Tuesday, January 26, 2016  Board Room  3:30 P.M.

3:30 p.m.  1. Approval of Agenda

3:32 p.m.  2. Approval of Minutes
If there are no errors or omissions in the minutes of the Regular Meeting of December 15, 2015 it is recommended that the minutes be approved by the Board and signed by the Chairman.

3:34 p.m.  3. Business Arising from the Minutes

4. Presentations
3:35 p.m.  4.1 No Presentations Scheduled

5. Action Items
3:35 p.m.  5.1 Policy 607.4
Responsible Use of Technology 1st Reading  Enclosure 5.1

5.2 International Trip – Chinook High  Enclosure 5.2

3:50 p.m.  6. District Highlights

7. Information Items
3:55 p.m.  7.1 Board Chair Report
7.1.1 Breakfast with the Board
February 9, 2016 – Lethbridge Christian  Enclosure 7.1.1

4:00 p.m.  7.2 Superintendent Report
7.2.1 Board Priorities Report  Enclosure 7.2.1
7.2.2 Acknowledgments of Excellence  Enclosure 7.2.2
7.2.3 Snacks with the Superintendents
February 10, 2016 – Nicholas Sheran  Enclosure 7.2.3
7.2.4 Donations and Support  Enclosure 7.2.4
7.2.5 Enrolment Summary, December 31, 2015  Enclosure 7.2.5
7.2.6 Calendar of Events  Enclosure 7.2.6
8. Reports
4:15 p.m.  8.1 Policy Advisory – January 6, 2016  Enclosure 8.1
8.2 District School Council – January 11, 2016  Enclosure 8.2
8.3 Community Engagement – January 12, 2016  Enclosure 8.3
8.4 ASBA Zone 6 General Meeting – January 13, 2016  Enclosure 8.4

4:30 p.m.  Public Forum

9. Correspondence - Received
4:45 p.m.  None at this time.

10. Correspondence - Sent
4:50 p.m.  None at this time.

4:55 p.m.  Adjournment

IN ATTENDANCE:

Trustees: Mich Forster, Jan Foster; Tyler Demers; Keith Fowler; Donna Hunt; Don Lacey; Lola Major

Administrators: Cheryl Gilmore; Don Lussier; Wendy Fox; Sharon Mezei; Michelle Loxton (Recorder)

Regrets:

The Chair called the meeting to order at 3:32 p.m.

1. **Approval of Agenda**
   Additions:  5.9 - Funding Requests
              8.7 – ATA Local Meeting
   Trustee Donna Hunt moved:
   “that the agenda be approved as amended”
   CARRIED UNANIMOUSLY

2. **Approval of Minutes**
   Trustee Jan Foster moved:
   “that the minutes of the Regular Meetings held on
   November 23, 2015 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

3. **Business Arising from the Minutes**
   No business arising from the previous minutes.

4. **Presentations**
   No presentations were presented.

5. **Action Items**
   5.1 **2016-17 School Year Calendar**
   The 2016-2017 school year calendar was attached for the Board to review and approve. An Assessment Day was included to accommodate grade 3 marking of provincial SLA (Student Learning Assessments) exams as well as furthering of assessment strategies across all grades in elementary and middle school.

   Trustee Keith Fowler moved:
   “that the Board approve 2016-2017 School Year Calendar as presented.”

   CARRIED UNANIMOUSLY
5.2 Policy Review
District policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen was in attendance to provide an overview, share any feedback received and respond to questions of the Board of the policies below:

- 502.1 - Welcoming, Caring, Respectful and Safe Learning Environments
- 504.8 - Involvement with Authorized Agencies
- 607.4 – Responsible Use of Technology
- 1002.4 – School Councils

Trustee Lola Major moved:
“that the Board give approval of 3rd and final reading to Policy 502.1 – Welcoming, Caring, Respectful and Safe Learning Environments as presented.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 504.8 – Involvement with Authorized Agencies as presented.”

CARRIED UNANIMOUSLY

Trustee Tyler Demers moved:
“that the Board remove the first sentence of the second paragraph “We…. In Policy 607.4 – Responsible Use of Technology as presented.”

CARRIED UNANIMOUSLY

Policy 607.4 sent back for review

Trustee Lola Major moved:
“that the Board approve Policy 1002.4 – School Councils as amended.”

CARRIED UNANIMOUSLY
5.3 **First Quarter Financial Statement**  
Director of Finance Christine Lee was in attendance to provide an overview and responded to questions of the Board with regard to the First Quarter Financial Statement.

Trustee Donna Hunt moved:  
“that the Board receive the 2015/2016 First Quarter Financial Statement as presented.”  
CARRIED UNANIMOUSLY

5.4 **New Age Integrated Technology for Chinook High School Gymnasium**  
Associate Superintendent Don Lussier shared with the Board that at the October 27th, 2015 Board meeting the Board was informed that only one company (Digital Edge Media) could provide the equipment and installation of the New Age Integrated Technology for Chinook High School. Kevin Wood, Rik Jesse and myself, Don Lussier were lead to believe that was so.

Since that time and before we let out the contract, we discovered that there is at least one other company that could provide the equipment and installation.

Therefore, in the interest of fairness and to be perceived to be fair we will be opening this project to competitive bid.

We are asking the Board to rescind its motion 6364/15 of October 27, 2015 which reads:

“*that the Board approve the New Age Integrated Technology at Chinook High School and award the contract to Digital Edge Media in the amount of $244, 452.27 from School Generated Funds and Operating Funds.*”

Trustee Jan Foster moved:  
“that the Board rescind its approval of motion number 6364/15 to award the contract for the New Age Technology at Chinook High School to Digital Edge Media in the amount of $244,452.27.”  
CARRIED UNANIMOUSLY
5.5 Amendment to the Xerox Contract
Associate Superintendent Don Lussier provided the Board with information with regard to the District negotiating an amendment to the current contract with Xerox. There are three objectives in mind. The first is to obtain new equipment with better functions and greater capabilities. The second is to control cost and have cost certainty over a long period of time and the final objective is to ensure that our two new schools would have the same lease and per copy benefits as our current schools when they come on stream in 2017 and 2018. Our current contract went to 2018 and we have amended it to take us to 2021. The Board was also provided with a list of accomplishments, which benefit the district within the amended contract.

Trustee Donna Hunt moved:
“that the Board approved the amended contract with Xerox as presented.”

CARRIED UNANIMOUSLY

5.6 Tender for New West Lethbridge (Waterbridge) Middle School
The Tender for the new West Lethbridge (Waterbridge) Middle School was opened at 2:00 p.m. on December 10, 2015.

The Tender process was in accordance with the School Buildings and Tendering Regulation (Alberta Regulation 383/88) and Alberta Infrastructure granted permission to go to tender on November 19, 2015.

Funding support will come from an Alberta Education Grant Agreement.

The following bids were received:
  - Dawson Wallace Construction Ltd. $20,358,773 + G.S.T.
  - Ward Brothers Construction $21,350,000 + G.S.T.
  - Leer Construction $21,800,000 + G.S.T.
  - Graham Construction $21,495,000 + G.S.T.
  - Wright Construction $22,975,000 + G.S.T.
Trustee Jan Foster moved:
“that the Board award the contract for the building construction in the amount of $20,358,773 + G.S.T. for the West Lethbridge (Waterbridge) Middle School to Dawson Wallace Construction Ltd. and further, that the Board approves the contingency the District will carry on the project of $654,881.”

CARRIED UNANIMOUSLY

5.7 Poverty Intervention Committee Terms of Reference
The Poverty Intervention made some changes to the Terms of Reference that were approved in September 2015.

The changes were supported by the Poverty Intervention Committee because they provide clarity with respect to roles and responsibilities.

Trustee Jan Foster moved:
“that the Board approve the amended Poverty Intervention Committee Terms of Reference.”

CARRIED UNANIMOUSLY

5.8 Funding Requests
Trustee Jan Foster moved:
“that the Board contribute $6,000 to the Poverty Intervention Committee on a one time basis.”

CARRIED UNANIMOUSLY

5.9 Opportunity Knocks
Chinook Regional Foundation for Career Transitions is hosting their 4th annual Opportunity Knocks on March 9, 2016. This Job and Career Fair is an initiative of the Lethbridge Chamber of Commerce, who has once again contracted with Career Transitions to assist with the coordination of the event. Lethbridge School District students are active participants in the event. As well, Lethbridge School District No. 51 Human Resources Department traditionally sets up an employment opportunity booth highlighting the career opportunities within the district.
Trustee Keith Fowler moved:
“that the Board support Opportunity Knocks Job and Career Fair at the Apprentice level ($1,000.00) which includes a booth.”

**SIX APPROVED**
Keith Fowler was absent during the vote.

6. **District Highlights**
Trustee Mich Forster attended the Immanuel Christian Education Society Meeting.

7. **Information Items**

7.1 **Board Chair Report**
7.1.1 **Board Donations in Lieu of Christmas Treats**
Superintendent Cheryl Gilmore provided the Board with a list of charitable organizations that the Board will donate to on behalf of respective staff groups in the amount of $50.00 in lieu of Christmas Treats, and that the Board accept the report as information.

7.1.2 **Breakfast with the Board**
Breakfast with the Board has been scheduled at Mike Mountain Horse School on Wednesday, January 13, 2016 at 7:30 a.m. Following the breakfast, Principal Erin Hurkett will provide a tour of the school for trustees.

7.2 **Superintendent Report**
7.2.1 **Board Priorities Report**
Superintendent Cheryl Gilmore provided the Board with a progress report of the Board Priorities.

7.2.2 **Acknowledgements of Excellence**
Park Meadows School teacher Megan Cummins won the $1,000 grant from The Awesome Foundation for her “Welcome to Canada Project”. Prompted by a new family arriving from East Africa, the project will have the students and parents shop for two families brand new to Canada, buying household items, toiletries, clothing and even some toys.
Michelle Wengel (substitute) cut off her long hair to donate it to the Canadian Cancer Society.

The Fleetwood Bawden Choir performed with the Chinook bands and choir in October. They performed Do-Re-Me, Where is Love, Close Every Door, Song of the King and Any Dream Will Do. On the 25th of November the choir performed with the Lethbridge Symphony at Southminster United Church. The choir performed Dona Nobis Pacem and Reindeer on the Roof. The choir is Directed by Christine Slomp and continues in the new year with many other great performances.

The following district students received recognition at the Canada Music Week Recital and Student Awards Presentation recently:

- Roshan Bidarian (GS Lakie)
- Jerry Wang (NSCS)
- Zitong Wu (Lakeview)
- Steven Yang (MMH)
- Anna Jeong (LCI)
- Kimberlie Crowe (LCI)
- Hudson Renaud (LCI)
- Gabriel Conrad (Chinook)
- Mina Akbary-Zheng (Gilbert Paterson)
- Janelle Bykowsi (Chinook)
- Amanda Visser (ICHSS)
- Emily Huynh (WCHS)
- Julia Pham (WCHS)
- Oliva Earl (Chinook)
- Reuben Peters (ICES)
- Jason Cheng (LCI) – RCM Gold Medalist
- Kristen Lea (GS Lakie)
- Michelle Wu (GS Lakie)
- Tina Liu (WCHS)
- Mina Lahiji (LCI)
- Tracey Liu (WCHS)
- Frances Reid (WCHS)
- Candace Chan (WCHS)
- Ashley Na (GS Lakie)
- Wenyu Chen (GS Lakie)
- Brigitt Morton (Chinook)
- Emily Han (WCHS)
- Katherine Van Tol

7.2.3 Snack with the Superintendents
All the staff of Gilbert Paterson Middle School have been invited to have Snacks with the Superintendents on Wednesday, January 13, 2016 beginning at 11:45 am.

7.2.4 Donations and Support
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.
Attached are the donations and support received by the district.

Community Foundation of Lethbridge awarded $9,000.00 to Park Meadows for the Snoezelen Room Project.

Community Foundation of Lethbridge awarded $15,000.00 to Galbraith for the Digital Sound System Upgrade Project.

7.2.5 Enrolment Summary – November 30, 2015
Superintendent, Cheryl Gilmore shared an enrolment summary for District schools, broken down by grade as of November 30, 2015 for the Board to receive as information.

7.2.6 Calendar of Events
The Calendar of Events was reviewed for the period of December 18, 2015 to January 26, 2016.

8. Reports
8.1 District Student Advisory – November 25, 2015
Trustees Jan Foster provided a written report on the District Student Advisory Committee Meeting held on November 25, 2015.

8.2 Poverty Intervention – December 1, 2015
Trustee Jan Foster provided a written report on the Poverty Intervention Committee Meeting held on December 1, 2015.

8.3 Healthy Schools – December 7, 2015
Trustee Mich Forster provided a written report on the Healthy Schools Committee Meeting held on December 7, 2015.

8.4 District School Council – December 7, 2015
Trustee Keith Fowler provided a written report on the District School Council Meeting held on December 7, 2015.

8.5 Lethbridge Chamber of Commerce Education Committee – December 8, 2015
Trustee Don Lacey provided a verbal report on the Lethbridge Chamber of Commerce Education Committee Meeting held on December 8, 2015.
8.6 **Community Engagement Committee – December 10, 2015**
Trustee Jan Foster provided a written report on the Community Engagement Committee Meeting held on December 10, 2015

8.7 **ATA Local Council – December 2, 2015**
Trustee Tyler Demers provided a verbal report on the ATA Local Council Committee Meeting held on December 2, 2015

9 **Correspondence – Received**
None at this time

10 **Correspondence - Sent**
Letter to Minister Eggen – December 7, 2015

**Adjournment**
Trustee Jan Foster moved:
“that the meeting be adjourned at 5:32 p.m.”

**CARRIED UNANIMOUSLY**

Mich Forster, Chair
Don Lussier, Associate Superintendent
Business Affairs
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Policy Review

Background
District policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of policies in the 600, 800, 900, 1000, 100 sections which were held over from last year.
- Approve new policies in these areas: Learning Commons, Copyright, Use of Technology/Digital Citizenship.
- Ensure that the policy manual is current, according to the new Education Act.

The policies listed below were reviewed by the Policy Advisory Committee. Subsequently, the policies were distributed to school and District administration, staffs and school councils for input.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>607.4</td>
<td>Responsible Use of Technology</td>
<td>First reading</td>
</tr>
</tbody>
</table>

Teresa Loewen will attend the Board meeting and provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation
It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

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Respectfully submitted,
Cheryl Gilmore
607.4 Responsible Use of Technology

Policy

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

Definition

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

Regulations

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

1. All users (including volunteers, school councils, and societies conducting business and communication associated with the school) are responsible for:
   1.1. familiarizing themselves with this policy and its procedures and abiding by the expectations and restrictions;
   1.2. respecting District technology through proper use and care of equipment and resources;
   1.3. using technology in a way that does not disrupt other users nor compromise the functionality of the network;
   1.4. using technology in a lawful, respectful, and ethical manner;
   1.5. their District-provided network login and password; it should not be shared with anyone other than a parent/guardian; and
   1.6. demonstrating digital citizenship through the appropriate use of technology in the forum of social media.

2. Teachers are responsible for:
   2.1. the supervision of student use of technology;
   2.2. ensuring that use of technology for teaching and learning is in accordance with the Teaching Quality Standard;
   2.3. instructing and modeling digital citizenship; and
2.4. determining when and where students are able to access Board technology or personally owned devices.

3. Students are responsible for:
   3.1. using Board technology only for curriculum-related/educational purposes;
   3.2. using personally owned technology for only curriculum-related/educational purposes while in an instructional setting;
   3.3. demonstrating digital citizenship through the appropriate use of technology;
   3.4. reporting any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately; and
   3.5. the care, maintenance and security of their personal devices; the Board is not responsible for the replacement of lost, stolen or damaged items.

4. Schools are responsible for:
   4.1. creating and enforcing expectations for use of technology within the school, at school events, and in situations where its use may adversely affect the school culture, regardless of where the use takes place.

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

6. Failure to use technology responsibly as outlined in this policy, may result in consequences as outlined in the District Codes of Conduct and/or loss of privileges.

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

References

Alberta School Act: Section 45.1
LETHBRIDGE SCHOOL DISTRICT NO. 51

District Policies:  502.1 Welcoming, Caring, Respectful, and Safe Learning Environments,
502.1 Appendix A: Student Code of Conduct

Other:  Freedom of Information and Protection of Privacy Act
MEMORANDUM

January 26th, 2016

To: Board of Trustees

From: Wendy Fox
    Associate Superintendent, Division of Instructional Services

Re: Approval of International Trips

Background
Chinook High School (CHS) is requesting permission to take their boys baseball team on a trip to Great Falls and Helena, Montana, USA from April 27, 2016 to April 30, 2016 to compete against high level teams. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is approximately $100.00 which is covered by their football fees paid at the first of the season. Fundraising opportunities are available to students to offset the cost of the trip.

Recommendation
That the CHS boys baseball trip to Great Falls and Helena, Montana, USA from April 27, 2016 to April 30, 2016 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Wendy Fox
Educational Benefits

The Chinook baseball team is hoping for board approval on the proposed trip to Great Falls, MT and Helena, MT from April 27, 2016 – April 30, 2016. The trip would include numerous opportunities for students to play high level athletics and learn what it takes to contend at such a competitive level. We would be going up against Great Falls'/Helena’s 2nd highest level of baseball for high school aged athletes in their respective cities. Life skills that are taught on a daily basis in the program would be tested and brought to the forefront as students understand what professional and amateur athletes alike, go through while on the road. Time management, teamwork, handling pressure, and accepting the potential risk of failure while attempting to persevere through are but a few of the skills that we preach to the players. Students have rules and expectations that have been, and will be again, laid out in front of them to ensure everyone gets a quality experience. Finally, we would plan on making it to the historic downtown core of the city to view some of the older buildings including the State building, and also head over to Carroll College to view what a university in the United States looks like (differences vs. similarities to Canadian Institutions). This would be beneficial, especially to the graduating students on the team who are looking at the post-secondary path as a potential option.

Cost/ Student

The cost per student would be nothing on top of the already pre-determined and discussed team fees. These fees are laid out and presented at the beginning of the season. The cost to play Chinook Baseball is $355.00 per player and includes each player getting a t-shirt, hoodie, sweat pants, hat, and a jersey (to be returned). The fees also help to cover costs like travel, hotels, field costs, new jerseys, umpires, indoor practice rentals, league fees, baseballs and baseball bats, and equipment in general. The parent group organizes a fundraiser for the team with Volker-Stevin that helps cover the costs of the program including travel.

While on the trip, students would be expected to cover all food expenses and any extra spending money they wish to use while on the road.

Knowing we plan on a trip every second year, we kept some money left over from last year’s budget that we put towards travel and keeping fees down for players. Fees and the money left over will be enough to cover hotels, travel costs and all general costs associated with the actual gameplay of baseball.
Wednesday: April 27, 2016

11:00am: Depart Lethbridge via School bus from Chinook High School West Lot.

3:00pm: Arrive in Great Falls, MT

3:00pm: Check into hotel – TBA

3:00pm: Grab a quick bite to eat before heading to the baseball field – Jimmy Johns (Great Falls, MT)

6:00pm: 1x9 inning game vs. Great Falls Electrics (“A” American Legion Baseball) @ Centene Professional Field

10:00pm: Team Dinner – TBA

Curfew will be set upon completion of game

Thursday: April 28, 2016

9:00am - Continental Breakfast at hotel

11:00am: Check out of hotel – Travel to Helena, MT

1:00pm: Grab lunch as a team – Windbag (local) Restaurant

1:00: Team Bonding – Visit the mall and/or Carroll College

4:00pm: Head to baseball field for batting practice before game

6:00pm: Game vs. Helena Reps (1 x 9 inning game)

10:00pm: Have some food picked up for players prior to the game to eat after.

Friday: April 29, 2016

9:00am – Continental Breakfast at Hotel

1:00pm: Team Bonding – Movie TBA

3:30pm: Head Back the to the hotel and prepare for game

4:30pm: Batting Practice

6:00pm: Game vs. Helena Reps (1 x 9 inning game)
Saturday: April 30, 2016

8:00am: Continental Breakfast at hotel

9:00am: Travel to field for batting practice

11:00am: Game vs. Helena Reps (1 x 7 inning game)

2:00pm: Depart from Helena and travel back to Lethbridge

7:00pm: Arrive at Chinook High School West Lot
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – February 9, 2016 – Lethbridge Christian

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 Lethbridge Christian School on Tuesday, February 9, 2016 from 7.45 – 8.15 a.m. Following the breakfast, Principal Les Greeno 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

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

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
PRIORITY ONE

**Supporting Student Achievement and closing the achievement gap.**

**Literacy/ Numeracy (Karen)**
- A Literacy Lead Teacher has been hired and will begin work in February.
- Work has continued on the establishment of standardized literacy assessments for elementary schools. Fountas and Pinnell resources have been provided to schools to assist them in implementing literacy strategies and assessing student progress.

**District Collaborative Communities (Karen)**
- A number of collaborative communities have accessed release time and District resources, including communities from elementary and secondary schools.

**Early Learning (Isabelle)**
- Kindergarten teachers in the District are participating in the completion of the Early Development Instrument (EDI).

**Supporting Students (e.g. counselling/ ELL/ (Wendy/Cynthia/Lisa)**
- Three Case Consults sessions were held with school counseling teams. This is an ongoing process that provides opportunities for counseling teams to build their skills through collaborative problem solving.

**FNMI (Sarah/Wendy)**
- The first of three teacher workshops, facilitated by Sarah Heimbecker, was held on January 18th. The attendees were primary teachers. They were provided opportunities to learn about Aboriginal culture and develop activities for their classrooms.
- Wendy Fox and Sarah Heimbecker attended a collaborative planning workshop hosted by Alberta Education and attended by school district representatives from both provincial and federal on-reserve schools.

**Other School Improvement Initiatives:**
- A group of kindergarten teachers, elementary administrators and central office administrators met to review the current kindergarten report card. The group is hoping to develop recommendations for improving the report card so that parents have a clearer understanding of their child's progress.

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PRIORITY TWO

**Supporting the implementation of provincial legislative changes and initiatives designed to support contemporary learning.**

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PRIORITY THREE

**Supporting seamless integration of technology.**

**Digital Citizenship (Rik)**

January 21, 1:00 pm – 1:15 pm (Administrators’ Committee Meeting)

*Digital Resource Presentation:* EverFi offers learning courses that cover topics including digital citizenship, math and science, financial literacy, and entrepreneurship. Florence Tewson from EverFi, will highlight the Digital Literacy and Responsibility course. Target Audience Grades 6-9.

*Product Summary*
Ignition – Digital Literacy & Responsibility combines the power of cutting-edge instructional design, rich media, and simulations to educate teens and empower them with the skill set to leverage
technology safely and effectively. The four-hour curriculum is designed for students in grades 6 – 9 and informs students on both “nuts and bolts” of how technology works and an introduction to STEM careers, while also placing them in virtual environments to tackle issues including privacy, security, cyberbullying, digital relationships, and the viral nature of the web.

### Instructional Integration of Technology (Rik)

- **51-5 Mentorship (Technology) Monday, January 25th @ 4:00**
  - **Rik Jesse**, Director of Technology, will present on the myriad on-line resources available in Lethbridge School District No. 51;
  - **Johny Mantello**, Co-ordinator of IT, will present on the assistive technology available in the District to support student needs;
  - **Donna James**, Technology Facilitator, will present on using video-conferencing suites and Skype – how to access the suites and ideas of how to use them to enhance instruction in various subjects at all grade levels;
  - **Jenn Cowie**, teacher at Wilson Middle School, will present on digital citizenship – what it means, why every teacher is responsible for infusing it into every subject, and some ideas on how to accomplish this.

### Technology Infrastructure (Rik)

- The following schools are scheduled for WiFi upgrades: LCI, NSCS, Probe, Galbraith
- Nicholas Sheran will be upgrading to a VOIP telephone system in February
- Chinook High School will be upgrading their current VOIP telephone system
- 42 new Xerox copiers were deployed district wide in late December
- The RFI for the new Student Information System closes January 15th
- Strategic planning for disaster recovery continues including offsite backup

### PRIORITY FOUR

**Supporting population growth and change.**

### Budget and Resource Alignment (Christine)

- Work has begun on preparing Budget 2016-2017. Review of Salary Costing and enrolment trends has begun. Preliminary Budget Assumptions are being prepared. Review of expenditure patterns over last few years will be conducted as resource information for budget discussions.
## 2015-16 DISTRICT PRIORITIES

<table>
<thead>
<tr>
<th>PRIORITY ONE: Supporting Student Achievement and closing the achievement gap.</th>
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<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
</tr>
<tr>
<td>• Students are lifelong learners possessing the skills and attributes to successfully transition to further education, credentialing or the world of work.</td>
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<tr>
<td>• Teachers are highly knowledgeable with the skills and attributes to engage students in quality contemporary learning environments.</td>
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<tr>
<td>• Students achieve student learning outcomes (Accountability Pillar including achievement and participation, SLA’s, District standardized assessment results).</td>
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<tr>
<td>• Students demonstrate a strong foundation in numeracy and literacy.</td>
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<td>• The achievement gap between First Nations, Metis and Inuit (FNMI) students and all other students is eliminated.</td>
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<td>• Teachers effectively engage students and instructional practice reflects the Teaching Quality Standard.</td>
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<tr>
<td>• Teacher preparation and professional growth focus on the competencies needed to help students learn.</td>
</tr>
<tr>
<td>• Effective learning and teaching is achieved through collaborative leadership and structures.</td>
</tr>
<tr>
<td>• Children are reaching emotional, social, intellectual and physical development milestones and are ready for school.</td>
</tr>
<tr>
<td>• Early education programs involve all stakeholders and maintain the integrity of well-researched, age-appropriate programming that makes a difference in the development of the child and readiness for success in school.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIORITY TWO: Supporting the implementation of provincial initiatives under the umbrella of Inspiring Education: Education Act, Provincial Regulations, Inclusive Education, Curriculum Redesign, Student Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
</tr>
<tr>
<td>• Jurisdiction policy and practice aligns with the new Education Act and provincial regulations.</td>
</tr>
<tr>
<td>• Board, District Leadership Team and school administrators knowledgeable about Education Act, regulations, and district policy</td>
</tr>
<tr>
<td>• Students are leaders who demonstrate ethical citizenship and entrepreneurship.</td>
</tr>
<tr>
<td>• Schools are characterized by distributive leadership among staff and structures are in place to build teacher leadership capacity.</td>
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<tr>
<td>• Structure is in place to build school administrator leadership capacity.</td>
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<tr>
<td>• Schools are inclusive learning environments with capacity to implement curriculum re-design.</td>
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<tr>
<td>• Improvement on the continuum of the Indicators of Inclusive Schools.</td>
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<tr>
<td>• The education system demonstrates collaboration and engagement.</td>
</tr>
<tr>
<td>• Schools, parents and the community are engaged in reciprocal endeavors that contribute to student growth and the community.</td>
</tr>
<tr>
<td>• Students and communities have access to safe and healthy learning environments.</td>
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<tr>
<td>• Mental health measures (TTFM Survey, Accountability Pillar, Counsellors’ Notes) improve.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIORITY THREE: Supporting seamless integration of technology.</th>
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</thead>
<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
</tr>
<tr>
<td>• Learners possess the attributes and skills to access technology seamlessly for the purpose of creating knowledge and building community.</td>
</tr>
<tr>
<td>• Improved measures of Digital Citizenship.</td>
</tr>
<tr>
<td>• Infrastructure in place that meets the needs of student learning.</td>
</tr>
</tbody>
</table>
• Use of technology embedded in everyday instructional practice; learners create knowledge using technology when most effective tool.

**PRIORITY FOUR: Supporting population growth and change.**

**OUTCOMES:**

• Schools are viable and have the capacity for the breadth of programs needed to support student learning needs.
• Utilization rate of facilities supports current and future programs and opportunities for provincial capital support.
• New facilities to meet enrollment increases.
MEMORANDUM

January 26, 2016

To:   Board of Trustees

From:   Cheryl Gilmore
        Superintendent of Schools

Re:    Acknowledgement 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:

Ken Rogers, LCI teacher, was presented the Legion of Honour Award in Chicago recently. The
Legion of Honour Award was established by the John Philip Sousa Foundation to recognize and
honour band directors who have maintained school concert band programs of excellent musical
quality for a period of at least 20 years and who have held positions of leadership in their
professional organizations.

Brett Clifton, Wilson teacher, was interviewed on CBC Eye Opener radio program for his
involvement with the Vimy Lethbridge Highlanders Project and repatriation of war graves from
the First World War.

Agnes Davidson School LEGO Robot Club excel at LEGO League Trash Trek Challenge in Calgary.

Winston Churchill High School grade 2 Griffin rugby athletes Abby Neudorf and Mikhi
Lagemaat were selected to the Rugby Alberta U18 Girls 7’s Provincial Team. They will be
competing April 9-13 in Vancouver with the team in an international age-grade rugby 7’s
competition. Both have also recently committed to the University of Lethbridge Horns Rugby
program for 2016.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
        Superintendent of Schools

RE: Snacks with the Superintendents – February 10, 2016 – Nicholas Sheran

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 Nicholas Sheran Community School have been invited to have Snacks with the Superintendents on Wednesday, February 10, 2016 beginning at 7:45 a.m.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent

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.

   Lethbridge and Southwestern Alberta Communication Foundation provided a grant from the Dick and Mary Quon Endowment Fund for $500 to the LCI Scholarship Fund.

   Dr. Probe School received $5,000 from the Lethbridge Kinsmen Club to go towards their Leader in Me program.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Enrolment Summary – December 31, 2015

Background
Included with this memo is an enrolment summary for District schools, broken down by grade, as of December 31, 2015.

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

Respectfully submitted,

Cheryl Gilmore
### All Schools Enrollment by Grade: December 31, 2015

<table>
<thead>
<tr>
<th>School</th>
<th>Early Education</th>
<th>Kindergarten</th>
<th>Grades 1 - 12</th>
<th>Total</th>
<th>Total FTE</th>
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<tbody>
<tr>
<td>Victoria Park</td>
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<td>Chinook High</td>
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<td>Immanuel Christian High</td>
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<td>LCI - Total Students</td>
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<tr>
<td>LCI - French Immersion</td>
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<td>WCHS</td>
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<td>G S Lake</td>
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<tr>
<td>Gilbert Paterson - Total Students</td>
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<tr>
<td>Gilbert Paterson - French Immersion</td>
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<tr>
<td>Lethbridge Christian</td>
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<td>Wilson</td>
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<tr>
<td>Agnes Davidson - Total Students</td>
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<tr>
<td>Agnes Davidson - French Immersion</td>
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<tr>
<td>Dr. Probe</td>
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<tr>
<td>Fleetwood Bawden - Total Students</td>
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<tr>
<td>Fleetwood Bawden Montessori</td>
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<td>Galbraith</td>
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<td>General Stewart</td>
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<tr>
<td>Immanuel Christian Elementary</td>
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<td>Lakeview</td>
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<td>Mike Mountain Horse</td>
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<td>Nicholas Sheran</td>
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<td>Park Meadows</td>
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<td>Senator Buchanan</td>
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<td>Westminster</td>
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<td>SUB TOTALS</td>
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<td>Stafford Ridge</td>
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<td>Harbour House</td>
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<td>Pitawani</td>
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<td>CAMP</td>
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<tr>
<td>SUB TOTALS</td>
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</table>

**Total Students / FTE Enrolled as of December 31, 2015:**

- **Total Students:** 10719
- **Total FTE:** 10019.5

**Total Students / FTE Enrolled as of September 30, 2015:**

- **Total Students:** 10639
- **Total FTE:** 8663.5
Calendar of Events for Board of Trustees

<table>
<thead>
<tr>
<th>January</th>
<th>29</th>
<th>Semester 1 Ends</th>
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</thead>
<tbody>
<tr>
<td>February</td>
<td>1</td>
<td>Semester 2 Begins</td>
</tr>
</tbody>
</table>
|          | 2  | Town Hall Meeting  
|          |    | 6:30 – 9:00 p.m., Victoria Park Gymnasium |
|          | 10 | Education Centre Leadership Team Meeting  
|          |    | 9:00 – 11:00 a.m., Education Centre |
|          | 10 | Policy Advisory Committee  
|          |    | 12:15 p.m., Education Centre |
|          | 15 | Family Day – No School |
|          | 16-17 | No School |
|          | 18-19 | Teachers’ Convention – No School |
|          | 23 | Board Meeting  
|          |    | 3:30 p.m., Education Centre Board Room |
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Lola Major, Trustee


Lola Major will provide an oral report.
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Keith Fowler, Trustee


The meeting was held on January 11 with another good turnout, the meeting started with presentations about career planning, focusing on things like career choices, personal attributes and interests, and career exploration programs that can be found on the high school web sites. There was also information about job shadowing and RAP in the community. Parents were very interested and the presentation was well done. Presenters were Judy Stolk-Ingram from Careers Transitions, Erica Larson, the career practitioner at LCI, and Andrew Krul, off-campus teacher.

Cheryl went through the SLA assessments and how this is still being tweaked; there is a provincial parent survey about how they feel about them. There was a discussion about having a place on the student registration forms to allow school councils to have access to peoples e-mail address, right now it is difficult to send out general e-mails about school council issues or events as parents have not given their permission to have emails shared with the School Council. Cheryl is looking into whether placing a spot on the registration form will solve this or whether a separate sheet for parent information to go to School Council once completed should be in a student’s registration package.

There was a lengthy discussion regarding the district head lice policy in that when a case of head lice is discovered a phone call or message is sent home with the infected student but not to the rest of the class, parents would like these notes to make them aware of an issue, (we take the advice of Alberta Health public health division and Cheryl was going to have Wendy contact them and find out the latest advice on handling this issue. (Note: there is a general statement about head lice and best treatments that goes home in the fall)

I gave the district report to the group with some questions about the safe and caring schools policy and Allison notified the group that since she is on the policy committee she is seeking parent advice and comments about the new LGBTQ policy currently in development and will send those comments on to us when the policy is brought to us for first reading.

We also discussed the presentation about the second language expansion and the two new schools.

Respectfully Submitted, Keith Fowler
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community Engagement Committee – January 12, 2016

Terms of Reference – Discussion around membership on this committee. Decision to add “ Invitees as required – topic relevant”.

Town Hall Plan – Cheryl reviewed the plan for February 2\textsuperscript{nd} Town Hall meeting.

Foundation – Cheryl gave out information on Starting a Foundation. The committee will discuss this further at our next meeting.

ASBA Community Engagement Survey – the survey questions from ASBA distributed in March, 2012 were handed out. Cheryl will search for the responses our District made.

Parent Engagement Budget Process - the budget process we currently have in place was discussed and the opportunity for more dialogue with our partners.

Next Meeting – March 14, 2016 at 6:00 P.M.

Respectfully submitted,
Jan Foster, Committee Chair
MEMORANDUM

January 26, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: ASBA Zone 6 Meeting – January 13, 2016

Zone 6 ASBA General Meeting was held on Wednesday, January 13, 2016 at the #51 Board Room.

Division Sharing – Sean Beaton, Learning and Innovations Coordinator at Grasslands School Division put on an excellent presentation on the Changing Nature of Teaching and Assessment and the work he is doing with Grasslands.

Reports:

- Peter Grad, Zone Director reported on recent BOD Meeting. Discussed regarding Bill 8 with request to the Minister that the makeup of the TEBA Board include representatives of the 61 Boards. There was a letter sent to the Minister regarding the Education Act and request for continued consultation with Boards regarding the Regulations. Scott presented an overview of the process for posting expense claims as well as the 2014-2015 audit.
- Terry Riley – discussed TEBA.
- Helen Clease and Scott McCormick reported – Quebec now will have appointed rather than elected Boards. Also Advocacy initiatives, Municipal Government Act to be introduced in Spring sitting and Inclusive Education review underway for end of February.

Shannon Scherger and Heather Tkachuk reviewed the Handbook Bylaw 5 and 6 for review (Members Code of Conduct and possible Sanctions). After a lengthy discussion, it was decided to discuss further at the March General Meeting.

Next meeting will be TUESDAY, MARCH 9TH, at Holy Spirit Board Office.

Respectfully submitted,
Jan Foster, Zone 6 representative.