffalo Jump. The attendees included members of the Indigenous Education team, Joel Tailfeathers, Shawnee Big Bull and Grad Coaches Jean Panther Bone, Juliet Toledo, and Marley HeavyShield. We also had our Indigenous Teacher Reps join us, and this included one from each school so 24 teachers. For this trip we also invited the Director of Learning Erin Hurkett and the TIP (Teacher Induction Program) teachers which is comprised of 15 first year teachers or teachers new to the district.

Jason Plain Eagle led the PL day with a hike to the drive lanes that are West of the Buffalo Jump. We had Troy Delaney join us and led us with two songs to honor the sacred site. We also want to thank Quentin Crow Shoe and Lowell Yellow Horn for all their knowledge that they shared at the event. It was a beautiful day as all attendees were able to make a tobacco offering to the site and to the ancestors of the linii (Buffalo).

On April 15th, Alberta Education facilitated a session on curriculum development and Indigenous Education. The session offered at Sikoohkotoki Friendship Society offered an overview of the draft curriculum in each of the subject areas follow by group discussions and sharing. The curriculum discussed involved grade 7-9 socials, math, as well as grade 7-10 PEW.



Division teachers travel to Head-Smashed-In Buffalo Jump for Indigenous Education PL.
Photo Credit: [Lethbridge School Division Website](https://www.lethbridge.ca/education/indigenous-education/)

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Robbie Charlebois
Associate Superintendent, Human Resources

Re: Human Resources Report

Background

The April report of the Associate Superintendent of Human Resources is attached.

Recommendations

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

Respectfully submitted,

Robbie Charlebois
Associate Superintendent of Human Resources

**Associate Superintendent,
Human Resources
Report to the Board of Trustees
April 29, 2025**



Human Resources

In April, our Human Resources team continues to demonstrate passion and commitment in fostering a supportive and empowering environment for all staff. Whether it is recruitment, professional learning or employee relations, ensuring our staff have the resources and support they need is our top priority. By focusing on these areas, we enable our educators and staff to remain focused on what matters most – delivering high quality education and promoting student success.

Updates: March 19, 2025 – April 17, 2025

Onboarding

- Support Staff/Casual: 5
- Teacher/TOCS: 1

ATA


- Teacher contracts extended : 15
- Teacher hires: 11 (contracts to cover leaves)
- Total number of teachers on the sub list: 146

CUPE 290

- Caretakers : 1
- Casual Caretakers : N/A
- Labourer/Maintenance : N/A

CUPE 2843

- Educational Assistant Contracts : 2
- Learning Commons Facilitator : N/A
- Administrative Support : N/A
- Student Support Worker: N/A
- Advanced Educational Support: N/A
- EA's added to the casual list: 5



Non-Union

- Family School Liaison Counsellor: N/A

Staff Training and Development

- New Employee Orientation
 - o Offered March 26, and April 10, 2025
- Human Resources and the Division of Instructional Services are pleased to share that 29 Educational Assistant staff received a Parabytes training completion certificate. Two of these Educational Assistants have also received promotions to Certified Educational Assistant.
- Human Resources is sharing that we have Educational Assistants growing in their professionals and 22 Educational Assistants gained seniority in the 2024-2025 school year.

Strategic Planning and Staffing

- Recruitment
 - o April 11, 2025 - Members of our Human Resources Team attended the University of Lethbridge “Launch Day”
 - Students in the Faculty of Education completing their final practicum, called Professional Semester III, attend an Education Career Fair, where more than 35 school divisions attend to speak with students about career and hiring opportunities.
 - This is an exciting opportunity for students as they near completion of the education program and embark on the first steps to securing their first job as a teacher!
- 2025-2026 Staffing
 - o Director of Human Resources, Rhonda Aos and Coordinator, Human Resources visited all schools to review staffing strengths in preparation for the 2025-26 school year.
 - o Teacher staffing for 2025-2026 is underway and will continue until positions and placements have been filled.
- ATA Working Conditions Committee
 - o Next meeting is May 20, 2025
 - o Teacher Induction and Mentorship
 - A small sub-committee group met again on March 31, 2025. The focus of the meeting was to plan a structure and framework for the Lethbridge School Division Teacher Induction and Mentorship Program. Our next meeting is June 5, 2025, to finalize planning of the 2025-26 mentorship program.



Wellness

- Staff Recognition
 - o **Administrative Professionals Day:** April 23, 2025
 - o **Years of Service:** Our Division Service Award program is underway to recognize staff reaching service milestones of five years or more. Staff have completed their gift selections, and Human Resources is now connecting with schools to gather details for each site's recognition event, which typically takes place in June.
- Staff Wellness Monthly Newsletter
 - o The April newsletter included information about Green Shirt Day, Education Week, Spring/Easter Break, and an article about random acts of kindness.
 - o ASEBP and Employee and Family Assistance Program (GreenShield) Information and articles
- Staff Wellness Administrator Advisory Committee
 - o Meets on May 2, 2025
 - Providing feedback on a draft staff wellness strategic plan framework
- New Staff Orientation
 - o Human Resources continues to conduct orientations for new employees, welcoming them to our School Division and familiarizing them with our systems.
- Employee and Family Assistance Program (EFAP)
 - o An infographic was shared with all staff highlighting some of the enhancements to the rebrand of Inkblot to GreenShield some of those enhancements include:
 - Children's mental health supports
 - Indigenous mental health supports
 - Digital CBT
 - GreenShield well-being program
 - GreenShield care navigation tool



In the Spotlight

Honouring our Administrative Professionals

In recognition of Administrative Professionals Day, we hosted a small appreciation event in the boardroom, complete with popcorn and treats, to acknowledge the invaluable contributions of our administrative team.

Administrative professionals play a critical role in ensuring operations efficiency, supporting leadership and maintaining organizational rhythm. Their attention to detail, proactive problem-solving, and consistent support are integral to the success of our teams across the division.

This recognition served as a meaningful reminder of the impact our individuals have on our daily operations and overall success.



MEMORANDUM

April 29, 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

Domain: Governance

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

Stakeholder Engagement

- The application process for the Inclusive Education Parent Advisory Panel is now complete. Rochelle Neville, Director of Inclusive Education, has notified successful applicants with details about the first meeting, which will take place in May.
- Human Resources and the Board facilitated *Friends of 51* (Community Partner Recognition) – The *Friends of 51* recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to the Division. This program accepted nominations from School Administration and Division leadership from March 19th to April 4th, 2025. Recipients can be honored 1 time over a three-year period. School sites will recognize their approved recipients at a school assembly/event of their choice in May or June.
- Human Resources attended the University of Lethbridge Launch Day for Education Students, April 11th.
- Ken Heidebrecht from the University of Lethbridge met with the Tech Department to review technology applications and common practices in our schools. This meeting aimed to help prepare University of Lethbridge practicum students for their placements in our schools. During the meeting, the new cell phone procedure was shared with Ken, along with information on what students can expect and have access to when working in our division.

Advocacy for Education

- Jesse Sadlowski, Director of Technology and Innovation supported Career Transitions with the Southern Alberta Skills Competition. Our division, along with a small team from Lethbridge Polytechnic, set up and organized the Photography Competition and Video Production Competition. It was a great day to see so many students from southern Alberta demonstrate the skills they are learning in our schools.

Resource Allocation

- Lethbridge School Division received \$215,605.34 for intervention funding for students identified as requiring support in kindergarten. Funding may be carried over to the 2025/2026 school year.
- Members of the leadership team are actively involved in reviewing information related to the preparation of the 2025-2026 Budget. The Board has been briefed on current challenges with funding and the implications of inflationary cost increases on the budget. The budget will be presented to the public on May 20th.

Domain: Student Growth and Achievement

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

Diverse Learning Pathways

- The partnership with CAREERS has been successful in finding placements for students with specific interests. We currently have 4 confirmed students out of 10 spots total, that will be going to the young women in trades spring break camp. Sara Roncin, our Work Experience Student Support Worker, has been connecting with students at all of our high schools to ensure they are aware of CAREERS opportunities.
- Lethbridge School Division is supporting the High Level Innovation Conference happening at the Food Agro Hub on May 3. In exchange for sponsorship, our division will be lending them some of our Nintendo Switches with monitors. They have also offered all our students and staff free passes to the event to attend any of the presentations during the conference.
- A group of students from the Lethbridge School Division will be traveling on the weekend of May 9th to participate in the Alberta Esports Championship, which is being hosted this year by Bow Valley College. We are glad to see another organization hosting the tournament this year and are looking forward to cheering on our players. We will have a Lethbridge 51 booth set up for our players when there is some downtime.

Indigenous Student Achievement

- The Indigenous Education team hosted a professional learning event at the Head Smashed in Buffalo Jump on March 26th. Over 50 teachers and administrators attended this amazing learning opportunity. It is anticipated that this PL will help our teachers to feel comfortable and more skilled to take their students to this site as a part of their learning experience in the future.

Domain: Teaching and Leading

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

Responding Effectively to Student Needs

- Using funds from the Low Incidence Student Support (LISS) Grant provided by Alberta Education, the Division's Speech-Language Pathologist team attended a conference focused on Autism strategies, neurodiversity-affirming practices and the development of communication and literacy skills.
- Jesse Sadlowski, along with the Tech Team staff, spent the day at Epic Career Day speaking to students about becoming technology professionals. They presented to 60 students, but the event was attended by nearly 600 students from southern Alberta.
- The IT department hosted students for the first Cyber Alberta Capture the Flag event at Chinook High School on the evenings of April 15 and 16. This was the first challenge of its kind that our school division has ever participated in, and one of the Chinook teams placed 6th, performing very well overall. It was a great experience for our students, allowing them to showcase the computer science skills they are learning in our classrooms.
- Carmen Carvalho, Curriculum Support Teacher, spent time this month reviewing Benchmark assessment data and grade 5 and 8 student articulation data to inform programming for next year.
- Rebecca Adamson, Inclusive Education Coordinator, supported teams working with students requiring extensive individualized support at 9 schools, across elementary, middle and high.

- Director of Inclusive Education, Rochelle Neville and Early Learning Coordinator, Carlie Ramotowski, visited schools to review student supports for the 2025-26 school year.
- Rochelle Neville, Carlie Ramotowski and the early learning staff participated in a presentation by Alberta Health Services Pediatric Rehabilitation focused on the universal and targeted services and resources available to support families.
- Rebecca Adamson, Coordinator of Inclusive Education and Mackenzie Penner, Behaviour Support Teacher offered SIVA training on April 10 and April 11.
- Erin Hurkett, Director of Learning, is in the process of checking in with schools receiving BOOST funding. Initial feedback about the program is positive.
- Director of Human Resources, Rhonda Aos and Stacey Wichers, Coordinator, Human Resources visited all schools to review staffing in preparation for the 2025-26 school year.

Professional Growth

- Jodie Babki, Curriculum Support Teacher, facilitated a session on Organizing Ideas, Text Forms & Structures, for grades 4-6 teachers on March 21st, a session on Writing & Conventions for K-2 teachers on March 28th, and a session on Writing & Conventions for 3-6 teachers on April 11th.
- Michaela Demers, Curriculum Support Teacher, facilitated a session on the Organizing Idea, Patterns, for K-6 teachers on Friday, April 4th at the Learning Lab.
- Literacy collaboration and support was provided by Jodie Babki at the following schools: Gilbert Paterson, Senator Joyce Fairbairn, Agnes Davidson, and Immanuel Christian Elementary schools.
- Teachers in the Teacher Induction Program (TIP) attended a professional learning session at Head Smashed in Buffalo Jump to learn about Indigenous Ways of Knowing and TQS 5.
- Carmen Carvalho, English as Additional Language (EAL) Support Teacher created and shared information about a new English as an Additional Language Toolkit Division Website which provides access to shared resources for teachers.
- Human Resources continues to conduct orientations for new employees, welcoming them to our School Division and familiarizing them with our systems. Most recently, sessions were held on March 26, 2025, and April 10, 2025, with 3 employees attending.
- Human Resources and the Division of Instructional Services are pleased to share that 29 Educational Assistant staff received a Parabytes training completion certificate. Two of these Educational Assistants have also received promotions to Certified Educational Assistant.
- Hanen Learning Language and Loving It program, Teacher Talk A: Encouraging Language Development in Early Childhood Settings was offered on April 14. There were 18 participants comprised of learning support teachers, K-2 teachers, administrators and educational assistants. This session was led by our division's early learning support teachers and provided strategies to create rich and stimulating language-learning environments for children.

Communication and Collaboration

- Erin Hurkett, Director of Learning and Robbie Charlebois, Associate Superintendent of Human Resources, met with representatives from the Working Conditions Committee to discuss the Teacher Induction Program and implementing a mentorship model for the upcoming school year.
- Carmen Carvalho, English as Additional Language (EAL) Support Teacher and staff from Winston Churchill High School and Lethbridge Collegiate Institute collaborated with Lethbridge Family Services, Flexibility, Palliser School Division, and the University of Lethbridge

to discuss pathway options for English as an Additional Language (EAL) high school students following the closure of the LINC program at Lethbridge Polytechnic.

- Rochelle Neville, Director of Inclusive Education, along with our English as an Additional Language (EAL) Team, hosted the Lethbridge Family Services: Immigrant Services team to discuss and collaborate on various topics including involvement of Settlement Workers in our schools, supporting families and upcoming trends in Immigration.

Domain: Learning Supports

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

Safe and Caring Culture

- A special thank you to Don Realini (our Youth Engagement Officer from Lethbridge Police) who works closely with our schools and Jen Day, Counselling Coordinator, to support safe and caring schools daily. He is the only Youth Engagement Officer in both the Lethbridge School Division and Holy Spirit and the work he does is outstanding.
- Richard Sallah, Student Support Worker, worked within 6 of our schools over the past month, connecting with staff and students and providing support with clothing, peer connections and classroom support.

Equitable Learning Opportunities

- Jim Kerr, School Engagement Consultant, reviewed Success in School Plans for approximately 100 students. The Division and Alberta Children and Family Services work together to improve educational outcomes and high school completion rates for children and youth in provincial government care.
- Lethbridge School Division is partnering with Tim Horton's Lethbridge for this year's Smile Cookie Campaign. All proceeds will support the Division's Poverty Intervention Committee's Direct Services. A special thank you to DeeAnna Presley-Roberts, Program Manager, for her support in this endeavor.

Active, Healthy Students

- Lethbridge School Division has released an expression of interest to stakeholders in support of Nutrition Programming in our schools in the 2025 school year the deadline for proposals is April 22nd, 2025. We look forward to seeing the creative ideas our community members may have in support of delivering healthy, cost-effective options for our schools.
- The Digital Wellness Team is planning the third annual Digital Wellness Day featuring "The Importance of Sleep"

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

Successful Early Start for Students

- KinderCare Expression of Interest opened at Senator Buchanan and Nicholas Sheran Elementary Schools.

- The Expression of Interest for Early Education Programs opened on April 4 and will run until April 14.
- Carlie Ramotowski, Early Education Coordinator attended a Lethbridge Plays meeting on March 25.
- Lethbridge School Division hosted a Building Brains Together Committee Meeting with the University of Lethbridge on March 26.
- Music Exploration for Early Learners, led by Andrew Ichikawa (Music Therapist) was provided for Early Learning Educators.

Indigenous Education

- Melanie Morrow and Shawnee BigBull, Indigenous Education Teachers, attended an Alberta Education session on curriculum hosted at Sik-Ooh-Kotoki Friendship Society April 15th. The sessions offered an overview of the draft curriculum in each of the subject areas (grades 7-9 social studies and mathematics as well as grades 7-10 Physical Education (PE) and Career and Life Management (CALM))

Staff Wellness

- Staff Wellness newsletter was sent out on April 4, 2025, highlighting the change to the Division Employee Family Assistance Program provider rebranded to Greenshield Health, spring cleaning and techniques in reducing stress.
- CUPE 2843 and CUPE 290 signed Memorandum of Agreements on April 14, 2025, and both parties have ratification votes taking place until April 29, 2025.

MEMORANDUM

April 29, 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.

- **Westminster Elementary** received \$100.00 from Amy Tsukishima
- **Coalbanks Elementary** received \$500.00 from Community Foundation for the Charles McIntyre Fund
- **Lakeview Elementary** received the following donations.
 - Anonymous Donor - \$2 998.93
 - Colin Moreland - \$239.82
 - Heather Kunz - \$95.86
 - Rustin Prete - \$2 000.00

- ICE Scholarship - Appreciation of Support from the Business Community

We would like to extend our heartfelt appreciation to the business community for their generous support of the **2025 Innovation, Creativity, and Entrepreneurship (ICE) Scholarships and Showcase Event**. Your contributions have made a significant impact on our ability to foster innovation and creativity among our students. **The total value of sponsorship received to support the ICE Scholarships and Showcase is \$14,000.**

Event Sponsors:

Ward Bros Construction Ltd.
Southland Transportation
Dejong Architecture
Marsh
1st Technicall
TLD Computers/CustomWorks

Scholarship Supporters:

FWBA
MNP
Brownlee LLP
Dawson Wallace Construction
Inspiris
RBC
RW Mechanical
Cavendish Farms

Recommendation:

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

Respectfully submitted,
Mike Nightingale

MEMORANDUM

April 29, 2025

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.

Park Meadows Elementary:

At Park Meadows Elementary, our Grade 1 and Grade 4 students are working collaboratively on Conservation Championship projects—an initiative proudly sponsored by the Wilder Institute/Calgary Zoo. The Grade 4 students are exploring environmental stewardship through a focus on water conservation, while our Grade 1 students are investigating the impact of environmental changes on the animals living in affected habitats. Together, they created a video presentation to showcase their findings and will also be sharing their projects in person at the Calgary Zoo on May 6.

This year, we introduced a new initiative to recognize staff and students who demonstrate our PRIDE values: Positivity, Respect, Independence, Determination, and Empathy. Staff members write postcards sharing brief stories that highlight how these values are being lived out in our school community. These postcards are read aloud during morning announcements and displayed in the front office. Once the display board is full, students take their postcards home, and the process begins again fostering a continuous cycle of recognition and celebration. We continue to meet monthly with our Pride families for games and activities.

Student leadership has also taken center stage in the organization of school spirit dress-up days. From “Students Dress Like Teachers and Teachers Dress Like Students” to “Video Game Character Day,” students have shown impressive creativity and initiative. Some even coordinated group costumes representing classic games like *Tetris* and *Pac-Man*, bringing excitement and joy to our school community.

Our MakerSpace program is currently moving into its third thematic unit—Animals. Students will soon begin constructing habitat dioramas using shoeboxes, integrating their knowledge and artistic skills. By allowing each theme to span multiple sessions, students have the opportunity to dive deeper into their projects, enhancing both critical thinking and creative output.

In December, we hosted one of our favourite events of the year—Market Day! This is a special day where students get to showcase their entrepreneurial spirit by creating and selling their own products. From plants and bookmarks to bracelets and cookies, the creativity on display is always impressive. The day serves as a fun and educational simulation of an economy, giving students the chance to experience both buying and selling in a lively marketplace.

We've also just wrapped up our second and final round of Genius Hour for the year. During Genius Hour, students select from a curated menu of activities inspired by our teachers' hobbies and passions. This round included a variety of exciting options such as running club, candle making, pottery, and trivia games. It's always a joy to see students dive into new interests and explore their creativity in different ways

Every day is a great day to show PRIDE at Park Meadows Elementary, as we continue to take care of ourselves, each other, and our school.

Winston Churchill High School: Attached PDF Report



WCHS STUDENT CELEBRATIONS

2024-2025

**CHECK OUT ALL THE AMAZING THINGS
OUR STUDENTS ARE DOING!**

K & E

- 8 STUDENTS PARTICIPATED IN THE U OF L CARBOARD BOAT RACES
- ONCE A MONTH K & E STUDENTS VISIT BLUE SKY LODGE TO DO VARIOUS ACTIVITIES WITH THE RESIDENTS - IN DECEMBER THEY DID KARAOKE!
- K & E STUDENTS HAVE BEEN OUT ON WORK EXPERIENCE PLACEMENTS. MANY OF THEM WORKING FOR THE FIRST TIME!!

INTERACT CLUB

INTERACT CLUB HAS VOLUNTEERED AT THE LETHBRIDGE SYMPHONY (4 TIMES), THE SOUP KITCHEN(6 TIMES), THE ANIMAL SHELTER(3 TIMES), NORBRIDGE SENIOR CENTRE (EVERY TUESDAY AS WELL AS AT CHRISTMAS TO HELP DECORATE THEIR TREE) AND HAVE HELD A BAKE SALE FUNDRAISER TO HELP RAISE FUNDS FOR THE CANADIAN BREAST CANCER SOCIETY.

WCHS WAS THE 2024/2025 TRI-HIGH FOOD DRIVE CHAMPIONS



**ALBERT YAO, DAVID YANG,
KATHLEEN WU, SHAWN LI, SELENA
SUN & BOBBY YAO**

SOUTHERN ALBERTA CHINESE
ASSOCIATION SCHOLARSHIP
RECIPIENTS

GABY GOMEZ, TAYLOR MCLAREN & ANDIE SMITH

WON GOLD IN THE U17 TIER 2 DIVISON
OF THE FC MEMORIAL TOURNAMENT IN
EDMONTON. IN 3 GAMES THEY ONLY
CONCEDED 1 GOAL AND SCORED 10!

VIENNA VAN MILL

VOTED BEST DANCER IN WESTERN
CANADA. SHE HAS ALSO APPEARED
ON CANADA'S GOT TALENT!!

WCHS Badminton

Kyla Thomas will be representing WCHS at the Grade 9 Zone tournament on Saturday, and Bobby Zhao picked up a Silver Medal at the Chinook Invitational in Intermediate Boys Singles.

City Badminton Tournament:

Bobby Zhao - Intermediate Boys Singles - Silver
Michell Conrad and Selina Sun - Intermediate Mixed Doubles - Silver
Sakil Adhikari - Intermediate Boys Singles - Bronze
Pranish Gurung and Smaran Gurung - Intermediate Boys Doubles - Bronze
Jaide Richards and Kelsie Smith - Senior Girls Singles - Bronze

IB ART SHOW

WCHS STUDENTS OLIVIA PERSSON AND HAVEN BALINGIT WILL
HAVE THEIR WORK ON DISPLAY AT CASA
FROM APRIL 5 UNTIL MAY 31!

SKILLS 2025 REGIONALS

WCHS had six students compete in the Fashions category this year: Rana Didok, Rielle Mendoza, Marissa Mestinsek, Hafsa Naveed, Ilhan Mohamed, and Cassie Trechka. Hafsa earned bronze and Ilhan brought home gold! WCHS also had Ruby Ramirez compete in the Foods category and she also brought home a bronze medal!

ARCHERY PROVINCALS

WCHS HAD 25 STUDENTS COMPETE IN ARCHERY PROVINCALS
THIS YEAR.
TRUE LEE PRIMROSE AND AUSTIN WOLSTONECRAFT BOTH RANKED
INSIDE THE TOP 3 FOR THEIR AGE GRADE!

WCHS ROBOTICS CLUB

RECENTLY ATTENDED A COMPETITION
WHERE THE THREE TEAMS PLACED:

REASONABLE ROBOTICS(68411B): RECORD: 5-5, RANK: 39
GRIFFIN ROBOTICS(68411A): RECORD: 4-6, RANK: 41
CAFFEINE REQUIRED(68411C): RECORD: 4-6, RANK: 46

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Mike Nightingale
Superintendent of Schools

RE: Education Week, April 7-11, 2025

Background:

Education Week is a celebration of community. The school is not just a building in the neighborhood, it is the foundation of the community. The first Alberta School Week (Education Week) was held December 2–8, 1928. This year, Education Week was from April 7-11, but the purpose remains the same. Education Week celebrates the importance of education and the remarkable things happening in Alberta schools and provides all Albertans with an opportunity to highlight the important role education plays in shaping the future of our province.

To celebrate Education Week at the Division level this year, the Lethbridge School Division Trustees recognized staff and celebrated the week using the website, social media and delivering treats to each school for staff appreciation.

Recommendation:

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

Respectfully submitted,
Mike Nightingale

Calendar of Events for Board of Trustees

May	2	Wellness Committee
	5	Division School Council Meeting
	5	Bus Driver Appreciation Day
	7	Policy Advisory Committee
	7	Hats on for Mental Health
	13	Committee of the Whole
	16	Galbraith Breakfast with Board/Ed Centre Staff 7:50 am
	19	Victoria Day
	20	Public Presentation of the Draft Budget
	20	Indigenous Grad, WCHS 5:30 pm
	21	Working Conditions Committee
	21	Zone 6 Meeting
	22	Poverty Intervention Committee
	26	Board Budget Debate
	26	Facilities Committee
	27	Board Meeting
	29	Indigenous Awards Night G.S. Lakie 5:30 pm

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light
Board Chair

Re: **Welcome Back Event**

Background:

The Welcome Back Breakfast has been a hosting tradition for the Board and Education Center Team to welcome all Division staff back following the summer break into a new school year. This year's event is scheduled to take place on August 29, 2025, at Chinook High School.

Recommendation:

It is recommended that the Board accept this as information and confirm its support for the event.

Respectfully submitted,
Christine Light

MEMORANDUM

April 29, 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 next date for this event:

Wednesday, May 7

Time: 7-8:30 p.m.

Location: Youth One, 1303 13 St N

Recommendation:

It is recommended that the Board receive this as information.

Respectfully submitted,
Christine Light

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: Tim Hortons Smile Cookie Campaign

Background:

The first-ever Smile Cookie campaign in 1996 raised funds to support Hamilton Children's Hospital. Since then, the annual charitable campaign has raised a total of more than \$130 million for charities and community groups that are selected every year by Tim Hortons restaurant owners. Last year, Smile Cookie raised \$19.8 million, supporting over 600 charities and community groups across Canada and in the United States. Recipients include local hospitals, community care organizations, food banks and schools.

The Lethbridge Ownership Group has chosen the Lethbridge School Division-Poverty Intervention Committee as recipients of the 2025 Smile Cookie Campaign!

Smile Cookie Week is **April 28 – May 4**. 100% of funds raised will go to the Poverty Intervention Committee (PIC). PIC exists to improve access to, and capacity for student learning within the Lethbridge School Division, through advocacy, direct services and increasing awareness, to identify and reduce barriers created by financial strain.

Volunteers are needed to make this campaign happen. Those interested can sign up at the following link: <https://smilecookiecampaign.schoolsites.ca/registration>
A QR code is also available on the attached poster which is displayed across the division.

Recommendation:

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

Respectfully submitted,
Christine Light



**APRIL 28-
MAY 4**

100% of proceeds goes to Lethbridge School Divisions Poverty Intervention Committee

Lethbridge School Division is proud to partner with Tim Hortons Lethbridge for this year's Smile Cookie Campaign. All proceeds will support the Division's Poverty Intervention Committee's Direct Services.

Child poverty remains a serious issue in Lethbridge, affecting over 15% of children under 15 (2022 Lethbridge Child and Family Poverty Report). Food bank use, fee subsidies, and support requests are rising.

The Poverty Intervention Committee provides essentials items like winter clothing, weekend food supports, school snacks, and other urgent supplies to students in need across the Division.

With over 12,000 students enrolled in Lethbridge School Division, based on statistics more than 1,800 students could benefit from increased access to the basic necessities provided through Lethbridge School Division's Poverty Intervention Committee.

Here's how you can help:



Volunteer: Become a cookie decorator and spread joy at a Tim Horton's location in Lethbridge



Purchase: Visit your nearest Tim Hortons in Lethbridge during the campaign (April 28-May 4) or use the bulk ordering form to order for any staff meetings, events or special occasions happening that week.

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light, Board Chair

RE: NSBA 2025 Annual Conference

Background:

Christine Light attended the NSBA 2025 Annual Conference held April 4-6 in Atlanta, Georgia. Below is a list of sessions, and their synopsis, attended. To view the complete list of session offerings, a link is provided at the end of this memo.

Keynote Presentations

General Session with Melissa Stockwell

An aspiring gymnast in childhood, Melissa Stockwell dreamed of someday representing Team USA at the Olympic Games. As college approached, her patriotic dreams shifted to representing her country as a member of the U.S. Army. Upon graduating, she was commissioned and soon after deployed to Iraq. It was there that a roadside bomb made her the first female American soldier to lose a limb in active combat. What followed was a remarkable story of resilience and perseverance and of the indomitable spirit of a woman who chose not only to survive but to thrive.

Now a Paralympic medalist, a World Champion, a World Record Holder, and an Ironman, Melissa's keynote, "The Power of Choice," is an emotionally commanding presentation that will both redefine your perception of disability and inspire you to rethink your own limits

The Bacon Brothers: Arts, Education, and Inspiration with The Bacon Brothers

Join acclaimed actor and musician Kevin Bacon and his brother, celebrated composer and musician Michael Bacon, for an inspiring presentation and fireside chat, along with some musical performances, that highlights the transformative power of the arts in education. Drawing on their distinguished careers in entertainment and their shared passion for advocacy, The Bacon Brothers will explore the critical role school boards play in championing arts in education as a means to foster creativity, build community, and enrich student lives.

Kevin and Michael will share their unique perspectives on the profound impact of the arts in education through experiences such as Kevin's work with his non-profit organization, SixDegrees.org, which leverages the power of connection to support youth in underserved

communities through the arts and Michael's perspective as a lifelong artist, teacher and advocate, highlighting the importance of nurturing creative expression in students of all backgrounds. Together, they will inspire school board members to embrace the arts as a vital pathway to equity, innovation, and student success.

Workshops

A Path to Effective Board Meetings

Presented by Jenni Lefing and Katie Oliver, Association of Alaska School Boards

It is through board meetings that school boards fulfill their function and responsibility for public education and the only way the board can conduct business and take action. Effective meetings reflect the board's work and help to enhance the relationship with the superintendent and public. Attendees will explore elements of successful school board meetings from start to finish. Topics include building a cohesive school board team, planning effective meetings, your role in meetings, sunshine laws, and good governance, which will lead to better transparency, efficiency, and decision-making.

If You Build It, They Will Come

Presented by Wilton Waverly and Marcus Young, Bethel School District.

Discover how Bethel School District (WA, enrollment 21000+) revolutionized student engagement through a comprehensive student voice system that spans from the classroom to the school board. Learn how this innovative approach transformed passive students into active decision-makers and leaders, reshaping the district's educational landscape. This workshop will unveil the blueprint that empowered students to become integral stakeholders in their education, leading to measurable improvements in school climate, policy development, and student achievement.

Reaching the Wounded Student and Staff for Better Academic Achievement

Presented by Mirand Beard and Dardi Hendershott, Hope 4 The Wounded.

Emotional poverty is a deterrent to academic and life success. Research shows over half of the nation's children have experienced trauma, which has a profound impact on behaviors, relationship, mental health, and learning abilities. Leaders like you are looking for trauma-informed resources and trauma-informed practises to gain a better understanding of the emotional needs of students and position them for academic success. In this season of collective stress and trauma, this session will provide tested strategies to help wounded youth and leaders fully engage in their educational settings and communities.

Running an Effective Meeting (Parliamentary Procedure)***Presented by Katie Oliver, Association of Alaska School Boards***

Following the rules of Parliamentary procedure can go a long way toward providing order in your decision-making process as a school board. Ethical and appropriate behavior for school board members is expected, and community engagement is embraced. Based on NSBA's Becoming a Better Board Member and Robert's Rules of Order, this session will provide an overview of parliamentary procedure and how it can help maintain order during your school board meeting.

Engaging with Families Through Advocacy***Presented by Mary Fertakis, Mary Fertakis Consulting***

Advocacy on behalf of the students and families in our districts is one of the key roles of a school board member. To do this work in partnership with families requires relationship-building and trust. This investment of time can result in a range of actions at the local, state and federal level to benefit students. Woven into these efforts is a responsibility to ensure that our advocacy work is not exacerbating or perpetuating inequities for some families but rather mitigating or eliminating them. This session will provide participants with tools and information on how to get input from families effectively, engage in productive discussions, and partner with families in advocacy efforts while incorporating an equity lens as part of the process.

How Predators Groom Children, Families, and Organizations***Presented by Patricia Dailey Lewis, Esq, CEO of Beau Biden Foundation for the Protection of Children***

This workshop delves into the critical issue of how predators groom students, families and schools. Attendees will gain a comprehensive understanding of the grooming process, including the stages and tactics predators use to gain trust and manipulate their victims. Attendees will be able to identify warning signs and learn practical strategies for developing and strengthening policies and procedures. This workshop equips participants with the tools to implement proactive measures, ensuring a safer environment for all students.

Board Self-Evaluation***Presented by Leslie Bogar, Colorado Association of School Boards***

Just as boards evaluate the superintendent, so should they assess their own effectiveness. How well does your board work together, and how effectively do you govern your school district? Do you have a collective sense of the board's strengths and gaps as a leadership team? Are your communication processes clear? Based on NSBA's Becoming a Better Board Member, this session will discuss components of successful evaluations, review sample instruments, and identify ways to set board goals.

Elevating Student Voice on School Boards

Presented by George Constantinos Charonis, Executive Director of National Student Board Member Association; Ava Zhang, Student Representative to the Board & Midwest Regional Vice-President; Luke Lippitt, Student Board Member and Northeast Regional Vice-President.

Student board members are leading change for their peers across the country, bringing school boards closer to student needs while fostering youth civic engagement. Find out how:

- Students on school boards represent their peers and work across generations to improve education systems
- You can work with students to elevate student voice on your school board, including through student advisory councils, student surveys, & more
- The National Student School Board Member Association can support you & your students to uplift student voice and promote youth participation in educational decision-making

To view the complete list of sessions offered, please click on the following link:

[2025 Annual Conference - National School Boards Association](#)

Recommendation:

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

Respectfully submitted,
Christine Light

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light,
Board Chair

RE: LCI Student Community Impact

Background:

Earlier this year, LCI student, Cameron Boehme collapsed during a basketball practice at the school. Three LCI teachers, Ross Bekkering, Darren Majeran and Tysen Pushor, worked to stabilize Boehme before Lethbridge Fire and Emergency staff arrived at the school.

Boehme is now back at school, thanks to the combined efforts of LCI staff, the players on his basketball team and Lethbridge's first responders.

Recommendation:

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

Respectfully submitted,
Christine Light

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light
Board Chair

RE: Cardiac Crash Course

Background:

Representatives from Lethbridge EMS and Lethbridge Collegiate Institute (LCI) to introduce the *Cardiac Crash Course*—a new initiative that Lethbridge EMS is eager to share with our school division.

This program was developed in response to the cardiac event involving Cameron Boehme at LCI earlier this year. It represents a proactive and positive step forward in equipping students and staff with potentially life-saving knowledge and skills.

Recommendation:

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

Respectfully submitted,
Christine Light

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light
Board Chair

RE: Presentation on Winston Churchill High School's International Baccalaureate Program

Background:

The International Baccalaureate (IB) program strives to develop students who build a better world through intercultural understanding and respect. IB is committed to developing inquiring, knowledgeable and caring young people who are motivated to grow and succeed. IB encourages students to ask challenging questions, to critically reflect, to develop research skills, and to learn how to learn.

Tracy Wong, Principal, and Aaron Becking, Vice-Principal, will share about this program.

Recommendation:

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

Respectfully submitted,
Christine Light

MEMORANDUM:

April 29, 2025

To: The Board of Trustees

From: Morag Asquith, Associate Superintendent, Instructional Services

Re: Approval of an International Trip

Background:

Levi de Groot from Immanuel Christian Secondary School is requesting approval to take approximately 15-25 grade 10-12 students on an International Trip to Athens, Greece from April 2nd – April 10th, 2026. Information regarding the educational benefits of the trip and proposed itinerary are attached. The estimated cost per student is approximately \$5000 in Canadian funds.

Recommendation:

That the Immanuel Christian Secondary School trip to Athens, Greece in April 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.

Respectfully submitted,
Morag Asquith

Day 1: Fly overnight to Athens

Day 2: Athens

Afternoon: Arrive in Athens and meet your Tour Director at the airport

Welcome to Athens, the Cradle of Democracy and birthplace of Western civilization. A modern city with a strong connection to its ancient history, Athens has been a center of culture, politics, and history for thousands of years.

Travel by private motorcoach to the hotel in Athens

6:00pm: Group dinner at the hotel in Athens

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 3: Athens | Cape Sounion | Corinth | Argolida

6:00 am: Wake-up call

7:00 am: Breakfast at the hotel

8:00 am: Travel by private motorcoach to Argolida via Cape Sounion and Corinth

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Guided visit to the Temple of Poseidon at Cape Sounion

At the southern tip of the Attic Peninsula, view one of the most imposing sights in the ancient world. High above the sparkling Aegean, the 5th century B.C. Temple of Poseidon, one of Greece's most evocative ruins, dominates the landscape. Sixteen elegant Doric pillars remain, and from this lofty cliffside location, you can see five Aegean islands on a clear day.

4:00pm: Stop for a photo at the Corinth Canal

Journey by way of the Corinth Canal (Oedipus spent his childhood in Corinth) en route to Athens. The views of the adjacent mountains reflected in the water are some of the most impressive in Greece.

5:30pm: Arrive at the hotel in Argolida

Continue to Argolida. Home to Greece's first capital, the peninsula is dotted with orange and olive groves. Together with the Isthmus of Corinth, Argolida forms the Saronic Gulf, known for its sailing and charters due to its proximity to Athens.

6:00pm: Group dinner at the hotel in Argolida

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 4: Argolida | Epidaurus | Mycenae | Olympia

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel by private motorcoach to Olympia via Epidaurus and Mycenae

10:00am: Guided sightseeing of Epidaurus and Mycenae

Visit the ancient site of Epidaurus, famous for its 14,000 seat open-air theater dating back to the 4th century BC. One of the best-preserved amphitheaters in all of Greece, its acoustics are world-renowned—a person whispering in the round orchestra can be heard from the top row of seats. Continue on to Mycenae a strategic city perched on a hilltop, overlooking valleys, mountains and the sea. In ancient times, "golden Mycenae" was considered one of Greece's greatest cities. According to Homer's epic, it was in Mycenae that Agamemnon began his legendary campaign against Troy.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Participate in a Pottery Experience in Mycenae

After your visit to Mycenae, travel a few kilometers outside the city to the a Pottery workshop. Here, a master craftsman will explain how to make the traditional Greek Clay pots, called Amforeas, and will then give you a chance to make your own! If you'd like to have the craftsman bake and finish your creation, you can arrange to have it shipped backed home for a small cost.

5:00pm: Arrive in the Olympia region

Welcome to Olympia, most famously known as the site of the ancient Olympic Games. Despite its name, is it nowhere near Mt. Olympus, which is located in Northern Greece.

6:00pm: Group dinner at the hotel in Olympia

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 5: Olympia | Delphi

6:00am: Wake-Up call

7:00am: Breakfast at Hotel

8:00am: Travel by private motorcoach to Delphi

9:00am: Guided sightseeing of Olympia

Visit Olympia, site of the first Olympic Games almost 2,800 years ago. According to legend, Hercules proposed the idea of the Olympics, which were intended as a means of honoring Zeus. Back then the games were held every four years—a tradition that the modern-day Olympics upheld until 1994, when the summer and winter games were first split into different years.

11:00am: Visit the Olympia Site and Museum

The museum houses some very impressive artifacts in its collection including sculptured ornaments for the Temple of Zeus, Hermes of Praxiteles, and Nike of Paionios. The museum reopened in 2004 after extensive renovations by architect Patroklos Karadinos and is now a main attraction in Olympia.

12:00pm: Visit the Museum Of Archimedes

Dedicated to Archimedes of Syracuse, a known physicist, engineer and astronomer, this museum highlights his greatest inventions and contributions to science.

1:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

6:00pm: Arrive at the hotel in Delphi

On the slopes of Mount Parnassus lies Delphi, home of the mystical Oracle. For centuries, ancient Greeks would communicate with the gods here, seeking advice and answers at this magical site where the heavens and the earth were said to meet. Delphi was considered not only the center of worship for the god Apollo, but also the center of the world.

7:00pm: Group dinner at the hotel in Delphi

9:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 6: Delphi | Athens**6:00am: Wake-Up call****7:00am: Breakfast at Hotel****8:00am: Travel by private motorcoach to central Delphi****10:00am: Guided sightseeing of Delphi**

Greeks believed Delphi to be the center of the world, and a site that originally belonged to Mother Earth. As you explore the sacred hills with a local guide, ponder the mysteries of what lies in your future, as did Greece's ancient military leaders, who left gifts for the Oracle in hopes of good fortune in battle. Then visit the Temple of Apollo where, according to legend, the gods communicated with mortals. Conclude with a stop at the Delphi Museum, whose collection boasts many artifacts dating back to 550 B.C., reminiscent of ancient Greece's mythical past.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Travel by private motorcoach to Athens

Welcome to Athens, the Cradle of Democracy and birthplace of Western civilization. A modern city with a strong connection to its ancient history, Athens has been a center of culture, politics, and history for thousands of years.

6:00pm: Optional Activity – Greek Evening

Tonight, opt to experience Greece's unique and colorful culture during an evening of traditional entertainment and cuisine. Enjoy an authentic meal composed of typical dishes at a specially selected taverna in or near the famous old Plaka district of Athens. Watch an enthralling belly-dance performance, and witness the fancy footwork and twirling bravado of traditional Greek dancing while musicians perform on bouzoukis, stringed instruments unique to Greece. Musical instruments, which date from the Bronze Age in Greece, have long played a central role in Greek tradition, as have regional dances. Experience firsthand this thrilling element of Greek culture!

9:00pm: Travel by private motorcoach to the hotel in Athens**10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out****Day 7: Athens****6:00 am: Wake-up call****7:00 am: Breakfast at the hotel****8:00 am: Travel by private motorcoach to central Athens****10:00am: Guided Sightseeing of Athens**

An expert local guide introduces you to the antiquities of Athens. Partially on your coach bus and partially on foot, get to know this ancient city named after Athena, goddess of war and wisdom. Climb up to the Acropolis to view the majestic Parthenon, an impressive architectural feat and symbol of western civilization. See the Temple of Athena Nike, which once housed a gold statue of the goddess with her wings clipped to keep her from ever deserting the city. After descending from the "sacred rock" be sure to check out the marble filled Panathenaic Stadium, which held the first modern Olympic Games in 1896.

12:00pm: Time for lunch in small, supervised groups

With the support of the Tour Director, the Group Leader will determine boundaries of where groups can go during this time.

2:00pm: Visit the Acropolis

Climb the Acropolis to view the majestic Parthenon, perhaps the world's greatest architectural feat. See the Temple of Athena Nike, which once housed a gold statue of the goddess (her wings were clipped to keep her from ever deserting the city). Athens is named after Athena, the goddess of war and wisdom. After seeing the Presidential Guard in their traditional costumes, pass the stadium, where the first modern Olympics were held in 1896, as well as lively Omonia and Syntagma Squares.

4:00pm: Visit the Acropolis Museum

Visit this archaeological museum that houses nearly 4,000 artifacts from the acropolis and surrounding site. This museum opened in 2009 and is built on the southeastern slope that was once the route of the ancient road that led up to the "sacred rock".

5:00pm: Walking tour of Athens

Get to know Athens during your Tour Director-led walking tour. Together you might stroll through the Plaka district or Monastiraki.

6:00pm: Group dinner at a restaurant in central Athens

8:00pm: Travel by private motorcoach to the hotel in Athens

10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 8: Athens

6:00 am: Wake-up call

7:00 am: Breakfast at the hotel

8:00 am: Travel private motorcoach to central Athens

10:00am: Optional Activity – Saronic Cruise

Journey through the islands of the Saronic Gulf. Your first port of call is ancient Aegina, already well-known in the days of the pan-Hellenic Games. Then it's on to Poros, site of the Temple of Poseidon. Here, Demosthenes, a Greek orator who led the Athenian opposition toward Macedonia, escaped a death sentence by committing suicide. Last stop is Hydra, whose inhabitants figured prominently in the Greek War of Independence (Greece was a part of the Ottoman Empire until 1821). You'll also enjoy an included lunch during the cruise.

5:00pm: Group dinner at a restaurant in central Athens

8:00pm: Travel by private motorcoach to the hotel in Athens

10:00pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 9: Depart for Home

4:30am: Wake-Up Call

5:30am: Breakfast at Hotel

6:30am: Transfer to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.

⊕ For an additional cost add the following
3-day extension:

Day 9: Greek Island Cruise

6:00am: Wake-up call
7:00am: Breakfast at the hotel
8:00am: Travel by private motorcoach to the port

10:00am: Board the cruise for the 3-day excursion

12:00pm: Lunch on board the cruise

6:00pm: Group dinner on board the cruise

9:30pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 10: Greek Island Cruise | Santorini | Mykonos

6:00am: Wake-up call
7:00am: Breakfast on board the cruise
8:00am: Disembark the cruise for a half-day excursion to Santorini

10:00am: Included Excursion – Oia Village
Explore Santorini on this guided bus and walking tour. Admire the panoramic view of the Aegean Sea and the neighboring islands on your way to Oia Village. Built on the Caldera rim, Oia Village is an excellent example of Cycladic architecture. Walk along the cobblestone streets and explore the village, known for its white-washed houses with blue shutters. You will have free time to walk along the marble-paved alleys and poke around in the cute shops. *Groups traveling March – April:* Take the cable car down to the Port of Fira and return to the cruise ship via tender boats. Please note that a wait of more than a half hour can sometimes be expected at the cable cars. *Groups traveling May – October:* Continue to Athinios Port and return to the cruise ship by tender boat.

12:00pm: Lunch on board the cruise

2:00pm: Continue sailing towards Mykonos

5:00pm: Group dinner on board the cruise

6:30pm: Included Excursion – Mykonos Walking Tour

Guests will be transferred from the port to the town center (also known as Hora) for a walking tour of Mykonos (1hr). With your escort guide, you will pass by the Church of St. Nicholas on the way to the picturesque area of Alefkandra, known as the “Little Venice.” By the harbor, Mykonos’s iconic windmills are a beautiful photo opportunity, and offer a scenic vista over the old port.

9:30pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 11: Greek Island Cruise | Cesme, Turkey

6:00am: Wake-up call
7:00am: Breakfast on board the cruise
8:00am: Disembark the cruise for a full-day excursion to Cesme and Ancient Ephesus

10:00am: Included Excursion – Ancient Ephesus
Discover the splendor of Ancient Ephesus, one of the largest Roman archaeological sites in the Mediterranean. Your guided tour will feature exceptionally well-preserved ruins of the city, including the Agora, the Odeon, the Domitian Temple, the Hercules Gate, the Temple of Hadrian, the Celsus Library, and the Great Theater. At the end of the excursion, the group will have the chance to shop for souvenirs, local goods, and sweets. Please note: Ancient Ephesus is a full day excursion, so travelers will not have the opportunity to eat lunch on board the ship. Light refreshments will be provided while on the road; travelers should also plan to bring or buy snacks.

5:00pm: Return to the cruise

6:00pm: Group dinner on board the cruise

9:30pm: Group Leaders and Chaperone team will facilitate room checks and lights out

Day 12: Depart for Home

4:30am: Wake-Up Call
5:30am: Breakfast at Hotel
6:30am: Transfer from the cruise port to the airport for your return flight

Your tour director assists with your transfer to the airport, where you will check in for your return flight home.

The itinerary is subject to change.

For complete financial and registration details, please refer to the Booking Conditions at www.eftours.ca/bc.

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Light, Chair

RE: DRAFT Trustee Code of Conduct (2nd 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

May 23, 2023:

At the Public Meeting of the Board of Trustees 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.

May 28, 2024

At the Public Meeting of the Board of Trustees 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”.*

September 2024 through March 2025:

The Board of Trustees has been working with policy consultant Brian Callahan to update Policy 202.1. The process has included consultant presentation and Board deliberation in monthly Committee of the Whole meetings, as well as opportunity to provide ongoing feedback.

January 28, 2025:

1st Reading of the DRAFT Trustee Code of Conduct Policy was brought forward at the Public Meeting of the Board of Trustees. The motion was tabled to the February 25 Board Meeting.

February 11, 2025:

Yvon Prefontaine LLP provided legal feedback and guidance to the Board at the Committee of the Whole meeting. The legal recommendation to the Board was to adopt an expansive and thorough policy framework, wherein definitions and detail are clear, resulting in a decreased

risk for misinterpretation. The recommended DRAFT Trustee Code of Conduct Policy was to be presented for 1st Reading.

February 25, 2025:

1st Reading of the DRAFT Trustee Code of Conduct Policy was CARRIED at the Public Meeting of the Board of Trustees.

March 25, 2025:

2nd Reading of the DRAFT Trustee Code of Conduct Policy was brought to the Board at the Public Meeting of the Board of Trustees. This reading was tabled to the April 29 Board Meeting following written submission of suggested significant amendments via email. The timeline of this submission would not enable board members to review them appropriately prior to debate.

Recommendation:

That the Board move to accept the following motion: That the 2nd Reading of the DRAFT Trustee Code of Conduct Policy be accepted as presented.

Respectfully submitted,
Christine Light

TRUSTEE CODE OF CONDUCT

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.

Appendix I outlines the processes/options available to the Board in responding to Code of Conduct matters. This has been reordered as per our discussion.

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.

11.3.4. 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 as directed by the Board.

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.

Legal References:

- 1. Education Act; and Regulations**
- 2. Board Policy and Procedures**
- 3. Alberta Human Rights Act**
- 4. Criminal Code (Canada);**
- 5. Freedom of Information and Protection of Privacy Act;**
- 6. Local Authorities Election Act; and**
- 7. Occupational Health and Safety Act.**

Appendix I Code of Conduct Complaint Process and Remedial Actions

1. Informal Complaint Process

1.1. 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:

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

1.1.2. 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

1.1.3. 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.

1.2. 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.

2. Formal Complaint Process

2.1. 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:

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

2.1.2. 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,

2.1.3. 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.

2.2. 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:

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

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

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

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

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

2.3.2. 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.

2.4. 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.

2.5. Complaints that:

2.5.1. are not about a current Trustee, or

2.5.2. 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.

2.6. If the Board is of the opinion that:

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

2.6.2. 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.

2.7. 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:

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

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

2.7.3. 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.

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

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

2.10. 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.

2.11. 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.

2.12. 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.

2.13. 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

2.14. 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.

3. Remedial Action

3.1. 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.

3.2. 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:

- 3.2.1. issuing a letter of reprimand addressed to the Trustee,
- 3.2.2. requesting the Trustee to issue a letter of apology,
- 3.2.3. publicly reprimanding the Trustee by motion of censure with or without conditions on how to purge the censure,
- 3.2.4. publishing a letter of reprimand or request for apology and the Trustee's response,
- 3.2.5. requiring the Trustee to attend training either at the expense of the Board or the Trustee,
- 3.2.6. suspending or removing the Trustee from membership on a committee,
- 3.2.7. suspending or removing the Trustee from chairing a committee,
- 3.2.8. requiring the Trustee to reimburse the Board for monies received,
- 3.2.9. reducing or suspending remuneration paid to the Trustee in respect of the Trustee's services,
- 3.2.10. requiring the Trustee to return Division property or reimburse its value,
- 3.2.11. restricting the Trustee's access to Division facilities, property, equipment, services and supplies,
- 3.2.12. restricting the Trustee's contact with Division staff,
- 3.2.13. restricting the Trustee's travel and representation on behalf of the Board,
- 3.2.14. restricting how documents are provided to the Trustee (e.g. no electronic copies, but only watermarked paper copies for tracking purposes),
- 3.2.15. ~~disqualifying the Trustee from the Board, but~~ Nothing in this Code of Conduct requires the Board to impose a sanction for any contravention.

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: CUPE 290 Memorandum of Agreement between the Board and CUPE Local #290

Background:

The Lethbridge School Division negotiating committee and CUPE Local #290 reached Memorandum of Agreement dated April 14th, 2025. The agreement is for a term from September 1, 2024, to August 31, 2028. This Agreement is in compliance with *the Public Sector Employers Act* and has been approved by the Public Bargaining and Compensation Office of the Province of Alberta.

CUPE Local # 290 held a ratification vote on the Agreement on April 16, 2025.

It is recommended that the Board of Trustees approve the Memorandum of Agreement.

Recommendation:

That the Memorandum of Agreement between the Board of Trustees of Lethbridge School Division and the Canadian Union of Public Employees No. 290 dated the 14th of April 2025 be approved.

Respectfully submitted,
Christine Lee, Associate Superintendent, Business and Operations

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business and Operations

RE: CUPE 2843 Memorandum of Agreement between the Board and CUPE Local #2843

Background:

The Lethbridge School Division negotiating committee and CUPE Local #2843 reached Memorandum of Agreement dated April 14th, 2025. The agreement is for a term from September 1, 2024, to August 31, 2028. This Agreement is in compliance with *the Public Sector Employers Act* and has been approved by the Public Bargaining and Compensation Office of the Province of Alberta.

CUPE Local # 2843 held a ratification vote on the Agreement on April 16, 2025.

It is recommended that the Board of Trustees approve the Memorandum of Agreement.

Recommendation:

That the Memorandum of Agreement between the Board of Trustees of Lethbridge School Division and the Canadian Union of Public Employees No. 2843 dated the 14th of April 2025 be approved.

Respectfully submitted,
Christine Lee, Associate Superintendent, Business and Operations

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business and Operations

RE: Board Budget Beliefs Statements for Preparation of 2025-2026 Budget

Background:

In preparation for the development of the budget for the following school year, the Board of Trustees review the Belief Statements that guide the preparation of the budget. The Belief Statements provide high level guidance on preparing an annual budget that fiscally manages the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balance budget, as required by the Education Act.

The Board of Trustees reviewed the Belief Statements for preparation of the 2025-2026 budget and they are attached for approval.

Recommendation:

It is recommended that the Board approve the Board of Trustees Belief Statements for preparation of the 2025-2026 Budget as presented.

Respectfully submitted,
Christine Lee
Associate Superintendent, Business and Operations

LETHBRIDGE SCHOOL DIVISION

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2025-2026 BUDGET – DRAFT

Lethbridge School Division is primarily funded by Alberta Education. The Board is legally obligated to create and approve the annual division budget and to fiscally manage the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the *Education Act*.

Board Values:

Learning, Inclusion, Respect, Wellbeing, Leadership

- The Board believes the budget should be developed in the best interests of all students.
- The Board believes funds need to be allocated to promote equitable access to educational opportunities and resources for all students.
- The Board believes the budget shall provide for staffing to facilitate educational opportunities for all students.
- The Board believes in a budget process that is open and transparent.
- The Board believes education at the primary level is foundational to student success, and as such is a priority.
- The Board believes opportunities for student learning are achieved by allocating funds to specific centralized programs and services.
- The Board believes in providing targeted opportunities to further board priorities within schools.
- The Board believes in keeping Division and school levied fees as low as possible.
- The Board believes maintaining an uncommitted reserve is necessary for emergent and contingent situations.
- The Board believes in collaboration with municipalities, other boards, and community-based service agencies to effectively address the needs of all students which promotes the efficient use of public resources.

Board Priorities:

➤ **Growing Learners and Achievement**

➤ **Leading Learning and Building Capacity**

➤ **Supporting Learning and Wellbeing**

MEMORANDUM

April 29, 2025

To: Board of Trustees

From: Kristina Larkin
Trustee

RE: DRAFT Policy 402.11.2

Background:

The committee reviewed stakeholder feedback about Policy 402.11.2 Support Staff Growth, Supervision and Evaluation, with support from Associate Superintendent of Human Resources Robbie Charlebois and Director of Human Resources Rhonda Aos. Finalized draft for presentation to the board.

The committee began initial review of Policy 303.3 Administrator Growth, Supervision, and Evaluation. Discussion was had about whether Policy 303.3, Policy 402.11.1 Teacher Growth, Supervision, and Evaluation, and Policy 402.11.2 should be combined into a Staff Growth, Supervision, and Evaluation Policy. The committee has directed this for discussion and direction to the board for direction to the committee. Attached are two policy exemplars, which have not been reviewed by Policy Advisory Committee.

Recommendation:

It is recommended that the Board accept this for discussion and direction to the Policy Committee.

Respectfully submitted,
Kristina Larkin

402.11.2 Support Staff Growth, Supervision and Evaluation

Policy

~~The Board directs that procedures be developed to ensure the growth, supervision and evaluation of support staff.~~ The Board is committed to fair and consistent opportunities for growth, supervision, and evaluation. All staff have a responsibility to their own continuous learning and professional growth reinforcing their contributions to our Division. The Board believes meaningful growth, supervision, and evaluation create positive impact, provide opportunities for celebration, and are critical to student success.

Definitions

1. Growth: Continuous enhancement of skills and knowledge.
2. Supervision: Overseeing performance, providing guidance, and facilitating professional development and accountability.
3. Evaluation: Formal process of assessing contributions and effectiveness.
4. Designated Supervisor: A designated supervisor within the Division includes positions such as Superintendent, Associate Superintendent, Director, Coordinator, Principal, Vice Principal, and Manager who are responsible for the supervision and evaluation of support staff.

Regulations

Support Staff Growth

1. All support staff ~~on holding continuing and a full-year temporary contracts~~ with the Board shall engage in a ~~g~~Growth-oriented ~~process~~Plan each year.
2. The ~~g~~Growth-oriented ~~process~~Plan shall normally:
 - 2.1. reflect goals and objectives based on a self-assessment ~~of learning needs~~;
 - 2.1.2.2. offer opportunities for review and consultation with the employee's designated supervisor;
 - 2.2.2.3. ~~show a demonstrateable a~~ relationship to the ~~role~~, and ~~job~~

Commented [KC1]: Will be defined in the procedure

- description;
- ~~2.3.2.4.~~ take into consideration the ~~plans-priorities~~ of the school, program, or department, ~~the Division and Alberta Education~~; and
- ~~2.4. be developed in consultation with the employee's supervisor.~~
- ~~3. The Growth Plan shall be submitted on an annual basis to:~~
- ~~3.1. the principal or designate, in the case of support staff employed within a school; or~~
- ~~3.2. the immediate supervisor, in the case of support staff employed outside the school.~~

Commented [KC2]: This is a procedure item - in Pr402.11.2

Support Staff Supervision

- ~~4.3.~~ Ongoing supervision, informed by observation and feedback, shall be provided by the designated supervisor. ~~The principal or designate or supervisor shall provide for on-going supervision of each support staff member by:~~
- ~~4.1. providing support and guidance to the staff member; and~~
- ~~4.2. observing and receiving information about the staff member's quality of work.~~

402.11.2 Support Staff Growth, Supervision and Evaluation cont'd...

Support Staff Evaluation

- ~~5.4.~~ An evaluation of support staff, by the designated supervisor, shall normally be conducted:
- ~~5.4.4.1.~~ for purposes of gathering information related to a specific employment decision in consultation with the Associate Superintendent, Human Resources, or designate;
- ~~5.2.4.2.~~ when, on the basis of information received through supervision, the designated supervisor has reason to believe expectations are not being met, or; ~~is unacceptable~~
- ~~5.3.4.3.~~ upon written request of the staff member, as approved by the designated supervisor.

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

References

Education Act: 225-117



LETHBRIDGE SCHOOL DIVISION

Other Statutes: Alberta Labour Relations Code, Employment Standards Act
Division Policies: 402.8.3 Employee and Family Assistance ~~and Wellness~~
Programs,
402.12 Staff Learning
Other: Employee Collective Agreements, Job Classification Manuals

Shortened Overarching Growth, Supervision and Evaluation Policy

The Board is committed to fair and consistent opportunities for growth, supervision and evaluation. All staff have a responsibility to their own continuous learning and professional growth reinforcing their contributions to our Division.

The Board believes meaningful growth, supervision, and evaluation create positive impact, provide opportunities for celebration and are critical to student success.

The Board understands that growth, supervision and evaluation are dynamic, ongoing processes and must be tailored to the specific context in which they are applied.

Regulations

1. Staff Growth

- 1.1. Staff growth refers to the continuous enhancement of skills and knowledge.
- 1.2. Staff are expected to engage in growth-oriented processes as defined by Division procedures.
- 1.3. Growth oriented processes shall normally include:
 - 1.3.1. An opportunity for the staff member to engage in reflection through a self-assessment process.
 - 1.3.2. A connection to the role description or competencies associated with the position.

2. Staff Supervision

- 2.1. Staff supervision refers to overseeing performance, providing guidance, facilitating professional development and ensuring accountability.
- 2.2. Supervision shall be continuous and ongoing for all staff.
- 2.3. Designated supervisors as identified in Division procedures shall be responsible for supervising staff.
- 2.4. Supervision shall be informed by observation and/or feedback regarding an employee's performance.

3. Staff Evaluation

- 3.1. Evaluation refers to the formal process of assessing the contributions and effectiveness of a staff member.
- 3.2. An evaluation shall normally be conducted:
 - 3.2.1. For the purposes of making employment decisions for the Division.
 - 3.2.2. When on the basis of information received through supervision there is reason to believe the staff member is not meeting expectations.
 - 3.2.3. Upon written request of the staff member, as approved by the designated supervisor.

4. Growth, Supervision and Evaluation Procedures

- 4.1. Growth, supervision and evaluation procedures must take into consideration the unique requirements of different roles within the Division.

4.2. Growth, supervision and evaluation procedures must be consistent with applicable Board policy, Provincial legislation, Provincial quality standards and Provincial policy.

5. The Board is responsible for the supervision and evaluation of the Superintendent per Board policy and Provincial legislation.

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

DRAFT

Combination of 3 Policies

Staff Growth, Supervision and Evaluation

The Board is committed to fair and consistent opportunities for growth, supervision, and evaluation. All staff have a responsibility to their own continuous learning and professional growth reinforcing their contributions to our Division.

The Board believes meaningful growth, supervision, and evaluation create positive impact, provide opportunities for celebration, and are critical to student success.

Definitions

1. Growth: Continuous enhancement of skills and knowledge.
2. Supervision: Overseeing performance, providing guidance, and facilitating professional development and accountability.
3. Evaluation: Formal process of assessing contributions and effectiveness.
4. Designated Supervisor

Support Staff Growth, Supervision and Evaluation

Regulations

Support Staff Growth

1. All support staff holding a full-year contract with the Board shall engage in a growth-oriented process each year.
2. The growth-oriented process shall normally:
 - 2.1. reflect goals and objectives based on a self-assessment;
 - 2.2. offer opportunities for review and consultation with the employee's designated supervisor;
 - 2.3. demonstrate a relationship to the role, and;
 - 2.4. take into consideration the priorities of the school, program, or department.

Support Staff Supervision

3. Ongoing supervision, informed by observation and feedback, shall be provided by the designated supervisor.

Support Staff Evaluation

4. An evaluation of support staff, by the designated supervisor, shall normally be conducted:
 - 4.1. for purposes of gathering information related to a specific employment decision in consultation with the Associate Superintendent, Human Resources, or designate;
 - 4.2. when, on the basis of information received through supervision, the designated supervisor has reason to believe expectations are not being met, or;
 - 4.3. upon written request of the staff member, as approved by the designated supervisor.

Teacher Growth, Supervision and Evaluation

Teacher Growth

1. All teachers on continuing and probationary contracts with the Board shall complete a professional growth plan each year.
2. The professional growth plan shall:
 - 2.1. reflect goals and objectives based on an assessment of their own learning needs by the individual teacher;
 - 2.2. show a demonstrably relationship to the Teaching Quality Standard; and
 - 2.3. take into consideration the educational plans of the school, the Division and Alberta Education.
3. The development and review of growth plans are part of an inquiry-based professional growth process.

Teacher Supervision

4. The principal shall provide for on-going supervision of all teachers by:
 - 4.1. providing support and guidance to teachers;
 - 4.2. observing and receiving information from any source about the quality of a teacher's professional practice as delineated in the Teaching Quality Standard; and
 - 4.3. identifying the behaviours or practices of a teacher that for any reason may require an evaluation.

Teacher Evaluation

5. The principal shall conduct an evaluation of a teacher:
 - 5.1. prior to submitting a recommendation for permanent certification;
 - 5.2. for the purpose of gathering information related to a specific employment decision;
 - 5.3. when, on the basis of information received through supervision, the principal has reason to believe that the teacher's practice may not meet the Teaching Quality Standard
6. The principal may conduct an evaluation of a teacher upon the written request of the teacher.
7. Administrators shall be evaluated in accordance with Division Policy 303.3 Administrator Growth, Supervision and Evaluation.

Administrator Growth, Supervision, and Evaluation

Regulations

Administrator Growth

1. Every administrator in the Division shall be responsible for developing and implementing a Professional Growth Plan each school year.
2. The Professional Growth Plan shall be developed as part of an inquiry based process.
3. The Professional Growth Plan shall:
 - 3.1. include an inquiry question and/or goals and objectives based on a personal reflection of the competencies outlined in the provincial Leadership Quality Standard;

- 3.2. show a demonstrable relationship to the Leadership Quality Standard, where applicable; and
- 3.3. take into consideration the educational plans of the school, the Division, and Alberta Education.
- 4. All administrators shall engage in dialogue throughout the school year with the Superintendent and/or designate(s) for the purpose of conveying progress relative to the inquiry question and/or goals.
- 5. The Board shall be responsible for the evaluation of the Superintendent.
- 6. The Superintendent shall be responsible for the supervision and evaluation of the Associate Superintendents.

Administrator Supervision

- 10. Supervision shall be an on-going process which includes:
 - 10.1. providing support and guidance to the administrator;
 - 10.2. providing feedback to the administrator on their performance;
 - 10.3. providing feedback from stakeholders obtained through regular Division and/or provincial surveys;
 - 10.4. assisting the administrator in developing goals for growth;
 - 10.5. identifying behaviors or practices of an administrator that for any reason may require an evaluation.

Administrator Evaluation

- 11. An evaluation of an administrator may be conducted:
 - 11.1. for the purpose of making contractual decisions; or
 - 11.2. where there are questions about leadership performance; or
 - 11.3. upon the request of the administrator.
- 12. Supervision and evaluation of administrators shall be based on the Leadership Quality Standard, where applicable. Supervision and evaluation of administrators will be based on the ability of the individual to fulfill the position job description.
- 13. Where evidence is obtained through evaluation(s) that substantiate(s) that an administrator's performance does not meet the Leadership Quality Standard or does not meet the requirements of the job description, the Superintendent will deem the individual's performance as an administrator to be unacceptable. In keeping with the principles of fundamental justice and due process, the Superintendent shall provide an opportunity for the administrator to remediate any deficiencies before a further evaluation is undertaken. If it is established that the administrator has been unsuccessful in improving their practice, the Superintendent may then move to terminate the individual's contract as an administrator.
- 14. For each:
 - 14.1. administrator appointed to an "acting" position for a period of greater than six months, an evaluation shall be completed sixty days prior to the expected expiry of the appointment.
 - 14.2. newly appointed administrator, an evaluation shall be completed sixty days prior to the completion of the first year.

14.3. administrator evaluated, the Superintendent or designate shall prepare a letter of recommendation regarding renewal of the appointment.

15. All administrators shall be provided with a comprehensive evaluation every five years as part of an ongoing process of growth and improvement.

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

DRAFT



ALBERTA
EDUCATION

*Office of the Minister
MLA, Calgary - Bow*

AR 128663

April 15, 2025

Ms. Christine Light
Board Chair
The Lethbridge School Division
433 - 15 Street S
Lethbridge AB T1J 2Z4

Dear Christine,

On behalf of the Government of Alberta, we are pleased to advise you of the following project approval for the Lethbridge School Division as part of the school capital approval announcements in March 2025.

Planning Funding Approval

Project Name	Grade Configuration	Opening/Final Capacity
New school in southwest Lethbridge	K to 5	TBD

Alberta Infrastructure and Alberta Education staff will contact your administration to arrange a kick-off meeting to discuss planning work for the project, including any site investigation work that may be required and the project delivery method.

Planning funds are intended to support site readiness for priority projects, with the goal of clarifying the anticipated scope, schedule, and cost of a project. Alberta Infrastructure is responsible for retaining site investigation consultants. Additional details on planning funding and the capital planning process can be found in the *School Capital Manual*.

All approved school projects are now eligible to proceed from one funding stage to the next without having to wait for the next annual budget cycle, significantly accelerating the process for building and modernizing schools in the communities that need them the most. Please continue to work with your Alberta Education and Alberta Infrastructure contacts throughout the capital project process to ensure this project is accelerated as soon as it is ready.

.../2

Mr. Christine Light
Page 2

Your Alberta Infrastructure contact for this project is George El-Mehallawy, Director, Learning Facilities Branch, who can be reached at george.mehallawy@gov.ab.ca or 587-583-5412. Your Alberta Education contact is Peter Burgess, Manager, Stakeholder Relations, Capital Planning, who can be reached at peter.burgess@gov.ab.ca or 780-427-2083. Both numbers can be reached toll free by first dialling 310-0000.

We look forward to the successful and timely completion of this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Demetrios Nicolaides".

Demetrios Nicolaides
Minister of Education

A handwritten signature in black ink, appearing to read "M. Long".

Martin Long
Minister of Infrastructure

cc: Michael Nightingale, Superintendent