



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, October 22, 2019

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 24, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4:05 p.m. **4. Presentations**

4.1 Student Engagement Consultant Presentation Enclosure 4.1

5. Action Items

4:15 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

5.4 Community Engagement Committee Terms of Reference Enclosure 5.4

4:35 p.m. **6. Division Highlights**

7. Information Items

4:40 p.m. 7.1 Board Chair Report
7.1.1 Breakfast with the Board-Education Centre Enclosure 7.1.1

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. Public Forum

5:00 p.m. 7.3 Superintendent Report

7.3.1	51-25 Club Banquet	Enclosure 7.3.1
7.3.2	Acknowledgements of Excellence	Enclosure 7.3.2
7.3.3	Board Priorities Report	Enclosure 7.3.3
7.3.4	Donations and Support	Enclosure 7.3.4
7.3.5	Snacks with the Superintendents – Immanuel Christian Secondary School	Enclosure 7.3.5
7.3.6	Calendar of Events	Enclosure 7.3.6

8. Reports

5:15 p.m.	8.1	Poverty Intervention Committee – October 1, 2019	Enclosure 8.1
	8.2	Division School Council – October 7, 2019	Enclosure 8.2
	8.3	Community Engagement Committee – October 10, 2019	Enclosure 8.3
	8.4	Policy Advisory Committee – October 16, 2019	Enclosure 8.4
	8.5	A.S.B.A. General Meeting – October 16, 2019	Enclosure 8.5

9. Correspondence - Received

5:20 p.m.

10. Correspondence - Sent

5:25 p.m.	10.1	Education Minister LaGrange - September 18, 2019	Enclosure 10.1
	10.2	City of Lethbridge – September 25, 2019	Enclosure 10.2
	10.3	Education Minister LaGrange - September 25, 2019	Enclosure 10.3

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

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD SEPTEMBER 24, 2019.

IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Christine Lee; Morag Asquith
LeeAnne Tedder (Recorder)

Regrets: Rik Jesse

The Chair called the meeting to order at 3:49 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**

*Approval of Agenda
6906/19*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of June 25, 2019 be
approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6907/19*

Trustee Donna Hunt moved:

“that the minutes of the Budget Meeting of June 25, 2019 be
approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6908/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 Website

Communications Officer, Garrett Simmons, presented the new
Division website.

*Presentations
Website*

5. Action Items

5.1 Approval of International Trip – G.S. Lakie

Sheldon Arvay and Daniel Yaretz from G.S. Lakie Middle School
requested approval for a group of music students to go to
Nashville, Tennessee, USA from April 28 to May 3, 2020.

Action Items

Trustee Tyler Demers moved:

“that the G.S. Lakie Middle School tour of musical historical

*Approval of
International Trip G.S.*

sites in Nashville, Tennessee, USA from April 28 to May 3, 2020 be approved, on the condition that all division policies and procedures are strictly followed.”

*Lakie to Nashville
Tennessee
6909/19*

CARRIED UNANIMOUSLY

5.2 Approval of International Trip – Chinook

Duane Piper from Chinook High School (CHS) requested approval to take a group of drama students on a theatre trip to New York City, New York, USA from April 2 to April 8, 2021.

Trustee Donna Hunt moved:

“that the CHS theatre trip to New York City, New York, USA from April 2 to April 8, 2021 be approved, on the condition that all division policies and procedures are strictly followed.”

*Approval of
International Trip CHS
to New York City, New
York
6910/19*

CARRIED UNANIMOUSLY

Jaclyn Dudas from CHS requested approval to take a group of students on a Treasurers of Eastern Europe trip over Easter of 2021. Tentative dates are April 5 to 15, 2021. Cost is approximately \$4500.

Trustee Doug James moved:

“that the CHS Treasurers of Eastern Europe trip over Easter of 2021 be approved, on the condition that all division policies and procedures are strictly followed.”

*Approval of
International Trip CHS
to Eastern Europe
6911/19*

CARRIED UNANIMOUSLY

5.3 School Board Annual Work Plan

Board review of the annual work plan.

ASBA Zone 6 meeting was changed to October 16, 2019

Budget Announcement will be October 24, 2019

Trustee Christine Light moved:

“that the Board of Trustees approve the Board Annual Work Plan, as amended.”

*Board Annual Work
Plan
6912/19*

CARRIED UNANIMOUSLY

5.4 Policy Review

Trish Syme presented policies up for review.

Policy Review

Trustee Lola Major moved:

“that the Board of Trustees approve removal of Policy 602.4 First Nations, Métis and Inuit Education.”

*Policy 602.4
Removal
6913/19*

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board of Trustees approve second reading of Policy
602.4 First Nations, Métis and Inuit Education, as amended.”

CARRIED UNANIMOUSLY

*Policy 602.4 First
Nations, Metis and
Inuit Education
6914/19*

Trustee Lola Major moved:
“that the Board of Trustees approve third reading of Policy
602.4 First Nations, Métis and Inuit Education, as presented.”

CARRIED UNANIMOUSLY

*Policy 602.4 First
Nations, Metis and
Inuit Education
6915/19*

Trustee Lola Major moved:
“that the Board of Trustees approve second reading of Policy
504.2 Wellness in Schools, as presented.”

CARRIED UNANIMOUSLY

*Policy 504.2 Wellness
in Schools
6916/19*

Trustee Lola Major moved:
“that the Board of Trustees approve third reading of Policy
504.2 Wellness in Schools, as presented.”

CARRIED UNANIMOUSLY

*Policy 504.2 Wellness
in Schools
6917/19*

6. Division Highlights

- Christine Light - Breakfast with Darci Lang, LCI School Council, pancake breakfast at Westminster, the Mayor’s Lunch where our Division was recognized for Arts Alive & Well in Schools and lunch with the Education Minister.
- Jan Foster – meeting with Education Minister and tour of Coalbanks.
- Donna Hunt - Darci Lang, meeting the Minister of Education, and Agnes Davidson Parent Council.
- Doug James – Welcome Back Breakfast, meeting the Minister of Education, and being assistant volleyball coach at Lakie.
- Lola Major - Darci Lang and the Joint City of Lethbridge/School Boards.
- Clark Bosch – Edmonton trip for Board Chairs to meet the Minister and Deputy Ministers. Thanks to Christine Lee for answering the school fee question that came up at a School Council meeting. Welcome Back Breakfast is something that good quality organizations do.

Division Highlights

7. Information Items

7.1 Board Chair Report

Information Items

7.1.1 Board Standing Committees Annual Reports and Terms of Reference Review

Board Members reviewed the annual reports and Terms of Reference.

*Board Standing
Committees Annual
Reports and Terms of
Reference Review*

Trustee Doug James moved:
“to approve the changes of the Facilities Committee Terms of Reference, as presented.”

*Facilities Committee
Terms of Reference
6918/19*

CARRIED UNANIMOUSLY

Trustee Christine Light moved:
“to approve the new Terms of Reference of the Poverty Intervention Committee, as amended.”

*Poverty Intervention
Committee Terms of
Reference
6919/19*

CARRIED UNANIMOUSLY

Trustee Clark Bosch moved:
“to approve the Terms of Reference of the Board Audit Committee, as amended.”

*Board Audit
Committee Board
Audit
6920/19*

CARRIED UNANIMOUSLY

7.1.2 October Organizational Meeting

Board members will be given the opportunity to select committees they wish to chair prior to the organizational meeting in October.

*October
Organizational
Meeting*

7.1.3 Division School Council Meetings

Division School Council meeting dates in the 2019-2020 school year are: October 7, November 4, December 2, January 13, February 4 (Town Hall Meeting), March 2, April 6, May 4, and June 1. Tyler Demers will attend the October meeting.

*Division School
Council Meetings*

7.1.4 Breakfast with the Board

Breakfast with the Board dates/locations in the 2019-2020 school year are:

October 8 (École Nicholas Sheran), November 6 (Education Centre), December 4 (G.S. Lakie), January 8 (LCI), February 6 (Westminster), March 4 (Fleetwood Bawden), April 8 (Attwell), and May 5 (Lakeview).

*Breakfast with the
Board*

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

*Associate
Superintendent
Reports*

Associate Superintendent Christine Lee provided a written Business Affairs report.

Business Affairs

7.2.2 Human Resources

Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Public Forum Response

*Public Forum
Response*

Response to the June public forum was included in the agenda.

Trustee Jan Foster left the meeting at 5:26 pm.

Public Forum

Public Forum

7.4 Superintendent Reports

*Superintendent
Report*

7.4.1 ASBO Meritorious Budget Award (MBA)

*ASBO Meritorious
Budget Award*

The Association of School Business Officials International (ASBO) awarded Lethbridge School Division with the Meritorious Budget Award during the 2019-2020 budget year. Congratulations to Mark DeBoer, Director of Finance.

7.4.2 Donations and Support

Donations & Support

Ready Set Go Donators were The Big Ones, Daytona Homes, Kinsmen Club of Lethbridge, Knights of Columbus, Runners Soul / New Balance, Shoe Warehouse, Thomas Buchanan Photography, Purely Inspired / High Maintenance Barber Shop, My City Care, Winston Churchill, and Lethbridge School Division Maintenance / Purchasing departments.

7.4.3 Board Priorities

Board Priorities

2019-20 District Priorities report of actions was shared.

7.4.4 World Teachers' Day

World Teachers' Day

World Teachers' Day is held annually on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels as outlined on

the UNESCO website.

Calendar of Events

7.4.5 Calendar of Events

The Calendar of Events was reviewed for the period September 25 to October 25, 2019.

8. Reports

*Reports
Facilities Committee*

8.1 Facilities Committee

Trustee Doug James provided a written report from the Facilities Committee meeting held September 17, 2019.

*Joint City of
Lethbridge / School
Boards*

8.2 Joint City of Lethbridge / School Boards

Trustee Jan Foster provided a written report from the Joint City of Lethbridge / School Boards meeting held September 18, 2019.

*Board Audit
Committee*

8.3 Board Audit Committee

Board Chair, Clark Bosch provided a written report from the Board Audit Committee meeting held September 19, 2019.

*Division Wellness
Committee*

8.4 Division Wellness Committee

Trustee Donna Hunt provided a written report from the Division Wellness Committee meeting held September 19, 2019.

9. Correspondence – Received

*Correspondence –
Received
Alberta Education
City of Lethbridge*

9.1 Alberta Education, Office of the Minister – June 2019

9.2 Alberta Education, Office of the Minister – August 2019

9.3 City of Lethbridge – August 2019

9.3 City of Lethbridge – September 2019

*Correspondence –
Sent*

10. Correspondence – Sent

None

Adjournment

The meeting adjourned at 5:40 p.m.

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Student Engagement Consultant Presentation

Background

Student Engagement Consultant Jim Kerr will provide a presentation for the Board.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Morag Asquith, Associate Superintendent,
Division of Instructional Services

Re: Approval of International Trips

Background

Winston Churchill High School (WCHS) is requesting approval to take a group of students on a study tour of Central Europe during Easter break of 2021. The trip would be organized with *Explorica*, one of the largest and most reputable student travel companies in North America. The educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$3,500.00. Fundraising opportunities will be explored to offset the cost of the trip.

Recommendation

That the WCHS study tour of Central Europe during Easter break of 2021 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith



WINSTON CHURCHILL

CENTRAL EUROPEAN HISTORY TOUR 2021

My name is Craig Findlay and I am a social studies teacher at Winston Churchill High School. I have had the privilege of travelling with students from Lethbridge School Division on a number of occasions, including five major tours of Europe: War and Remembrance Tour, 2006 (Germany, France, Monaco), the Return to Juno Beach Tour, 2009 (Belgium, France, Monaco), in 2012 the Chinook European History Tour (Germany, Poland [Auschwitz-Birkenau], Czech Republic, Austria), in 2014 the Chinook War and Remembrance Tour (England, Belgium, France) and in 2019 with a small group of students as part of the ATA Alberta-Finland Educational Research Partnership (Helsinki and Joensuu Finland).

Our proposed 2021 tour would be designed to serve as enrichment for the high school social studies curriculum and would be planned and executed as a study tour. Students will agree to do a number of pre-trip activities in order to nurture understanding and appreciation for the historic sites we would visit. Pre-trip work would include:

- lunch meetings to explore historical concepts, places, people and events
- assigned reading material and research tasks connected to curricular topics relating to the trip
- at least one video night to view theme related documentary

The tour would be built around two key curricular areas. First, the Social Studies 20-1 and 20-2 programs of study focus on expressions of nationalism, including manifestations of ultra nationalism. Our study tour would concentrate on the Holocaust and World War II in Eastern Europe, culminating with an emotional trip to the infamous Auschwitz-Birkenau Memorial site. Second, the tour would focus on the Cold War, an important outcome in the Social Studies 30-1 and 30-2 programs. The ideological battle scars of the Cold War are visible in the Eastern European centres we would visit. Berlin and Prague are beautiful cities which have struggled in their transition from centerpieces of Soviet control during the Cold War to capitals of modern-day nation-states. In Berlin we would visit the 'Check Point Charlie' museum and remnants of the Berlin Wall and while in Prague we would visit the KGB Museum and the Museum of Communism.

The trip would be organized with *Explorica*, one of the largest and most reputable student travel companies in North America. The 2019-2020 *Explorica Safety and Security Guide* states:

Rest assured that when you travel with Explorica, you're in good hands. With decades of combined experience in travel, we know exactly what precautions to take to keep students safe on tour. Protecting our travellers is our first priority, and we are committed to the task of training our staff in rigorous, safety-related procedures and holding our suppliers to the highest standards of quality and integrity. To do so, Explorica recruits talented staff and partners with reputable suppliers, working out every detail meticulously to exceed the expectations of our customers. At Explorica we believe that safety is of the utmost importance for every tour that we offer across the globe.

The cost of the proposed adventure is approximately \$3500, not including spending money. The fee would include all travel, accommodations, entrance fees, and two meals a day. The trip is proposed for Easter 2021 which would give students and families ample time to raise the necessary funds for the trip. Fundraising opportunities would be explored depending on the interest of the students and parents.

The tour would serve as an invaluable journey for any student moving through the Alberta High School Social Studies Curriculum. The experiences students would bring back to their teachers and classrooms would enrich the teaching and learning environment. There are no better classrooms than the ones created through the adventure of travel.

Below is the proposed itinerary for the trip:

Day 1 Start tour

Day 2 Guten Tag Berlin

Meet your tour director and check into hotel
Berlin City Walk: Alexanderplatz, Bebelplatz, Hackesche Höfe, Nikolai Quarter, Museum Island

Day 3 Berlin Landmarks

Berlin guided sightseeing tour: Checkpoint Charlie, Potsdamer Platz, Berlin Wall, Brandenburg Gate, Reichstag, Victory Column
Checkpoint Charlie Museum visit
Jewish Museum visit

Day 4 Berlin

Cold War Museum visit
Holocaust Memorial visit
Berlin underground bunker guided tour
Spy Museum visit

Day 5 Berlin--Kraków

Travel to Kraków
Krakow guided sightseeing tour: Wawel Hill, Wawel Castle & Cathedral, Medieval Market Square, Cloth Hall, St. Mary's Basilica, Jewish Quarter

Day 6 Kraków Landmarks

Auschwitz-Birkenau Memorial & Museum guided excursion
Traditional Polish dinner

Day 7 Kraków--Prague

Travel to Prague
Prague city walk: Charles Bridge, Mala Strana, Old Town Square, Jewish Quarter

Day 8 Prague Landmarks

Prague guided sightseeing tour: Hradcany (Prague Castle), Visit St. Vitus Cathedral
KGB museum

Day 9 Prague

Jewish Quarter guided sightseeing tour
Museum of Communism visit

Day 10 End tour



Thank you for your consideration and support,

Craig Findlay



MEMORANDUM

October 22, 2019

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, 2020 and then begin a temporary contract with the Board effective February 1, 2020– June 30, 2020 (or the end date as per the appropriate employee calendar).

Recommendation:

That the Board extend the Voluntary Retirement Package to all employees who are members of the Teachers' Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 6, 2019, submit a letter of retirement effective January 31, 2020. Such employees will be offered a temporary contract effective February 1, 2020 – June 30, 2020 (or the end date as per the appropriate employee calendar).

Respectfully submitted,

Rik Jesse

MEMORANDUM

October 22, 2019

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 are 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 6 - Attwell Building
- December 4 – Christmas Dinner Meeting – Sandman Signature Lethbridge Lodge
- January 8 – Attwell Building
- February 5 - Attwell Building
- March 4 - Attwell Building
- April 1 - Attwell Building
- May 6 - Attwell Building
- June 3 – 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 2019-2020 ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Community Engagement Committee Terms of Reference

Background

The Community Engagement Committee had their first meeting and made changes to the Terms of Reference which are attached with changes marked in red.

Recommendation

It is recommended that the Board approve the Community Engagement Committee Terms of Reference as presented.

Respectfully submitted,

Cheryl Gilmore

Community Engagement Committee Terms of Reference 2019-2020

Type of Committee

This is a District Board Standing Committee.

General Purpose

To develop and implement strategies for the Board to fully engage all sectors of the community.

Composition and Appointments (for life of the committee)

- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the **Division** School Council
- Communications Officer
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will be maintained by the **Department of Business Affairs**
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.
- Contribute ideas regarding the structure of Town Hall as well as feedback regarding areas of improvement.
- **Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19)**

project every 6 to 7 years. The Committee will gauge interest two years prior to potential implementation date.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – Education Centre

Background

Lethbridge School Division trustees have a long-standing practice of visiting division 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 division 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 division initiatives and respond to questions staff members may have.

Breakfast with the Board has been scheduled at the Education Centre on Wednesday, November 6, 2019 from 8:00 to 8:30 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The October 2019 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

Facilities

- South Lethbridge Elementary School. Masonry works continues on the school structure. Small schedule delay due to the winter storm at the end of September.
- The modular classroom at Dr. Probe was moved into position on Saturday September 28th as the winter storm was just beginning to hit Lethbridge. Despite the cold and wintry conditions, the modular was placed at the school site thanks to the hard work of our staff and contractors. Work has begun on getting the classroom hooked up to utilities and prepared for students.



- Due to the winter storm, the installation of two modular classrooms at Coalbanks Elementary, originally scheduled for October 5th, have been delayed. Heavy wet snow has made the ground too soft to place the classrooms that weigh approximately 60,000 lbs. If the weather holds the classrooms should be placed on sight by the last week of October.
- Work continues on Senator Buchanan and Westminster Schools on the lower floor of the schools.
- September 28th the snow started and it continued wet and heavy well into September 30th. It has been a long time since Lethbridge School Division had a snow day. With a City's shut down most of September 30th, many people pitched in to get the snow cleared. Caretakers cleaned walkways and some administrators too and the Maintenance team worked late into the evening to get parking lots cleared so staff and students could return safely on October 1st. **A big thank you goes out to everyone who helped during this big snow event.**
- The **2020 Alberta Summer Games** are coming to Lethbridge, July 23rd to 26th, 2020. Lethbridge School Division will be providing facilities for student accommodation. Christine Lee and Mark DeBoer are Co-Chairs for Accommodations for the Summer Games along with Brenda Clear, Chair of Athletes Villages and LeeAnne Tedder, Athletes Village Volunteer Chair. Students will be housed at Chinook High School, Coalbanks Elementary, G.S. Lakie Middle School and Senator Joyce Fairbairn Middle School in West Lethbridge. As the Division is providing facility, space and caretaking support to the Summer Games, we have received Diamond Sponsorship recognition. Lethbridge School Division has had a long history of supporting this event when held in Lethbridge. We will be asking staff to volunteer in a variety of capacities to support the games.



Technology

- Alberta Education is requiring student records digitized by 2020. The technology department has created a Road Map to plan this digitization. The Division has purchased Laser Fiche software to assist with this project. Tina Carnegie will be working with schools to assist with the digitization process. As part of a three-year plan, the use of the new software will support online student registration, field trip form processing, electronic contracts and the digitization of personnel, office and other corporate records.
- The department built 200 new laptops at Chinook High School with the assistance of grade 9's who were interested in learning the process.



- The Technology Department held their department planning retreat on October 16th and 17th. The department worked on developing best practices and procedures, reviewing mission and vision, and developing individual staff learning projects that are part of the departments generative dialogue process.
- Technology work plan developed to guide the departments work for the next three years.
- Work has begun on product review and selection for the evergreening of secondary technology.
- Digital Citizenship event held at Wilson Middle School on October 9th.
- Being good corporate citizens. Used technology equipment has shipped to the Island of Dominica in the Caribbean as part of the Rotary Club's Project Dominica. Used cables, switches and projectors were donated.

Finance

- Auditors are currently on site working on the Division's annual audit. The Audited Financial Statements for the 2018-2019 School Year will be presented to the Board of Trustees at the November Board meeting.
 - The Provincial Budget will be released on October 24th. The finance department will be analyzing the implications of this budget and will implement any revenue impacts into the fall update of the preliminary budget approved in May 2019 for the 2019-2020 school year. The fall budget update is presented to the Board of Trustees at the November Board Meeting.
-

Occupational Health and Safety

- All committee members are required to take mandatory training as per legislation. This training includes Part 1 – 2 hour online course and Part 2 – 6-8 hours of facilitated instruction by an approved trainer. The Division will provide two opportunities for the Part 2 training, The first was held on October 3rd and the second session will be on November 7th for committee members. All Committee members have completed Part 1 training.
 - As per legislation, another 8 hours of training will be required for our Division Health and Safety Committee representatives. That training will be planned for the spring and will include training on Hazard Identification and conduction workplace inspections.
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Other matters

- Work related to Insurance, legal, and labour relations matters
- Work with leadership team and schools through generative dialogue process
- South Lethbridge Elementary School construction meetings
- Commenced ATA Local Table Negotiations, October 9th
- Presenter, School Management session for new Administrators, October 10th
- Attended the following events/meetings:
 - Lead Negotiator Training, Module 3 – September 26th, Edmonton
 - Administrators Retreat, September 27th, Lethbridge
 - Economic Development hosted Lunch and Learn re Utilities, October 1st
 - Head Caretakers meeting, October 2nd
 - RBC public sector/non-profit roundtable breakfast, October 4th

- Northern Lights Festival, Winston Churchill High School, October 4th
- Alberta Education Funding Framework Review Working Group, Edmonton, October 7th
- Senator Joyce Fairbairn Middle School, Snacks with Superintendents, October 8th
- Senator Joyce Fairbairn Middle School , Medal of Honour ceremony, October 10th
- Community Engagement Committee meeting, Oct 10th



Kids are our Business

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The October 2019 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 22, 2019

Recruitment: Lethbridge School Division 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.



ADW Reimplementation Goals & Update:

Work continues on our core system software (Atrieve/ADW), the following processes will be completed in the coming weeks:

- Pay actual vs average
- Show details of pay on earning statements (Statement Overlay modification required)
- Eliminate manual calculations for override grids when FTE changes
- Eliminate manual ROE's
- Have Payroll and HR in sync: grids, positions, assignments, function lines
- Automate accurate storage bank adjustments
- Be able to use Staffing Notifications System as designed
- Eliminate am/pm rates for replacement
- Reduction / Revision of Employee calendars
- Streamline and standardize leave management module
- Implement Schedule Entry Web (School Administration)
- Implement Schedule Interface to Payroll
- Implement Timesheet Entry Web for extra time
- Implement Summer Savings Program
- Clean up of 61 HR Databases in the Core Product
- Review, clean up and deletions made to 480 reports within the web-based HR system (HR Report Writer)

HR Events:

Upcoming HR Recruitment opportunities:



Medicine Hat Career Fair - October 23

- The purpose of the event is to highlight available or potential opportunities and services for job seekers and students from a variety of backgrounds. Whether someone is unemployed, underemployed, re-entering the workforce or will be graduating from a college program, there will be a little something for everyone.

Recruiters and representatives will be here to answer your questions and highlight what they have to offer prospective job seekers.

Lethbridge School Division Hiring Fair – Early December 2019

Professional Learning at a Glance

[Atrieve ERP 2019 User Group Conference](#) ~ November 6 – 8

Amber Ruest and Jolayne Prus will be representing Lethbridge School Division

- HR Specific Sessions:
 - Join us to learn about new features and functionality within the HR product suite.
 - Ask an Expert – Join our panel of experts for an interactive Q&A Session
 - This session will walk users through the FTE reconciliation process between HR and Payroll
 - Join us to learn how to leverage position-based calendars and schedules
 - Discussion on Pension changes, Reporting changes, Services Canada Changes, EMP standards changes, Prov collective agreements for teachers, benefit reporting, Health wellness/safety, Gov't reporting – budgeting. There will be smaller group discussion and sharing
 - Breakout session and is meant for open discussion and sharing. Bring your questions and discussion ideas - Led by the HR SIG Chair Payroll Focus This is a user-panel breakout session.
 - Join us to learn about building effective dashboards for your administrators
 - HRIS Maintenance – Join us to learn best practice tips on auditing your data to ensure its accuracy and integrity

[2019 CASS Fall Conference](#) November 6 – 8

Rhonda Aos and Rik Jesse will be representing Human Resources Department

CASS supports the Alberta Education Superintendent Leadership Quality Standard, which provides a common frame of reference for defining professional practice. CASS professional learning opportunities and resources will support Superintendent and System Leaders in building their professional practice capacity in order to support quality school leadership and teaching to create optimum learning for all students in Alberta.

HR Specific Sessions:

- Employment Law for HR Leaders in Education Professional Learning Module Overview
- Three P's of Collective Bargaining: Preparation, Patience, Persistence
- New Common Language Regarding Maternity Leave

Staffing Update ~ Human Resources Department:

Human Resources Coordinator



The Human Resources Department is pleased to announce the appointment of Stacey Wichers to the **Human Resources Coordinator** position, effective September 24th. Stacey is in her 13th year with the HR Team, starting as the Assistant to the Director of HR, before moving to the Executive Assistant to the Associate Superintendent in 2015. Stacey is currently working toward completion of her Human Resource Management Credential with the University of Calgary and brings significant experience with all Division Employee groups. We are excited to have Stacey assume this new leadership role and we look forward to her continued commitment to excellence. Congratulations Stacey.

Executive Assistant, Human Resources



Please join me in welcoming Katie Guccione as the newest member of the Human Resources Department. Katie will be assuming the role of Executive Assistant, HR starting Tuesday, October 15th. Katie has a Bachelor of Management degree from the University of Lethbridge specializing in Human Resources and Labour Relations. Originally from Claresholm, Katie has recently moved to Lethbridge after working in Calgary for Fluor Canada.

Hiring at a Glance:

Substitute Teacher

- 192 Teacher Substitute
- 16 Applicants to be reviewed
- 19 New Applicants

Substitute Support

- 50 Support Educational Assistant Substitutes as of October 16 - Some subs had very limited availability i.e., KG Assistants were available Fridays only
- 4 Support Clerical/Learning Commons Substitutes as of September 16 – Some subs have very limited availability i.e., have part time contracts

Resignations / Terminations between September 30 and October 16

- 2 Support Resignations

Medical/Maternity Leaves - October

- 1 new Maternity leave for a total of 14 7 EDB
- 12 Medical Leaves
- 2 new EDB claims

October Hiring – Support

- Administrative Support – 1
- Educational Assistant – 10
- Career Practitioner - 1

October Hiring – Teaching

- 2 Temporary (MMH & Paterson)

Medical/Maternity Leaves - Teaching

- 16 Maternity leaves, 2 Medical leaves related to Nov. Maternity leave, 3 New Maternity leave requests
- 7 EDB
- 12 Medical Leaves

CUPE 290 (September 13 - October 16)

- None

Non-Union

- FNMI – 1
- FSLC – 1
- Executive Assistant to HR – 1

ALL SCHOOLS ENROLLMENT BY GRADE: September 30, 2019

SCHOOL	Pre-Kindergarten			Kindergarten			Grades 1 - 12															Total	Total FTE
	Sep 30 2019	Sep 30 2018	Diff	Sep 30 2019	Sep 30 2018	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 2019	Sep 30 2018	Diff	Sep 30 2019	Sep 30 2018
																			1-12	1-12		PreK-12	PreK-12
Victoria Park												1	3	3	15	30	51	155	258	230	28	258	258.0
Chinook High															317	287	265	312	1181	1176	5	1181	1181.0
Immanuel Christian Secondary												45	42	47	41	38	49	43	305	316	-11	305	305.0
LCI - Total Students															217	244	200	233	894	902	-8	894	894.0
LCI - French Immersion															53	38	43	51	185	171	14	185	
WCHS															214	254	204	220	892	848	44	892	892.0
G S Lakie												134	156	160					450	469	-19	450	450.0
Gilbert Paterson - Total Students												277	251	252					780	718	62	780	780.0
Gilbert Paterson - French Immersion												74	60	65					199	182	17	199	
Lethbridge Christian				31	29	2	29	28	27	20	27	23	20	20					194	163	31	225	209.5
Senator Joyce Fairbairn												171	212	148					531	478	53	531	531.0
Wilson												216	214	254					684	658	26	684	684.0
Coalbanks - Total Students	40	43	-3	115	87	28	104	106	93	71	78								452	398	54	607	529.5
Coalbanks - Spanish				48	45	3	47	39	23										109	67	42	157	
Dr. Probe	41	43	-2	86	84	2	94	99	101	97	120								511	496	15	638	574.5
École Agnes Davidson - Total Students	54	57	-3	93	66	27	79	98	77	74	85								413	406	7	560	486.5
École Agnes Davidson - French Immersion				68	46	22	52	65	43	47	53								260	267	-7	328	
École Nicholas Sheran - Total Students	38	37	1	78	74	4	79	90	78	75	101								423	439	-16	539	481.0
École Nicholas Sheran - French Immersion				41	42	-1	49	47	37	27	28								188	180	8	229	
Fleetwood Bawden - Total Students	25	41	-16	36	49	-13	58	55	62	59	71								305	312	-7	366	335.5
Fleetwood Bawden - Montessori							34	27	30	23	32								146	140	6	146	
Galbraith	39	42	-3	39	68	-29	60	65	63	79	88								355	375	-20	433	394.0
General Stewart	52	48	4	18	20	-2	24	22	20	19	25								110	108	2	180	145.0
Immanuel Christian Elementary	30	22	8	44	40	4	44	57	29	59	51								240	223	17	314	277.0
Lakeview			0	72	58	14	78	99	76	97	88								438	436	2	510	474.0
Mike Mountain Horse	68	78	-10	82	75	7	76	103	68	86	127								460	457	3	610	535.0
Park Meadows	45	42	3	55	37	18	37	48	61	54	53								253	245	8	353	303.0
Senator Buchanan	23	26	-3	44	49	-5	66	50	36	41	49								242	230	12	309	275.5
Westminster	25	27	-2	23	27	-4	26	35	21	34	33								149	150	-1	197	184.5
SUB TOTALS	480	506	-26	816	763	53	854	955	812	865	996	867	898	884	804	853	769	963	10520	10233	287	11816	11179.5
Stafford Ridge															1	1	2	2	6	5	1	6	6.0
Harbour House																1			1	5	-4	1	1.0
Pitawani																	5	2	7	8	-1	7	7.0
CAMP														1			1	2	4	2	2	4	4.0
SUB TOTALS																			18	20	-2	18	18

TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901.0

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The October 2019 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 2019

Important Dates- October/November

Heathy Schools Champion Meeting #1- “Let’s Network” October 9th 1:15-3:15 p.m.

F.N.M.I. Advisory Committee- October 29th- 9-12 noon (Deb will be sending out a confirmation to last years attendees to confirm attendance for this year)

F.N.M.I. Parent and Family Evening- October 10th at Victoria Park Gymnasium

Mentorship Days will start in October and these dates will be sent out by John and the team once they have been confirmed

Diversity and Inclusion Parent Table- October 22nd at Winston Churchill High School- World Cafe

Rock your Mocs- November 13th-15th

Laura Paiement visit (Wellness and self-regulation school-based initiatives)- November 20-22nd

Curriculum and Instruction - Division PL October 15th

Our Elementary Literacy/Numeracy/ELL Learning Day will occur on **Tuesday, October 15th** with the morning allowing for all elementary teachers to come together at **Senator Joyce Fairbairn (SJF)** and the afternoon allowing for schools to meet together at their own sites.

Literacy: Members of École Agnes Davidson School will share how they have worked towards implementing interventions to meet the literacy needs of their students. Participants will have a glimpse into how collaborative teaching practices are spreading throughout the school to support student learning.

Numeracy: Building Fluency & Flexibility

Which daily routines that build number sense do you use? Jenn will be sharing strategies and practical resources for establishing number sense routines in the classroom that will promote a community of positive mathematics discussion and thinking.

ELL: Erin Hurkett will talk about ESL Benchmarks in terms of why, how, when we do these assessments and how the information in them is used to communicate with parents and guide teachers’ instruction.

Middle School Professional Learning on October 15th will be held at G.S. Lakie. All teachers are asked to bring a copy of the Alberta Education Program of Studies specific for the subject and grade levels that they are interested in collaborating on. A presentation by Rick Gilson (SAPDC) will be on “Concept Based Teaching and Learning”. Following the presentation teachers will be in break out groups and collaborating specifically on their identified subjects of interest.

ELL Supports for students

The new Limited Formal Schooling Program started up September 30th at G.S. Lakie Middle School. We continue to take new registrations for students of families who are new to Canada. We have had 151 new registrations of students new to Canada, this is 50 more than we had last year at this time (October 10th). We especially wish to thank Anna Ell, Bev Smith and Ann Muldoon for the work they have done registering, benchmarking and supporting our new families in Lethbridge School Division.

Diversity and Inclusion Parent Café- October 22nd

Objectives of the evening 6:30-8 p.m. at Winston Churchill Learning Commons:

- gather information and listen to our parent voice
- provide opportunities for learning
- build connection and understanding other’s perspectives

Through our school administrators we are inviting a maximum of 2 parents per school who may be interested and wishing to contribute and learn about Diversity and Inclusion in Lethbridge School Division. We look forward to this fabulous opportunity!!! It is anticipated that we will host 2-3 other meetings throughout the year related to topics identified in our first meeting on the 22nd.

First Nations, Metis and Inuit Education

<https://www.lethsd.ab.ca/our-district/news/post/chinook-participates-in-innovative-learning-shared-project>

At this link you will be able to see a video from Chinook High School speaking about the impact of incorporating Indigenous perspectives into the curriculum. Chinook combined Aboriginal Studies and Social Studies to create shared learning opportunities and shared insights.

Staffing

We have hired one new FNMI Liaison to cover one of the 5 vacancies we have in LSD. We continue to struggle to find qualified candidates for the Liaison positions. Monte Wolf Child and Winter Eagle Plume have been working in our schools without Liaisons over the past month. He is offering Indigenous learning opportunities through a "Place Based Learning" approach. Place-based education promotes learning that is rooted in what is local—the unique history, environment, culture, economy, literature, and art of a particular place—that is, in students' own "place" or immediate schoolyard, neighborhood, town or community.

KBE Partnership

Lethbridge School Division and Kainai Board of Education are entering a professional learning partnership that is very exciting !! At the foundation of learning is relationships and we believe that this opportunity has tremendous potential to provide life long learning, and deep cultural understanding for our entire educational system. We are first starting with building the capacity and learning with our Administrative group, we are hopeful to grow this relationship further into our system as time progresses.

November 14th- we will be hosting 25 system leaders from KBE at our Admin Committee

Early Education and Program Unit Funding

	2018/19 (as of Sept 30)	2019/20 (as of Sept 30)
PUF	236	215
Early Education (still room at Mike Mountain Horse for West Side students)	506	479
Kindergarten	743	810

Morag, Isabelle and Rochelle are working on developing an "All-Day" Kindergarten Survey to go out to Parents, Teachers and Administrators of the All-Day Pilot this year in November. The feedback from the pilot at the 5 schools (Fleetwood Bawden, Agnes Davidson, Park Meadows, Coalbanks, and Galbraith) will be informing the work we continue to do with our Kindergarten programs moving forward! Preliminarily there has been a lot of informal positive feedback regarding programming for students in Kindergarten all day versus the half-day model.

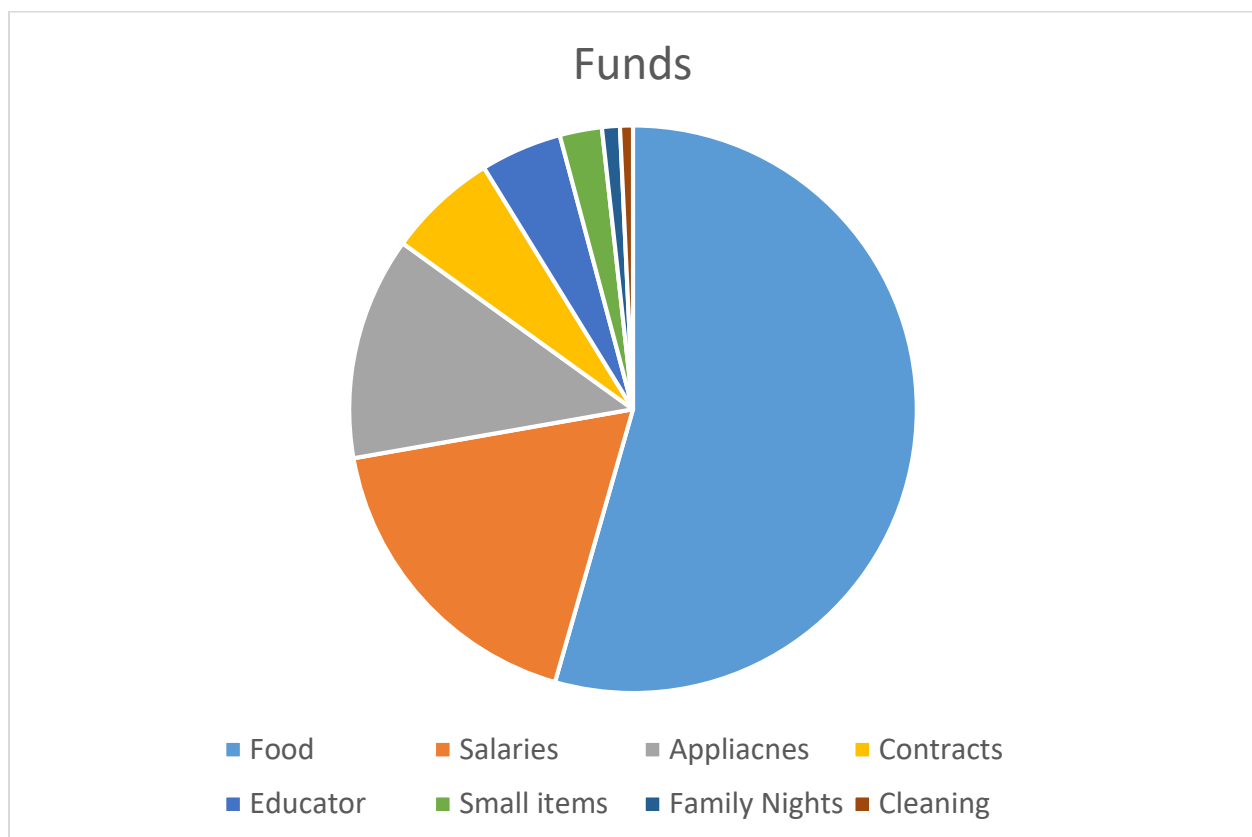
Laura Paiement visit- November 20-22nd

Let the self-regulation learning continue- here is the schedule for Laura Paiement who will be visiting our schools presenting on "the calm classroom", hosting and facilitating "wellness fair" and consulting directly with teachers on universal self regulation strategies:

November 20 a.m. Senator Buchanan
p.m. Galbraith
November 21st a.m. Wilson
p.m. Nicholas Sheran
November 22nd a.m. Fleetwood Bawden

Nutrition Programming

Schools are accessing funds anywhere between \$6000 and \$60,000 depending on the needs of the school and the type of project. Lethbridge School Division received approximately \$250,000 from Alberta Education dedicated toward Nutrition Programming. 8 Elementary Schools, 2 Middle Schools, 3 High Schools and we will continue to provide the Fruit and Vegetable program we started last year. Below is a chart of how the funds have been distributed.



MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: 51-25 Celebration Banquet held September 25, 2019

Background

Each year the Board recognizes staff members who have served with the Division 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 Division.

The 51-25 celebration was held on September 25, 2019 at the Sandman Signature Lethbridge Lodge.

The new members of the 51-25 club are:

Jacquie Lowe	Johny Mantello	Alana McClain
Jackie Motokado-Bryant	Jennifer Robinson	Donna Stodolka
LeeAnne Tedder		

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 22, 2019

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 Division staff and students:

Immanuel Christian Secondary School grade 7 student, **Moriah Van't Land**, has had the chance to work with Kaetlyn Osmond and Elvis Stojko at Lethbridge Skating Club seminars. Rock the Rink was in Lethbridge October 17 and Moriah was the Special Olympics guest skater.

A student was exhibiting unusual behaviours, staff member **Martine Rollingson** communicated to parents right away to express her concern and the parents then took the child to the eye doctor and was immediately taken to Children's Hospital and operated on the next day for a condition that was life threatening.

Chinook High School staff **Leta Layton**, **DeAndra Sullivan**, and **Billy Baum** engaged in a learning project with **John Chief Calf** that focused on the infusion of Indigenous perspective in different curriculum areas. The project truly models the kind of thinking and growth that will lead to the realization of Indigenous understandings as an integral part of teacher and student learning. A video capturing reflection on the project can be found on the Lethbridge Division website at: <https://www.lethsd.ab.ca/our-district/news/post/chinook-participates-in-innovative-learning-shared-project>

Gilbert Paterson Cross Country team won all six LSAA Divisions and the South Zone 1J championship this month.

Ruth Vanden Heuvel, teacher at ICES who is a very busy and dedicated homeroom teacher and organized an awesome Terry Fox run / walk.

WCHS student, **Manga Bukuru** won the U15 Boys Outdoor Social Nationals in mid-October. The event was held in Edmonton, Alberta. Manga scored the winning penalty kick to send Alberta to the finals against Foothills. Alberta won 2-1 in the final.

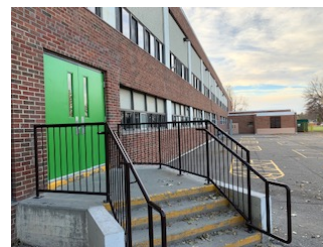
WCHS student, **Jack Harding** was selected to the boy's U18 Team Alberta Francophone Volleyball team, which will represent the province at the Canadian Francophone Games in July in Victoria.

Westminster School renovations are making a difference. Upstairs hallway have new lights, heating and air conditioning, new teaching walls, and every student has their own locker. Teaching staff (photo), parents and students are very appreciative of the upgrades, and it really creates a sense of care and support for our community directly to the students of Westminster School. The bright, temperature controlled teaching spaces are making a real difference to learning. No more sweating (or freezing) impacting the people of the upstairs hallway!



Outside, the covered structure that surrounded our backdoor was taken down and our bright welcoming doors have completely eliminated the community traffic that used this area for less sanitary activities. It is a change that has solved a daily problem for us and is so appreciated.

The new lights along the back of our building light up our school yard and the surrounding park area like an airport at night. The foot traffic that found shadowy shelter in this area are not frequenting here as a result and it makes those attending the Westminster Hall, the pool area and the park feel much safer during the shorter and darker days of winter. This is an improvement that has school, and community impact and is making a real difference. Overall our improvements send a message of care and expectation for good things to come in our community. It has literally solved much of the needle, loitering, littering, and public sanitation issues that impacted our building. A true example of Universal Design for Learning! Design changes that impact the use of public space and improve opportunity and access for all. Thank you to **Daniel Heaton** and **Chris Chapman** and to the Division team that has helped finance and vision these improvements to Westminster School. They are making a difference to our school, students and community.



Karen Rancier, Director of Curriculum and Instruction, **Ann Muldoon**, Director of Inclusive Education, and their team for the organization of a learning day for teachers in middle and elementary school, as well as support staff. High quality sessions were delivered at three different venues targeting the learning priorities developed collectively. Thank-you to the school site administrators at G.S. Lakie, Senator Joyce Fairbairn, and Gilbert Paterson for ensuring the facilities were prepared for the sessions.

Staff who delivered sessions at the Elementary Learning Day: **Erin Hurkett** for an indepth, practical and informative session on ELL Benchmarking; **Jenn Giles** for an engaging session that inspires interactive math strategies that can be integrated seamlessly; École Agnes Davidson staff (**Megan Cummins**, **Matt Vanden Dungen**, **Chris Firth**, **Tom Scott**, **Brandon Morrison**) on behalf of all school staff, for sharing their literacy journey.

Lakeview teacher, **Lara Hall** is competing in the upcoming New York marathon. The training and commitment going into this challenge is certainly noteworthy.

Registered Apprenticeship Program (RAP)/ Career and Technology Studies (CTS) student(s) **Hannah Robidoux-Toker** and **Kim Perry** will be receiving the 2019 High School Apprenticeship Scholarship from the Apprenticeship and Industry Training board.

Fleetwood Bawden grade 5 student, **Cole Jeremias** received the Gord Laurie Junior Golf Scholarship for \$500. The award was given in honour of showing outstanding sportsmanship, leadership and a positive attitude.

Congratulations to **Lakeview School** on their 25th anniversary of Feed the Bug! This initiative has helped raise over \$500,000 for local food banks.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

The Division 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



2019-2020 DIVISION PRIORITIES

PRIORITY ONE: Achievement
OUTCOMES: <ol style="list-style-type: none">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 Standard6. 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 Division priorities:<ol style="list-style-type: none">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: <ol style="list-style-type: none">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: <ol style="list-style-type: none">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.

**2019-2020 DIVISION PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- The Literacy Lead teacher provided support for the elementary Learning Day, and Year 2 Mentorship Program sessions.

Numeracy

- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her areas of foci include the use of manipulatives, “Number Talks” and math vocabulary.
- As a result of the Numeracy Institute this summer, SAPDC has booked Jenn to host a full-day session in January based on the first two mornings of content from that Institute. LSD teachers will pay half-price to attend.
- All schools had students complete the MIPI this fall with Jenn collating and analyzing the data, comparing it to PAT results, and then reviewing it with teachers and administrators. An “action plan” is to be created by each school to address areas of concern.

Curriculum Implementation

- Alberta Education has released the current and drafts of future curricula on the New Learn Alberta website. Curricular documents can now easily be access by staff, students, parents, and all other stakeholders.

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

- A variety of dual credit courses on the cue for 2019-20: Cinema 1000 and Management 1070 for the first semester; Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850 for the second semester.

Middle School Initiatives

- The Middle School Learning Day held on October 15th focused on concept-based teaching and learning. Teachers listened to a speaker who conveyed some of the fundamental aspects of concept-based learning, engaged in an activity applying the pedagogy, and then had time to work together across school to collaborate and plan for implementation of one concept or unit this year.

Early Learning

- The September 30 count showed fewer children accessing Program Unit Funding (PUF) than last year at the same time. This is the first time in many years that PUF numbers on September 30 have been lower than the previous year. We had 215 children accessing PUF on September 30 as compared to 236 last year at this time. By February 1, 2019 we hit an all-time division high of 265 children accessing PUF (having severe delays) in Early Education Programs and Kindergarten.
- Enrolment in Early Education Programs is seeing a similar trend with the number of children attending lower than last year. We currently have 479 children enrolled in Early Education Programs on the September 30th count as compared to 507 last year at the same time.
- Kindergarten numbers are up from last year. On the September 30 count, it showed 814 children attending kindergarten programs across the division as compared to 766 last year on the September 30 count.

- Kindergarten teachers will start the Early Years Evaluation (EYE) assessment October 16 and finish up data entry by November 6. This is a classroom-based observational assessment that provides excellent formative assessment information in time for parent-teacher interviews. This is year 3 in the 5-year commitment from the board for the Early Years Evaluation in kindergarten.

FNMI

- KBE and LSD51 staff have met twice to discuss a Professional Learning exchange next year - we are looking at offering 2 learning opportunities throughout the 2019/20 school year.
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive.
- FNMI Policy will be ready for October 2019.

Administrator Professional Learning

- Fall administrators retreat was held September 26th and 27th. Administrators spent the first day with Shelley Moore exploring Inclusive Education practices (instructional pedagogy that supports inclusive classrooms). The second morning was spent with the University of Lethbridge further developing understandings of Inquiry based professional learning and linking generative dialogue to classroom instruction.
- New administrators for the 2019-2020 school year had their second learning session on October 10 focusing on School Management practices (finance, facilities, risk management and communication).

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

- An elementary Learning Day was hosted on October 15th with Jenn Giles, Bev Smith, and Erin Hurkett presenting content on numeracy, literacy, and ELL Benchmarks, respectively. All Elementary teachers rotated through each of the sessions so that everyone was able to access the same information. In the afternoon, elementary schools updated their Literacy and Numeracy school-based plans.
- A middle school Learning Day was hosted on October 15th Information regarding the day is described above under the Middle School section.
- First Aid Certification offered in three sessions beginning October 16 – 26.
- First Aid Recertification offered October 28/29 and November 2.
- New Hire Orientations (including substitutes):
 - October 22, 23, 24
- PowerSchool Training provided to all the Administrative Professional Group –September 23.
- A support staff PL Day was held on October 15 at Gilbert Paterson Middle School for elementary and middle school staff (over 300 participants). The focus was on mental health and supporting students with ADHD.
- SIVA training is being provided for approximately 40 educational assistants during the week of October 15.
- Starting on October 17, working with Alberta Health Services, we are hosting a literacy in-service for students with complex communication needs. Follow-up literacy sessions will take place on October 22, November 7 and November 14.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- TIP Year 1 participants attended a full day session on September 23rd with sessions focusing on inclusion, Parent/teacher interviews, tips for first year teachers from a principal panel, followed by time with their mentors.
- Year 2 Tip participants attending sessions on September 25th, the focus was on Board Priority 1: Achievement. Lead teachers Bev Smith (Literacy) and Jenn Giles (Numeracy) provided sessions.

Parent Engagement

- The first Division School Council meeting was held on Monday, October 7th. The agenda included Board committee representation, brainstorming for parent learning topics for the rest of the year, inclement weather guidelines, and sharing of roundtable reports.

Community and Business/Industry Engagement

- Human Resource Team is attending Career Fairs:
 - Medicine Hat College - October 23.

PRIORITY TWO: INCLUSION

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

- The district RTI framework has been finalized and shared with administrators at principal meetings. Schools are asked to use the framework and the principles of RTI as a guide in developing systems, structures, and instructional practices that ensure all students have the supports/interventions needed for certain access to the programs of study.
- In addition to the new Limited Formal Schooling program at GS Lakie to meet the needs of middle school students, we have also added a teacher at Winston Churchill High School to provide additional support to the high number of newcomer/refugee students registered since early September.
- As of October 5, we have 151 students who are new to Canada this school year. Of that number, 82 (54%) are refugee students, most of whom have limited formal schooling.
- Our ESL lead teacher, Heather Willms, is currently away on leave, so Bev Smith and Ann Muldoon have been doing intakes for new students.
- In Heather's absence, Erin Hurkett, principal at Mike Mountain Horse School, provided PL on completing Alberta Education K-12 Proficiency Benchmarks for all elementary teachers on October 15.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Inquiry and project-based learning, while related, are two different types of teaching and learning. Both are related to concept-based teaching and learning, and Grades 1-9 teachers and administrators had the opportunity to learn more about them with Sue Jackson on September 16th and 17th.

Breadth of Program Options

- A number of dual credit programs being offered as identified above in the high school program section. The Division is working with Career Transitions to offer an Iron Workers program this spring (would be the 3rd year of delivery). The first evening information session regarding the program was held October 16th.

Technology

- Lethbridge School Division will be presenting at ALTE on how interactive globes are being utilized in our schools. The Lethbridge School Division received a grant last year for the globes from ATLE and the globes have been successfully implemented into our Learning Commons.
- Chinook High School and Winston Churchill High School have ever-greened school laptops. The Tech Team is currently finishing setting up and building 200 laptops at Chinook with the help of some of the grade 9 students.

- The Technology Department is working with maintenance to roll out a new online ticket system for the Maintenance Department to use. Currently, the new system will be fully functional and in use starting January 2020.
- The Technology Department will be away October 16 and 17 for a Department Retreat. During the retreat, team members will review procedures, create new projects, set department goals and review the departments mission and vision statement.
- On October 9, 2019 at 6:00 p.m., Wilson Middle School hosted a parent information session on Social Media and the Impact on Youth. The presentation was well attended with over 30 parents in attendance.

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
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 and attached are the donations and support received by the Division.

- **Telus** employees donated \$3,000 toward the Making Connections Weekends and More (WAM bag) program for local families. Local Telus employees contribute money per paycheque to a community initiative.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – Immanuel Christian Secondary School

Background

At the beginning of each school year, Executive Council members are designated as school liaisons for each of the Division schools. As a liaison, the Executive Council members represent the Division 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 Division initiatives and respond to questions staff members may have.

All the staff of Immanuel Christian Secondary School have been invited to have Snacks with the Superintendents on Thursday, November 14, 2019 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 for Board of Trustees

October	29	Team Lethbridge Meeting 12:00 pm, Sandman Hotel
	30	Team Lethbridge Kick-Off Event 5:00 pm, Sandman Signature Lethbridge Lodge
November	1	Boundary Review Committee 3:30 pm, Education Centre Conference Room
	4	Division School Council 6:30 pm, Education Centre Board Room
	6	Breakfast with the Board Education Centre
	6	Take Your Child to Work Day for Grade 9 students
	11	Remembrance Day
	12	No School for students Division-wide Professional Learning Day
	12	Board Committee of the Whole 3:00 pm, Education Centre
	13	Education Centre Leadership Team Meeting 9:00 am, Education Centre
	13	Policy Advisory Committee 12:30 pm, Education Centre Computer Lab
	13-15	Rock Your Moc's
	14	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
	17-19	Alberta School Boards Association (A.S.B.A.) Fall General Meeting
	20	No Kindergarten for students – Parent Teacher Interviews
	20	A.S.B.A. General Organizational Meeting 10:00 am, Holy Spirit School Division
	20	Administrators' Committee Banquet 6:00 pm, Sandman Signature Lethbridge Lodge
	21	NO SCHOOL for students ALL Day for Elementary and AFTERNOON for Middle School (Professional Learning and Parent Teacher Interviews)
	22	NO SCHOOL for students Professional Learning Day
	26	Division Student Advisory Council 12:30 pm, LCI Small Lecture Theatre
	26	Board Meeting 3:30 pm Education Centre Board Room

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – October 1, 2019

Trustee Christine Light will provide an oral report.

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Division School Council – October 7, 2019

The Division School Council meeting minutes are available on the Division website:
<https://www.lethsd.ab.ca/download/208238>

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – October 10, 2019

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Christine Light, Jan Foster, Heather Paul, Holly Debnam

1. Committee Terms of Reference

Terms of Reference read, and the following changes have been made:

- 'District' to 'Division'
- 'Director of Finance' to 'Department of Business Affairs'
- Adding to Annual Objectives: Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years. The Committee will gauge interest two years prior to potential implementation date.

2. ICE Scholarship Breakfast

- Promotional information on Judy Trinh, this year's keynote speaker, was reviewed.
- Christine Lee indicated that 6 of the 7 previous sponsors have committed for this year and anticipates the 7th will be forthcoming. We have two new event sponsors: Spirus (\$600) and MRG/ Xerox (\$300). We have \$12,000 in table sales to date with these sponsors. Ticket sales will be starting in November.
- Holly Debnam will sit on the Scholarship Application/Selection Committee with Christine Light. Heather Paul will sit on the Event Planning Committee with Jan Foster.
- Brainstorming: how to capture the theme of 'Diversity' throughout the event given Judy Trinh's message (i.e. students greeting guests from various ethnic backgrounds wearing cultural dress).
- Ask students to have their displays set up the night before
- Student Performance: smaller group ensemble followed by a brief dance performance?
- Jan indicated that Flowers on 9th will be donating the flowers for the center- pieces again.

3. Legacy of 1D1B – Community Engagement role?

The committee discussed role in keeping the legacy of the 1D1B project alive. It was recognized that it would not be the committee's role to organize such a large initiative or be responsible for raising the funds. The committee's role would be to gauge interest. It was emphasized and

understood that the interest had to be heightened and articulated with passion for such a large project to have a chance of success. This new role was added to the Annual Objectives of the Committee Terms of Reference so that it would be remembered.

4. Other areas of pursuit for the Community Engagement Committee

Q: What are other ways to generate relationships?

- Holly made the point that at the school level thinking should be more centered on students “interacting and connecting” with off-campus experiences rather than going into the community or on excursions for the experience in isolation. Perhaps emphasis on showcasing and recognizing students and schools when they have projects that engage community.
- Continued branding of the Division

NEXT MEETING - Thursday, December 5th at 6:00

Agenda Topics:

ICE scholarship progress

Communication Plan review

Town Hall

Respectfully Submitted,

Christine Light

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – October 16, 2019

The Policy Advisory Committee met on October 16, 2019. Terms of Reference were reviewed.

The following policies were reviewed:

- Policy 902.1 Repair and Maintenance
- Policy 902.2 Security of Equipment and Facilities
- Policy 902.3 Audio and Video Surveillance
- Policy 902.5 Disposal of Property
- Policy 903.1 School Closure
- Policy 904.1 Surplus Space
- Policy 603.1 Animals in Schools

The next meeting will be held November 13, 2019.

Respectfully submitted,

Lola Major

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – October 16, 2019

A.S.B.A. General Meeting October 16, 2019

1. ASBA President Lori Jess and CEO Dr. Vivian Abboud presented - Strategic Plan and Choice in Education.
2. SAPDC Curriculum Presentation by Rick Gilson - What is concept based learning?
3. Zone fees will be reduced by \$500.00
4. Next General Meeting will be November 20, 2019 at the Holy Spirit Board Office.

Respectfully Submitted,

Donna Hunt

Lethbridge School Division

Board of Trustees

433 -15 Street South
Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387
www.lethsd.ab.ca



September 25, 2019

Honourable Adriana LaGrange, Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton AB T5K 2B6
Education.Minister@gov.ab.ca

Dear Minister LaGrange,

On behalf of Lethbridge School Division trustees, I would like to convey our most sincere appreciation for your visit to Coalbanks Elementary School and the time spent in conversation with the Board on September 18, 2019.

Taking the time to update the Board regarding some provincial education matters and sharing your insight as a Minister in person is truly valued. This personal connection helps to develop relationships and open up dialogue. It was apparent with the school visit that you truly love to engage with children and supporting education is something that matters to you.

We also felt respected with your genuineness in listening to our highlights and hearing our most significant challenges.

As was conveyed by the Board, we do appreciate that government is trying to engage the province in responsible budgeting and expenditures. We are hopeful that as government moves forward with planning and budgeting that education remains a priority.

Lethbridge School Division trustees remain hopeful that government recognizes the emergent need for elementary school capital projects on the west side of Lethbridge. We recognize the good position we are in with respect to healthy growth in a thriving community, but fear that lack of space will begin to interfere with the ability to deliver quality programs in reasonable size classes as space becomes increasingly problematic.

We believe in collaborative partnerships, and if there is anything we can do to work with government to support education, we are happy to engage. As well, please know that if you are in our area and would like to visit a school or meet with Trustees, we would be pleased to be your host.

Regards,

A handwritten signature in black ink, appearing to read "Clark Bosch".

Clark Bosch
Board Chair

Board of Trustees
Clark Bosch (Chair), Christine Light (Vice-Chair)
Tyler Demers, Jan Foster, Donna Hunt, Doug James, Lola Major

Lethbridge School Division

Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

www.lethsd.ab.ca



September 25, 2019

Chris Spearman, Mayor and City Council Members
City of Lethbridge
910 4 Avenue South
Lethbridge, AB T1J OP6

Dear Chris,

On behalf of Lethbridge School Division trustees, I would like to convey our most sincere appreciation for the continued support we receive from the City of Lethbridge to advocate for capital projects in our growing community. As well, we value the responsiveness of your management team to work with developers in securing land sites and always placing schools as a priority in a positive manner.

We also want to acknowledge and thank the City of Lethbridge for remaining committed to collaborative endeavors that are viewed provincially as models of efficiency and productive partnership. The joint use facility agreement is one example that has received a lot of attention provincially, and, more recently, our partnership in school bus transportation along with Holy Spirit is being discussed as a model that is exemplary.

We are committed as a Board to continuing this positive relationship, and if there is any need for our support with City endeavors in the future, please don't hesitate to let us know.

Regards,

A handwritten signature in dark ink, appearing to read 'Clark Bosch', written in a cursive style.

Clark Bosch
Board Chair

Board of Trustees
Clark Bosch (Chair), Christine Light (Vice-Chair)
Tyler Demers, Jan Foster, Donna Hunt, Doug James, Lola Major



CITY OF
Lethbridge



September 25, 2019

Honourable Adriana LaGrange
Minister of Education
Office of the Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6
Education.minister@gov.ab.ca

Dear Minister LaGrange,

On behalf of the City of Lethbridge, Lethbridge School Division and Holy Spirit Catholic Schools, we would like to thank you for meeting with our representatives on September 18, 2019. We are hopeful that the meeting provided you with a greater understanding of how our three organizations work together not only on capital projects but also on transportation. Our school boards and the City of Lethbridge have a history of working proactively in the development of school sites within city boundaries and will continue to do so.

We believe that our unique partnership is a model for the province. As was explained, the “gated” process established by the previous government does not support and in fact impedes our ability to respond to new capital projects here in Lethbridge.

Again, thank you for freeing up time in your extremely busy schedule to meet with us and best wishes in your service to the Ministry of Education.

Sincerely,

Clark Bosch, Board Chair
Lethbridge School Division

Chris Spearman, Mayor
City of Lethbridge

Judy Lane, Board Chair
Holy Spirit Catholic Schools

Cc: Honourable Prasad Panda
Honourable Nathan Neudorf, MLA, Lethbridge East
Cheryl Gilmore, Superintendent, Lethbridge School Division
Chris Smeaton, Superintendent, Holy Spirit Roman Catholic Separate School Division