



# AGENDA

Lethbridge School Division  
School Board  
Regular Meeting

Tuesday, September 24, 2019

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 and Board Budget Meeting of June 25, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

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

**4. Presentations**

3:35 p.m. 4.1 Website Enclosure 4.1

**5. Action Items**

3:50 p.m. 5.1 International Trip Approval – G.S. Lakie Enclosure 5.1

5.2 International Trip Approval – Chinook Enclosure 5.2

5.3 School Board Annual Work Plan Enclosure 5.3

5.4 Board Policies for Review:

*Policy 602.4 First Nations, Métis and Inuit Education*

*Policy 504.2 Wellness in Schools* Enclosure 5.4

4:20 p.m. **6. Division Highlights**

4:25 p.m. **7. Information Items**

7.1 Board Chair Report

7.1.1 Board Standing Committees Annual Reports and  
Terms of Reference Review

Facilities Committee

Policy Advisory Committee

Spirit of 51 Committee

Board Budget Committee

Poverty Intervention Committee

Board Audit Committee

Division Wellness Committee

Community Engagement Committee

Superintendent Evaluation Committee

FNMI Committee

Enclosure 7.1.1

4:45 p.m.	7.1.2	October Organizational Meeting	Enclosure 7.1.2
	7.1.3	Division School Council Meetings	Enclosure 7.1.3
	7.1.4	Breakfast with the Board	Enclosure 7.1.4
4:50 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
	7.3	Public Forum Response from June Board meeting	Enclosure 7.3

<b>5:00 p.m. Public Forum</b>
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5:05 p.m.	7.4	Superintendent Report	
	7.4.1	ASBO Meritorious Budget Award	Enclosure 7.4.1
	7.4.2	Donations and Support	Enclosure 7.4.2
	7.4.3	Board Priorities Report	Enclosure 7.4.3
	7.4.4	World Teachers' Day	Enclosure 7.4.4
	7.4.5	Snacks with the Superintendents	Enclosure 7.4.5
	7.4.6	Calendar of Events	Enclosure 7.4.6

#### **8. Reports**

5:10 p.m.	8.1	Facilities Committee – September 17, 2019	Enclosure 8.1
	8.2	Joint City/School Board Committee – September 18, 2019	Enclosure 8.2
	8.3	Board Audit Committee – September 19, 2019	Enclosure 8.3
	8.4	Division Wellness Committee – September 19, 2019	Enclosure 8.4

#### **9. Correspondence - Received**

5:20 p.m.	9.1	Minister of Education – June 2019	Enclosure 9.1
	9.2	Minister of Education – August 2019	Enclosure 9.2
	9.3	City of Lethbridge – August 2019	Enclosure 9.3
	9.4	City of Lethbridge – September 2019	Enclosure 9.4

#### **10. Correspondence – Sent**

None

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

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JUNE 25, 2019.

### IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:37 p.m.

1. Approval of Agenda

Trustee Christine Light moved:

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

*Approval of Agenda  
6891/19*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of May 28, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6892/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations

4.1 Friends of 51 Awards

Friends of 51 Awards provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to the Lethbridge School District No. 51. The following were recognized:

*City of Lethbridge*

Tony Vanden Heuvel, Director of Community Services

Abby Slovack, Manager of Land Development

Michael Kelly, General Manager of Real Estate & Land Dev.

Jason Freund, Manager of Recreational Services

*Lethbridge College*

Jeanine Webber, Dean of Centre for Justice of Human Services

Lorraine Leishman, Educational Assistant Program Instructor

SAIAC – Dave Wells

*Presentations  
Donations:  
Friends of 51 Awards*

4.2 Innovation, Creativity and Entrepreneurship (ICE) Scholarships

Winners of the ICE Scholarships were recognized:

Linda He

Kanyon Jarvie

*ICE Scholarship  
Winners*

Amy Quan  
Dewuni De Silva

Maiya Clapton  
Michelle Wu

5. Action Items

5.1 Approval of International Trip –LCI

*Action Items*

LCI requested approval to take a group of students to Washington, DC and New York City, NY, USA from April 13 to 18, 2020.

Trustee Donna Hunt moved:

“that the Lethbridge Collegiate Institute trip to Washington, D.C. and New York City, N.Y., USA from April 13 to April 18, 2020 be approved, on the condition that all district policies and procedures are strictly followed.”

*Approval of  
International Trip LCI  
to Washington, DC and  
New York City, NY USA  
6893/19*

**CARRIED UNANIMOUSLY**

5.2 Approval of International Trip – Chinook

Chinook High School requested approval to take a group of choral students on a music festival trip to Anaheim, California, USA from April 23 to 27, 2020.

Trustee Donna Hunt moved:

“that the Chinook High School music festival trip to Anaheim, California from April 23 to 27, 2020 be approved, on the condition that all district policies and procedures are strictly followed.”

*Approval of  
International Trip  
Chinook to Anaheim,  
California  
6894/19*

**CARRIED UNANIMOUSLY**

5.3 Authorization of Locally Developed Courses

Request for the following High School Locally Developed Courses was made:

ESL Intro to Canadian Studies (2019) 15 and 25 for 5 credits

ESL Intro to Science (2019) 15 for 5 credits

Leadership in the Arts 35 for 3 and 5 credits

Trustee Tyler Demers moved:

“that the Board of Trustees approve the use of locally developed senior high school course ESL Intro to Canadian Studies (2019) 15 and 25 for 5 credits acquired from Calgary School District No. 19 from September 1, 2019 to August 31, 2023.”

*Locally Developed  
Courses  
ESL Intro to Canadian  
Studies  
6895/19*

**CARRIED UNANIMOUSLY**

Trustee Tyler Demers moved:

“that the Board of Trustees approve the use of locally

developed senior high school course ESL Intro to Science (2019) 15 for 5 credits acquired from Calgary School District No. 19 from September 1, 2019 to August 31, 2023.”

*ESL Intro to Science  
6896/19*

**CARRIED UNANIMOUSLY**

Trustee Tyler Demers moved:

“that the Board of Trustees approve the use of locally developed senior high school course Leadership in the Arts 35 (2019) 15 for 3 and 5 credits acquired from Calgary School District No. 19 from September 1, 2019 to August 31, 2022.”

*Leadership in the Arts  
6897/19*

**CARRIED UNANIMOUSLY**

5.4 Policy Review

*Policy Review*

Teresa Loewen presented policies up for review, amendment and first reading.

Policy 502.1 Appendix A Student Code of Conduct

Policy 400.3 Whistleblower Protection

Policy 504.2 Wellness in Schools

Policy 602.4 First Nations, Metis and Inuit Education

Policy 602.8 Religious and Patriotic Instruction/Activities

Policy 604.3 Locally Developed Courses

Policy 609.6 Parent-Teacher Interviews

Trustee Lola Major moved:

“that the Board of Trustees approve Policy 502.1 Appendix A Student Code of Conduct, as reviewed.”

*Policy 502.1 Appendix  
A Student Code of  
Conduct  
6898/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:

“that the Board of Trustees approve Policy 400.3 Whistleblower Protection, as amended.”

*Policy 400.3  
Whistleblower  
Protection  
6899/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:

“that the Board of Trustees approve first reading of Policy 504.2 Wellness in Schools, as presented.”

*Policy 504.2 Wellness  
in Schools  
6900/19*

**CARRIED UNANIMOUSLY**

Trustee Lola major moved:

“that the Board of Trustees approve first reading of Policy 602.4 First Nations, Metis and Inuit Education.”

*Policy 602.4 First  
Nations, Metis and  
Inuit Education  
6901/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:  
“that the Board of Trustees approve Policy 602.8 Religious and Patriotic Instruction/Activities, as amended.”

*Policy 602.8 Religious and Patriotic Instruction/Activities 6902/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:  
“that the Board of Trustees approve Policy 604.3 Locally Developed Courses, as amended.”

*Policy 604.3 Locally Developed Courses 6903/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:  
“that the Board of Trustees approve Policy 609.6 Parent-Teacher Interviews, as amended.”

*Policy 609.6 Parent-Teacher Interviews 6904/19*

**CARRIED UNANIMOUSLY**

5.5 Third Quarter Financial Report

Mark DeBoer, Director of Finance, presented the Third Quarter Financial Report.

Trustee Donna Hunt moved:  
“that the Board of Trustees approve the 2018-2019 Third Quarter Financial Report, as presented.”

*Third Quarter Financial Report 6905/19*

**CARRIED UNANIMOUSLY**

6. Public Forum Response

Response to the May Public Forum was included in the agenda.

*Public Forum Response*

7. District Highlights

*District Highlights*

- Lola attended the ASBA conference in June with student entertainment.
- Doug attended the District Retirement dinner and was on a committee for hiring a Principal.
- Donna attended the excellent ASBA Conference, Chinook Creative Design projects, and retirement celebrations.
- Jan attended the District, ATA and Admin Retirement celebrations as well as the City appreciation event for members of Social Agencies and finally, the Pride Parade.
- Christine Light highlighted hearing all the ICE Scholarship presentations, Victoria Park awards ceremony and graduation.
- Clark enjoyed the retirement events and Chinook Creative Design projects by Grade 9 students. Clark noted the staff energy and positivity at year end is uplifting.

## **Public Forum – Allison Pike**

*Public Forum*

Allison provided response to the Board response of last Public Forum. Allison pointed out that making EAs full time is productive because EAs would have time to prepare resources for children. Learning Support teachers are preparing learning resources rather than EAs. EAs sometimes do it on their own time.

Making reference to page 19 on the budget report, pertaining to inclusive education funds, Allison strongly urges the Board to do something different than what we are seeing year after year with carry-over of funds linked to not being able to fill positions.

Allison wanted it on public record that she urge the Board to consider that we have 308 more students, and that we need additional supports for mental health needs and for disabilities. The Board needs to advocate publicly for more funds from government.

### **8. Information Items**

*Information Items*

#### **8.1 Board Chair Report**

*Standing Committees*

##### **8.1.1 Standing Committees**

Board of Trustees will provide Annual Reports and review Terms of Reference for the Standing Committees at the September 24, 2019 Board meeting.

#### **8.2 Associate Superintendent Reports**

*Associate  
Superintendent  
Reports  
Business Affairs*

##### **8.2.1 Business Affairs**

Associate Superintendent Christine Lee provided a written Business Affairs report.

##### **8.2.2 Human Resources**

*Human Resources*

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

##### **8.2.3 Instructional Services**

*Instructional Services*

Associate Superintendent Morag Asquith presented the Instructional Services report.

#### **8.3 Superintendent Reports**

*Superintendent Report  
L.H. Bussard Award  
Winners*

##### **8.3.1 L.H. Bussard Award Winners**

L.H. Bussard Award medals and certificates were presented the Division II elementary schools who demonstrated outstanding ability, imagination and originality in the area(s) of music, art, drama, language

arts and physical education. List of students was included in the Board agenda.

- 8.3.2 Board Priorities Report *Board Priorities*  
2018-19 District Priorities report of actions was shared.

- 8.3.3 Administration Appointments *Administration Appointments*  
A list of administration appointments for the 2019-2020 school year was included in the Board agenda. John Chief Calf can be added to the list as the Coordinator of F.N.M.I. Education.

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

- 8.3.5 Calendar of Events *Calendar of Events*  
The Calendar of Events was reviewed for the period June 26 to September 24, 2019.

## 9. Reports

- 9.1 A.S.B.A. Spring General Meeting – June 2-4, 2019 *Reports  
A.S.B.A.*  
Trustee Donna Hunt provided a written report from the A.S.B.A. Spring General Meeting held June 2-4, 2019.
- 9.2 District School Council – June 3, 2019 *District School Council*  
Trustee Tyler Demers provided an oral report for the District School Council meeting held June 3, 2019.
- 9.3 Facilities Committee – June 3, 2019 *Facilities Committee*  
Trustee Doug James provided a written report from the Facilities Committee meeting held June 3, 2019.
- 9.4 Community Engagement Committee – June 10, 2019 *Community Engagement Committee*  
Trustee Christine Light provided a written report from the Community Engagement Committee meeting held June 10, 2019.
- 9.5 Board Budget Committee – June 13, 2019 *Board Budget Committee*  
Trustee Donna Hunt provided a written report from the Board Budget Committee meeting held June 13, 2019.



10. Correspondence – Received

10.1 City of Lethbridge

*Correspondence –  
Received  
City of Lethbridge*

11. Correspondence – Sent

11.1 Minister of Education

*Correspondence – Sent  
Minister of Education*

*Adjournment*

The meeting adjourned at 5:38 p.m.

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

## MINUTES FROM THE BUDGET MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JUNE 25, 2019.

### IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Christine Lee; Rik Jesse; Morag Asquith; Mark DeBoer  
LeeAnne Tedder (Recorder)

1. Call to Order

*Call to Order*

The chair called the meeting to order at 1:01 p.m.

2. Approval of the Agenda

*Approval of Agenda  
6881/19*

Trustee Christine Light moved:

“that the Agenda be approved as presented.”

**CARRIED UNANIMOUSLY**

3. Opening Comments

*Opening Comments*

Trustees provided opening comments on the 2019-2020 Budget and commended administration, the Instructional Budget Committee and Director of Finance, Mark DeBoer for developing this budget.

4. Review of Belief Statements

*Review of Belief  
Statements*

The Board reviewed the Belief Statements for the 2019-2020 Budget.

5. Revenues

*Revenues*

Debate in this section focused on revenues, including fees, inter-fund transfers, etc.

5.1 Revenues

*Approval of School Fees  
Revenues  
6882/19*

Trustee Donna Hunt moved:

“that the Board approve the 2019-2020 School Fee Schedule as presented.” **CARRIED UNANIMOUSLY**

Trustee Donna Hunt moved:

“that the Board approve the Revenues for the 2019-2020 Budget as per pages 26-28 as presented.”

*Approval of Overall  
revenues  
6883/19*

**CARRIED UNANIMOUSLY**

## 6. Expenditures

## *Expenditures*

Debate occurred in five sections: Instructional Block, Governance and System Administration, Operation and Maintenance, Transportation and Capital.

### 6.1 Instructional Block

### *Approval of Instructional Block Expenditures 6884/19*

Trustee Donna Hunt moved:

“that the Board approve the Instructional Block expenditures as per pages 31-33 of the 2019-2020 Budget as presented.” **CARRIED UNANIMOUSLY**

### 6.2 Governance and System Administration

### *Approval of Governance & System Administration Expenditures 6885/19*

Trustee Donna Hunt moved:

“that the Board approve the expenditures for Governance and System Administration as outlined on pages 34-36 of the 2019-2020 Budget as presented and not to exceed the 3.6% cap.” **CARRIED UNANIMOUSLY**

### 6.3 Operations and Maintenance

### *Approval of Operations & Maintenance Expenditures 6886/19*

Trustee Donna Hunt moved:

“that the Board approve the expenditures for Operations and Maintenance as outlined on pages 37-39 of the 2019-2020 Budget as presented.” **CARRIED UNANIMOUSLY**

### 6.4 Transportation

### *Approval of Transportation Expenditures 6887/19*

Trustee Donna Hunt moved:

“that the Board approve the expenditures for Transportation as outlined on pages 40-41 of the 2019-2020 Budget as presented.” **CARRIED UNANIMOUSLY**

### 6.5 Capital

### *Approval of Capital & Debt Services Expenditures 6888/19*

Trustee Donna Hunt moved:

“that the Board approve the Capital and Debt services expenditures as outlined on pages 42-43 of the 2019-2020 Budget as presented.” **CARRIED UNANIMOUSLY**

## 7. Budget Approval

## *Budget Approval 6889/19*

Trustee Donna Hunt moved:

“that the Board approve the 2019-2020 Budget for Lethbridge School District No. 51 as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget.” **CARRIED UNANIMOUSLY**

8. Other – nothing at this time.

*Other*

9. Adjournment

Trustee Jan Foster moved:  
“to adjourn at 1:50 p.m.”

*Adjournment*  
*6890/19*

**CARRIED UNANIMOUSLY**

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Presentation – Website**

**Background**

Communications Officer, Garrett Simmons, will provide a presentation on the new website.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: International Trip Approvals – G.S. Lakie**

**Background**

G. S. Lakie Middle School is requesting approval to take a group of music students on a tour of musical historical sites in Nashville, Tennessee, USA from April 28 to May 3, 2020. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$1,885.00. Fundraising opportunities will be available to students to offset the cost of the trip.

**Recommendation**

That the G. S. Lakie Middle School tour of musical historical 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.

Respectfully submitted,  
Morag Asquith

**To:** Board of Trustees, Lethbridge School District No. 51

**Re:** International Music Trip to Nashville, Tennessee – April 2020

### ***Educational Benefits***

The Nashville Music trip will be carefully crafted by the music teachers of G.S. Lakie Middle School to broaden the musical experience and exposure that our students receive. Students would have opportunity to visit historical sites such as the Grande Ol'Opry, Graceland, Recording Studio and the music hall of fame. However, these would not simply be sightseeing tours. Instead, students would get to play, perform and record as a musician at many of these destinations. It is the intent of the music teachers at G.S. Lakie to use the rich history of America Popular music to spark a passion for music education that might not otherwise be cultivated within our student body. Further more, students would be learning and improving upon their performance skills and musicianship, as well as growing as a responsible member of a musical ensemble.

### ***Proposed Itinerary***

The music teachers of G.S. Lakie would be working with "Affinity Group Tours" who would be hosting our student group. The following itinerary is the proposed plan for the trip:

- |  |  |
|--|--|
| <b>Wednesday April, 29<sup>th</sup></b><br>(Nashville, TN) | <ul style="list-style-type: none"><li>- Early morning departure from Calgary International Airport</li><li>- Hotel Check-In</li><li>- Ghost Walking Tour &amp; Exploring Downtown Nashville</li></ul>  |
| <b>Thursday April, 30<sup>th</sup></b><br>(Nashville, TN)  | <ul style="list-style-type: none"><li>- Guided tour of Studio B / Student Recording Sessions at RCA Studios</li><li>- Tour of Country Music Hall of Fame</li><li>- Workshop at Blair School of Music at Vanderbilt University</li><li>- Dinner Cruise aboard the General Jackson Showboat "Heart of Tennessee"</li></ul> |
| <b>Friday May, 1<sup>st</sup></b><br>(Nashville, TN)       | <ul style="list-style-type: none"><li>- Tour of historic Ryman Auditorium</li><li>- Tour and performance at the Grand Ol'Opry</li><li>- Tour and performance at the Belle Mead Plantation</li><li>- Visit the world-famous Wild Horse Saloon</li></ul>   |
| <b>Saturday May, 2<sup>nd</sup></b><br>(Memphis, TN)       | <ul style="list-style-type: none"><li>- Depart for Memphis, Tennessee (3 hours by motor coach)</li><li>- Tour and Elvis's Graceland</li><li>- Tour of Sun Studios – "The Birth Place of Rock n Roll</li><li>- Dinner and Music Entertainment at BB Kings House of Blues</li></ul>  |
| <b>Sunday May, 3<sup>rd</sup></b><br>(Memphis, TN)         | <ul style="list-style-type: none"><li>- Depart from Memphis, TN Airport for return flight to Calgary, AB</li></ul>   |

### ***Coast Per Student***

The cost per student for this trip would be \$1,885 CAD (based on 40 students attending)

### ***Provisions/Fundraising***

There would be 3 separate opportunities for students to raise funds to help alleviate the financial pressure for this trip. Those opportunities would include: "go THRIVE" fundraising, 59 Minute Food Sales, and online Sweepstakes. If there are great financial needs, then the school will work with our "Making Connections" workers to look for outside funding opportunities.





NASHVILLE

2020

- Educational Benefits
- Trip Itinerary
- Cost and Fundraising

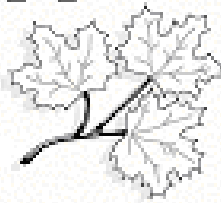


# EDUCATIONAL BENEFITS

- To develop performance skills at a high level and perform at historic music venues
- Develop discipline and work ethic to achieve a high level of musicianship
- Learn the rich history of American Popular Music from the 1950s to 60s
- Visit iconic American Historic sites such as, The Grand Ol'Opry, Graceland, RCA Recording Studio (Elvis's Recording Studio)
- Learn to function as a responsible member of an ensemble

# TRIP BREAKDOWN

**AFFINITY  
GROUP  
TOURS**



PROPOSED ITINERARY FOR:  
GS LAKIE MIDDLE  
NASHVILLE & MEMPHIS  
5 days/4 nights

**April 29**      **LETHBRIGE, AB / CALGARY AB / NASHVILLE, TN**

**Wednesday**      Early morning departure from Calgary International Airport for Nashville Tennessee. Upon arrival at Nashville airport you will be met by your waiting coach and transferred to your hotel.

**3 nights moderate accommodation in Nashville.**

This evening your group will explore downtown Nashville on your Nashville **Ghost Walking Tour.**

**April 30**  
**Thursday**

**NASHVILLE, TN**

**B&D**

**Breakfast** is included.

After breakfast your day will start with the Student Recording Program at the **RCA Studio B**. Your group will have a guided tour of historic **RCA Studio B** and have then have **recording session** where Elvis himself stood to record over 200 songs.

Afterward, depart for the **Country Music Hall of Fame** where you can hear rare recordings of legendary country performers and see behind-the scenes films by today's stars, along with costumes, instruments and personal treasures from country music's past and present.

**In the early afternoon optional workshops at the Blair School of Music at Vanderbilt University**

This evening will be a highlight of your Nashville experience with a **dinner cruise aboard the General Jackson Showboat Heart of Tennessee**. Enjoy a musical journey that takes you down Tennessee's Musical Highway, from bluegrass to soul, rock, a little gospel and, of course, country music, covering classic Elvis to the new artists of country music your group will enjoy this evening of music!

**May 1**  
**Friday**

## **NASHVILLE, TN**

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**Breakfast** is included.

Today visit & tour the historic **Ryman Auditorium** known as the “Mother Church of Country Music”. Then continue onto the **Grand Ole Opry for a back-stage tour**, which includes visiting the artists green room and standing on the world-famous stage. Afterwards **your group will perform on the Opry Plaza!**

This afternoon your group will visit the **Belle Meade Plantation** where over one hundred years of history comes to life as costumed guides tell stories of plantation life. Enjoy **a tour of the Plantation** and then set up your instruments and **perform for the guests in front of an 1890’s Carriage House.**

Tonight, visit the **World-Famous Wild Horse Saloon for Dinner and Line Dancing.** A visit to the Wildhorse Saloon will create one of the most memorable experiences of any trip. It’s the place where groups of all ages gather for music, fun, entertainment and award-winning food.

**May 2**  
**Saturday**

## **NASHVILLE TO MEMPHIS**

**(B + D)**

**Breakfast** is included.

This morning depart early for your 3-hour drive to Memphis "The River City". Here your groups will take an unforgettable journey through the most famous rock 'n' roll residence in the world - **Graceland**. Explore the personal side of Elvis Presley and learn how his revolutionary style and unique sound changed the face of popular music and culture forever. This legendary rock 'n' roll pilgrimage will show you why Elvis lives. **Your group will also be able to give a Performance for guests at Graceland.**

In the late afternoon take a complete tour of the famous **Sun Studios**. Sun Studio is known worldwide as "*The Birthplace of Rock'n'roll*". It is the discovery location of musical legends and genres of the 50's from B.B. King and Elvis Presley to Johnny Cash and Jerry Lee Lewis; from Blues and Gospel to Country and Rock'n'roll. Today our goal is to spread the story of Memphis' history and culture through the music that put Memphis on the map.

Stand in the very same spot that Elvis first recorded. Your tour guide will tell you the inside stories of B.B. King, Howlin' Wolf and Ike Turner before Elvis, Johnny Cash, Carl Perkins, Jerry Lee Lewis, & Roy Orbison who were all drawn to the new Sun Sound.

Tonight, have a **final group dinner and musical entertainment at the BB Kings House of Blues.**

Afterwards check into your 1-night Memphis Hotel

**1-night moderate accommodation in Memphis**

**May 3rd**      **MEMPHIS, TN / CALGARY, AB / LETHBRIDGE**      **(B)**

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**Sunday**

Breakfast is included.

This morning transfer to the Memphis airport for your flight back to Calgary. Meet your Universal Motor Coach and transfer back to your school in Lethbridge

**Welcome Home with Happy Memories.**

## TRIP COST

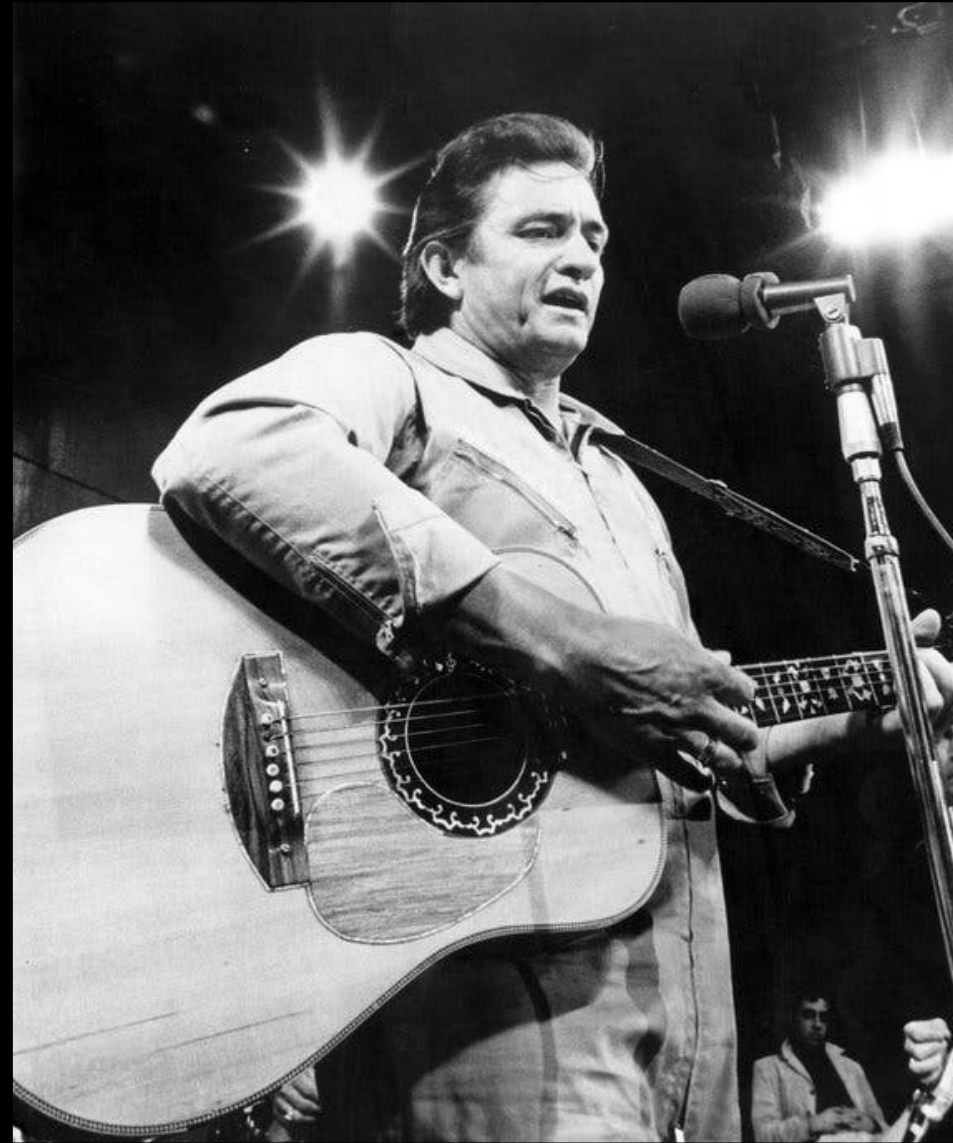
 **\$1885.00** CAD

**based on 40 paying students**



- Three fundraisers through “go THRIVE fundraising”
- 59 minute – Popcorn, Beef Jerky,
- SWEEPSTAKES (online sales)





**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: International Trip Approvals - Chinook**

**Background**

Chinook High School (CHS) is requesting 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. 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 available to students to offset the cost of the trip.

CHS is also requesting approval to take a group of students on a Treasures of Eastern Europe trip over Easter of 2021. The trip would be organized through EF Tours, the largest most reputable travel company in the world. The educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$4,500.00. Fundraising opportunities will be available to students to offset the cost of the trip.

**Recommendation**

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.

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

Respectfully submitted,  
Morag Asquith



## Proposed NYC Theatre Trip

### April 2-8 2021

September 12th, 2019

#### Educational benefits of the trip:

Students from Chinook would benefit by seeing real world applications of what they are learning in Drama 10/20/30, Advanced Acting, Technical Theatre and Directing. For young theatre artists to be able to watch three professional plays on Broadway would be invaluable. New York City is the heart of the theatre world and giving students the chance to experience this through their high school would provide them with an opportunity to connect with some of the highest examples of their art. Furthermore, the backstage tours and workshop would connect them to direct learning opportunities from local actors.

The wonderful thing about a theatre trip to New York City is that there exists a multitude of connections to the learning that takes place in not only the Drama classroom, but also within the curricula of English, Social Studies and Art.

These young actors would also experience a deep dive into the English curriculum. In each grade, our students read and analyze a play, and within the grade 9 PAT and grade 12 DIP, at least one excerpt from a play must be examined. Seeing a play live unlocks layers of nuance through characterization, blocking, directorial choices, and technical aspects. Once a student has watched a play live at this level of professionalism, it would impact how they read all plays in the future. They would read it with a depth of understanding heretofore unavailable to them.

Within the context of Social Studies and Art, we would have local tour guides who would lend insight into such destinations as the Museum of Modern Art, the Statue of Liberty, and the One World Trade Centres Memorial. These experiences would connect our students in a real, tangible way to what they learn in Social Studies and Art.

Being that this would be a theatre trip populated by drama students, we would have a unique opportunity for fundraising. We would use our unique dramatic talents to host evenings of performances, variety shows, etc, as fundraisers. This would also help to build a community and comradery within our cohort, before the trip would begin.

We would also be able to use the existing grocery card program that is offered at Chinook. This would empower students to complete individual fundraising for their trip.

Duane Piper

**Chinook High School  
NEW YORK 2021**

**BOOKED ACTIVITIES & TOURS**

**FREE TIME SUGGESTION**

DAY	1	2	3	4	5	6	7
DATE	Fri, Apr 02	Sat, Apr 03	Sun, Apr 04	Mon, Apr 05	Tue, Apr 06	Wed, Apr 07	Thu, Apr 08
7:00	Depart SAM					Breakfast at hotel	
:30	Transfer to Airport						
	Arrive at Airport						
8:00		Breakfast at hotel	Breakfast at hotel	Breakfast at hotel	Breakfast at hotel		Breakfast at hotel
:30						Subway to Battery Park	
9:00			5th Avenue sights & shops	Subway to Highline	Harlem Tour		Morning Free for last minute sights & shopping
:30		Walk to Tour Location		Highline Walk		Security Check	
	Depart Calgary						
10:00		Broadway Up Close Tour with possible behind the scenes Theatre Visit!	See the Parade	Walk to Greenwich		Statue of Liberty & Ellis Island	
:30			Metro to Met Museum	Arrive 15 min early			
				Greenwich Tour			
11:00			Lunch on own				
:30		Rockefeller Center					
12:00			Metropolitan Museum of Art		Lunch on own		Lunch on own
:30					Suggest Mana's Buffet! Soul Food		
					Walk to Apollo	Return to Mainland	Return to Hotel
1:00		Lunch on own			Apollo Theatre Visit	Lunch on own	Grab bags from hotel
:30							Depart for Airport
2:00						Lower Manhattan Tour & Graffiti Tour	Arrive at Airport
:30		Walk to Radio City		Subway to Canal		Includes 9/11 Memorial, Financial District, & Brooklyn Bridge	
3:00		Radio City Music Hall	Central Park	Canal Street	Return to hotel		
:30			Free time to explore park highlights and optional self-guided walking tour in booklet	Shops & Bartering			
4:00				SOHO			
:30	Arrive NYC	5th Avenue		Shopping	Walk to Dinner	Return to Hotel	
5:00			Return to hotel	Subway to One World OR Empire State Building	Dinner Included	Hotel	Depart NYC
:30	Transfer to Hotel	Walk to Dinner		Check in One World		Quick dinner on own	
6:00		Dinner Included		One World Observatory OR Empire State Building			
:30	Check in		Walk to dinner		Walk to theatre	Walk to theatre	
7:00	Dinner on own		Dinner Included		Broadway Show	Broadway Show	
:30		Walk to theatre	Ellen's Stardust Diner	Sunset			
			Singing & Dancing Wait Staff!	Return to Midtown			
8:00	Times Square	Broadway Show		Dinner on own			Arrive Calgary
9:00			Times Square	Return to Hotel			Coach Transfer to Lethbridge
10:00						Times Square	
11:00						Return to Hotel	Arrive Lethbridge



# Chinook High School Proposed Treasures of Eastern Europe – Easter 2021

Our names are Jaclyn Dudas and Bruce Carbert and we are teachers at Chinook High School. Over the last 10 years, we have travelled with students from Lethbridge School District to places including: Italy, Switzerland, Germany, Galapagos Islands, and the USA.

Our proposed 2021 tour would be designed to serve as enrichment for high school curriculums such as Science, Social, and Physical Education and would be planned and executed as a study tour. Student travellers would agree to do several pre-trip activities in order to facilitate their understanding and appreciation for the sites we would visit. Pre-trip work would include:

- lunch meetings to explore concepts, places, people, and events that relate to various curricular outcomes.
- assigned reading material and research tasks connected to curricular topics to the trip.
- research of a person, place, event, ecosystem, or piece of literature that relates to one of the destinations on our itinerary.

## Links to Science:

4. Investigate and interpret the role of environmental factors on global energy transfer and climate change
- describe and evaluate the role of science in furthering the understanding of climate and climate change through international programs
  - assess, from a variety of perspectives, the risks and benefits of human activity, and its impact on the biosphere and the climate

## Links to Social:

- 4.2 exhibit a global consciousness with respect to the human condition and world issues
- 4.4 explore the relationship between personal and collective worldviews and ideology
- 1.5 examine the characteristics of ideology (interpretations of history, beliefs about human nature, beliefs about the structure of society, visions for the future)
  - Analyzing the effects of the ethnic cleansing which occurred in the 1990's and the structural decisions made by each respective government in terms of moving forward into the future.

## Links to Physical Education:

Physical Education: Outcome D10:                      Students will demonstrate a commitment to a healthy lifestyle  
Physical Education: Outcome D20/30:                Students will model a healthy lifestyle

The proposed itinerary would include spending time in Hungary (Budapest and Tihany), travelling through Croatia (Dubrovnik, Split, Plitvice), Slovenia (Ljubljana), and Bosnia & Herzegovina (Mostar).

The trip is being organized with EF Tours, the largest and most reputable student travel company in the world. The cost of the proposed adventure is approximately \$4500, not including spending money. The fee includes travel, accommodations, entrance fees, and two meals a day. Students at Chinook have the opportunity to sell grocery coupons from local retailers as a means of raising funds to off-set the cost of the trip. EF Tours has now offered fundraising opportunities upon sign-up which includes individuals “adopting a traveller” to help with expenses.

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

Thank you for your consideration and support,

*Jaclyn Dudas, Bruce Carbert, & Kenny Fuglerud*



## Educational Tours

Watch videos, read  
reviews, and enrol on your  
**teacher's Tour Website**

[eftours.ca/](http://eftours.ca/)

This is also your tour number

# TREASURES OF EASTERN EUROPE

9 or 11 days | Hungary | Slovenia | Croatia | extension to the Dalmatian Coast and Bosnia and Herzegovina

Previously hidden behind the Iron Curtain, Eastern Europe is a gem that you're bound to recognize from some of your favorite movies and TV shows. In fact, the entire region is bursting with photogenic natural wonders and varied histories of independence and togetherness you can't help but feel. Relax alongside pristine blue lakes, then enjoy countrysides teeming with towering castles, impressive cave systems, and towns filled with terra-cotta Adriatic charm.

### YOUR EXPERIENCE INCLUDES:



**Full-time Tour Director**



**Sightseeing:** 2 sightseeing tours led by expert, licensed local guides (4 with extension); 1 sightseeing tour led by your Tour Director; 3 walking tours (4 with extension)



**Entrances:** Memento Park; Matthias Church; Danube evening cruise; Tihany Abbey; Funicular to Ljubljana Castle; Postojna Caves; Plitvice Lake National Park; Diocletian Palace; with extension: Mostar Ottoman Mosque; Turkish House



**weShare:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project.



**All of the details are covered:** Round-trip flights on major carriers; comfortable motor coach; 7 overnight stays in hotels with private bathrooms (9 with extension); European breakfast and dinner daily



Budapest Baths



Ljubljana Castle



*Anyone can see the world.*

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

And the experience begins long before you get your passport stamped and meet your **Tour Director** in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travellers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, **weShare**, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. **Expert local guides** will lead your group on sightseeing tours, providing detailed views of history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA, TRAVELLER



Via Twitter



Learn from your Tour Director and expert local guides



Lake Balaton



Plitvice Lake National Park



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.ca/](http://eftours.ca/)

Your teacher's Tour Website

## What you'll experience on your tour

### Day 1: Fly overnight to Hungary

#### Day 2: Budapest

- Welcome to Budapest, the capital city of Hungary that, before 1873, was actually two cities: Buda and Pest. The history of Budapest is filled with stories of divisions and unifications: Budapest, Austro-Hungary, and post-Cold War reunification. Explore Budapest's wealth of culture and beauty through Art Nouveau-style architecture, romantic canal views, and bustling city streets.
- Visit Memento Park, an open-air museum dedicated to the Soviet-era statues of Hungary.

#### Day 3: Budapest

- Visit Matthias Church, a fully-restored 14th century gothic church.
- Time to see more of Budapest, or [visit the Budapest Baths](#).
- Enjoy an evening river cruise on the Danube.

#### Day 4: Budapest | Tihany | Ljubljana

- Travel to the historic village of Tihany.
- Enjoy free time for lunch in Tihany.
- Visit the Tihany Abbey for a panoramic view of Lake Balaton.
- Enjoy a ferry ride across Lake Balaton.
- Arrive in Ljubljana, the capital of Slovenia, where 2,000 years of Slavic history combine with an emerging youth culture in one of Europe's greenest cities.

#### Day 5: Ljubljana

- Take an expertly guided tour of Ljubljana. With your expert local guide you will see:
  - Square of the Republic
  - Roman Ruins
  - Metelkova City
- Enjoy a funicular ride past Ljubljana Castle's walls for an incredible view of the area, then visit the castle museum.
- Enjoy free time to explore Ljubljana, or [Visit the Bled Castle and Lake Bled area](#).
- Enjoy a traditional Slovenian dinner and cultural performance.

#### Day 6: Lake Plitvice Area

- Visit the Postojna Caves.
- Transfer to the Lake Plitvice area where sparkling lakes tumble into each other through a series of picturesque waterfalls.

#### Day 7: Plitvice Lake National Park | Split

- Visit the Plitvice Lake National Park and hike along paths for views that continue to stun, one after another.
- Travel to Split, the second largest city in Croatia, home to Roman palaces, a rebellious past, and a history of, ironically, rather large divisions. From ancient times to the modern, independent Croatia, Split is a storied Adriatic metropolis bursting with life.
- Enjoy a Croatian farm dinner.

#### Day 8: Split

- Take an expertly guided tour of Split.
- Visit the Diocletian Palace.
- Enjoy free time to explore Split.

#### Day 9: Depart for home

### 2-DAY TOUR EXTENSION

#### Day 9: Mostar | Dubrovnik

- Travel to Mostar, the cultural capital of Bosnia and Herzegovina, to learn about the Ottoman influence of the area.
- Visit the Mostar Ottoman Mosque.
- Take a tour of Mostar with an expert local guide.
- Visit the Turkish House.
- Continue on to Dubrovnik.

#### Day 10: Dubrovnik

- Travel to Dubrovnik, a Mediterranean port town and UNESCO World Heritage Site. The old medieval fortress of Dubrovnik has most recently become famous as the real world location used for King's Landing.
- Take a walking tour of the ancient city walls.
- Enjoy a panoramic view of Dubrovnik with a cable car ride.

#### Day 11: Depart for home

*This trip was amazing!! Not many people get to go to Eastern Europe, and it was such a great experience. We loved our tour guide and I really felt like i bonded with my classmates. Would recommend this trip to everyone!*

– MARY, STUDENT



Via Facebook

### TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



— The easiest ways to —  
**ENROL TODAY**



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**Enrol by phone**  
1-800-263-2806  
**Enrol by fax**  
1-800-556-6046



**Mail your Enrolment Form to:**  
EF Educational Tours  
80 Bloor Street West, 16th Floor  
Toronto, ON M5S 2V1

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan and knowledgeable tour guides.*

—CHARLOTTE, PARENT



Tour review

## THE WORLD LEADER IN INTERNATIONAL EDUCATION

For over 50 years EF has been working toward one global mission: Opening the World Through Education. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence.

- **We always offer the lowest prices, guaranteed** so more students can travel.
- **All of our educational tours feature experiential learning activities** and visits to the best sites.
- **We're completely committed to your safety.** We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- **Your full-time Tour Director** is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



EducationFirst

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: School Board Annual Work Plan**

**Background**

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

**Recommendation**

It is recommended that the Board receive this report as information and provide feedback for any revisions.

Respectfully submitted,  
Cheryl Gilmore



## **Lethbridge School Division School Board Annual Work Plan**

### **AUGUST**

- Welcome Back Breakfast with Division staff

### **SEPTEMBER**

- Trustee school liaison contacts
- Enrolment and facilities update at first board meeting
- A.S.B.A. Zone 6 General meeting
- Committees review their terms of reference and submit annual reports
- School Councils Orientation at school sites
- 51/25 Club banquet for employees with 25 years in Division 51
- Report student PAT and Diploma exam results

### **OCTOBER**

- Trustees choose ATA Local Council meeting dates to attend
- Division School Council
- School Board Orientation (if applicable)
- School Board Organizational Meeting
- Determine board positions for A.S.B.A. policies (Fall AGM)

### **NOVEMBER**

- Determine process for Community Engagement - Annual Town Hall Meeting (February 4, 2020)
- Board Retreat: planning for March 5-6, 2020
- A.S.B.A. Zone 6 Annual General Meeting (November 17-19, 2019)
- Remembrance Day ceremonies in schools
- Approve Board Education Plan and Annual Education Results Report
- Approve Audited Financial Statements
- Administrators Banquet (November 20, 2019)
- Division budget revised with enrolment

### **DECEMBER**

- Approve division calendar for 2020-2021
- Approve locally developed courses
- Christmas concerts/activities schedule provided to trustees

**JANUARY**

- Approve Board budget belief statements and budget schedule
- Receive 1st quarter financial statements
- A.S.B.A. Zone 6 general meeting

**FEBRUARY**

- Town Hall Meeting
- Scholarship Breakfast
- Provincial Accountability Pillar Survey administered

**MARCH**

- Provincial budget announcement and implications
- Budget process commences
- A.S.B.A. Zone 6 general meeting
- Board Annual Retreat (establishing priorities)

**APRIL**

- Receive 2<sup>nd</sup> quarter financial statements
- Submit A.S.B.A. policy proposals
- Preparations for Education Week

**MAY**

- Arts Alive and Well in the Schools
- A.S.B.A. Zone 6 general meeting and Edwin Parr Awards
- Determine board positions on A.S.B.A. Budget and Bylaws
- Division Budget Stakeholders meeting
- Division Budget approved in special Board Budget Meeting
- Attend High School Graduation ceremonies (May/June)

**JUNE**

- Administrators' Retirement Event
- A.S.B.A. Spring General Meeting (June 1-2, 2020)
- Receive 3<sup>rd</sup> quarter financial statements
- Board Self-Evaluation (if applicable)
- Division Retirement Banquet (June 3, 2020)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses

**ONGOING**

- Board meetings held on the fourth Tuesday of the month except December, July and August.
- Public Forum within regular board meetings
- Division policies proposed by Policy Advisory committee for approval or amendment
- Capital Plan and Infrastructure Maintenance Renewal
- Approval of international trips
- Trustee standing and ad hoc committee meeting reports and recommended actions as they occur
- Presentations for information scheduled throughout the year
- Expulsion hearings and appeals as needed with trustees assigned on a rotating basis

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Policy Review**

**Background**

Division policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, each of the employee groups, and Division and school administration. Coordinator of Learning and International Education, Trish Syme, coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2018-2019 school year
- Policy review (including procedures, forms, and exhibits) of the 700, 800, 900, 1000, 100 series
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Trish Syme 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.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
602.4	First Nations, Métis and Inuit Education	Removal
602.4	First Nations, Métis and Inuit Education	Second reading
504.2	Wellness in Schools	Second reading

Respectfully submitted,  
Cheryl Gilmore



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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Approved: February 10, 1999  
Amended: March 18, 2008  
Amended: February 26, 2013

### **602.4 First Nations, Métis and Inuit Education**

#### **Policy**

Supports for First Nations, Métis, and Inuit (FNMI) students shall be provided with input by individuals who are proficient in the knowledge, skills and attributes of the cultures.

#### **Regulations**

1. The District shall offer activities which assist the school community in developing awareness, knowledge, skills and attributes of the FNMI cultures.
2. The District may allocate funding beyond that available through provincial grants to the provision of FNMI supports.

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

#### **References**

School Act: 21  
District Policies: 606.1 Alternative Programs



### 602.4 First Nations, Métis and Inuit Education

#### Policy

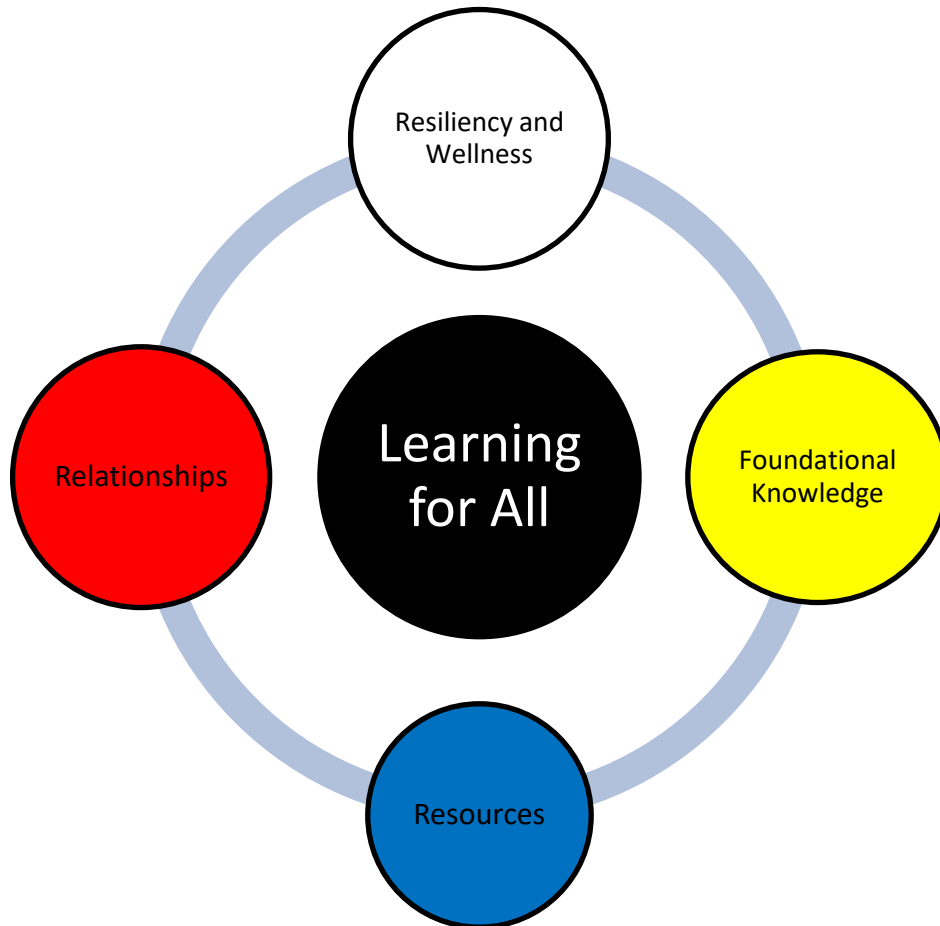
The District is committed to First Nations, Métis and Inuit (FNMI) student success. System collaboration with key stakeholders will serve as a foundation for strategies that support success.

#### Regulations:

1. Key stakeholders may include the following:
  - Students and families;
  - First Nations, Métis, and Inuit communities and organizations;
  - Government representatives; and
  - Education authorities.
2. The following four pillars will support strategies and program development initiatives:
  - 2.1 Resiliency and Wellness-** Improved academic achievement will be supported by a focus on identity as well as appropriate programs, services, and resources that facilitate academic growth for First Nations, Métis, and Inuit students;
  - 2.2 Foundational Knowledge** – all students and staff will be provided with opportunities to develop an increased knowledge and understanding of, and respect for, the histories, cultures, languages, contributions, perspectives, experiences, and contemporary contexts of First Nations, Metis, and Inuit.
  - 2.3 Resources** - Resources will provide learning about First Nations, Métis, and Inuit cultures, histories and perspectives among all students, District staff, and Trustees; and
  - 2.4 Relationships** - Strategies will be put in place that will facilitate increased participation by First Nations, Métis, and Inuit families, students and communities.

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





### References:

District Policies: Policy 400.1 Welcoming and Caring, Respectful and Safe Work Environments  
Policy 605.1 Inclusive Learning supports

Other: Alberta Teacher Quality Standard



Approved:

## 504.2 Wellness In Schools

### Policy

Personal wellness within a system is optimized when there is support for the development of healthy attitudes and actions.

Wellness is a life-long process of personal growth that involves emotional, intellectual, physical, social, and spiritual well-being. Wellness contributes to the ability of individuals to reach their full potential. Optimal wellness incorporates the needs and priorities of learners, nurtures learning experiences, and enables successful transitions through life.

### Regulations

The primary vehicle for furthering wellness in the District will be a Comprehensive School Health Framework including the following Five Dimensions of Wellness (Alberta Education, 2015):

1. **Emotional Wellness** is acknowledging, understanding, managing and expressing thoughts and feelings in a constructive manner.
2. **Intellectual Wellness** is the development and the critical and creative use of the mind to its fullest potential.
3. **Physical Wellness** is the ability, motivation, and confidence to move effectively and efficiently in a variety of situations, and the healthy growth, development, nutrition and care of the body.
4. **Social Wellness** is relating positively to others and is influenced by many factors including how individuals communicate, establish and maintain relationships, are treated by others, and interpret that treatment.
5. **Spiritual Wellness** is an understanding of one's own values and beliefs leading to a sense of meaning or purpose and a relationship to the community.

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

### References

400.1 Welcoming, Caring, Respectful and Safe Work Environments; 402.8.3 Employee Assistance and Wellness Programs; 502.1 Welcoming, Caring, Respectful and Safe

Learning Environments; 502.1.1 Student Safety; 502.2 Sexual Orientation, Gender Identity and Gender Expression; 502.3 Suspensions and Expulsions; 504.11 Healthy Nutritional Choices; 504.1 Managing Health Issues In Schools; 602.7 Human Sexuality Instruction; 607.4 Responsible Use of Technology; 608.1 Counselling Services; 700.3 Hazard Control; 700.6 Workplace Health and Safety- Emergency Response Planning

Other:

Framework for K-12 Wellness Education, Alberta Education; Alberta Health Services Framework for the Comprehensive School Health Approach (October 2012)

## **Facilities Committee Year-end Report 2018-2019**

**Committee:** Doug James, Trustee, Chair  
Tyler Demers Trustee  
Christine Lee, Associate Superintendent, Business Affairs  
Daniel Heaton, Director of Facility Services  
Chris Chapman, Coordinator, Maintenance

Type of Report: **Annual Report to the Board of Trustees**

### **Committee activities:**

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 26, 2019 and was submitted to Alberta Education.

The Division received final approval to award the tender for the construction of the new southeast Lethbridge Elementary School in late March. Construction is progressing as anticipated with gym walls erected as of August. The school is on schedule to open September 2021.



The 2019 Construction update attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

The Board met with Education Minister LaGrange on September 18<sup>th</sup> and had the opportunity to discuss the growth and capacity concerns in West Lethbridge and advocate for new elementary schools to relieve capacity and programming concerns due to the growth in West Lethbridge.

The Committee has reviewed and amended the Terms of Reference for required number of meetings and committee composition.

Respectfully submitted,  
Doug James, Committee Chair

**Facilities Committee Meeting Proposed Projects  
2019/2020 2020/2021 2021/2022**

**September 17, 2019**

**Elementary Schools**

**North**

**Estimate**

**Buchanan**

Mechanical and Electrical Upgrade – over 1 1/2 years of 2 ½ project	\$1,500,000
Concrete Sidewalks	\$15,000

**Westminster**

Mechanical and Electrical Upgrade – one year left of 2 year project	\$1,000,000
Front Yard Landscape	\$7000
Concrete Sidewalks	\$15,000

**Galbraith**

Modernization Priority in Capital Project - Detailed plan with costing -	\$16,000,000
Exterior Cornice Reconstruction	\$50,000
Fascia and Soffit Upgrade	\$12,000
Re-keying and Hardware Upgrade	\$45,000

**Park Meadows**

Shed heating for tractor storage	\$4000
Painting in hallways	\$10,000
Air conditioning Upgrade	\$500,000

**South**

**Agnes Davidson**

Flooring Replacement	\$250,000
Bulletin and Chalk Board replacement	\$75,000
Modular (yellow) Stair replacement	\$10,000
Shed roofing and Siding Replacement	\$3000
Modular (yellow) Roofing replacement	\$10,000

**Lakeview**

Concrete Sidewalks	\$25,000
Boiler review and projects	\$30,000
Painting	\$10,000

**General Stewart**

Flooring Replacement	\$200,000
Parking Lot Replacement including drainage upgrade	\$75,000
Re-keying and Hardware Upgrade	\$20,000

**Fleetwood**

Painting	\$10,000
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**West**

**Nicholas Sheran**

Boiler Review and Project	\$30,000
Minor Ventilation Project	\$20,000
Roof Replacement Phase 2	\$150,000
Roof Replacement	\$75,000
North East Entry Reconstruction	\$40,000
Decommissioning Change Rooms to Storage Rooms	\$50,000
Concrete Sidewalks H/C access	\$35,000
Lighting Replacement	\$75,000
Mike Mountain Horse	
Decommissioning Change Rooms to Storage Rooms	\$50,000
Concrete Sidewalks H/C access	\$35,000
Lighting Replacement	\$75,000
Lockers for Kindergarten	\$7000
Probe	
Washroom Reconfiguration	\$50,000
Concrete Sidewalks	\$35,000
Lighting Replacement	\$35,000
Ceiling Replacement and Lighting	\$15,000
Modular Capital Projects - \$550,000	
Coalbanks	
Modular Capital Project - \$750,000	
New Westside Elementary School - \$21,000,000	
<b>Middle Schools</b>	
<b>All Middle Schools Tech Upgrade</b>	<b>\$100,000</b>
<b>North</b>	
Wilson	
South West Wing Upgrade	
– Heating and ventilation, Flooring, Painting, white boards	\$250,000
<b>South</b>	
Paterson	
Front Door Replacement and H/C access	\$15,000
<b>West</b>	
GS Lakie	
Flooring Replacement and Floor Slab Leveling	\$30,000
Concrete Sidewalks and mow strips	\$60,000
Concrete Play Surface	\$50,000
Senator Joyce Fairbairn	
Storage Garage	\$75,000
Garbage Enclosure (capital project) \$75,000	
Concrete Outdoor Area at South West	\$30,000

**High Schools**

**All High Schools Tech Upgrade** **\$150,000**

**North**

Winston Churchill

Removal of North Exterior Sunken Patio	\$100,000
Concrete Sidewalk Replacement	\$50,000
Main Entrance Sidewalk Barrier Free Access and Enhancement	\$75,000
Refinish the Gymnasium Flooring	\$70,000
Painting of Exterior Vs	\$30,000
Re-keying and Hardware Upgrade	\$95,000
Aluminum Door Replacement	\$100,000

**South**

LCI

Flooring	\$100,000
Painting	\$20,000
Barrier Free Access	\$10,000

Victoria Park/Ed Centre

Re-keying and Hardware Upgrade	\$75,000
Boiler Upgrade	\$50,000

**West**

Chinook

Chiller Plant Piping repair	\$65,000
Modular Capital Project - \$550,000	

Attwell

Re-keying	<u>\$7,000</u>
	<b>\$6,755,000</b>



## **FACILITIES COMMITTEE TERMS OF REFERENCE**

1. **NAME AND TYPE:**  
Facilities Committee
2. **PURPOSE:**
  - To review school division facility needs and develop a Facilities Plan.
  - To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), the Expansion and Preservation Projects and New School Applications.
3. **DUTIES AND RESPONSIBILITIES:**
  - To review school division facility needs and develop a Facilities Plan.
  - The Facilities Committee will review school division facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school division facility new construction and modernization priorities.
  - The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), Expansion and Preservation Projects and New School Applications.
4. **COMPOSITION AND APPOINTMENTS:**
  - Two trustees serving at the pleasure of the Board, one of who shall act as chair, the Associate Superintendent, Business Affairs ~~and~~ the Director of Facility Services, **and Coordinator of Maintenance.**
  - The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.
5. **MEETINGS:**
  - The meetings will be held **a minimum of three times per year** and as and when necessary to review school division facility needs and prepare recommendations for the Board.
6. **RESOURCES/REMUNERATION:**
  - The Facilities Committee shall require administrative support.
  - No per diem is provided to trustees for Facilities Committee.
7. **SPECIFIC ANNUAL OBJECTIVES:**
  - Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the division. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.

- Continue to support Board dialogue with Minister and MLA's to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
- Review and recommend to the board the yearly Capital Plan.

**8. REPORTS:**

- The Facilities Committee will provide to the Board recommendations for their approval on the Infrastructure Maintenance Renewal (IMR) and Expansion and Preservation Projects and New School Applications.

**9. REVIEW AND EVALUATION:**

- Recommendations for changes to the Facilities Committee's Terms of Reference will be submitted should Government school facilities programs and reporting requirements change.

## **Policy Advisory Committee Year-end Report 2018-2019**

The Policy Advisory Committee (PAC) met seven times during the 2018-2019 school year. The committee consists of the Superintendent, the Coordinator of Learning and International Education, a Trustee, a representative from the Division Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from Division School Council.

PAC reviewed various policies in the 200, 300, 400, 500, 600 and 1000 series (refer to attachment). Procedures relating to most of the new or amended policies were also reviewed.

The PAC Terms of Reference will be reviewed at the first meeting of the 2019-2020 school year.

Respectfully submitted,  
Lola Major, Committee Chair

**Board Meeting Policy Updates:**

Date:	Accomplished:
November 27, 2018	<ul style="list-style-type: none"> <li>• 201.2 Mandate – approved as amended</li> <li>• 202.1.1 Confidentiality – approved as amended</li> <li>• 202.1.2 Conflict of Interest – approved as amended</li> <li>• 202.2 Chair of the Board – approved as amended</li> <li>• 202.3 Individual Trustees – reviewed</li> <li>• 205.1 Trustee Compensation – reviewed</li> <li>• 206.1 Trustee Training and Development – approved as amended</li> <li>• 303.3 Administrators Growth Supervision and Evaluation – approved as amended</li> <li>• 303.4 School Principal – approved as amended</li> </ul>
December 18, 2018	<ul style="list-style-type: none"> <li>• 402.11.1 Teacher Growth, Supervision &amp; Evaluation – approved as amended</li> <li>• 602.6 Second Language Programs other than English and French – approved as amended</li> <li>• 603.1 Animals in Schools – passed first reading with amendments</li> <li>• 609.5 Student Records – approved as amended</li> </ul>
January 22, 2019	<ul style="list-style-type: none"> <li>• 603.1 Animals in Schools – second and final reading approved</li> </ul>
February 26, 2019	<ul style="list-style-type: none"> <li>• 502.5 Student Transportation, Bussing – approved as amended</li> <li>• 604.5 High School Course Sequence Transfers – approved as amended</li> <li>• 606.5 Educating Students at Home – approved as amended</li> <li>• 608.7 Sale of Student Supplies and Materials – approved as amended</li> <li>• 1003.5 Conducting Research – passed first reading with amendments</li> </ul>
March 26, 2019	<ul style="list-style-type: none"> <li>• 1003.5 Conducting Research – second and final reading approved</li> </ul>
April 30, 2019	<ul style="list-style-type: none"> <li>• 402.8.1 Harassment, Discrimination, and Violence Prevention in the Workplace – approved with friendly amendment</li> <li>• 604.3 Locally/Acquired Courses – returned to PAC</li> <li>• 605.1 Inclusive Learning Supports – approved with friendly amendment</li> <li>• 1002.4 School Councils – approved as amended</li> </ul>
June 25, 2019	<ul style="list-style-type: none"> <li>• 502.1 Appendix A Student Code of Conduct – reviewed</li> <li>• 400.3 Whistleblower Protection – approved as amended</li> <li>• 504.2 Wellness in Schools – approved as amended</li> <li>• 602.4 First Nations, Metis and Inuit Education – approved as amended</li> <li>• 602.8 Religious and Patriotic Instruction/Activities – approved as amended</li> <li>• 604.3 Locally Developed Courses – approved as amended</li> <li>• 609.6 Parent-Teacher Interviews – approved as amended</li> </ul>

## **Policy Advisory Committee Terms of Reference**

### **Name and Type of Committee**

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

### **Purpose**

To advise on the development of Division policies, in consultation with those who will be impacted by them, for consideration by the Board.

### **Duties and Responsibilities**

The Committee shall have the responsibility to:

1. advise in the development and review of Division policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
2. advise in the development and review of regulations – the mandatory requirements of the policy.
3. identify the need for the development of new policy.
4. review annually the Terms of Reference of the Committee.
5. consult with committee members' respective stakeholder groups as appropriate.

### **Composition and Appointments**

The Committee shall be chaired by a member of the School Board and have one representative from each of the following groups:

- Administrators' Committee
- Alberta Teachers' Association – Local 41
- Canadian Union of Public Employees – Local 290
- Canadian Union of Public Employees – Local 2843
- Division School Council
- Superintendent of Schools
- Coordinator of Learning and International Education
- Board of Trustees

### **Meetings**

A schedule of meetings shall be developed annually. The committee will meet at least six times in a school year.

### **Resources/Remuneration**

Record of all meetings will be kept by the Coordinator of Learning and International Education who will also provide administrative support to the Committee.

The cost of substitutes and lunches for Committee members will be provided by the Board as required.

**Specific Annual Objectives for 2019-2020**

- Finish review of any policies which were last reviewed in the 2018-2019 school year
- See attached document for review schedule for the 2019-2020 school year
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

**Reports and Target Dates**

The Policy Advisory Committee will provide a summary of concerns received from interest groups and subsequent changes to the draft policy prior to second reading. A similar report will be presented prior to third reading if substantial changes have been made.

**Review and Evaluation Process**

The Committee will review the Terms of Reference at the first meeting in the school year.

**Approval Date**

The Terms of Reference will be reviewed by the Policy Advisory Committee on October 16, 2019.

**Five-Year Policy Review Schedule**

<b>Year Last Reviewed</b>	<b>Year of Schedule</b>	<b>Section(s) of Policy to Review (including procedures, forms, and exhibits)</b>
2004/2005	2	200,300
2005/2006	3	400
2006/2007 *	4	500
2007/2008	5	600
2008/2009	1	700,800,900,1000,100
2009/2010	2	200,300
2010/2011	3	400
2011/2012	4	500
2012/2013 *	5	600
2013/2014	1	700,800,900,1000,100
2014/2015	n/a	Education Act Priorities
2015/2016	2	200, 300
2016/2017	3	400
2017/2018	4	500
2018/2019	5	600
2019/2020	1	700,800,900,1000,100

\* Some policies, procedures, forms, and exhibits in this section were not looked at during that year.



## **Spirit of 51 Committee – Section “Friends of 51 Program” 2018-2019**

The committee met twice during the year to discuss the Support Staff Recognition as well as the Friends of 51 program. A list of recipients of the Friends of 51 is included below. This year the awards were presented at the local nominating schools’ assembly or during a Board Meeting.

<b>Business</b>	<b>Year Recognized</b>	<b>Received</b>
Bert and Mac’s Source for Sports	2018-2019	Apple of Recognition
Frontier College	2018-2019	Apple of Recognition
Lethbridge RV and Motors	2018-2019	Apple of Recognition
Bakers Appliances	2018-2019	Apple of Recognition
Lethbridge Food Bank	2018-2019	Apple of Recognition
Lynn Lowe	2018-2019	Apple of Recognition
Autovance	2018-2019	Apple of Recognition
Costco Readers	2018-2019	Apple of Recognition
Ladybug Arborist	2018-2019	Apple of Recognition
Ryan Peterson & Advantage Financial Services Ltd.	2018-2019	Apple of Recognition
Belinda Tomiyana, Canadian Blood Services	2018-2019	Apple of Recognition
Cinnamon Meldrum, Canadian Blood Services	2018-2019	Apple of Recognition
City of Lethbridge	2018-2019	Apple of Recognition
Dr. Carmen Mombourquette, U of L	2018-2019	Apple of Recognition
Dr. Pamela Adams, U of L	2018-2019	Apple of Recognition
Lethbridge College	2018-2019	Apple of Recognition
Michelle Dimnik	2018-2019	Apple of Recognition
Ron & Joyce Sakamoto	2018-2019	Apple of Recognition
Michael & Carolyn Boh	2018-2019	Apple of Recognition
Tiffany Mills & Colleen Mac Kay	2018-2019	Apple of Recognition
Vincent & Angie Brocke	2018-2019	Apple of Recognition
Mary & Bob DeLong	2018-2019	Apple of Recognition
Natalie Snyder	2018-2019	Apple of Recognition

The Support Staff Recognition took place on March 6, 2019. There were 46 award recipients that were nominated and invited to the annual event.

Spirit of 51 is also responsible for employee service recognition gifts in the Division. These awards are presented at the individual school year-end wrap up. Gift schedule is outlined below.

<b>Years of Service</b>	<b>Gift</b>
<b>40</b>	<b>Gift purchased by school value \$400</b>
<b>35</b>	<b>Gift purchased by school value \$350</b>
<b>30</b>	<b>Gift purchased by school value \$300</b>
<b>25</b>	<b>Certificate and Clear Optical Crystal Apple</b>
<b>20</b>	<b>Certificate and Green Optical Crystal Apple</b>
<b>15</b>	<b>Certificate and Red Optical Crystal Apple</b>
<b>10</b>	<b>Certificate and Wooden Pen</b>
<b>5</b>	<b>Frame with Certificate</b>

**Recommendation**

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

Respectfully submitted,  
Lola Major

## **Spirit of 51 Committee Terms of Reference**

### **Name and Type of Committee:**

The Spirit of 51 Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

### **Purpose:**

- To enhance the recognition and appreciation of Division # 51 staff and members of the community. The committee will plan for activities, events and initiatives to achieve this purpose.

### **Key Duties and Responsibilities:**

1. Provide advice to, plan for and participate in Division recognition and appreciation activities.
2. Promote collegiality among employee groups, the administration and the Board.

The Spirit of 51 Committee will recommend to the Board or take action as per Board motion.

### **Composition and Appointments:**

- Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair.
- Facilitator
- Associate Superintendent, Human Resources

### **Meetings:**

The Committee will meet as needed during the year. Meetings will be called by the Chair. An agenda will be distributed.

### **Resources:**

The budget will be approved annually by the Board. Accountability for any funds managed by the Committee shall be the responsibility of the Associate Superintendent of Human Resources. The Associate Superintendent, Human Resource will take minutes and all minutes shall be filed with the Associate Superintendent of Business Affairs. Additional staff time will be granted by the Superintendent.

### **Annual Objectives:**

- Continue to support the Friends of 51
- Continue to support CUPE 290, 2843 and Non-Union Employee Recognition Program
- Evaluate the Employee Service Recognition Program gifts

**Reporting:**

Written Report to the Board following meetings; and file a written annual report in September of each year.

**Review and Evaluation:**

Prior to the Board Organizational Meeting, the Spirit of 51 Committee will meet to evaluate its progress, challenges, and accomplishments and to discuss any proposed changes to the Terms of Reference for the coming year.

**Terms of Reference:**

To be reviewed annually by the Board prior to the Organizational Meeting.

## ***Friends of 51 Recognition Program***

### **Purpose of the program:**

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to the School Division. Recognition will be in the form of a presentation of a special Apple of Recognition.

### **Definition of “contributions”:**

- The contribution may have been in the form of money, goods or services.
- It may have been a one-time contribution, as in the case of a major item.
- It may have been a lesser contribution if provided over time.
- The contribution must have educational value to the division, as determined by the Board of Trustees.

### **Who may be recognized:**

- Any individual or group from the community, excluding Division employees, who has provided something of educational value to the school division.
- Any student of the school division who has provided something of educational value to the division beyond his or her normal expectations as a student.

### **Procedures:**

- The nomination form is attached.
- Recipients can be honoured 1 time over a three-year period. If the nominating person is unsure if the candidate has been recognized during the last 3 years, they can contact Jolayne Prus.
- Completed nomination forms should be emailed to Jolayne Prus at [jolayne.prus@lethsd.ab.ca](mailto:jolayne.prus@lethsd.ab.ca).
- The Board will review each nomination, to ensure that it meets the criteria of the program.

## **Board Budget Committee Report 2018-2019**

### **Committee Members:**

Donna Hunt, Chair

Clark Bosch, Trustee

Christine Lee, Associate Superintendent Business Affairs

Mark DeBoer, Director of Finance

### **Committee Activities:**

- The Board held a Strategic Planning Retreat March 7-8<sup>th</sup> to review District priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were also developed.
- April 30<sup>th</sup>, 2019, the whole Board met as a committee of the whole to have an update on the development of the draft budget.
- The committee met on June 13<sup>th</sup> and discussed the reports to be provided for the Budget Presentation. The committee discussed in detail the Board's priorities and the linkage of the priorities in the Draft Budget. The 2019-2020 Draft Budget reflects the Board's priorities and Budget Belief statements.
- June 18<sup>th</sup>, 2019, the draft budget was presented to Trustees, administration and members of the public to provide engagement and feedback on the budget. The engagement occurred as a public open house with the display of budget infographic boards to explain the budget. Even with the new presentation format, public attendance continued to be low for this presentation of the budget. These budget infographic boards were uploaded to the website and displayed in the Education Centre allowing public feedback.
- The Board passed the budget on June 25<sup>th</sup>, 2019.
- The 2019-2020 Budget was submitted by Mark DeBoer for the Meritorious Budget Award (MBA). The District received notice that it has met the criteria for the award for excellence in budget presentation. This is the 14<sup>th</sup> year that the District has received the MBA.

Respectfully submitted,  
Donna Hunt, Budget Committee Chair

## **Board Budget Committee Terms of Reference**

### **Name and Type of Committee**

The Board Budget Committee is a standing committee of the Board of Trustees of Lethbridge School Division.

### **Purpose:**

- To gather information and advise the Board on the Division budget.
- To review the budget process to ensure that stakeholders have adequate budget information and appropriate opportunity for input into their school budgets and the Division's budget.
- To advise and provide supporting information to the Board on budget issues relating to advocacy.

### **Key Duties and Responsibilities:**

- Obtain data on the impact of the current year budget for schools, programs, and services.
- Consult with stakeholder groups to determine budget issues and priorities.
- Recommend budget priorities to the Board for each coming year.
- To develop the timelines for the budget process
- Provide supporting information to the Board on budget issues that relate to advocacy.

The Board Budget Committee shall be advisory to the Board. Composing the division budget draft remains the responsibility of Division administration and the Instructional Budget Committee.

### **Composition and Appointments**

- Two trustees (one who chairs) named at the Organizational Meeting each year
- Associate Superintendent, Business Affairs
- Director of Finance

### **Meetings**

- Approximately five meetings will be called annually by the Chair.

### **Resources**

Board Budget Committee expenses, including the cost for substitutes for committee members, would not exceed \$1500. The Board must approve any additional expenses.

The Business Affairs Department will provide committee administrative support.



**Specific Annual Objectives**

- Develop a work plan with timelines for this committee's duties and responsibilities.
- Finalize the Terms of Reference for the Board Budget Committee.
- Reports and target dates are to be determined by the committee.

**Review and Evaluation**

The accomplishments of the Board Budget Committee will be reviewed and evaluated at the final meeting of the school year. Recommendations for changes and any new objectives will be identified in preparation for the Board's annual organizational meeting.

## **Poverty Intervention Committee Year-end Report 2018-2019**

### **Membership**

Christine Light (Chair); Karen Rancier (Director of Curriculum); DeeAnna Presley-Roberts (Making Connections Coordinator); School Representatives; Community Representatives; Parent Representatives

### **Meetings**

The PIC Committee met 3 times during the 2017/2018 school year. Additional meetings were held to organize the planning for the PIC Luncheon, to discuss budget for the 2019/2020 school year and to review the Committee Terms of Reference.

### **Committee Activities**

1. The Weekends And More (WAM) Bags program ran its second year. These bags were distributed Division-wide to families with emergency need. Included in the bags were recipes for the weekend, pantry staples to fulfill the recipes and a Loblaws gift card for \$25 to purchase produce, milk and other necessary ingredients. Up to 15 bags were distributed weekly; 260 bags had been distributed as of the May 2018 PIC meeting. This number is lower than the previous year. It is believed to be due to the milder winter, allowing seasonal work to be more readily available. We expect this program to continue on in the 2019/2020 school year.
2. Funds were available for schools to apply for up to \$1000 towards a Poverty Project that would support all students. Of the 23 schools in our Division, 13 applications were submitted. The following 12 projects were approved:

<b>Dr. Probe</b>	<b>FNMI &amp; ESL Books</b>
<b>Senator Buchanan</b>	<b>Self-regulation Materials</b>
<b>Wilson MS</b>	<b>LLI Materials</b>
<b>Park Meadows</b>	<b>Hand Bell Revival</b>
<b>Gilbert Paterson</b>	<b>Dr. Gibb &amp; Sensory Tools</b>
<b>LCI</b>	<b>Tea Cozy</b>
<b>Nicholas Sheran</b>	<b>Self-regulation Materials</b>
<b>Fleetwood-Bawden</b>	<b>Heave Work Stations</b>
<b>Galbraith</b>	<b>Inclusive Reading Material</b>
<b>WCHS</b>	<b>Laundry Facilities</b>
<b>Lakeview</b>	<b>Play Library</b>
<b>GS Lakie</b>	<b>Got GRIT</b>

The lower-than-expected number of applications was explored. The reasons given for administrators not applying for the funding were: they did not want to take away from other schools in greater need; they did not have need themselves; they did not know what they could apply for.

With the anticipation of a decreased budget within the 2019/2020 school year, it was decided to remove allocation of committee money to Poverty Projects in order to streamline funding to basic needs. This decision was communicated to administrators in August 2019.

3. The need to streamline and refocus the mandate of the Poverty Intervention Committee led to a review of the committee's Terms of Reference. The draft holding these changes was completed in August 2019.
4. Breakfast and lunch funds: there continues to be an increased financial need to support students in this area. Administrators and school communities are being strongly encouraged to build relationships with businesses and stakeholders in their community to help support food programs within their schools.
5. On May 22, 2019, the committee hosted its Annual Appreciation Luncheon for all donors and supporters of the Division's Poverty Intervention Programs. A power point presentation on the resources, opportunities and programs stemming from this committee was shared. Following this luncheon, the school-based facilitators met and shared stories showcasing the positive impact the work of this committee has on the students in our Division.

On behalf of the Poverty Intervention Committee, I would like to thank everyone who has supported our students and the work of this committee through their time, creativity, and material and financial donations. Every contribution is significant to the lives of our students and their families!

Respectfully submitted,  
Christine Light  
Committee Chair

## **Poverty Intervention Committee Terms of Reference**

### **Type of Committee**

This is a standing committee of the Board of Trustees whose authority is limited to Lethbridge School Division.

### **General Purpose**

- To provide an advisory role within the Division for supporting students living in poverty as well as providing foundational support of basic needs to ensure their students' readiness for learning

### **Related Policies**

- 600.3 *Poverty Intervention*
- 504.11 *Healthy Nutritional Choices*

### **Key Duties and Responsibilities**

- Determine the Division's progress in maintaining and implementing strategies to address students' needs as they pertain to poverty
- Heighten staff awareness and promote action on issues related to poverty
- Annually assess the Division's implementation of poverty interventions
- Facilitate services and programs that address poverty
- Facilitate funding opportunities for poverty intervention
- Strengthen public relations that promote the Poverty Intervention Committee
- Share poverty interventions and best practices annually through facilitators' reports
- Support schools in developing and implementing poverty intervention practices
- Provide information for newsletters on the work of the Poverty Intervention Committee to raise the profile of the work of the Committee
- Maintain a "poverty" link on the Division's website

### **Composition and Appointments (for life of the committee)**

- Trustee – Chair (the Board appoints the Trustee at their Annual Organizational Meeting)
- Director of Curriculum and Instruction
- Making Connections Program Coordinator
- First Nations Metis and Inuit (FNMI) Coordinator
- 2 Division School Council Representatives
- 5 ATA Representatives:
  - 2 Administrators (1 Principal and 1 Assistant Principal, one from secondary and one from elementary)
  - 3 Teachers (one from elementary, one from middle, one from high)
- 1 Counselling Representative
- 1 CUPE 2843 Representative

- 1 CUPE 290 Representative
- 1 Community Member
- 1 Representative from Alberta Health Services

The Board will appoint the Trustee whereas CUPE and ATA will each appoint their representatives.

Specific representatives will serve no more than three consecutive years.

Guests will be invited to assist the Poverty Intervention Committee as needed.

### **Meetings**

- There will be 4 per year (October, December, March, May) with other meetings being called, as needed
- They will be organized by the Chair with assistance from the Director of Curriculum and Instruction
- Representatives will provide reports at each meeting on the status of poverty and poverty interventions from the perspective of their portfolio
- The Poverty Intervention Sub-Committee (Trustee, Director of Curriculum and Instruction, Making Connections Program Coordinator) will meet, as needed

### **Resources**

- Annual Board contribution
- Community grants and donations to support the work of the committee
- The Director of Curriculum and Instruction will administer the funds
- The budget will be reviewed at each meeting
- Support from the Director of Curriculum and Instruction's Administrative Assistant will be required

### **Specific annual objectives**

- Continue to support educational opportunities and achievement of students
- Continue to seek new avenues for financial support

### **Reports and Target Dates**

- Reports will be submitted to the Board by the Trustee following each Poverty Intervention Committee meeting as well as in an annual report

### **Review and Evaluation**

- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board
- The Terms of Reference will be reviewed by the Poverty Intervention Committee annually in October
- Poverty Intervention Committee members and Poverty Facilitators will provide summaries and feedback annually in May

## **Board Audit Committee Year-End Report 2018-2019**

### **Committee Members:**

Clark Bosch, Chair  
Donna Hunt, Trustee  
Don Reeves, Public Member  
Jason Baker, Public Member  
Carmen Mombourquette, Public Member (Adult Learning Community)

### **Auditor:**

B.D.O. Canada LLP, Auditors

### **Management:**

Christine Lee, Associate Superintendent Business Affairs  
Mark DeBoer, Director of Finance

### **Committee Activities:**

The Audit Committee met twice in the 2018-2019 year.

The first meeting was in September 2018 to do Audit Planning for the 2017-2018 Audit.

We discussed the scope of the Audit. We also selected which schools would have their activity funds audited.

The second meeting was in November 2018 after the Audit. We discussed results of the Audit and any recommendations for improvement to the controls. There were no concerns or recommendations for improvement regarding the systems of controls at the District level.

There were a few recommendations for improvements regarding School Generated Funds. The Business Affairs department continues to address some of the areas noted by the Auditors. Thank you to the Finance department for their continued work with schools to facilitate the improvements.

November 27<sup>th</sup>, 2018 the Audited Financial Statements were presented to the Board. The District is in good financial health. The Board of Trustees received Quarterly Financial Reports for the periods, November 30<sup>th</sup>, 2018, February 28<sup>th</sup>, 2019 and May 31<sup>st</sup>, 2019 for the 2018-2019 school year.

The District has recently been informed that we were awarded the Canadian Award for Excellence in Financial Reporting for the 2017-2018 Annual Financial Report from Government Finance Officers Association (GFOA) International. This is our 2<sup>nd</sup> year to receive this award. To

our understanding, we are the first and still the only school jurisdiction in Canada to receive this award on financial reporting.

Respectfully submitted,  
Clark Bosch, Board Audit Committee Chair

## **Board Audit Committee Terms of Reference**

### **Purpose:**

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

### **Authority:**

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
- Meet with District officers, external auditors or outside counsel, as necessary.

### **Composition:**

The Audit Committee will consist of the following members:

- Two member Trustees from the Board Budget Committee one of whom shall act as chair of the Audit Committee; and,
- At a minimum of two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate. One of these members must be from the Adult Learning community.

### **Resources:**

- The Associate Superintendent of Business Affairs and Director of Finance will provide assistance to the committee as deemed necessary.
- The Audit Committee may have access to other third party expertise as deemed necessary.

### **Meetings:**

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele- or video-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Assistant to the Associate Superintendent of Business Affairs shall act as the Secretariat to the Audit Committee.



**Compensation:**

The Audit Committee members from the general public shall be compensated based on a per diem rate.

**Responsibility:**

The Audit Committee will carry out the following responsibilities:

**Financial Statements:**

- Review significant accounting and reporting issues, including complex or unusual transactions;
- Review with management and the auditors the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- Review with management and the auditors all matters required to be communicated to the School Board.

**Internal Control:**

- Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and
- Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

**Audit:**

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

**Compliance:**

- Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- Obtain regular updates from management and company legal counsel regarding compliance matters.

**Timing:**

The Audit Committee will commence its work for the fiscal year.

## **Division Wellness Committee Year-end Report 2018-2019**

### **Members:**

Trustees Donna Hunt and Doug James; Associate Superintendent Morag Asquith; Division Staff; Parent Representatives; Alberta Health Services Representatives; Addictions/Mental Health Representatives; Public Health Representatives; University of Lethbridge Community Nursing Representatives.

The Wellness Committee exists to promote healthy lifestyles for the students and staff of the Lethbridge School Division. Regular meetings are held to acknowledge and support the work being done by the many committees and partnerships.

The 2018-2019 focus of the committee has been staff wellness and one of the highlights was writing a Division Wellness Policy which encompasses the five dimensions of wellness: emotional wellness, intellectual wellness, physical wellness, social wellness and spiritual wellness.

The committee would like to thank everyone who has made a contribution to wellness within our School Division.

Respectfully submitted;  
Donna Hunt  
Committee Chair

## **Division Wellness Committee**

### **Terms of Reference**

#### **Type of Committee**

- This is a Division committee.

#### **General Purpose**

- To promote and facilitate wellness among students, families and staff of the Division

#### **Policy References**

Policy 504.11 Healthy Nutritional Choices

Policy 402.8.3 Employee Assistance and Wellness Programs

Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments

Policy 502.1.7 Possession and/or Misuse of Controlled Substances

Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression

Policy 504.1 Managing Health Issues in Schools

Policy 600.3 Poverty Intervention

Policy 602.7 Human Sexuality Instruction

Policy 607.4 Responsible Use of Technology

Policy 608.1 Counselling Services

Policy 700.6 Workplace Health and Safety - Emergency Response Planning

#### **Composition and Appointments (for life of the committee)**

- One Trustee, One Alternate
- Associate Superintendent, Instructional Services
- Associate Superintendent, Human Resources (as needed)
- 2 School Administrators (one elementary, one MS/HS)
- Three classroom teachers (preferably one elementary, one middle and one high school)
- One Parent, One Alternate
- Representatives from Alberta Health Services
  - Addictions and Mental Health
  - Comprehensive School Health
- Counselling Coordinator (as needed)
- Communications Officer (as needed)
- Other community and school members (as needed)

#### **Meetings**

- Meetings will be held three times per year (Sept., Jan/Feb., April/May)
- They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.
- Sub-committees as needed
- 3 Health Champ Meetings a year

**Resources**

- \$20,000 per year toward Wellness Grants in Schools
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year
- Support from Administrative Assistants required

**Specific Annual Objectives for the 2018-19 School Year**

- Support/coordination of the work of the Health Champions
- Continue wellness communications plan with the help of Communications Officer and the Technology Department (“Wellness Spotlight”)
- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness
- Continue to focus on the 3<sup>rd</sup> year of the 3-year Plan Priorities- Mental Health and structures in our schools that supports Mental Health, Staff Wellness

**Reports and Target Dates**

- Reports will be submitted annually or as the need arises.
- The Committee will report both in writing and orally.

**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 would be forwarded to the Board as necessary.

## **Community Engagement Committee Year-end Report 2018-2019**

### **Members**

Christine Light (Chair); Cheryl Gilmore, Garrett Simmons, Christine Lee, Jan Foster, Allison Pike, Pauline Hall, Heather Paul, Hollie Tarasewich, Lyvia Hughes, Cynthia Young

### **Meetings**

The Community Engagement Committee met 6 times during the 2018/2019 school year. Sub-committees met additional times to plan and complete responsibilities.

### **Committee Activities**

This committee met to organize and prepare for 2 main events:

1. The Canada 150 ICE Scholarship Breakfast and the student ICE application process.  
Sub-committees that help plan these events are the Promotion Committee, the Event Committee, and the Scholarship Description Committee. The breakfast was a successful event. Marty Park served as keynote speaker and Dori Rossiter emceed the morning. Plans for the 2019/2020 event are underway with Judy Trinh scheduled to be the keynote speaker. Fewer students applied for the ICE Scholarship this year (9) and the deadline was extended to allow time for more submissions. The Division was able to reward 4 students with either the \$1000 scholarship individually or shared. Direction to students and staff will be made clearer in the next cycle as there continues to be some confusion surrounding the term 'innovation' and how this can be presented in a variety of subjects.
2. Town Hall.  
A similar format to the previous year was used following positive feedback of the event. 3 questions were asked of stakeholders: *What do you value most about what is happening in your school community? What do you value most about your relationship with the Division? What can the Division do better?* Discussion around the tables followed the 'less directed with minimal movement' format of the previous year. Positive feedback for this was received. Recommendations for greater Indigenous representation, equality in time to speak around the table being managed better and food being more easily accessed were noted.

Respectfully submitted,  
Christine Light, Committee Chair

## **Community Engagement Committee Terms of Reference**

### **Type of Committee**

This is a Division 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 maintained by the Director of Finance
- 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 Division personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.

### **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.



## LETHBRIDGE SCHOOL DIVISION

Approved: October 10, 2006

Amended April 20, 2010

### **301.3 Evaluation Process for the Superintendent Policy**

An annual evaluation shall be conducted of the outcomes achieved for the District by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall culminate in a full report to the Board.

#### **Regulations**

##### **A. Summative Evaluations:**

The evaluation of the Superintendent shall:

1. Be conducted during the first full school year of employment and in the year prior to the final year of the Superintendent's term of appointment
2. Be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities)
3. Be related to District success with regard to outcomes of the Annual Education Plan
4. Focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year
  5. Incorporate input from all stakeholder groups
  6. Incorporate a self-evaluation component
  7. Reflect the position of the Board as a whole, rather than of any individual trustee
8. Culminate in a report to be written by the Chair of the Superintendent Evaluation Committee, approved by the Board and filed in the Superintendent's personnel file and the Board Chair's Confidential File
9. Have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

##### **B. Formative Evaluation:**

The evaluation of the Superintendent shall:

1. Occur in years in which a summative evaluation is not being conducted
2. Include a mid-year feedback session involving the Superintendent and the Board





### **301.3 Evaluation Process for the Superintendent**

3. Require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May which addresses:
  - a. Fulfillment of his responsibilities (301.1 Superintendent of Schools Roles and Responsibilities.)
  - b. Success in achieving the goals of his Annual Personal Professional Growth Plan.
  - c. District success with regard to the outcomes of the Annual Education Plan
4. Be reviewed in draft form by the Superintendent Evaluation Committee prior to the first Board meeting in June and revised as needed.
5. Be presented for Board approval at the first Board meeting in June.
6. Culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

#### **Reference**

Alberta School Act: Section 113  
District Policies: 301.1 Superintendent Of Schools Roles And Responsibilities.  
Superintendent of Schools/CEO Position Description, October 2006  
Lethbridge School Division Superintendent Leadership Profile, March 20

## **SUPERINTENDENT EVALUATION COMMITTEE TERMS OF REFERENCE**

### **KEY DUTIES AND RESPONSIBILITIES:**

1. Review policy 301.3 Evaluation process for Superintendent of Schools
2. Review Superintendent's Roles and Responsibilities (Policy – Roles and Responsibilities of Superintendent of Schools)
3. Review criteria for annual review, as determined in the previous year
4. Conduct review based on criteria, process and timelines
5. Prepare report for the Board, including recommendations
6. Establish criteria, process and timelines for next evaluation
7. Outline expectations for Superintendent performance for the coming year
8. Provide information to the Board regarding the Superintendent's remuneration and if directed by the Board, provide a recommendation for the Board's consideration.
9. Review Terms of Reference for the Superintendent Evaluation Committee

### **COMPOSITION AND APPOINTMENTS**

1. The committee shall consist of the Board Chair, two other trustees and the Superintendent.
2. Committee members shall be appointed annually by the Board at the Organizational Meeting.
3. The Board shall designate the committee chair at the Organizational Meeting.
4. The committee, at the first meeting of the committee, shall appoint a Vice-Chair.

### **MEETINGS**

1. The committee shall meet as required
2. During the year of a summative evaluation, extra meetings, as necessary may be called by the committee chair or as directed by the Board.

### **RESOURCES**

1. The committee shall bring any resource/budget requests to the Board for approval.
2. A budget estimate will be given for a summative review in the event an external consultant/evaluator/legal services are desired by the committee or Board.
3. The Superintendent shall serve as administrative support to the committee.
4. Additional staff and assistance shall be arranged through the Office of the Superintendent and upon approval of the Board.

### **SPECIFIC ANNUAL OBJECTIVES**

1. Review and re-evaluate Superintendent Roles and Responsibilities.
2. Receive the Superintendent's annual growth plan, its objectives and outcomes. In reviewing the objectives and outcomes the Committee shall take into consideration the most recent summative evaluation as well as the most recent formative evaluation.
3. The annual growth plan will be presented to the Board as committee of the whole each September.
4. Develop a process in consultation with the Superintendent by which the formative evaluation shall take place. Consultation with Executive Council, Directors and School Principals shall be at the Committee's discretion.

### **REPORTS AND TARGET DATES**

1. Initiate two informal feedback sessions between the Superintendent and the superintendent Evaluation Committee in January and May, 2013. Feedback sessions may include the Board as a whole at the request of the Board.
2. Conduct and complete the formative evaluation for the Board's review and consideration no later than the board meeting in June, 2013

### **REVIEW AND EVALUATION**

1. To be filed in Superintendent's personnel file and Board Chair's Confidential file immediately following Board approval.
2. Terms of Reference shall be reviewed and if necessary revised for the Board's approval at the Annual Organizations Meeting.

## **First Nations Métis Inuit (FNMI) Education Committee Year-End Report 2018-2019**

**Committee:** Doug James(Trustee & Chair), Donna Hunt (Trustee), Morag Asquith (Associate Superintendent), Bruce Wolf Child (Elder), Marni Hope ( FNMI Liaison), Andrea Fox (Division Principal of FNMI Education) John Chief Calf ( Blackfoot Language & Culture), Darryl Christiansen ( Principal GPMS), Heather Hadford (Principal Probe) Kevin Wood (Principal Chinook), Gus Wensmann ( Teacher Victoria Park), Sarah Burton ( Teacher Churchill)Tracy Wong ( VP Churchill),Phil Williams ( Teacher MMH) Maria Livingston ( FNMI Career Facilitator), Amethyst Big Throat ( Chinook- Student Rep) , Lenae Fyfe ( Principal Buchanan), Joey Beebe (Student), Philistine Maurer, Katherine Chubb ( Parent)

### **Annual Report to the Board of Trustees**

#### **Committee Activities:**

The committee revisited their purpose and established goals and objectives for the committee and the Division. The committee held meetings on November 6, 2018, February 13 & May 2, 2019. The Committee continued to support the 2017/18 goals and objectives which were to improve learning and reduce the student achievement gap by providing strategies in the areas of *Literacy initiatives, Interventions* and increased *Student Engagement*. In addition, the committee reviewed the Division Policy Plan which focussed on FNMI Restructuring, Blackfoot Protocol handbook, Parent/Family Engagement Strategies and the review of Truth and Reconciliation understanding.

In February of 2019 the committee reviewed the proposed Strategic 3 Year Division Plan which was presented by Morag Asquith and Andrea Fox. The committee commented, reviewed and adopted the division plan which aligned with the School Boards priorities. The proposed plan was based on the November survey results which was taken by Elementary, Middle School and High School students and community members.

In the May meeting Andrea Fox proposed that a FNMI Parent Advisory Committee should be established as well as a partnership with the Kainai Board of Education (KBE) commencing in the Fall of September 2019.

The Committee will review the Terms of Reference, as currently written and revised in the first scheduled meeting in September.

Respectfully submitted,  
Doug James, Committee Chair

## **First Nations Métis Inuit Education Committee**

### **TERMS OF REFERENCE**

#### **TYPE OF COMMITTEE**

- This is a standing committee of the Board of Trustees.

#### **GENERAL PURPOSE**

- To improve F.N.M.I. educational opportunities and achievement of all students
- To directly improve learning outcomes for all students who self identify as having F.N.M.I. Ancestry
- To support the "Calls to Action" from the Truth and Reconciliation work that is relevant to the education sector
- To support teachers and our F.N.M.I. Department to feel comfortable and skilled in delivering and appreciating F.N.M.I. Content as per Alberta Education Curriculum recommendations

#### **KEY DUTIES AND RESPONSIBILITIES**

- Annually assess the Division's work through data analysis, anecdotal reporting and observations
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other F.N.M.I. Cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the F.N.M.I. Work plan for all staff in Lethbridge School Division
- Share best practices provincially that support the F.N.M.I. Work plan and Strategic Plan
- Communicate with stakeholders
- Communicate, explore and share interventions that are effective and impact learning and building a deeper understanding of F.N.M.I. Culture within the education setting

This committee's authority is limited to Lethbridge School Division and is advisory in capacity.

#### **COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)**

- 1 Trustee – chair (and an Alternate)
- Education Centre staff member
- Coordinator of F.N.M.I. Education
- 1 parent (and an Alternate)
- 3 Teachers – elementary, middle and high school
- 3 Administrators- elementary, middle and high school
- 1 FNMI Liaison (and 1 Alternate)
- Elder

- Guests (community members) will be invited to assist the Committee as needed

**MEETINGS**

- There will be 3-4 per year (October, February, May)
- They will be organized by the Chair with assistance of the Coordinator of F.N.M.I. Education

**REPORTS AND TARGET DATES**

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

**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 would be forwarded to the Board as necessary

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: October Organizational Meeting Agenda**

**Background**

School Board Annual Organizational Meeting will be held on October 22, 2019. An electronic survey containing the 2019-2020 Trustee committee membership will be distributed prior to the meeting for the purpose of Trustees subsequently conveying interest in committee membership for the 2019-2020 school year.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Division School Council Meetings**

**Background**

The following are the dates that Division School Council meetings will be held in the Board Room at the Education Centre starting at 6:30 p.m.:

October 7, 2019  
November 4, 2019  
December 2, 2019  
January 13, 2020  
February 4, 2020 – Town Hall Meeting  
March 2, 2020  
April 6, 2020  
May 4, 2020  
June 1, 2020

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore



**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board**

**Background**

As has occurred in previous years, the Board of Trustees will be inviting school staffs, plus the staff at the Education Centre and Attwell Building, to join them for a light breakfast on a rotating basis. The intent is to meet once over a three-year period with each staff group.

Trustees have enjoyed the opportunity to engage staff members in informal conversation. Following the breakfast, trustees are invited to tour the school with the principal or assistant principal.

The schedule for 2019/2020 is as follows:

- October 8, 2019 – École Nicholas Sheran Elementary School
- November 6, 2019 – Education Centre
- December 4, 2019 – G.S. Lakie Middle School
- January 8, 2020 – LCI
- February 6, 2020 – Westminster Elementary School
- March 4, 2020 – Fleetwood Bawden Elementary School
- April 8, 2020 – Attwell Building
- May 5, 2020 – Lakeview Elementary School

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

The September 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

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## Facilities

- South Lethbridge Elementary School: Masonry added to the gym walls and classrooms are beginning to take shape.



- Senator Buchannan and Westminster Schools have their upper floors completed with new ventilation and lighting. A big difference in learning conditions for our staff and students in these schools. Work will now begin on the lower floor of these schools in the next phase of the projects. A big thank you to caretaking teams from other schools that assisted in helping Buchanan and Westminster in getting ready for the school year on a very short timeline.
- A variety of facilities projects completed in the schools during the summer. Please see the Facilities Committee Report.
- Facilities installed a “Wishtree” at each school site as part of a legacy project from One District One Book. The Education Centre also has a “Wishtree” on the front lawn.
- Staff and students returned to very bright and clean schools thanks to the hard work of the caretaking staff over the summer.
- Facility department has been exploring a new work ticket system to provide better information and data on work tickets for the maintenance department and the schools.



- Facilities team is leading a committee of selected head caretakers and principals to develop a Division wide recycling strategy to be compliant with new waste management rules by the City of Lethbridge.

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## 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 Technology has been hopping. In the first two weeks of school have received and closed over 600 service ticket requests to provide support for classroom and school based technology concerns.
- The technology department and facilities department have replaced smart boards with brite links at elementary schools over the summer. Below is a new installation at Galbraith with the repurposed projector used for streaming in the learning commons. Work continues on the secondary schools this fall.



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## Finance

- Payroll and Human Resources completed the reimplementation project over the summer. Staff will see new and better information on paystubs and new method of pay for many support staff.
- It is year-end! Work begins on reconciling and reviewing accounts and preparing for the annual audit that will take place in October.

- Revised purchasing procedures created by the purchasing department and reviewed with a committee of school administrators. These new procedures will provide a bit more autonomy on smaller purchases by school principals and eligible visa cardholders.
- The Division has received the Meritorious Budget Award (MBA) for the 2019-2020 Preliminary Budget submitted to ASBO International. This is the **14th** year the Division has received the MBA Award for excellence in budget reporting. The document is on our [website](#).
- Process has begun to change all our banking and financial information to new legal name.
- The Division, under the direction of Mark DeBoer, Director of Finance, has received the Canadian Financial Award for Financial Reporting for the 2017-2018 Annual Financial Report. This is the **second** year in a row we have received this award. The document is on our [website](#).



## Transportation

- The Division is working with the City of Lethbridge and Holy Spirit on the replacement of six school buses that will be nearing the end of life. These buses will be in operation in late winter.
- Transportation Coordinator held an orientation for drivers who operate the school activity buses to update them on requirements and responsibilities related to transporting students on school owned activity buses.



## Occupational Health and Safety

- First quarterly meeting of the Division Workplace Health and Safety Committee held on September 23<sup>rd</sup>.
- 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, October 3<sup>rd</sup> and November 7<sup>th</sup> for committee members. Committee members will have to complete Part 1 on their own to participate in the training.

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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
- Visit to all schools in first two weeks of school start up
- Attended the following events/meetings:
  - USIC underwriter meetings and RIMS Canada Conference, Edmonton, Sept 8<sup>th</sup> to 11<sup>th</sup>
  - Alberta Education Funding Framework Review Working Group, Edmonton, September 11<sup>th</sup>
  - Facilities Committee Meeting, September 17<sup>th</sup>
  - Senator Buchanan Welcome Back BBQ – September 17<sup>th</sup>
  - Galbraith and General Stewart School Council meetings, Sept 17<sup>th</sup>, 2019
  - Joint School Divisions and City Council meeting, September 18<sup>th</sup>
  - Meeting with Board and Education Minister LaGrange, September 18<sup>th</sup>
  - Audit Committee Meeting, September 19<sup>th</sup>
  - Recycling Committee meeting, September 20<sup>th</sup>
  - District Joint Workplace Health and Safety Committee, September 23<sup>rd</sup>



**Kids are our Business**



**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

The September 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

September 24, 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)
- Clean up of Dashboards
- Update and implement Staffing Requisition Web

#### **HR Events:**

#### *Upcoming HR Recruitment opportunities:*

- University of Lethbridge Career Fair – September 18
- Medicine Hat Career Fair - October 23
- Lethbridge School District No. 51 Hiring Fair – Early December, 2019



## 51-25 Banquet

The Board of Trustees cordially invites you and a guest to the annual meeting of the 51-25. The 51-25 celebration is a special banquet to honour **“Twenty-Five Year Employees”**.



**Wednesday, September 25<sup>th</sup>**  
**Lethbridge Lodge**  
**Dinner at 6:00 pm**

## TIP Update

Teacher Induction Support for Quality Teaching and Leading [TIP]



- ‘New to the Division’, teachers were supported by attending an orientation morning at the Ed Center on August 27th. Approximately 12 teachers attended the orientation.
- Lethbridge School Division will continue support for our new teachers through the Teacher Induction Program (TIP). The purpose of the program is to improve teaching and learning through developing a learning community and improving professional practice. The TIP program is delivered to teachers in their first year of teaching and second year of teaching.
- TIP Year 1 (16 teachers), have already attended a full day session on August 27th. TIP Year 1 teachers are matched with a Mentor by Admin. The protégé and mentor will meet formally on the following dates: September 13th, September 23rd, November 25th, March 23rd, with a celebration on May 7th.
- TIP Year 2 (24 teachers) will be attending sessions on September 25th, November 27th, and March 25th.

## International Education Update (Trish Syme) - Fall 2019



On September 3<sup>rd</sup>, 22 International Students arrived for their ‘First Day Orientation’. The orientation was held here at the Ed Centre. Canada Homestay and Lethbridge School Division gave a quick rundown of expectations for studying in Canada. All new students were then delivered to schools to meet with the administrator responsible for International students. The administrator met with students, gave a tour of the school and set up a schedule.

Lethbridge School Division has 71 International students attending 11 schools. 46 of these students are full time. 25 of these students are participating in a 'group' short term stay. We are hosting four different groups this year:

- Gimnasio Los Caobos School, Colombia(12 weeks) 5 students
- Santo Domingo School, Colombia (3 weeks) 12 students
- Yokohama Hayato, Japan (12 weeks) 5 students
- Experiment e.V., Germany (3weeks) 2 students

The age of the students typically falls within the high school grades, but we will have 6 of these students attending middle school.

We do host one more group for 4 weeks. This group comes from Thailand. This year we will have 75 students arriving on April 18<sup>th</sup> and leaving us in mid-May. This group typically attends grade 9, in four of our high schools: LCI, CHS, WCHS, and ICS.

### *Hiring at a Glance:*

#### **Substitute Teacher**

- 206 Teacher Substitute
- 26 Applicants to be reviewed

#### **Substitute Support**

- 47 Support Educational Assistant Substitutes as of September 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
- 13 Support substitutes were taken off the list due to inactivity or resignation

#### **Resignations / Terminations between June 30 and September 18**

- 18 Support Resignations
- 1 Teacher Resignation

#### **Medical/Maternity Leaves**

- 4 new for a total of 13 Support Maternity Leaves from July to December
- 1 new EDB
- 7 medical

#### **September Hiring – Support**

- Learning Commons/Library Facilitator – 1
- Administrative Support – 1
- Educational Assistant –24
- Administrative Assistant – In Progress
- Career Practitioner - Posted

#### **September 2019 Hiring – Teaching**

- 2 Temporary (MMH & WCHS)
- 1 LCS

- 2 French Immersion (AD & NS)
- LFS Lakie

**CUPE 290 (July1 – September 13)**

- |                  |                              |
|------------------|------------------------------|
| ○ Head Caretaker | Galbraith                    |
| ○ Head Caretaker | Gilbert Paterson             |
| ○ Head Caretaker | Ecole Nicholas Sheran School |
| ○ Labourer       | Attwell                      |
| ○ Head Caretaker | Galbraith                    |
| ○ Head Caretaker | Gilbert Paterson             |

***New Hire Orientation Dates:***

- |                      |                     |                  |
|----------------------|---------------------|------------------|
| • August 20, 2019    | • November 12, 2019 | • March 10, 2020 |
| • August 21, 2019    | • November 27, 2019 | • March 25, 2020 |
| • August 22, 2019    | • November 28, 2019 | • March 26, 2020 |
| • August 26, 2019    | • December 10, 2019 | • April 7, 2020  |
| • September 10, 2019 | • January 14, 2020  | • April 22, 2020 |
| • September 25, 2019 | • January 22, 2020  | • April 23, 2020 |
| • September 26, 2019 | • January 23, 2020  | • May 12, 2020   |
| • October 8, 2019    | • February 11, 2020 | • May 27, 2020   |
| • October 22, 2019   | • February 26, 2020 | • May 28, 2020   |
| • October 24, 2019   | • February 27, 2020 |                  |

***2019 / 2020 Enrollment Update:***

**Grades 1 - 12 (By Region)**

ELEMENTARY (1-5)			
	18/19	19/20	Difference
North	1334	1359	25
South	1272	1265	-7
West	1781	1844	63
TOTAL	4387	4468	81
			+1.85%
MIDDLE (6-8)			
	18/19	19/20	Difference
North	836	880	44
South	713	768	55
West	950	929	-21
TOTAL	2499	2577	78
			+3.12%

HIGH (9-12)			
	18/19	19/20	Difference
North	984	1025	77
South	877	914	37
West	1160	1188	28
TOTAL	3021	3163	142
			+4.70%

TOTAL (1-12)			
	18/19	19/20	Difference
North	3154	3300	146
South	2862	2847	85
West	3891	3961	70
TOTAL	9907	10208	301
			+3.04%

**\*\* Numbers do not include Victoria Park**

***Estimated Class Size (Sept. 11):***

Grade 1	19.8 Students	
Grade 2	20.1 Students	
Grade 3	22.3 Students	
Grade 4	23.1 Students	
Grade 5	24.5 Students	

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

The September 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- September 2019**

### **Important Dates - September/October**

**Nurses orientation** - September 12<sup>th</sup> at the Education Centre

**KBE and LSD meeting** - September 18<sup>th</sup> at the Education Centre, October 7<sup>th</sup> LSD admin reps visit Kainai Board of Education

**Wellness Committee** - September 19<sup>th</sup> at the NOC at the Education Centre

**Shelley Moore visit** - September 26<sup>th</sup> - UDL session #5

**Orange Shirt “Week”** - September 30<sup>th</sup> - October 4<sup>th</sup> (Orange Shirt Day is September 30<sup>th</sup> officially)

**High School Redesign** - October 7 and 8 - Edmonton

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

**F.N.M.I. Advisory Committee** - October 29<sup>th</sup> - 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 10<sup>th</sup> 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 22<sup>nd</sup> at Winston Churchill High School - World Cafe

**Rock your Mocs** - November 13<sup>th</sup>-15<sup>th</sup>

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

**ELL Supports for students** - Ann Muldoon, Heather Willms and Terra Leggat continue to process support requests and new student referrals.

We continue to receive registrations in our Instructional Services Department for students new to Canada (ELL) and/or refugee status. We now have 444 students registered as refugee status and we have more students coming. The schools most impacted by refugee population and need are **WCHS** (100 refugee students), **Wilson Middle School** (77 refugee students) and **Mike Mountain Horse** (39 refugee students). As a result of a “hotspot mapping process” that considered residence and highest number of students per grade, it was determined that starting an LFS program on the West Side at the middle school age group was most appropriate. Ann and Heather will continue to work with schools to look at how we all can support the astounding numbers of students we are receiving in all our classrooms who present with increasing need and complexity.

**Diversity and Inclusion Parent Café** - October 22<sup>nd</sup>

#### **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 principals 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 3 other meetings throughout the year related to topics identified in our first meeting on the 22<sup>nd</sup>. If any Trustees are interested in attending, please contact Deborah Bosch to register.

#### **Kainai Board of Education Admin PL Exchange**

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.

**Purposes of potential administrator/teacher exchange: KBE/LSD** - share best practices common assessment practices and tools, literacy framework, themes related to TQS, enhancing cultural understanding, building relationships/connections/networking, system leader quality standards, gain perspective, provide opportunities for academic exchanges, wellness initiatives, inclusive education initiatives, self-regulation/UDL, Dossier

**October 7<sup>th</sup>** - 6 Administrators to visit KBE in p.m. to visit their Admin Meeting

**October 10-11<sup>th</sup>** - Blackfoot Education Conference (at the Sandman Inn Suites) - if interested register

**November 14<sup>th</sup>** - we will be hosting 25 system leaders from KBE at our Admin Committee (venue has changed) – still have to confirm

#### **Laura Paiement visit - November 20-22<sup>nd</sup>**

Let the self-regulation learning continue - here is the schedule for Laura Paiement who will be visiting our schools presenting on “the clam 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 21** a.m. Wilson  
p.m. Nicholas Sheran

**November 22** a.m. Fleetwood Bawden

#### **Sue Jackson workshops and Jenn Giles - Summer Math Institute**

We recently had Sue Jackson visiting our District September 16<sup>th</sup> and 17<sup>th</sup> and she presented to elementary and middle/high school teachers on inquiry and project-based learning. Jenn Giles, Numeracy Lead Teacher ran a summer institute in August that was very well attended and received by teachers grade 4-9.

#### **Nutrition Programming**

We are excited to hear that Alberta Education will be continuing to support nutrition programming in our schools. We are still waiting to hear the framework and implementation of the program for the 2019/20 school year.



**BOARD OF TRUSTEES**  
433 - 15 Street South  
Lethbridge Alberta T1J 2Z5  
Phone: (403) 380-5301  
Fax: (403) 327-4387  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)

## **JUNE 25, 2019 BOARD PUBLIC FORUM - RESPONSE**

Response to concern brought forward by Allison Pike

### **Description of concern:**

Allison reiterated her continued concern as expressed at the May Board Public Forum regarding support for Educational Assistants in the budget and hiring additional assistants to account for student growth. She once again urged the Board to go back into the budget and see what can be done to move dollars into greater support for Educational Assistants.

Mrs. Pike also stated that she wanted it as part of public record that she urged the Board to advocate for additional dollars for inclusive education to support the diversity of students and student growth.

### **Response to Concern:**

In the Board response to Allison Pike's concern regarding Educational Assistants presented at the May Board Public Forum, the Board's support regarding hiring and supporting Educational Assistants was delineated.

With respect to the request of Mrs. Pike to advocate for additional dollars for inclusive learning, the Board has advocated for the province to fund growth in the upcoming 2019-20 budget in a number of ways. Board members met with both Lethbridge MLAs in the month following the election to strongly advocate for growth funding. The MLAs were provided with a package of information that demonstrated the need for growth funding. This was followed by written correspondence to the MLAs and Minister of Education. To date, the provincial government has conveyed that the per pupil allocation will be funded in a manner that includes growth. This announcement was of significance to Lethbridge School District given an anticipated student growth rate of 2.68%. At this time, the province has not provided budget details so it is unknown as to whether funding growth will include differential funding. If the differential funding factors account for growth, the Board will have the opportunity to review all budget allocations, including Inclusive Education for the fall budget update.



**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**Re: ASBO Meritorious Budget Award (MBA)**

**Background:**

The Association of School Business Officials International (ASBO) has awarded Lethbridge School Division with the Meritorious Budget Award during the 2019-2020 budget year. The award promotes and recognizes excellence in school budget presentation and is conferred only to school jurisdictions whose budgets have undergone a rigorous review of professional auditors and have met or exceeded the program's stringent criteria. The ASBO media release announcing the award is attached.

**Recommendation:**

It is recommended that the Board receive this report as information and congratulate Mark DeBoer, Director of Finance.

Respectfully submitted,  
Cheryl Gilmore



**FOR IMMEDIATE RELEASE**

Contact: Molly Barrie  
866.682.2729 x7075  
[mbarrie@asbointl.org](mailto:mbarrie@asbointl.org)

**ASBO Awards School District for Excellent Budget Presentation**

Ashburn, VA – August 29, 2019 – The Association of School Business Officials International (ASBO) is proud to recognize Lethbridge School District No. 51 for excellence in budget presentation with the Meritorious Budget Award (MBA) for the 2019–2020 budget year.

ASBO International's MBA and Pathway to the MBA promote and recognize best budget presentation practices in school districts. Participants submit their applications and budget documents to a panel of school financial professionals who review the materials for compliance with the MBA Criteria Checklist and other requirements and provide expert feedback that districts can use to improve their budget documents.

Districts that successfully demonstrate they have met the necessary program requirements may earn either the MBA or Pathway to the MBA, an introductory program that allows districts to ease into full MBA compliance.

“Districts that apply to the MBA or Pathway to the MBA programs recognize the importance of presenting a quality, easy-to-understand budget internally and to the community,” ASBO International Executive Director David J. Lewis explains. “Participating in the MBA and Pathway programs provides districts with important tools and resources they need to communicate the district's goals and objectives clearly and illustrates their commitment to adhering to nationally recognized budget presentation standards.”

The MBA and Pathway to the MBA are sponsored by ASBO International Strategic Partner Voya Financial®. Learn more about the program at [asbointl.org/MBA](https://asbointl.org/MBA).

# # #

**About ASBO International**

Founded in 1910, the Association of School Business Officials International (ASBO) is a nonprofit organization that, through its members and affiliates, represents approximately 30,000 school business professionals worldwide. ASBO International is committed to providing programs, services, and a global network that promote the highest standards in school business. Its members support student achievement through effective resource management in various areas ranging from finance and operations to food services and transportation. Learn more at [asbointl.org](https://asbointl.org).



### **About Voya Financial®**

#### About Voya Financial®

Voya Financial, Inc. (NYSE: VOYA), helps Americans plan, invest and protect their savings — to get ready to retire better. Serving the financial needs of approximately 13.8 million individual and institutional customers in the United States, Voya is a *Fortune 500* company that had \$8.5 billion in revenue in 2018. The company had \$547 billion in total assets under management and administration as of March 31, 2019. With a clear mission to make a secure financial future possible — one person, one family, one institution at a time — Voya’s vision is to be America’s Retirement Company®. Certified as a “Great Place to Work” by the Great Place to Work® Institute, Voya is equally committed to conducting business in a way that is socially, environmentally, economically and ethically responsible. Voya has been recognized as one of the 2019 World’s Most Ethical Companies® by the Ethisphere Institute; as a member of the Bloomberg Gender Equality Index; and as a “Best Place to Work for Disability Inclusion” on the Disability Equality Index by Disability:IN. For more information, visit [voya.com](http://voya.com). Follow Voya Financial on [Facebook](#), [LinkedIn](#) and Twitter [@Voya](#).

**MEMORANDUM**

September 24, 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.

**Ready Set Go Donators:**

- **The Big Ones**
- **Daytona Homes**
- **Kinsmen Club of Lethbridge**
- **Knights of Columbus**
- **Runners Soul / New Balance** – 664 pairs of runners for elementary students
- **Shoe Warehouse** – shoes for youth and expertise at the event
- **Thomas Buchanan Photography** – photos at the event
- **Purely Inspired / High Maintenance Barber Shop** – haircuts at the event
- **My City Care** – bedding, towels and clothes for school
- **Winston Churchill** – event hosts
- **Lethbridge School Division Maintenance / Purchasing** – making the fair possible

This event supported 926 students across Lethbridge in receiving the supplies they needed to go back to school with confidence.

**Recommendation:**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

September 24, 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. The priority areas as identified by the Board in the spring Board Retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent



## 2019-2020 DIVISION PRIORITIES

<b>PRIORITY ONE: Achievement</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.</li><li>2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.</li><li>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.</li><li>4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.</li><li>5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard</li><li>6. Teachers are highly skilled in all areas of the Teaching Quality Standard.</li><li>7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments.</li><li>8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.</li><li>9. A comprehensive wellness approach promotes well-being and fosters learning.</li><li>10. The education system demonstrates collaboration and engagement to further Division priorities:<ol style="list-style-type: none"><li>a. Parents feel welcome, included and possess agency to be full partners in their child's education;</li><li>b. Community members feel ownership as collaborative partners in the education of children;</li><li>c. Community minded organizations are engaged in collaborative delivery of programs and services to students.</li></ol></li><li>11. Effective management of growth and capacity building to support learning spaces and the provision of programs.</li></ol>
<b>PRIORITY TWO: Inclusion</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Schools are welcoming, caring, respectful and safe learning environments.</li><li>2. Schools are inclusive learning environments where all students are able to grow as learners.</li></ol>
<b>PRIORITY THREE: Innovation</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.</li><li>2. Breadth of program choice provides opportunities for students to explore and grow as learners.</li><li>3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.</li></ol>

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

### **PRIORITY ONE: ACHIEVEMENT**

#### **Literacy**

- Bev Smith, Literacy Lead Teacher, is providing support to 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.

#### **Numeracy**

- Numeracy Lead Teacher, Jenn Giles, is providing support to 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.
- In August, a home-grown Numeracy Summer Institute was delivered to 37 teachers from Grades 1-9 with resounding success.

#### **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 accessed by staff, students, parents, and all other stakeholders.

#### **Middle School Initiatives**

- A Middle School committee comprised of administrators, Education Centre representatives, and teachers are planning for the fall Middle School Learning Day. The focus of the day will be on concept-based learning.

#### **Early Learning**

- Kindergarten enrolment numbers are higher than last September. There were 769 last year at the end of September and we have already surpassed that number and are currently sitting at 813 children in kindergarten. There are likely more to add before the end of the month.
- Kindergarten teachers will commence assessment with the Early Years Evaluation (EYE) in October. This is a classroom-based observational assessment that is a valuable formative assessment tool. Resources to support this assessment are provided by the Learning Bar which teachers have found extremely helpful in building programming that supports the needs of their classroom. This is the third year that this division-wide assessment has been used, with two more school years remaining, after this school year, on the contract that was funded by the board.
- Early Education Program numbers are lower than last year at this time. There were 509 last year at the end of September and we currently have 433, although this number is still growing. Senator Buchanan and Westminster have almost reached the limit for children with identified needs, but very few typically developing children are registering. The monthly fees for typically developing children may present challenges for some families. There are still a few spaces in Early Education Programs available at Mike Mountain Horse School; otherwise, west side programs are full. There continues to be very high demand for families seeking placement in an Early Education Program at Coalbanks.
- The number of children eligible for Program Unit Funding (PUF), meaning that they have a severe developmental delay, is currently sitting at 198. This number is down about 10% from this time last year. The total amount of children accessing PUF by the end of 2018-19 was 265, which was the highest ever number of children accessing PUF in our school division. The complexity of needs

among the children eligible for PUF is increasing with many children accessing supports from a wide variety of services.

#### 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.
- Smudging Guidelines are currently being developed and will be ready for the start-up of 2019/20.
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive.
- FNMI Policy will be ready for October 2019.

#### Administrator Professional Learning

- We are continuing the “Inquiry-based Professional Learning” project with University of Lethbridge.
- New administrators for the 2019-2020 school year have been matched with mentors and attended the first meeting for the Administrator Mentorship Program on August 22, 2019.
- The Administrator’s Retreat is being held September 26/ 27. The focus of the retreat will be on Universal Design for Learning (UDL) with Shelley Moore and Inquiry Based Professional Learning (connecting generative dialogue with instructional leadership)

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

- Aug 31 Welcome Back Breakfast featured Darci Lang “Focus on the 90%”
- Aug 31 Education Centre, Attwell and Caretaking had further PL with Darci Lang
- Payroll, HR, and Finance is attending PL for Reimplementation of PowerSchool Atrieve Software
- New Hire Orientations:
  - August 20, 22, 26
  - September 10, 26
- HR/Payroll/Technology offer sessions for support staff September 3 & 4
- Sue Jackson, from Scholastic Canada, provided two days of literacy workshops for Grades 1-9 teachers on teaching through the inquiry process.
- Forty-six middle school teachers learned to be facilitators on June 24<sup>th</sup> in preparation for the October 15<sup>th</sup> Middle School PL Day where teachers and administrators will spend the day learning about concept-based teaching and learning and spend time beginning the planning process.
- A support staff PL Day is planned for October 15 at Gilbert Paterson Middle School for elementary and middle school staff. There will be two repeating sessions with a focus on mental health and supporting students with ADHD. In addition, SIVA training will be offered for approximately 40 educational assistants.

#### Teacher Induction Support for Quality Teaching and Leading [TIP]

- ‘New to the Division’, teachers were supported by attending an orientation morning at the Education Centre on August 27<sup>th</sup>. Approximately 12 teachers attended the orientation.
- Lethbridge School Division will continue support for our new teachers through the Teacher Induction Program (TIP). The purpose of the program is to improve teaching and learning through developing a learning community and improving professional practice. The TIP program is delivered to teachers in their first year of teaching and second year of teaching.
- TIP Year 1 (16 teachers), have already attended a full day session on August 27<sup>th</sup>. TIP Year 1 teachers are matched with a Mentor by Admin. The protégé and mentor will meet formally on the following dates: September 23<sup>rd</sup>, November 25<sup>th</sup>, March 23<sup>rd</sup>, with a celebration on May 7<sup>th</sup>.
- TIP Year 2 (24 teachers) will be attending sessions on September 25<sup>th</sup>, November 27<sup>th</sup>, and March 25<sup>th</sup>.

#### Community and Business/Industry Engagement

- Human Resource Team is attending Career Fairs:
  - U of L –September 18



- 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)

- A review of school support allocations is under way in response to increased needs with new students from out of division, out of province and out of country requiring support.
- The division RTI framework has been finalized and is ready to share with schools.
- Programming for newcomer/refugee students has been reviewed in response to increased demand, and a decision made to add a Limited Formal Schooling program at GS Lakie to meet the needs of new families settling on the west side of the city.
- Our ESL team has been very busy with new intakes, and we are seeing increasing numbers of refugee families. We currently have 444 newcomer/refugee students in our school division. Schools most impacted are WCHS with 105 refugee students, WMS with 78, MMH with 39 and Galbraith with 31. As students graduate from LFS programs, we are also seeing increasing numbers of refugee students, in addition to other English language learners, at LCI and Chinook. We are looking at support needs at all levels.
- SWRCSD is working with Child and Family Services to implement a day program for high risk youth that have difficulty being in a mainstream or alternate school program. The division was asked to be part of a committee to look at submissions from local agencies for this contract. Jim Kerr, Student Engagement Consultant, will be our representative.
- Intake for semester one of the Stepping Away Program (an introduction to the trades) is complete. Students in this program earn up to 16 credits and get experience in a variety of trades. This is another example of our school division partnering with community partners (Alberta Mental Health and Lethbridge College). We have 15 students taking part in semester one.

#### **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 16<sup>th</sup> and 17<sup>th</sup>.

Technology

- A new Educational Technology workplan has been created for the Technology Department and is currently in draft. The new plan outlines four department goals and several actions and strategies that will build on innovation.
- A three-year plan has been created that addresses student digital records. We are proud to be working with a local company Inspiris, that will be supporting us to implement the document management software Laserfiche. Laserfiche is a leading digital records management solution that is very robust and secure.
- The session, cohosted by the Technology Department and SAPDC on 3D Printing, scheduled for the end of November, is full. 25 teachers from across several divisions, are registered for this event.
- On October 9, 2019 at 6:00 pm, Wilson Middle School will be hosting a parent information session on Social Media and the impact on youth.
- All the new Epson Brightlinks have been installed in the elementary schools. Winston Churchill is currently scheduled for the new boards to be installed at the beginning of October.

## **Lethbridge School Division**

Regular Meeting – September 24, 2019

Enclosure # 7.4.3

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- The Technology Department has also donated the older projectors removed from schools including mounts and cable to, Project Dominica. The items will be shipped along with other donations from surrounding school divisions at the beginning of October. Follow the project online or Facebook at “i.t. for Dominica”

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: World Teachers' Day**

**Background**

World Teachers' Day is held annually on October 5<sup>th</sup> since 1994 to celebrate the essential role of teachers in providing quality education at all levels. As outlined on the UNESCO website, the aim of World Teachers' Day is to ensure that the needs of future generations will continue to be met by teachers. It also commemorates the anniversary of the 1966 signature of the UNESCO/ILO Recommendation Concerning the Status of Teachers.

The strength of Lethbridge School Division has historically been its staff members, who are committed to providing outstanding learning opportunities for all students while ensuring that each young person feels valued and supported.

Division teachers are recognized across the province for their expertise, with a number serving on regional and provincial curriculum and professional learning committees.

**Recommendation**

It is recommended that the Board receive this report as information and take the opportunity to publicly acknowledge the commitment to excellence that teachers, and all staff members, demonstrate for the benefit of students.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Snacks with the Superintendents**

**Background**

As has occurred in recent years, Executive Council will be inviting school staffs, plus the staff at the Education Centre and Attwell Building, to join them for either a light lunch or breakfast on a rotating basis. The intent is to meet once over a three-year period with each staff group.

The breakfast or lunch provides staff an opportunity to share highlights from the school and share concerns or suggestions with Executive Council members.

The schedule for 2019-2020 is as follows:

- October 8, 2019 – Senator Joyce Fairbairn Middle School
- November 14, 2019 – Immanuel Christian Secondary School
- December 5, 2019 – Galbraith Elementary School
- January 9, 2020 – Immanuel Christian Elementary School
- February 12, 2020 – Mike Mountain Horse Elementary School
- March 12, 2020 – Victoria Park High School
- April 9, 2020 – Chinook High School
- May 7, 2020 – Wilson Middle School

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

## **Calendar of Events for Board of Trustees**

September	25	Division 51-25 Club Dinner
	26-27	Administrators' Committee Retreat
	30	Division Orange Shirt Day
October	1	TEAM Lethbridge Planning meeting
	7	Division School Council meeting 6:30 pm, Education Centre
	8	Breakfast with the Board @ École Nicholas Sheran School
	10	Community Engagement Committee meeting 6:00 pm, Education Centre
	14	Thanksgiving Day – NO SCHOOL
	15	Literacy Day for Elementary Schools – No School for students Professional Learning Day for Middle Schools – No School for students Regular School Day for High Schools
	16	ATA Induction Banquet 5:00 pm, Sandman Signature Lethbridge Lodge
	17	Administrators' Committee Meeting and Professional Learning
	22	Board and Organizational Meetings
	24	No Kindergarten
	24	Regular School day in the morning NO SCHOOL for students in the afternoon
	25	NO SCHOOL for students

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Doug James, Trustee

**RE: Facilities Committee – September 17, 2019**

**Committee Members:**

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

**1. Committee Terms of Reference Review**

The terms of reference were reviewed and revised to add Coordinator of Maintenance to committee composition and to state minimum required meetings at three per year. Amended terms of reference will be presented to the Board at the September 24<sup>th</sup> board meeting for approval.

**2. Updates:**

a. S.E. Elementary School

The school is about 20% complete and is progressing well. The school is currently under budget. Still on track for September 2021 opening.

b. Senator Buchanan and Westminster projects

Phase one is complete with upper floors complete and ventilation to top floors provided. Next phase is under progress on lower floors. Staff have been great through the upgrade process.

c. 2018-2019 Facility Services Projects

The project list was reviewed with the committee. The proposed list of projects over the next three years, which is dependent on continued IMR funding, was reviewed and attached to this report. The three-year plan is attached at the end of this report.

d. Coalbanks and Probe modulars

Screw piles are being installed and we are awaiting the arrival of the modular classrooms.

**3. Facilities Committee 2018-2019 report to the board**

The year-end report was reviewed and is included in the September 24<sup>th</sup> board meeting package.

**4. Other Items**

The committee chair asked how staff are doing on the maintenance team. The team completed a lot of work over the summer, however are currently short one labourer due to a resignation. Process has begun to find a replacement.



**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Jan Foster, Trustee

**RE: Joint City of Lethbridge / School Boards – September 18, 2019**

The Joint Committee of City/School Boards met on Wednesday, September 18, 2019 at City Hall. Present were representatives of both school divisions and the City of Lethbridge.

After introductions and approval of agenda and minutes of May 22, 2019, the meeting commenced.

- Martin Thomsen, Manager of Community and Social Development updated the committee on the Supervised Consumption Site. He advised that the City made a presentation to the SCS Provincial Consultation Session involving both Police and Fire Departments. He further advised that there would be 8 new detox beds designated at the Homeless Shelter and these would be in addition to the current 8 beds at the Hospital. He further advised the committee that both the Watch and CPO programs were working well and assisting with difficulties particularly in the downtown area. He advised that the City website under the Community Services contained current data on the drug strategies being undertaken by the City and were available to the public.
- The committee discussed the strategy regarding the meeting with Minister LaGrange on the School Capital Planning Process that this committee will be discussing with the Minister following this meeting.
- Information was given regarding Team Lethbridge delegation in November 2019 where representatives of approximately 20 organizations will be meeting in Edmonton with Ministers and other Government officials.
- Future meeting dates were set – January 15, 2020, May 20, 2020 and September 16, 2020.

Meeting was adjourned and followed up by meeting with Minister LaGrange.

Respectfully submitted,  
Jan Foster, Committee representative



**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Clark Bosch, Board Chair

**RE: Board Audit Committee – September 19, 2019**

Committee Members:

- Clark Bosch, Chair of Audit Committee
- Donna Hunt, Trustee
- Jason Baker, CPA, CA, Public Member
- Don Reeves, Public Member
- Carmen Mombourquette, Public Member (Adult Learning Community)

Also in attendance:

- Avice DeKolver, CPA – Audit senior at BDO Canada LLP (Auditors)
- Christine Lee, CPA, CA - Associate Superintendent Business Affairs
- Mark DeBoer, CPA, CA - Director of Finance

- 1) The Committee reviewed and approved the Audit Committee Terms of Reference. No changes were made.
- 2) The Committee reviewed the Audit Plan for the Audit of 2018-2019 Financial Statements. School Generated Funds testing will occur in early October with completion of the year-end audit by the end of October 2019.
- 3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2017-2018 audit.
- 4) The Committee reviewed management's recommendations and selected/approved which school activity funds to be audited for the 2018-2019 school year.
- 5) The next meeting of the Audit Committee, to review the results of the 2018-2019 Audit, will be held on November 14<sup>th</sup>, 2019. The Financial Statements will be presented at the Board Meeting on November 26<sup>th</sup>, 2019.

Respectively Submitted,  
Clark Bosch, Board Audit Committee Chair

**MEMORANDUM**

September 24, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

**RE: Division Wellness Committee – September 19, 2019**

1. The Terms of Reference were reviewed.
2. Throwdown Challenges:
  - October - Get Out Side - Teach one lesson outside.
  - November - Steps- 10,000 per day.
  - December - Gratitude - Journal or 3 Thank you notes.
  - January - Get Moving - start something new.
  - February - Hydrate - Have a water bottle with you, everyday.
  - March - Nutrition - 2 shared and prepared meals per week.
  - April - Celebrate Diversity - to be determined
  - May - AHS and CMHA partnership to be determined.
3. Budget – enclosed.
4. Laura Paiement – November 20-22 – will visit 6 schools.
5. Diversity and Inclusion Parent Table – October 22, - A Just Listening Event.
6. Vaping – Teacher Training – November 15, 2019

Next Meeting – January 30, 2020

Respectfully submitted,  
Donna Hunt, Committee Chair

**Wellness Grant Applications 2019/20**

<b>School</b>	<b>Amount Requested</b>	<b>Description of the request</b>	<b>Approved or declined</b>
Wilson Middle School	\$2000	Sensory room/snoezelen room/sensory gym/equipment for self-regulation	Approved
Chinook High School (first year)	\$2500	Self-reg-indoor outdoor furniture for self reg/fixtures	Approved
Fleetwood B	\$1500	Tools and supplies for self reg- renew and add for universal (classroom use)	Approved
Park Meadows (first year)	\$2500	Supplies in order to offer mental wellness sessions healthy snacks, mats (sessions)- honorariums for community members	Approved
General Stewart	\$1000	Recess as a social activity- developing a recess improvement committee developing activities (materials for recess break)	Approved
Gilbert Paterson	\$2000	Self reg standing desks and standing desk bikes	Approved
Nicholas Sheran (first year)	\$2500	Laura full or half day heavy lifting, stickers/floor paint	Approved
GS Lakie	\$2000	Games and clubs – creating social space for movement and play	Approved
Galbraith	\$2000	Lunch time intramural- pinnies, digital clock, rubber wrist bands- physical activity	Approved
Lethbridge Christian	\$2000	Ga-ga pit, and develop outdoor play space, indoor materials- standing desks	Approved
<b>Total</b>	<b>\$20,000</b>		



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AR105723

**JUN 21 2019**

Mr. Clark Bosch  
Board Chair  
Lethbridge School District No. 51  
433 - 15 Street South  
Lethbridge AB T1J 2Z5

Dear Mr. Bosch:

Thank you for your May 10, 2019 letter on behalf of the Lethbridge School District No. 51 Board of Trustees sharing your concerns about education funding and student enrolment growth for the upcoming school year.

As Minister of Education, and as a former trustee, I appreciate the concerns you have raised, and I understand the pressures school districts are currently facing.

Our government's commitments for funding have been clear. We will ensure students receive the supports they need to be successful, and enrolment growth will be accounted for. Albertans can be confident that our government is making thoughtful, prudent decisions to ensure students continue to receive a high-quality education.

Our government is taking a close look at Alberta's fiscal situation to determine where our money is going. This work has already begun with the creation of the MacKinnon Panel. Information from this review will guide our decisions to eliminate waste, duplication and non-essential spending so we can fund key priorities.

The panel's review will help inform government's preparation of Budget 2019, which will be announced in fall 2019. No decisions have been made on education funding at this time; however, I can assure you our government remains committed to education funding.

While we await the panel's report, it makes sense for school authorities to be prudent in their planning for the next school year. We will be providing information to school districts in the nearest possible future.

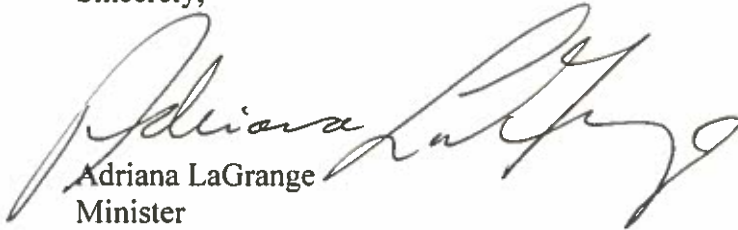
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Mr. Clark Bosch  
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In the coming months, I will be meeting with education stakeholders from across the province to learn more about the issues that matter to them. I look forward to working with Lethbridge School District No. 51, and with all of Alberta's education stakeholders, to ensure that all students in Alberta receive the best education possible.

I appreciate you taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adriana LaGrange', is written over the printed name and title. The signature is fluid and cursive, with a large initial 'A' and a long, sweeping tail that extends to the right.

Adriana LaGrange  
Minister



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AR106225

Mr. Clark Bosch  
Board Chair  
Lethbridge School District No. 51  
433 - 15 Street South  
Lethbridge AB T1J 2Z5

Dear Mr. Bosch:

Thank you for your June 7, 2019 letter regarding the impact of the Mandatory Entry Level Training (MELT) program on costs for school boards and their ability to attract and retain new school bus drivers.

Alberta Education has met regularly with Alberta Transportation since fall 2018 to gain an understanding of the updated requirements and to bring the school board perspective to the table. We will continue to work with school authorities and education stakeholders to ensure a smooth transition to the new training standards.

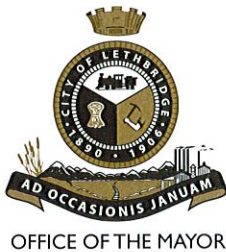
To support Alberta school boards and school bus operators, Alberta Transportation recently extended the deadline for new school bus drivers to comply with the MELT program requirements. Drivers wanting to get their Class 2 licence to operate a school bus can apply for an extension that will give them until July 31, 2020 to take and pass the MELT Class 2 enhanced knowledge and road test. To be eligible, school bus providers must apply for the extension on behalf of their employees. Additionally, school bus drivers who do not have an S-Endorsement on their driver's licence now have until July 31, 2020 to complete the School Bus Driver Improvement Program.

Alberta Education staff will be reaching out to all school boards over the next few months to request more details regarding their net increased costs as a result of MELT and the S-Endorsement training requirement changes.

I trust this information is helpful. Thank you for taking the time to share your concerns with me.

Sincerely,

Adriana LaGrange  
Minister



# CITY OF *Lethbridge*

August 28<sup>th</sup>, 2019

Lethbridge School District #51

Attn: Christine Lee, Associate Superintendent, Business Affairs

433 15<sup>th</sup> Street South

Lethbridge, AB T1J 2Z4

To Whom It May Concern:

**RE: Letter of Support for New School Playground – Southbrook Elementary School, Lethbridge AB**

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On behalf of Lethbridge City Council I am pleased to provide this letter of support for the construction of a new playground at the Lethbridge School District #51 elementary school in the new community of Southbrook. We are very excited for the opening of the school in 2021 and the positive impact that it will have on the students of south Lethbridge as well as to our community as a whole.

The City of Lethbridge and Lethbridge School District #51 are proud to be partners in our community. Our joint use agreement allows Lethbridge residents to access school gymnasiums for activities such as Girl Guides, volleyball leagues, karate and more. In turn, Lethbridge School District #51 students are able to access City facilities such as pools and arenas. We also work together to ensure that land is allocated and serviced in new development areas for the construction of schools.

Lethbridge School District #51 is a vital asset to our community as they provide education to our young citizens from preschool to grade 12. Playgrounds are essential to our schools and neighbourhoods as they give children an opportunity to develop their imagination, dexterity, and physical, cognitive and emotional strength. They encourage kids to stay active, build social skills, and they supplement students' academic learning.

The City of Lethbridge is excited for this new school playground and its focus on accessibility and alternative forms of energy through the inclusion of photovoltaic solar panels. We believe that this amenity will be a great addition to south Lethbridge and will enrich the lives of the children and families that will use it. Please do not hesitate to contact me if I can be of further assistance.

Yours truly,

Chris Spearman, Mayor

cc. Lethbridge City Council  
Bramwell Strain, City Manager  
Cheryl Gilmore, Superintendent, Lethbridge School District #51





# CITY OF *Lethbridge*

September 18<sup>th</sup>, 2019

Honourable Adriana LaGrange  
Minister of Education  
228 Legislature Building  
10800 97 Avenue  
Edmonton AB T5K 2B6      Email: [Education.Minister@gov.ab.ca](mailto:Education.Minister@gov.ab.ca)

Dear Minister LaGrange:

**RE: Letter of Support for new west Lethbridge School**

I am pleased to provide this letter of support for the construction of a new elementary school for Lethbridge School Division in west Lethbridge. The City of Lethbridge has had a long standing relationship with the Lethbridge School Division in planning for schools for our growing population as well as delivering programming that meets the community's evolving needs.

Recently, the City of Lethbridge has supported the costs to expand gymnasium space in Coalbanks Elementary School and the new Southbrook Elementary School which is under construction. The City of Lethbridge also invested \$4.3 million dollars toward the development of sports fields, a playground and gymnasium upsizing at Senator Joyce Fairbairn Middle School.

Our Joint Use Agreement (which dates back to 1959) benefits school children by allowing access to City owned facilities at little or no cost. In turn, community groups are provided, during non-school hours, with free or affordable access to many schools facilities, such as gymnasiums, lecture halls and meeting rooms. The Joint Use Agreement used by the City and the School Districts has been touted as a model for the rest of the Province.

The City of Lethbridge is excited about the potential of a new elementary school in west Lethbridge. The City will commit to work with the land developers to ensure that a serviced lot with proper zoning will be available to meet the construction timelines for the new school site.

Yours truly,

Mayor Chris Spearman

CC:      Clark Bosch, Board Chair Lethbridge School Division  
         Ross Newton, Planning Manager South Education  
         Bramwell Strain, City Manager