



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, October 23, 2018

Board Room

4:00 P.M.

4:00 p.m. **1. Approval of Agenda**

4:02 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of September 25, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

4:05 p.m. **3. Business Arising from the Minutes**

4. Presentations

5. Action Items

- | | | | |
|-----------|-----|---|---------------|
| 4:10 p.m. | 5.1 | International Trip Approval | Enclosure 5.1 |
| | 5.2 | Voluntary Retirement – Alberta Teachers' Retirement Fund and Local Authorities Pension Plan Members | Enclosure 5.2 |
| | 5.3 | Alberta Teachers' Association (ATA Local 41) Council Meeting Schedule | Enclosure 5.3 |

4:30 p.m. Public Forum

4:30 p.m. **6. District Highlights**

7. Information Items

- | | | | |
|-----------|-------|--|-----------------|
| 4:40 p.m. | 7.1 | Board Chair Report | |
| | 7.1.1 | Breakfast with the Board
- Immanuel Christian Secondary School | Enclosure 7.1.1 |
| | 7.1.2 | Response to September Public Forum
Question on Student Transportation | Enclosure 7.1.2 |
| 4:45 p.m. | 7.2 | Associate Superintendent Reports | |
| | 7.2.1 | Business Affairs | Enclosure 7.2.1 |
| | 7.2.2 | Human Resources | Enclosure 7.2.2 |
| | 7.2.3 | Instructional Services | Enclosure 7.2.3 |

5:00 p.m.	7.3	Superintendent Report	
	7.3.1	Canadian Award for Financial Reporting	Enclosure 7.3.1
	7.3.2	Urban Indigenous Youth Grant	Enclosure 7.3.2
	7.3.3	51-25 Club Banquet	Enclosure 7.3.3
	7.3.4	Acknowledgements of Excellence	Enclosure 7.3.4
	7.3.5	Board Priorities Report	Enclosure 7.3.5
	7.3.6	Donations and Support	Enclosure 7.3.6
	7.3.7	Snacks with the Superintendents – Lakeview School	Enclosure 7.3.7
	7.3.8	Calendar of Events	Enclosure 7.3.8

8. Reports

5:15 p.m.	8.1	District School Council – October 1, 2018	Enclosure 8.1
	8.2	Community Engagement Committee – October 9, 2018	Enclosure 8.2
	8.3	District Wellness Committee – October 15, 2018	Enclosure 8.3

9. Correspondence - Received

5:20 p.m.	9.1	Education Minister Eggen	Enclosure 9.1
	9.2	Holy Spirit Catholic Schools	Enclosure 9.2

10. Correspondence - Sent

5:25 p.m.	10.1	Solicitor General	Enclosure 10.1
	10.2	City of Lethbridge	Enclosure 10.2

5:30 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD SEPTEMBER 25, 2018.

IN ATTENDANCE:

Trustees: Clark Bosch; Tyler Demers; Jan Foster; Donna Hunt; Christine Light;
Doug James; Lola Major

Administrators: Cheryl Gilmore; Rik Jesse; Morag Asquith;
LeeAnne Tedder (Recorder)

Regrets: Christine Lee

The Chair called the meeting to order at 3:39 p.m.

1. Approval of Agenda

Trustee Jan Foster moved:

“that the agenda be approved as presented.”

CARRIED UNANIMOUSLY

*Approval of Agenda
6756/18*

2. Approval of Minutes

Trustee Donna Hunt moved:

“that the minutes of the Regular Meeting of June 26, 2018 be approved and signed by the Chair.”

CARRIED UNANIMOUSLY

*Approval of Minutes
6757/18*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 Literacy

District Literacy Lead Teacher, Bev Smith, and Director of Curriculum, Karen Rancier, provided a Literacy update.

*Presentations
Literacy*

5. Action Items

5.1 School Board Annual Work Plan

Every September the Board reviews the Annual Work plan, which outlines major events and tasks.

Action Items

Trustee Donna Hunt moved:

“that the School Board Annual Work Plan be accepted as presented.”

CARRIED UNANIMOUSLY

*School Board Annual
Work Plan
6758/18*

5.2 Letter to Solicitor General

At the Joint City of Lethbridge / School Boards Committee

meeting held September 12, 2018, there was some discussion pertaining to the opioid situation in the City of Lethbridge including strategies that have been implemented, ongoing challenges and pressing needs. The City of Lethbridge requested that both school jurisdictions consider writing a letter that supports the city in its advocacy for support from the office of the Solicitor General.

Trustee Jan Foster moved:

“that the Board approve sending a letter that supports the City of Lethbridge in its advocacy for support from the office of the Solicitor General.” **CARRIED UNANIMOUSLY**

*Solicitor General letter
6759/18*

6. District Highlights

District Highlights

- Trustees attended the opening of Senator Joyce Fairbairn Middle School grand opening.
- Donna noted the beautiful school and playground at our new middle school.
- Jan was pleased to represent the Board at the AGM of Lethbridge Family Services. We received the Friend of the Family award.
- Christine attended a few school council meetings and was encouraged by the parent turn out.
- Clark thanked the group for the speaker at the Welcome Back Breakfast.

7. Information Items

Information Items

7.1 Board Chair Report

Standing Committees

7.1.1 Board Standing Committee Annual Reports and Terms of Reference Review

Facilities Committee

Policy Advisory Committee

Spirit of 51 Committee

Board Budget Committee

Poverty Intervention Committee

Board Audit Committee

District Wellness Committee

Community Engagement Committee

Superintendent Evaluation Committee

FNMI Committee

New Committee: RLAC (Reconciliation Lethbridge Advisory Committee) will fall under the FNMI Committee.

- 7.1.2 FNMI Directorate Grant for Urban Indigenous Youth
Honourable Shannon Phillips, MLA Lethbridge-West, announced the funding boost to address concerns regarding funding for First Nations, Metis and Inuit student supports in the District.
FNMI Directorate Grant for urban Indigenous Youth
- 7.1.3 October Organizational Meeting Agenda
The annual School Board Organizational meeting will be held October 23, 2018. An electronic survey containing the 2018-19 Trustee committee membership choices will be distributed prior to that meeting.
October Organizational Meeting Agenda
- 7.1.4 District School Council Meetings
District School Council meeting dates for the 2018-19 school year are:
October 1, 2018
November 5, 2018
December 3, 2018
January 14, 2019
February 5, 2019 – Town Hall
March 4, 2019
April 1, 2019
May 6, 2019
June 3, 2019
District School Council Meetings

Public Forum: Cindy DeJager expressed concern regarding the new bussing routes. Buses that her children were taking did not arrive at their stop on Thursday last week with no prior notification. Distance for driving is beyond 2.4 km but with the pathways routing, they will be walking farther.
Cheryl Gilmore noted that the Province put in pathways as part of the distance.
Allison Pike recommended that Principals send out notification to all parents.
We will make an appointment for Cindy to meet with Cheryl Shimbashi, Transportation Coordinator.

- 7.1.5 Breakfast with the Board
The Board of Trustees will invite school staffs plus the staff at the Education Centre and Attwell building to join them for a light breakfast on a rotating basis. Trustees enjoy the opportunity to engage staff members in informal conversations. Following the breakfast, Trustees are invited to tour the school with the Principal
Breakfast with the Board

or Assistant Principal. The 2018-19 schedule is:
 October 3, 2018 – Senator Joyce Fairbairn Middle School
 November 7, 2018 – Immanuel Christian Secondary
 December 5, 2018 – Chinook High School
 January 9, 2019 – Senator Buchanan School
 February 7, 2019 – Park Meadows School
 March 5, 2019 – Lethbridge Christian School
 April 3, 2019 – Immanuel Christian Elementary
 May 1, 2019 – Mike Mountain Horse School

7.2 Associate Superintendent Reports

*Associate
Superintendent
Reports
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report including enrolment.

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Superintendent Reports

Superintendent Report

7.3.1 Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the staff and students when visiting schools.

*Acknowledgements of
Excellence*

7.3.2 Junior Achievement Program

Administration appointments for the new school year were shared. Lakeview School Principal announcement coming soon. Note the date should read 2018/19.

*Junior Achievement
Program*

7.3.3 ASBO Meritorious Budget Award (MBA)

The Board congratulated Mark DeBoer, Director of Finance on receiving this award.

*ASBO Meritorious
Budget Award*

7.3.4 Donations and Support

Green Acres Foundation presented a cheque for

Donations and Support

\$3,048.45 to Westminster School for the Sue Labuhn Memorial Library.

7.3.5 Board Priorities Report

Board Priorities Report

2018-19 District Priorities report of actions was shared.

7.3.6 World Teachers' Day

World Teachers' Day

World Teachers' Day is held annual on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels. The Board acknowledges the commitment of excellence that teachers, and all staff members, demonstrate for the benefit of students.

7.3.7 Snacks with the Superintendents

Snacks with the Superintendents

Executive Council invites school staffs, plus staff at the Education Centre and Attwell Building to join them for either a light lunch or breakfast on a rotating basis. This provides an opportunity to share highlights from the school and share concerns or suggestions with Executive Council members. The Snacks with the Superintendents schedule for 2018-19 is:

October 11, 2018 – Coalbanks School

November 15, 2018 – Lakeview School

December 5, 2018 – École Nicholas Sheran School

January 16, 2019 – Gilbert Paterson Middle School

February 13, 2019 – General Stewart School

March 5, 2019 – Dr. Probe School

April 10, 2019 – École Agnes Davidson School

May 2, 2019 – Attwell Building

7.3.8 Calendar of Events

Calendar of Events

The Calendar of Events was reviewed for the period September 26 to October 23, 2018.

Addition of October 10, 2018 Committee of the Whole meeting.

8. Reports

8.1 Joint Committee of City of Lethbridge and School Boards – September 12, 2018

*Reports
Joint Committee of
City of Lethbridge and
School Boards*

Trustee Jan Foster provided a written report from the Joint Committee of City of Lethbridge and School Boards

meeting held September 12, 2018.

*Board Audit
Committee*

8.2 Board Audit Committee – September 12, 2018

Trustee Tyler Demers provided a written report from the Board Audit Committee meeting held September 12, 2018.

Facilities Committee

8.3 Facilities Committee – September 17, 2018

Trustee Tyler Demers provided a written report from the Facilities Committee meeting held September 17, 2018.

*A.S.B.A. General
Meeting*

8.4 A.S.B.A. General Meeting – September 19, 2018

Trustee Donna Hunt provided a written report from the A.S.B.A. General Meeting September 19, 2018.

*Correspondence –
Received*

9 Correspondence – Received:

- 9.1 Parents as Teachers certificate
- 9.2 2018-19 School Fees approval email
- 9.3 Lethbridge Chamber of Commerce

*Parents as Teachers
2018-19 School fees
approval
Lethbridge Chamber of
Commerce*

10 Correspondence – Sent – none

Correspondence – Sent

Adjournment

The meeting adjourned at 5:31 p.m.

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: International Trip Approval – Immanuel Christian Secondary School

Background

Immanuel Christian Secondary School is requesting approval to take their Senior Choir on an International Trip to New York City, New York, United States from May 4th to May 8th, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$2,600.00 in Canadian Funds. Fundraising opportunities will be available to all 28 students to offset the cost of the trip. Students may use their parents or donated air miles rewards for air travel at an estimated saving of \$600.00 Canadian.

Recommendation

That the Immanuel Christian Secondary School Senior Choir Trip to New York City, New York in the United States from May 4th to the 8th, 2019, be approved by the Board, on the condition that all District policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith
Associate Superintendent





Request for Board of Trustee Approval of ICSS Senior High Choir Trip to New York City – May, 2019.

The Senior High Choir of ICSS would like to take a trip to New York City from May 4 to 8, 2019.

Benefits:

Music: NYC is an important city when it comes to music. NYC hosts performances in the Lincoln Center, Carnegie Hall, and Broadway. The proposed trip will have our choir perform a lunchtime a cappella concert at the Josie Robertson Plaza, at the United Nations, as well as on Ellis Island. There will also be a performance at a church in Harlem. Students will be given a behind-the-scenes tour of the Lincoln Center for the Performing Arts. In addition, they will participate in a musical theatre workshop with a Broadway clinician and then later that evening watch a Broadway musical.

Culture: NYC exerts a powerful influence over worldwide commerce, finance, culture, fashion, and entertainment. Students will have the opportunity to visit Central Park, Lower Manhattan – including the 9/11 memorial, Times Square, the Rockefeller Center, and the Metropolitan Museum of Art.

Service Provider:

Music Contact International
119 S Winooski Avenue
Burlington, VT 05401 USA

Proposed Itinerary:

Saturday, May 4

- Fly from Calgary to New York.
- Guided tour of Lower Manhattan.
- Supper at a restaurant in the heart of the Theatre District.

Sunday, May 5

- Travel to Harlem for worship service. At the service, our choir will be asked to sing a few songs.
- Visit to the Metropolitan Museum of Art
- Dinner
- Rockefeller Center – Top of the Rock Observation Deck

Monday, May 6

- Behind the scenes tour of the Lincoln Center for the Performing Arts
- A cappella concerts at Josie Roberson Plaza
- Travel to United Nations Headquarters – another a cappella concert in Zeus Lobby,

- Musical Theatre workshop in Broadway
- Visit to Times Square.

Tuesday, May 7

- Visit Liberty Island and Ellis Island
- A cappella concert on Liberty Island.
- Dinner
- Watch a Broadway musical

Wednesday, May 8

- Fly back to Calgary

Estimated Costs of Trip:

The land cost per student will be: \$1486.00 USD (which is about \$1930 CND)

The flight cost per student will be approximately \$600.00 CND.

We are going to manage our own flights to New York. This will allow parents to use Air Miles.

Total cost: \$2600.00 per student.

Number of students: 28

Fundraising:

There will be a variety of fundraising activities throughout the year:

Work bees

Bottle drive

Mom's Pantry Sales

In the past, some community members have donated Air Miles to needy students.

Chaperones:

Elsie Eelhart – Choir Director (staff member)

Rob vanSpronsen (staff member)

Lisa Wever - Accompanist (volunteer)

2 other volunteers - TBD

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

**RE: Voluntary Retirement – Alberta Teachers' Retirement Fund Members and
Local Authorities Pension Plan Members**

Background

For the past several years, the Board has approved a Voluntary Retirement Plan for the Alberta Teachers' Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees. This opportunity for staff members has facilitated the hiring process for the following year.

This plan allows staff members of the Alberta Teachers' Association Retirement Fund Members and Local Authorities Pension Plan to retire as of January 31, 2018 and then begin a temporary contract with the Board effective February 1, 2019 – June 30, 2019.

Recommendation

That the Board extend the Voluntary Retirement Package to all employees who are members of the Teacher Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 21, 2018, submit a letter of resignation effective January 31, 2019. Such employees will be offered a temporary contract effective February 1, 2019 – June 30, 2019.

Respectfully submitted,

Rik Jesse
Associate Superintendent



MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Alberta Teachers' Association (ATA) Local Council Meeting Schedule

Background

An excellent relationship exists between the Board of Trustees and its employee groups. Two examples of this collaborative relationship is the attendance by a member of the ATA Local Executive at all Board meetings and the open invitation that the ATA Local Executive to the Board to have a trustee attend Local Council meetings.

The meeting dates for the balance of the year are shown below:

November 7 - Attwell Building

December 5 - Christmas Dinner Meeting – Sandman Signature Lethbridge Lodge

January 9 – Attwell Building

February 6 - Attwell Building

March 6 - Attwell Building

April 3 - Attwell Building

May 1 - Attwell Building

June 5 – Dinner Meeting – location TBD

Recommendation

It is recommended that the Board receive this report as information and that a trustee be identified for each month to attend the remaining 2018-19 ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – Immanuel Christian Secondary School

Background

Lethbridge School District trustees have a long standing practice of visiting district facilities in order to better understand the operations at each site. Visits by trustees are truly appreciated by staff.

On a monthly basis trustees meet with the staff of one district site for a continental breakfast. The informal meeting provides an opportunity for staff to share highlights of their work with trustees. Additionally, trustees can share information about district initiatives and respond to questions staff members may have.

Breakfast with the Board has been scheduled at Immanuel Christian Secondary School on Wednesday, November 7, 2018 from 7:30 – 8:00 a.m. Following the breakfast, Principal Rob vanSpronsen will provide a tour of the school for trustees.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Response to September Public Forum Question on Student Transportation

Background

Cindy DeJager, a parent of two students attending Chinook High School, voiced concern regarding bus transportation. Specifically, she indicated that her two sons had bus service in previous years but this changed as a result of pathways being included in the calculation of distance from residence to the school. The inclusion pathways in the transportation system's calculation of distance is not within the jurisdiction's control. This was a decision made by the province this spring.

Cindy DeJager indicated that she felt there was a complete lack of communication and notice regarding the removal of stops that were the outcome of distance calculations. Her sons had been picked up for the first few weeks of school, and then the stops were removed without appropriate notification to parents. Her sons went to the stop one morning (stop 9 on Chinook W7 bus route), and no bus came to pick them up.

The Transportation Coordinator checked into the situation. It was confirmed that the stop had been removed without notification to the District. Notification to the riders consisted of the driver telling students at the afternoon home drop-off that there would not be a bus the next day. Lethbridge School District No. 51 concurs that this is not appropriate notice. The Transportation Coordinator worked with the City of Lethbridge Transportation department to reinstate the stop for this year. Mrs. Shimbashi indicated that Cindy DeJager was pleased with the outcome.

The request has also been made that Lethbridge School District have at least two weeks notice prior to consideration of removal of stops on a route.

All families impacted by change of distance due to pathways, as well as families who are waitlisted as ineligible riders due to distance but are allowed to ride if there is bus capacity, are now fully informed of their temporary status as riders using a form. The signed form indicates that although a student currently has access to transportation, the distance of their residence results in the system classifying them as unfunded (ineligible rider). They will have access as long as the bus has capacity, but there is potential for them to receive notice that the bus no longer has capacity due to an increase in eligible riders. It is also made clear that ineligible

riders may not have access to bussing in subsequent years if routes and capacity changes due to eligible riders.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The October 2018 report of the Associate Superintendent Business Affairs is attached.

Recommendation

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

Respectfully submitted,
Christine Lee

Associate Superintendent, Business Affairs

Report to the Board of Trustees

October 23rd, 2018

Facilities

- The South East Elementary School is ready to go to tender. We are still awaiting the grant agreement from Alberta Education prior to receiving final approval to proceed to tender by Alberta Infrastructure.
- At Senator Joyce Fairbairn, work continues on the completion of deficiencies including floor finish workmanship and material failures. The coordination and supplemental works to add technology equipment, display screens as well as the design and coordination of development of a Storage Building for snow removal equipment.
- Three modular classrooms at Coalbanks Elementary are almost ready for occupancy. Modular classroom request prepared for November 1st submission to Alberta Education. Modular classroom requests focus on West Lethbridge Elementary schools, in particular Coalbanks Elementary School. Modular Classrooms will be requested for Chinook High School due to significant growth in enrolment at high school in West Lethbridge.
- Meeting held with City of Lethbridge and Developer of South East Elementary school site to discuss playground installation at the new school site.
- Facilities department is working on completion of a few major summer projects such as storm water line at Probe, and Lakie restoration work after modular relocation.
- Review, design and installation of additional parking lot and pedestrian lighting at LCI, Education Centre and Victoria Park for safety.
- Work continues on addressing items identified as safety concerns as per school site inspections by OHS Officer.

Technology

- The Technology Department has ordered 230 new Epson projectors and whiteboards and are working with maintenance to create an installation schedule.
- Continue to work at Fairbairn on coordinating efforts to complete and finish installing all the technology in the school.
- The District firewall 5-year contract is expiring at the end of November and the department has been busy reviewing a number of firewall options that will best meet the needs of teachers and staff. The current firewall configuration has not allowed us to set security searchers as granular as required. Researching to find a new firewall solution that is easier to manage at a more affordable price.
- Lethbridge School District #51 staff are now able to use their District login credentials to log into google and take advantage of some of the tools google has to offer. Currently, students can log into YouTube, Sketch Up 3D, Hangouts and other google products that teachers may find beneficial in the classroom.
- The District has been targeted heavily with cyber-attacks over the last few months through phishing emails entering into the system that have compromised user's accounts. This has opened District computers up to malicious software. To assist in

combating the situation a safety course on how to recognize phishing emails has been offered to all employees. A number of changes have been made to our network to help protect users from such attacks.

- The department continues to work as a team on a new Network Prevention and Recovery plan. The plan addresses several preventative network architectural design components, that ensure district data and network is backed up and safe. The plan also covers a number of reactive actions, in the event of a major cyber-attack or disaster. Parts of the District plan along with information on some of our network structures will be presented to other school districts at the ATLE meeting October 24, 2018 in Calgary.

Finance

- The Finance department is working on the 2017-2018 financial statements in preparation for the Audit that will begin at the end of October.

Transportation

- Work has begun compiling and reviewing information for the annual transportation grant submission to Alberta Education.
- Looking into opportunities to provide required training for our activity bus drivers.

Occupational Health and Safety

- Attended Alberta Education Health and Safety Association (AEHSA) conference with Blaise Mac Neil, OHS Officer. Discussions about Joint Health and Safety Committees, emergency response planning, hazard assessment and control.
- Training to be provided to Head Caretakers regarding OHS routine inspection and other required reporting through Public School Works.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.
- Social Engineering Fraud Presentation to be held on October 26th presented by our Insurance broker, Marsh. This session to be attended by approximately 60 people which includes Administrators, Administrative Assistants, Finance staff and members of our auditing firm.
- Attended RIMS Canada conference and met with a number of insurance underwriters on behalf of the Urban Schools Insurance Consortium (USIC). Due to significant catastrophic losses in last few years, the industry is looking for 5 to 10% increases in some premium areas such as property and crime insurance. Meetings designed to inform underwriters regarding risk management and loss control measures taken by the Alberta Urban/Metro boards to temper premium rate increases. Education sessions also held that included Cyber Security and Social Engineering Fraud, Response during a crisis, Cannabis legislation and policy.

Kids are our Business

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The October 2018 report of the Associate Superintendent Human Resources is attached.

Recommendation

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

Respectfully submitted,
Rik Jesse



Associate Superintendent, Human Resources

Report to the Board of Trustees

October 23, 2018

Recruitment: Lethbridge School District No. 51 is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

Upcoming HR Recruitment opportunities:

- **2018 Kainai Career and Employment Fair** in Standoff, Alberta on Tuesday October 23rd 2018
- Lethbridge School District No. 51 Hiring Fair – Early December, 2018

Events:

ASEBP Presentation ~ Administrators' Committee on October 25, 2018

Megan Hunter from ASEBP (Workplace Wellness Liaison, Health Promotion Services) will present to our Administrators' Committee. The focus of the presentation will be the Employee Family Assistance Program (EFAP).

CASS Fall Conference ~ November 7-9, 2018

Alberta Stories of Practice: Building Personal and System Capacity Deepening the understanding and applying the learning to further a commitment to action and support implementation of the professional practice standard(s).

PowerSchool / Atrieve User Group Conference ~ Banff Alberta November 7-9, 2018

We will be sending Stacey Wichers and Amber Ruest to the Atrieve User Group Conference in November to participate in Professional Learning specific to the Atrieve software suite of applications.

Administrators' Committee Christmas Banquet ~ November 21, 2018

Members from the Administrators' Committee are invited to a banquet hosted by the Board of Trustees. Each year a donation is made on behalf of the Administrators' Committee to a selected family. The donation will be in the form of food and presents for Christmas.

First Aid Certification and Re-Certification Training ~ October to November, 2018

First Aid Certification and Re-Certification Training is offered to each school through a District program coordinated through Human Resources. The program offers us the ability to choose the dates and offer the training at a reduced cost. All training will take place at the Education Centre 433-15 Street South starting October 16th, 2018 to November 3rd, 2018. To date, 69 Lethbridge School District Staff Members have registered.

Hiring at a Glance:

New Hires:

Support Staff Hiring - September 15-October 17

- CUPE 2843 – 25
- FNMI -3
- Non-Union- 2
- Caretaking/Maintenance – 3

Open Positions as of October 17, 2018

- CUPE 2843 – 14
- FNMI –Reviewing model
- Non-Union- 0
- Caretaking/Maintenance – 1

Resignations/Termination September 15-October 17:

- CUPE 2843 – 4
- FNMI – 4
- Non-Union- 1
- Caretaking/Maintenance – 4
- Sub List - 10

Substitute Lists:

ATA (Teachers)

- 190 Teacher Substitutes as of October 17, 2018
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 10 New Teacher Substitutes in October, 20 are currently in the Reference Check or Interview Stage, 17 are currently in the application stage

Support Staff

- Offered 20 Support Substitutes 16 accepted, September 15 - October 17
- Support ~ 64 Support Substitutes as of October 17, 2018

Leaves:

Medical / Maternity Leaves – October

ATA (Teachers)

- 5 New medical leaves for a total of 19 to date
- 5 Teacher maternity leaves for a total of 25 to date
- 3 Teachers returning from maternity leave

Support Staff

- 20 Medical leaves, September 15 - October 17
- 3 New maternity leave

2018 / 2019 Evaluations / Performance Reviews

For the 2018 / 2019 school year, the Human Resource Department will support, coordinate and collect the following Evaluations / Performance Reviews:

- Support Staff - Approximately **250** Evaluations in 2018/2019
 - Educational Assistants
 - Advanced Educational Assistants
 - Administrative Assistants
 - Administrative Support
 - Career Practitioners
 - Business Support
 - Caretakers
 - Others
- Non-Union – Approximately **60** Evaluations in 2018 / 2019

- 12 Month Employees
- Making Connections
- FNMI Liaisons
- Attwell Staff
- EPP Managers
- FSLC
- SLP
- Coordinators
- Others
- ATA - Approximately **115** Evaluations in 2018 / 2019
 - Probationary Teachers (90)
 - Vice Principals (15)
 - Principals (9)

Leave Reform Project: Atrieve Automated Dispatch Web (ADW)

The HR team is currently working to reform the Attendance Management System originally created in 2005. With support from PowerSchool Atrieve each leave form takes approximately 3 hours to redesign.

Forms to be completed this year:

- Professional Learning (6 Forms)
 - Curriculum
 - Counselling
 - PUF
 - Inclusive Education
 - HR – Support
 - HR – Funded by Associate Superintendent HR
 - Superintendent
- School District Business (5 Forms)
 - Superintendent
 - F&P
 - OH&S
 - HR
 - DIS
- Union Business (6 Forms)
- Personal Concerns
 - ATA
 - CUPE 2843
 - CUPE 290
 - Non-Union (10 Month)
 - Non-Union (12 Month)
- Medical Dental
- Jury Duty
- Citizenship
- Bereavement
 - ATA
 - CUPE 2843
 - CUPE 290
 - Non-Union (10 Month)
 - Non-Union (12 Month)

ALL SCHOOLS ENROLLMENT BY GRADE: September 30, 2018

	Pre-Kindergarten			Kindergarten			Grades 1 - 12																Total	Total FTE
SCHOOL	Sep 30 2018	Sep 30 2017	Diff	Sep 30 2018	Sep 30 2017	Diff	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Sep 30 2018	Sep 30 2017	Diff	Sep 30 2018	Sep 30 2018	
																				1-12		1-12	PreK-12	PreK-12
Victoria Park												1	1	6	11	30	50	131	230	246	-16	230	230.0	
Chinook High															291	275	303	307	1176	1157	19	1176	1176.0	
Immanuel Christian Secondary												41	48	41	40	53	44	49	316	314	2	316	316.0	
LCI - Total Students															236	222	219	225	902	860	42	902	902.0	
LCI - French Immersion															36	44	49	42	171	173	-2	171		
WCHS															244	193	211	200	848	812	36	848	848.0	
G S Lakie												151	163	155					469	911	-442	469	469.0	
Gilbert Paterson - Total Students												253	260	205					718	704	14	718	718.0	
Gilbert Paterson - French Immersion												64	64	54					182	164	18	182		
Lethbridge Christian				29	35	-6	32	23	18	24	21	18	20	7					163	154	9	192	177.5	
Senator Joyce Fairbairn												194	144	140					478	0	478	478	478.0	
Wilson												212	243	203					658	631	27	658	658.0	
Agnes Davidson - Total Students	57	57	0	66	86	-20	90	74	70	88	84								406	415	-9	529	467.5	
Agnes Davidson - French Immersion			0	46	68	-22	67	46	48	55	51								267	254	13	313		
Coalbanks - Total Students	43	33	10	87	102	-15	109	89	69	72	59								398	354	44	528	463.0	
Coalbanks - Spanish				45	35	10	41	26											67	25	42	112		
Dr. Probe	43	42	1	84	89	-5	101	90	86	125	94								496	467	29	623	559.5	
Fleetwood Bawden - Total Students	41	41	0	49	33	16	57	59	64	69	63								312	306	6	402	357.0	
Fleetwood Bawden - Montessori							25	27	29	35	24								140	144	-4	140		
Galbraith	42	38	4	68	65	3	67	59	77	95	77								375	353	22	485	430.0	
General Stewart	48	49	48	20	21	-1	20	24	19	23	22								108	107	1	176	142.0	
Immanuel Christian Elementary	22	18	22	40	56	-16	56	25	56	44	42								223	199	24	285	254.0	
Lakeview			0	58	83	-25	97	77	87	89	86								436	428	8	494	465.0	
Mike Mountain Horse	78	61	17	75	81	-6	98	75	79	116	89								457	461	-4	610	533.5	
Nicholas Sheran - Total Students	37	41	-4	74	81	-7	96	89	81	104	69								439	435	4	550	494.5	
Nicholas Sheran - French Immersion				42	39	3	51	44	25	30	30								180	173	7	222		
Park Meadows	42	34	8	37	46	-9	45	56	50	52	42								245	261	-16	324	284.5	
Senator Buchanan	26	28	-2	49	41	8	47	42	41	57	43								230	214	16	305	267.5	
Westminster	27	29	-2	29	39	-10	37	22	35	28	28								150	136	14	206	192.5	
SUB TOTALS	506	471	102	765	858	-93	952	804	832	986	819	870	879	757	822	773	827	912	10233	9925	308	11504	10883.0	
Stafford Ridge																	1	2	3	5	-2	3	3.0	
Harbour House																			0	5	-5	0	0.0	
Pitawani													1		1	3	2	3	10	8	2	10	10.0	
CAMP											1		1				2	1	5	2	3	5	5.0	
SUB TOTALS																			18	20	-2	18	18	

TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901.0
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2017	11274	10629.0

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The October 2018 report of the Associate Superintendent Instructional Services is attached.

Recommendation

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

Respectfully submitted,
Morag Asquith



Associate Superintendent – Instructional Services- October 2018

First Nations, Metis and Inuit Work

The focus of this month with the FNMI team has involved:

- Urban Indigenous Pilot Project application writing
- Reviewing possible restructuring of service delivery of the FNMI Education Team
- Finalizing the IFNE grant for “Elder in Residence” program
- FNMI Parent Night October 24th
- Starting the FNMI Strategic Plan and finalizing the FNMI Work Plan
- Scheduling the FNMI Committee meeting

Wellness Work

The staff “Wellness Throw Down 2018/19” has started with a “Getting Outdoors (for at least 20 minutes 2X a week)” focus for the month of October. November the focus will be “Gratitude” and December will involve face-to-face connections (and putting away social media).

“The Stressed Teen” – October 18th, location at the Ed Centre 6:30 - 7:45 p.m. was well attended 30+ parents.

District Fruit and Veg meal supplement program delivered over 4000 apples to schools the month of October!!! This initiative is seen as an opportunity to enhance breakfasts or lunches available for all students. In November the fruit will be mandarin oranges. Schools are already preparing for “launching”/featuring the mandarin orange by developing educational connections that support nutritious eating.

Universal Design for Learning- Professional Learning

Karen Rancier, Ann Muldoon and Morag Asquith are now planning for the 2nd day of training for Administrators in UDL, November 1st. Many inquiry questions that Administrators are sharing in Generative Dialogue are connecting to elements of UDL. Shelley Moore returned to Lethbridge the second week of October. There was a strong representation of staff who attended this session held by SAPDC. The “DIS” department met on October 17th to discuss universal strategies to support positive behavior of students in our schools. We will be identifying learning opportunities for our Administrators in the next few months.

Provincial Results

We have been reviewing PAT and Diploma results for 2017/18 and building a report for the Board to review. The media release occurred October 18th.

Training at the Education Centre

On November 2nd, Morag and Cayley will be presenting on “Conflict Resolution” to our entire Education Centre staff. This day will be dedicated to learning about personal conflict resolution style and how we work together with others who have similar and different styles.

Dual Credit

We continue to work with Lethbridge College on fine tuning the Automotive Service Dual Credit opportunity that will be offered April – August of 2019 to grade 11 and 12's in our School District. There will be an Open House for students and parents November 8th at Lethbridge College in the Trade Centre.

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Canadian Award for Financial Reporting (CAnFR)

Background:

Lethbridge School District No. 51 is the first Canadian school division to receive the Canadian Award for Financial Reporting (CAnFR).

The Government Finance Officers' Association (GFOA) established the CAnFR program in 1986 to encourage and assist Canadian local governments to go beyond the minimum requirements of financial reporting and to prepare a comprehensive annual finance report that evidences the spirit of transparency and full disclosure in financial reporting.

Recommendation

It is recommended that the Board receive this report as information and congratulate Director of Finance Mark DeBoer, Associate Superintendent Christine Lee and the Finance Department team.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Urban Indigenous Youth Grant

Background

Alberta Education provided Lethbridge School District No. 51 with an urban indigenous youth grant. An update on how the grant funds will be spent will be shared by Associate Superintendent Morag Asquith.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: 51-25 Celebration Banquet held September 26, 2018

Background

Each year the Board recognizes staff members who have served with the District for 25 years or more. The Board hosts a dinner for all the members of the 51-25 club and their guest, and takes the opportunity to formally congratulate the staff members who have completed their 25th year with the District.

The 51-25 celebration was held on September 26, 2018 at the Lethbridge Lodge.

The new members of the 51-25 club are:

Andrea Kveder	Deb Bosch-Friedrick	Karen Rancier
Shanda McKnight	Suzie Chambers	Terry Hagel
Ard Biesheuvel	Ashelyn Redman	Brian Sakatch
Darin Gibson	Darryl Christiansen	JoAnne Thaxter
Kae McFadzen		

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

EMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

Background

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

Chinook Cross Country winners were:

Gabby Suggitt, Amaya Graham, Olivia Gook (3 km juvenile female)

Lorenzo Blood, Eli Orr, Kolton Smith (3 km juvenile male)

Cassidy Coolen, Jaime Jakovljevic, Kennedy Moland, Rylee Wevers, Madi Andres
(4 km junior female)

Denver Jensen, Brayden Ellis (4 km junior male)

Ilaria Cavani, Elisa Cavani (5 km intermediate female)

Brock Jensen, Logan Danyluk, Mason Harris, Carter Flexhaug (5 km intermediate male)

Abi Gruenhage (5 km senior female)

Chinook Golf team finished 4th at Provincials, one shot out of a medal. Team members are **Mason Harder, Rylie Seaman, MacCoy Garner, Tysen Johansen, Abbie Froom, Chelsea Joseph.**

LCI student, **Dylan Taylor**, was selected to be part of the Education Minister's Youth Council for 2018-19. The Minister's Youth Council will help students further develop their competencies and understanding of the education system.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

The District Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. An update on progress will be provided in the form of a report each month.

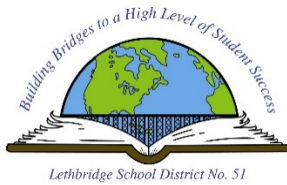
Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent





2018-2019 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition within the system and to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools
9. A comprehensive wellness approach promotes well-being and fosters learning
10. The education system demonstrates collaboration and engagement to further District priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

**2018-19 DISTRICT PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies.

Numeracy

- Secondary math teachers started the year with a bank of resources on math facts and math vocabulary that had been created last spring by members of the Secondary Math Steering Committee.
- Numeracy Lead Teacher, Jenn Giles, is in the process of meeting with all school-based admin teams to ascertain grades 4-9 teachers' needs in math instruction, resources, and Professional Learning so that she can begin residencies with teachers next week.

Curriculum Implementation

- Each school has identified one administrator who will be the instructional leader to attend workshops and meetings on our new curricula and then share the information with their teachers. These administrators will be attending a two-day workshop in October on Concept-Based curriculum.
- The Education Minister is planning to sign off on the Kindergarten through grade 4 new curricula in December 2018.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.

High School Initiatives: Off-campus, dual credit, high school re-design, career exploration

- Off campus program very active over the summer with Work Experience and RAP placements.
- Dual credit courses: Liberal Education 1000, Cinema 1000, Management 1850, Liberal Education 2020, Automotives

Middle School Initiatives

- Middle School Learning Day held on October 9th was a great success. Teachers and support staff attended sessions focusing on understanding the adolescent brain and modelling of instructional strategies across the different subject areas that are engaging and relevant to adolescent learners.

Early Learning

- Kindergarten teachers are currently in the process of completing the Early Years Evaluation (EYE), which is a classroom observational assessment for kindergarten children.
 - For the first time ever, we do not have any Early Education programming spaces left for children accessing Program Unit Funding (PUF) in north Lethbridge. PUF supports children having severe delays 3 years prior to Grade One entry. Typically, we try to limit each Early Education Program class to 6 children or fewer accessing PUF. Currently we have 7 - 10 children per class accessing PUF in north Lethbridge schools. Any new children identified for PUF are being directed to other schools where we offer Early Education Programming. At this point we have limited spaces left at Agnes Davidson, Nicholas Sheran and Mike Mountain Horse School with all other locations being full. For this school year we are seeing an increase of children accessing PUF in kindergarten classes on the north side as well.
 - We are celebrating the opening of a unique play space at Agnes Davidson School designed specifically for younger children. This outdoor space is designed for children ages 3 - 6 and was exclusively funded by Davis Automotive Group. There is a growing need to get children outside to
-

provide development opportunities that are different from activities done indoors. There is significant research to support outdoor play and the benefits for children.

FNMI

- FNMI Education is working on Strategic Plan and the Work Plan for the year- this will guide decisions around how best to allocate the \$125,000 for the 2018/19 school year
- Continuing to plan Professional Learning in consultation with Karen Rancier for all teachers for the 2018/19 school year
- October 12th- a large number of staff will participated in “Truth and Reconciliation in Every School” at the University of Lethbridge from 1-4:30 p.m.
- FNMI Parent Night- October 24th at Victoria Park High School
- Waiting for approval from Alberta Education of IFNE grant that supports an “Elder In Residence Program”
- Exploring different School Districts methods of FNMI Service Delivery

Administrator Professional Learning

- New administrators and their mentors met for a lunch and learn session on Thursday, October 11 to discuss Business Affairs guidelines and communication protocols with Mark DeBoer and Garrett Simmons.
- We are continuing the “Inquiry” Professional Learning joint venture with University of Lethbridge
- November 1st all Administrators will participate in a 2nd “Introduction to Universal Design for Learning” session facilitated by Ann Muldoon, Karen Rancier and Morag Asquith.

District Professional Learning (Collaborative Communities, support staff, teachers)

- Advanced Educational Support (AES) staff attended a Mental Health Literacy session on October 9.
- A PL session for support staff will be offered on Friday, October 19, with Laura Paiement presenting on “Fostering the Independent, Self-Regulated Learner.”
- At an AES staff meeting on October 19, Ann Muldoon will provide a PL session on Inclusion and UDL.
- On November 13, AES staff will receive training in the Collaborative Problem-Solving Model (Level 2) from Kent Hollingsworth at KCC.
- Morag, Karen and Ann led a day of learning about Universal Design for Learning (UDL) at the Admin Committee Retreat on September 27. Feedback from administrators was very positive.
- The first District-wide PL day will occur on Tuesday, November 13th with all teachers participating in teacher-created and teacher-chosen Collaborative Communities.
- Support Staff PD applications have been approved and funded by HR for a variety of professional learning events for EAs.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll- Sessions for October 9 & 25 and upcoming session are November 13 & 22
- HR is providing First Aid Certification & Recertification training. 4 Courses are offered October - November. 69 employees are participating in these after-hours events.
- HR has arranged for 4 Head Caretakers to attend Supervisor Leadership Series (6 Courses) through the Lethbridge College this fall (October 30-December 4th).
- 12 Caretaking and/or Maintenance staff are invited to attend “Focus on the 90%” session on November 21, 2018.
- EA’s have been able to attend SIVA training, Truth and Reconciliation (Oct 12 at U of L), Understanding Roots of Anxiety (Oct 10), and Shelly Moore Session (Oct 11), Working with Explosive/Non-compliant Children (Sept 19/20)

Teacher Induction Support for Quality Teaching and Leading [TIP]

- The Year 2 group met on the afternoon of September 26, delving into the Board Priority of Innovation.
-

- Both Year 1 and Year 2 groups are being encouraged to use their release time for classroom observation and feedback.

Wellness Initiatives

- HR provided resources to all Wellness Committee members for Employee & Family Assistance Program (EFAP) as well as other ASEBP Benefits.
- HR has ASEBP presenting on the Employee Family Assistance Program to Administrator's on October 25, 2018 and many resources will be shared.
- Laura Paiement has already visited schools and is back this month to consult further on universal self-regulation and staff wellness
- Morag is working with HR on the "Lethbridge School District Wellness Throw Down" this will be an initiative facilitated by Health Champions in each school over the next 8 months. Schools are partnered for competition/challenges that are health related for Staff
- 11 Wellness Grants from the Wellness Committee have been distributed to schools based around supporting self-regulation, gratitude and physical activity
- Alberta Education Nutrition Program continues to support breakfast/lunch opportunities in 11 schools this year
- Terry Fox Runs are happening throughout the District

Parent Engagement

- The first District School Council meeting was held on October 1
- Parent Session was hosted at the Education Centre titled "The Stressed Out Teen" presented by Laura Paiement October 18th
- The November District School Council meeting will have a learning sessions for parents (November 5, 6:00 – 6:30 p.m.) presented by Michael Krokosh, our new Technology Lead Teacher, focusing on the software students have access to at school and at home.

Community and Business/Industry Engagement

- HR team is attending Kainai Career & Employment Fair- October 23, 2018 In Stand-Off Opportunities to recruit as well as connect with our community

Classroom Improvement Fund Updates

Allocations in place:

6.0 FTE teaching staff to address class size
2 Kindergarten Education Assistants
6 Education Assistants across all levels
English Language Learning teacher
2.0 Family School Liaison Counsellors
Teacher of FNMI Culture and Language
Education Assistant professional learning

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, counselling, Positive Spaces, etc.)

- Positive Spaces first meeting is November 14th, 2018.
 - Christine Lee has been working on positive messaging at front desks in schools in support of healthy relationships and communication.
 - Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use, Cayley will be presenting October 1st to City Council on Prevention and Education.
 - Evacuation sites for all schools have been collated for the year and shared with the City to further support Emergency/Evacuation procedures.
-

- Lockdown process has altered slightly from last year and communication has gone out to Administrators to share with staff.
- October 9th PL with Andrew Baxter learning about Mental Health Literacy for all Wellness Team members.
- Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
- Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.

Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)

- Teachers throughout the district have been pleased with changes to Dossier, the program in PowerSchool that we use to plan for student support. Dossier now more accurately reflects a strengths-based approach within a Response to Instruction and Intervention (RTI) framework.
- Lethbridge 51 was well represented at a session on Inclusion with Shelley Moore on October 11.
- The process for contracted psych-ed referrals at high school has recently been revised and forms updated.
- Learning Team meetings are currently being completed in schools, and support plans should be finalized by October 30.
- The five itinerant AES have been working alongside assistants in classrooms to build capacity in supporting behaviour.
- The district is fortunate to have Complex Case accept for consideration a referral for one of our students with exceptional needs. The meeting will be held on October 23. A Lethbridge 51 family will also benefit from the new role of Systems Navigator in accessing coordinated services for two children.
- Heather Willms, ESL Lead Teacher, has been providing after school workshops and Lunch 'n Learns to support teachers as they prepare Benchmark assessments at all grade levels.
- Heather has begun working alongside teachers in classrooms, sharing strategies and resources for language acquisition and social transition.
- Ann Muldoon attended a SAPDC ESL Advisory Group meeting on October 16.
- Emily Glawe, middle school ESL teacher, has been co-planning and co-teaching in classrooms at Wilson Middle School, modelling instructional strategies and assessment techniques to support ELLs.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead teacher, Michael Krokosh, is in the process of meeting with elementary and middle school-based administrators to ascertain their teachers' needs in technology integration for the purposes of student achievement so that he can continue the residencies he began in September. Incorporating the use of technology into Project-Based Learning (PBL) is one of his areas of focus.

Breadth of Program Options

- With the Classroom Initiative Funding, several schools have improved or started of clubs within the Learning Commons spaces that revolve around Science Technology and Math. Continue to check our district website for the latest technologies being introduced into the classroom at: <http://www.lethsd.ab.ca/Innovators%20Corner.php>
 - Bret Jesse at Westminster Elementary, will be using Minecraft for Education with his entire class this year to help build literacy and numeracy skills with his grade 4 and 5 class.
 - 15 grade 12 students from Lethbridge School District #51, have started to attend Cinema 1000 on Tuesday evenings at the University of Lethbridge, as part of the dual credit
-

partnership. Students completed a tour of the U of L on Friday, September 14, 2018 and received student cards along with a brief overview of campus resources and facilities.

Technology

- We continue to work with teachers at Senator Joyce Fairbairn Middle School, offering training opportunities so they can better intergrade technology into their classroom.
 - Winston Churchill High School gym went through a major technology refurbish, with new sound equipment, shot clocks and a large digital display board that can be used as a scoreboard.
 - We have continued to see growth in teachers using the Microsoft office 365 product Microsoft Teams. Michael Krokosh, our Educational Technology Lead Teacher, continues to offer residences and learning opportunities to teachers on how Office 365 may be used in the classroom.
 - Lethbridge School District #51 email accounts will now authenticate with Gmail. What does that mean? Students and staff can now log into the Chrome browser, YouTube and other Google products. At this time, we have decided not to open any apps that are associated with Gmail or Google drive until we can do more testing and create a plan for scheduled release.
 - One teacher from each school on the afternoon of October 17, 2018 attended the Innovators Group, to discuss and look at some of the future projects the technology team is working on. The meeting was an opportunity for teachers to voice any concerns on how technology is operating in their schools. The Technology Department uses these meetings to inform, practice, and improve services within the classroom.
 - Lethbridge School District #51 continues to work with the Lethbridge Police Service and other stakeholders to offer a parent evening and professional learning day for staff around the topic of internet safety. Currently, the group is looking to bring in a guest speaker for the event that could present current data and strategies around living in a digital world.
-

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Donations and Support

Background

Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District 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 and attached are the donations and support received by the district.

- **Ron & Joyce Sakamoto** donated \$40,000 to the 1 District, 1 Book project.
- **Daytona Homes** donated \$46,927.25 from the 11th annual Backpack Program. The funds will be split between Lethbridge School District No. 51 and Holy Spirit Catholic Schools.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – Lakeview School

Background

At the beginning of each school year, Executive Council members are designated as school liaisons for each of the District schools. As a liaison, the Executive Council members represent the District at school functions. It has also been a long standing practice for Executive Council members to visit schools and classrooms on a regular basis, observing first-hand the activities that take place in the school. Visits by Executive Council members are appreciated by staff.

On a monthly basis Executive Council as a whole meets with the staff of one school for snacks. The informal meeting provides an opportunity for staff to share highlights of their school. Additionally Executive Council members can share information about district initiatives and respond to questions staff members may have.

All the staff of Lakeview School have been invited to have Snacks with the Superintendents on Thursday, November 15, 2018 beginning at 7:45 a.m.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

CALENDAR OF EVENTS

October	24	FNMI Parent Meeting Victoria Park
	25	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
November	5	District School Council 6:30 pm, Education Centre Board Room
	7	Breakfast with the Board Immanuel Christian Secondary School
	12	No School in lieu of Remembrance Day
	13	No School for students District wide Professional Learning Day
	13	Community Engagement Committee 6:00 pm, Education Centre
	14	Take Your Child to Work Day Grade 9 students
	15	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
	15	Rock Your Moc's
	18-20	Alberta School Boards Association (A.S.B.A.) Fall General Meeting
	20	District Student Advisory Council 12:30 pm, Education Centre Board Room
	21	No Kindergarten for students – Parent Teacher Interviews
	21	A.S.B.A. General Meeting 10:00 am, Education Centre Board Room
	21	Policy Advisory Committee 12:30 pm, Education Centre Computer Lab
	21	Administrators' Committee Banquet 6:00 pm, Lethbridge Lodge
	22	NO SCHOOL for students ALL Day for Elementary and AFTERNOON for Middle School (Professional Learning and Parent Teacher Interviews)
	24	NO SCHOOL for students Professional Learning Day
	27	Board Meeting 3:30 pm Education Centre Board Room



MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Doug James, Trustee

RE: District School Council – October 1, 2018

District School Council meeting minutes are attached.



District School Council Minutes for October 1, 2018

1. Welcome

2. Additions to the Agenda

12. Other Business

12.1 Isolation Rooms

12.2 Protests Outside Schools

3. Approval of Agenda

- Allison Pike moves to adopt the agenda as amended. Shannon Pratt seconds the motion. All in favour. Motion carries.

4. Approval of the Minutes of June 4, 2018

- Error noted – Allison Pike was not in attendance – name should be removed.
- Heather Paul moves to adopt the minutes as corrected. Alison Alma-North seconds the motion. All in favour. Motion carries.

5. Business Arising from the Minutes

5.1. Parent Information Nights

- There has been a request for parent information nights. The first one will be held on October 18, 2018 about the “Stressed Out Teen”- self regulation strategies for your teen. Information flyers distributed at the meeting. Information and registration on District website.
- October 24 – FNMI Parent night. Is there interest from DSC parents that would be interested in supporting, through representation, of this night, in an effort to develop relationships and help FNMI parents and other parents within the district understand the role of School Councils in a positive way. The night is scheduled from 6-8 pm at Victoria Park School on October 24, 2018.
- A number of parents indicated they would attend and host a table to represent the work of School Councils.
- Allison Pike will find / prepare a short flyer regarding School Councils.
- Cheryl Gilmore will prepare a short flyer regarding District School Council.
- Parents from all Councils to share information and encourage attendance.

6. Elections for District School Council

Chair – Hollie Tarasewich nominates Joy Morris for chair. Joy is present and accepts. No other nominations for chair. Joy Morris is Chair for 2018/19 school-year for District School Council.

Vice Chair – Joy Morris nominates Heather Paul for Vice Chair. Heather is present and accepts. No other nominations for vice-chair. Heather Paul is Vice-Chair for the 2018/19 school-year for District School Council.

Recording Secretary – Hollie Tarasewich nominates Lyvia Hughes for Recording Secretary. Lyvia is present and accepts. No other nominations for Recording Secretary. Lyvia Hughes is Recording Secretary for the 2018-19 school year for District School Council.

Committee Reps:

Policy Advisory – Purpose is to advise on the development of District policies. Meets on Thursday afternoons from 12:15- 3:30. They then send the policy out to stakeholders for feedback. Allison Pike has volunteered to be the rep for this committee. Joy Morris will be the alternate if Allison is unable to make it.

Poverty Intervention – Meets during the day. The purpose is improve educational opportunities and achievement of students affected by poverty as well as to heighten awareness and promote action on issues related to poverty. Heather Paul and Alison Alma-North will volunteer to be on this committee.

District Wellness – Dates and time TBD, however meet during the day. General healthy lifestyle choices for schools, and the issues surrounding such. Shannon Pratt will volunteer for this. Amber Johansen will be the alternate.

SAPDC – Southern Alberta Professional Development Consortium – meets 3-4x a year and during the day. General purpose is to create professional development opportunities in Southern Alberta. Hollie Tarasewich volunteers to be a part of this committee.

Community Engagement – Develop and implement strategies for the Board to fully engage all sectors of the community. Allison Pike, Heather Paul, Amber Johansen, Cynthia Young, Hollie Tarasewich, Lyvia Hughes

7. School Hot Lunch Programs in relation to District Health Nutritional Choices Policy 504.11

- Discussion regarding what the district policy states in regard to what is permitted and what is not according to policy. Some parents are finding that there is no consistency between the schools. Some schools are being denied the opportunity to provide certain Hot Lunches whereas other schools are allowed the opportunity to provide the same hot lunches.
- Superintendent and Associate Superintendent will sit down and discuss possible solutions, clear guidelines on what the policy is stating and will then agree on the common understanding. There will be a message sent out by the end of the week regarding clarifications.
- Healthyhunger.ca was suggested as a possible support for organizing hot lunches. It is being used in Edmonton, Calgary, and Red Deer.

8. Trustee Report – Doug James

- The Board approved that a letter be written in support of the city in its advocacy for support from the office of the Solicitor General.
- Board Committee reports were delivered. All reports can be viewed on the Agenda (located on the district website)
- FNMI Grant for Urban Indigenous Youth- grant application has been approved. \$250,000 has been approved, funding accessible over two years. The grant is provided to fund pilot project activities. Sustainability of the pilot project initiatives will be a priority throughout the project's planning process
- Junior Achievement Program is an organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential hands-on programs. Feedback about how the district is doing on the program.
- District won the Meritorious Budget Award from the Association of School Business Officials International.
- Priorities are innovation, inclusion and achievement.

9. Alberta School Councils Association Report – Allison Pike

- District pays for school councils to be members of ASCA and allows the school councils to access workshops for free.
- ASCA meets with the board of education about 5x a year and discusses many different topics.

10. Superintendent's Report

School Council learning sessions (brainstorm ideas)

- Usually half an hour in length, that will take place before DSC meeting.
- Technology – what programs do students have? Websites that support learning?
- Inclusive education at the high school level
- How can School councils support reconciliation
- Grant Writing
- Social Media usage
- New Curriculum – and learning competencies
- Encouraging FNMI School Council participation
- Celebrating Students and Innovation
- IPP, IEP, ISP meetings (how do parents navigate for success)

Board support for School Councils

- Board is committed to supporting School Councils.
- Pays for ASCA membership, registration to the ASCA annual Conference, as well as \$250 to attend the conference

School Council Membership List

- There is a spot on each school website that allows the parents to sign up for updates through school councils.
- Encourages parents to invite their school councils to request that this is put in school newsletters, etc.

Inclement weather procedures

- Severe Weather Conditions Procedure- School Closure Guidelines policy was reviewed.
- Schools are closed if transportation is not running (City of Lethbridge Transit)

11. Roundtable Reports

- Coalbanks, Immanuel Christian Elementary, Lakeview, Park Meadows all submitted roundtables

12. Other Business

12.1. Isolation Rooms

- Is this a common practice? Isolation room, quiet room. Isolation room is not automatically a part of building plan.
- Sensory rooms are in located in a lot of schools.

12.2. Protests/Signage Outside Schools

- There was a protest outside a high school that had quite graphic images. Discussion regarding what can be done if something like this were to occur
- Nothing can be done if the protest is OFF school property, however SROs are generally notified and included.
- When protests that occur that may traumatize a student, staff works to limit exit/entry to avoid confrontation.

13. Adjournment at 8:21 p.m.

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – October 9, 2018

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Doug James, Heather Paul, Allison Pike, Lyvia Hughes, Hollie Tarasewich, Amber Johansen, Cynthia Young

1. Committee Terms of Reference
 - Approved with no recommendation for changes
2. ICE Scholarship Breakfast
 - Speaker – Marty Park (Garrett)
 - Video and background information provided (Marty Park).
 - Timeline/process for choosing speaker explained.
 - Recommended that during Marty's presentation he could refer to the recipients from the previous year and their projects.
 - Idea that a video of the recipients from the previous year could be shown; Garrett has a clip that he could edit for this purpose.

Sub-committees:

- Promotion
 - Committee members: Christine Lee, Garrett Simmons, Cheryl Gilmore
 - Christine sent out promo letters in the spring/summer. To date, have 6 tables confirmed (\$52000), 3 likely and more as potential. Cheryl has a list of contacts for tables she will be pursuing. Event is on the website; Garrett will activate the purchase on-line button once the push for table sponsorship is done. Doug recommended that high schools have the opportunity to buy a table so that they can invite guests and/or place students at the tables.
 - Scholarship Application/Selection Committee
 - Committee members: Christine Light, Hollie Tarasewich
 - Christine indicated that some changes would be made that made the term 'innovation' clearer; it was evident that some students may have been intimidated or deterred from applying because of assumptions made around the word innovation.
 - Christine will start promoting the scholarship by visiting different student groups.
 - Committee structure with some of the sponsors as part of the judging worked well (brought some good expertise).
 - Event Planning
-

- Committee members: Jan Foster, Heather Paul, Lyvia Hughes, Allison Pike
- Venue secured – need to find out if space is flexible (can there be more seats?).
- Jan has sent letter seeking support for Chocolates (Callebaut) as table gift.
- Committee will determine what type of entertainment they want for pre-breakfast time.

3. Town Hall

- The February 2018 Town Hall had 2 questions: What is the District doing well? What can the district do better?
- Advice – communicate what has been done from the recommendations made the previous year (e.g. this is what we heard last year... this is what has been accomplished).
- Noted that some community members dominated conversations in some groups – have facilitator remind audience what collaborative participation looks like.

4. Other areas of pursuit for the Community Engagement Committee

- Topic of how to make Board meetings more accessible raised (more public friendly)
- Time (e.g. evening)
- Board meeting Q&A
- Communication to parents regarding Board meetings (eg. In report that Board members give to School Council; school newsletters)
- Timing of public forum (e.g. end of meeting)
- Other idea for Board engagement of public/parents – Coffee Time with Trustees

NEXT MEETING – Tuesday, November 13 at 6:00

MEMORANDUM

October 23, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: District Wellness Committee – October 15, 2018

Highlights:

1. Review of the Terms of Reference – these will be brought to the Board to ratify changes.
2. Wellness Grants - \$20,000.00 has been allocated out primarily for self-regulation. A mid-year grant review is scheduled for December.
3. Wellness Throw Down – To promote staff wellness in response to the Wellness Survey in the spring of 2018. The Health Champs first challenge October 15 to 30, 2018 is Get Outside. November is the month of Gratitude and December the month of Social Communication.
4. Nutrition Update – 11 schools are sharing \$252,000.00. This fall started a Universal Program – Fruits and Vegetables for all. In October apples were delivered to our schools, November will see Mandarins and December Bananas.
5. Policy – A subcommittee was formed to create a Wellness Policy.
6. A local student leadership conference will be held November 14, 2018. Featuring the Seven Dimensions of Wellness.
7. District Counseling Teams update - Cayley King outlined some of the work carried out by the teams. The Theme for the year is “Slow it down”.

Respectfully Submitted

Donna Hunt



Office of the Minister

SEP 18 2018

AR102014

Mr. Clark Bosch
Board Chair
Lethbridge School District
433 - 15 Street South
Lethbridge AB T1J 2Z5

Dear Mr. Bosch:

Thank you for your February 16, 2018 letter expressing Lethbridge School District's concerns about First Nations, Métis and Inuit education funding available to provincial school authorities, as well as the allocation methodology for the Innovation in First Nations Education (IFNE) grant program.

Alberta Education designed the IFNE grant program specifically to support First Nations students living on reserve as part of Alberta's commitment to eliminate the achievement gap between First Nations students and all other students in Alberta. The IFNE funding allocation ensures an equitable distribution of funding for each eligible provincial school authority based on the number of on-reserve First Nations students attending their schools. Alberta Education also provides provincial school authorities with funding through the funding framework to help them meet the learning needs of self-identified First Nations, Métis and Inuit students who live off reserve and attend provincial schools.

I understand that staff from Alberta Education have met and had discussions with your staff with respect to your concerns about your school district's overall ability to support urban First Nations, Métis and Inuit students in Lethbridge. I am pleased to inform you that in order to better support Lethbridge School District in this regard, Alberta Education will provide Lethbridge School District with a conditional grant of \$125,000 to start an Urban Indigenous Pilot Project that will help provide self-identified First Nations, Métis and Inuit students with the supports they need to succeed in school. If the school district matches this funding, Alberta Education will provide an additional \$125,000.

I encourage you to continue to leverage partnerships and existing resources to support First Nations, Métis and Inuit students in your school jurisdiction while we work collaboratively toward long-term solutions.

Sincerely,

David Eggen
Minister

cc: Honourable Shannon Phillips, MLA, Lethbridge-West
Maria Fitzpatrick, MLA, Lethbridge-East



October 9, 2018

Mayor Chris Spearman
City of Lethbridge
910 - 4th Avenue South
Lethbridge, Alberta, T1J 0P6



Dear Mayor Spearman,

Re: Lethbridge School Jurisdiction Membership on City of Lethbridge Committees

On behalf of the Holy Spirit Catholic School Division Board of Trustees, I would like to thank you and City Council for your leadership within the community of Lethbridge. This Council's efforts to ensure consultation and engagement with its citizens is nothing short of exemplary.



While we are honoured to be asked to participate in both the *Reconciliation Lethbridge Advisory Committee* and the *Community and Social Development Committee* for rotating terms with our Lethbridge School District No. 51 counterparts, we ask you and Council to reconsider the practice of having educational partners serve in rotating terms. Instead, we would recommend that permanent seats be allotted to both school jurisdictions to ensure continuity of resources and information to all Lethbridge students.



Thank you in advance for your consideration of this request. Should you wish to discuss the matter further, please do not hesitate to contact our offices at your earliest convenience.



Sincerely,

Judy Lane, Board Chair

/ag

cc. Clark Bosch, Board Chair, Lethbridge School District No. 51
Cheryl Gilmore, Superintendent of Schools, Lethbridge School District No. 51
Board of Trustees, Holy Spirit Catholic School Division
Chris Smeaton, Superintendent of Schools, Holy Spirit Catholic School Division





LETHBRIDGE SCHOOL DISTRICT No. 51

**BOARD OF TRUSTEES
433 - 15 STREET SOUTH
LETHBRIDGE ALBERTA
T1J 2Z5**

PHONE: (403) 380-5301
FAX: (403) 327-4387
www.lethsd.ab.ca

October 11, 2018

Ganley, Kathleen, Honourable
Minister of Justice and Solicitor General
Members of Executive Council
Executive Branch
424 Legislature Building
10800 - 97 Avenue
Edmonton, AB
T5K 2B6

Honourable Kathleen Ganley,

Please consider this a letter of support for the City of Lethbridge Council currently engaged in advocating for support from the Office of the Solicitor General to address what has been coined as the "Opioid Crisis" in our city. It is not our intent to delineate the impact it has had on our city in general nor call for specific kinds of support for much needed services. We would, however, like to describe the impact that it has had on our students, staff, and safety in our schools.

First, students' emotional well-being and health has been impacted by loss of family members, displacement, and crisis that characterizes homes engulfed by addiction. The escalating numbers of individuals who are homeless and injecting in parks, playground areas and playfields has the stark reality of dangerous paraphernalia left in areas frequented by young children and youth. We have worked closely with the City of Lethbridge to ensure signage in play areas that provides contact information for needle debris pick-up, trained our caretaking staff for pick up and disposal of needles, instituted a rigorous schedule of checking play areas, sent education materials home and reinforced safety through education in our schools. While these efforts have had some impact, the safety problem of needle debris grows. Additionally, homeless individuals gravitate to secluded areas in school grounds and hidden areas around our buildings to use drugs and make themselves a place to stay for the night. Our caretaking staff have had the unfortunate task of cleaning garbage, human waste, needle debris, soiled clothing, and items such as used condoms. They do their very best to have schools a safe place for students to come to in the morning, but the task is becoming daunting. Some dangerous encounters by staff and students during the evening and weekends, as well as damage to vehicles and buildings, has resulted in the District having to hire a security company to circulate and monitor some of our buildings located close to downtown.

The unfortunate outcomes of escalating drug use and homelessness that our District has been dealing with illustrates that the issue is not going away, and in fact, is increasing. We concur with, and support, the City of Lethbridge Council's contention that more assistance is needed in this city to deal with the problem.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Clark Bosch'.

Clark Bosch
Board Chair

cc: Honourable Shannon Phillips, MLA, Lethbridge-West
Maria Fitzpatrick, MLA, Lethbridge-East
Mayor Chris Spearman, City of Lethbridge



LETHBRIDGE SCHOOL DISTRICT No. 51

BOARD OF TRUSTEES
433 - 15 STREET SOUTH
LETHBRIDGE ALBERTA
T1J 2Z5

PHONE: (403) 380-5301
FAX: (403) 327-4387
www.lethsd.ab.ca

October 9, 2018

Mayor Chris Spearman
City of Lethbridge
910-4th Ave. South
Lethbridge, Alberta, T1J OP6

Dear Mayor Spearman,

Re: Representation of School Districts on City of Lethbridge Committees

On behalf of Lethbridge School District No. 51 Board of Trustees, I would like to extend our appreciation for the city's commitment to collaboration with partners. We value involvement with the city's committees and believe that community engagement and consultation brings important perspectives to the table. Collective engagement has the power of moving initiatives forward on a number of levels.

It is an honour to be asked to participate in both the *Reconciliation Lethbridge Advisory Committee* as well as the long standing *Community and Social Development Committee*. As you are aware, our participation is on a rotating basis with Holy Spirit Catholic School Division. While Lethbridge School District and Holy Spirit do collaborate on many educational initiatives, share ideas and engage in ongoing dialogue, it is difficult to fully participate and contribute to city committees when participation is on a rotational basis.

We would recommend that permanent seats be allotted to both school jurisdictions to ensure continuity of service to the committee and work with our students and school communities as an outcome of committee work.

Thank-you in advance for your consideration of this request. Please do not hesitate to contact our offices should you have any questions regarding this request.

Respectfully,

Clark Bosch, Board Chair

cc. Judy Lane, Board Chair, Holy Spirit Catholic School Division
Chris Smeaton, Superintendent of Schools, Holy Spirit Catholic School Division

Lethbridge School District No. 51 Board of Trustees

Clark Bosch, Jan Foster
Tyler Demers, Donna Hunt, Doug James, Christine Light, Lola Major