3:30 p.m.  Cheque Presentation RBC – Donation for GSA Conference

3:32 p.m.  1. Approval of Agenda

3:34 p.m.  2. Approval of Minutes
If there are no errors or omissions in the minutes of the Regular Meeting of January 24, 2017 it is recommended that the minutes be approved by the Board and signed by the Chairman.

3:35 p.m.  3. Business Arising from the Minutes

4. Presentations
3:37 p.m.  4.1 Edwin Parr Nomination  Enclosure 4.1

5. Action Items
4:00 p.m.  5.1 Policy Review:  Enclosure 5.1
Policy # 202.1 Trustee Code of Conduct
Policy # 207 Campaign Contributions and Campaign Expense Disclosure
Policy # 301.3 Evaluation Process for the Superintendent of Schools
Policy # 403.3 Employee Discipline
Policy # 505.9 Appeals
Policy # 600.1 Guiding Principles for Educational Programming in Schools
Policy # 601.1.2 Annual School Budget
Policy # 605.4 Inclusive Learning Supports – Placement Appeals

5.2 Returning Officer for School Board Election  Enclosure 5.2
5.3 Memorandum of Agreement with CUPE 290  Enclosure 5.3

4:30 p.m.  Public Forum

4:50 p.m.  6. District Highlights

7. Information Items
4:55p.m.  7.1 Board Chair Report
7.1.1 Breakfast with the Board
March 8, 2017 – Attwell  Enclosure 7.1.1
7.1.2 Trip to China Report  Enclosure 7.1.2
5:00 p.m.  7.2 Superintendent Report
    7.2.1 Donations and Support          Enclosure 7.2.1
    7.2.2 Board Priorities Report       Enclosure 7.2.2
    7.2.3 Acknowledgements of Excellence Enclosure 7.2.3
    7.2.4 Snacks with the Superintendents March 14, 2017 – Chinook Enclosure 7.2.4
    7.2.5 Enrolment Summary, January 31, 2017 Enclosure 7.2.5
    7.2.6 Calendar of Events            Enclosure 7.2.6

8. Reports
5:10 p.m.  8.1 Facilities Report – January 30, 2017 Enclosure 8.1
            8.2 FNMI Advisory Committee – February 7, 2017 Enclosure 8.2
            8.3 Policy Advisory Committee – February 15, 2017 Enclosure 8.3
            8.4 Community Engagement Committee Enclosure 8.4

9. Correspondence - Received
5:20 p.m.  None at this time

10. Correspondence - Sent
5:25 p.m.  None at this time.

5:30 p.m.  Adjournment
MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF 
LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JANUARY 24, 2017.

IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Morag Asquith; Don Lussier; Sharon Mezei;
Michelle Loxton (Recorder)

The Chair called the meeting to order at 3:48 p.m.

1. **Approval of Agenda**
   Trustee Jan Foster moved:
   “that the agenda be approved as amended.”
   CARRIED UNANIMOUSLY

2. **Approval of Minutes of the Regular Meeting**
   Trustee Keith Fowler moved:
   “that the minutes of the Regular Meeting of December 20, 
   2016 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

3. **Business Arising from the Minutes**
   There was no business arising from the previous minutes.

4. **Presentations**

5. **Action Items**

   5.1 **First Quarter Financial Report**
   The 2016/17 First Quarter Financial Report for the 
   District is provided for review. Director of Finance, 
   Christine Lee, was in attendance to respond to any 
   questions trustees had with regard to the First 

   Trustee Keith Fowler moved:
   “that the Board received the 2016/17 First Quarter 
   Financial Report as presented.”
   CARRIED UNANIMOUSLY
5.2 **Tender for Elevator at LCI**

It is necessary to replace the Elevator at the Lethbridge Collegiate Institute, which was originally installed in 1972. We have had considerable problems with it over the years.

The tenders were opened January 12, 2017.

The only bid package for the replacement/construction was received from Otis Canada Inc. at $168,500.00 + G.S.T.

The tender was listed and advertised on Coolnet and the Alberta Purchasing Connection (APC).

The construction budget was $170,000.00 + G.S.T.

This funding support will come from IMR funding.

Trustee Donna Hunt moved:

“that the Board award the contract for the Lethbridge Collegiate Institute Elevator Replacement to Otis Canada Inc. in the amount of $168,500.00 + G.S.T.”

**CARRIED UNANIMOUSLY**

6. **District Highlights**

7. **Information Items**

7.1 **Board Chair Report**

7.1.1 Breakfast with the Board – February 16, 2017 - Nicholas Sheran Community School

Breakfast with the Board has been scheduled at Nicholas Sheran Community School on Thursday, February 16, 2017 from 7.45 – 8.15 a.m. Following the breakfast, Principal Deborah Constable will provide a tour of the school for trustees.

7.2 **Superintendent Report**

7.2.1 **Locally Developed Courses**

In order to meet the needs of the Arabic language and culture in the Coalbanks Elementary School catchment area we will be offering an Arabic Language and Culture elective for Grades 1-5 students who are interested in further developing this interest. The K-12 course
description has been developed by Northern Lights School Division No. 69 and further enhanced and shared with us by Palliser School Division No. 26. We will be modifying the course to meet the needs of our Grade 1-5 student body.

7.2.2 Human Resources Career Fair
Lethbridge School District No. 51 Human Resources held their first ever Career Fair on December 19, 2016. Human Resources staff were on hand to provide information concerning jobs available, and provide job seekers with all the information necessary to apply for a position with the district. The Job Fair saw 95 people attend and 44 people hired.

The Board congratulated the Human Resources Team on their very successful first Career Fair.

7.2.3 Board Priorities Report
Superintendent Cheryl Gilmore provided the Board with a report on the progress in Board priority areas.

7.2.4 Acknowledgements of Excellence
Emma Kirk, Grade 4 student at Senator Buchanan, organized a clothing drive before Christmas to help Lethbridge homeless through Streets Alive.

Lyla Holinaty, Grade 7 student at Wilson Middle School, earned five ribbons at Special Olympics Swimming.

Brett Clifton, Wilson teacher, defended his Masters’ Thesis in History and was nominated for the Governor General’s Gold Medal.

24 Winston Churchill High School grade 10 and 11 K & E students were very successful in their Work Placement round in December. Thank you to key staff members Patrick Shackleford, Angela Tavernini, JJ Ondrus, Omar Kadir, Joel Bryant and Pam Tinordi for securing placements and on-site visits.

- The overall average for the students was 89%
- 22 students scored 80% or above
- 19 students scored 90% or above
- 1 student secured new part-time employment
6 students were offered future placements and possible employment opportunities.

**Churchill grade 12 IB Art students** on their portfolio exhibition January 11. A major component of the IB Art program has students create a significant portfolio of works over a 2-year period that displays not only their artistic abilities, but also their work in a variety of mediums. **Angellie Estranero, Cathrys Estranero, Rhiannon Fletcher** and **Mythaa Lamose** presented their works in a gallery quality display to students, staff and community members during the all day event.

**32 grade 9-12 Churchill students** participated in the Canadian Senior and Intermediate Mathematics Contests put on by University of Waterloo. The highest scoring student who met a set standard in each contest earned a medallion. All students who achieved an even higher standard received a Certificate of Distinction (Top 25% of all contest writers). **Shelly Lee** received a medal and certificate in the Senior Contest. **Andy Sun** received a medal and certificate in the Intermediate Contest, and **Lauren Platz** received a certificate in the Intermediate contest. Our top performer was grade 10 student **Andy Sun**, who ranked 43rd out of 7905. Congratulations to all who participated.

7.2.5 **Snacks with the Superintendents February 15, 2017 – Mike Mountain Horse**
All the staff of Mike Mountain Horse Elementary School have been invited to have Snacks with the Superintendents on Wednesday, February 15, 2017 beginning at 7:45 a.m.

7.2.6 **Donations and Support**
Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the district.
• Dr. Probe’s One School, One Book Project sponsors Ryan and Tanya Miller of Teamworks Training Ltd. and Dr. Ryan Johnson of Signature Dentistry gave substantial donations providing all the books for Dr. Probe families to keep. University of Lethbridge bookstore provided the best deal possible on the books.

7.2.7 Enrolment Summary, December 31, 2016
Superintendent Cheryl Gilmore shared the enrolment summary for the District schools, broken down by grade, as of December 31, 2016.

7.2.7 Calendar of Events
The Calendar of Events was reviewed for the period of January 30, 2017 to February 28, 2017.

8. Reports

8.1 Policy Advisory Committee – January 11, 2017
Trustee Lola Major provided an oral report on the Policy Advisory Committee Meeting held on January 11, 2017.

8.2 Community Engagement Committee – January 11, 2017
Trustee Jan Foster provided an oral report on the Community Engagement Committee Meeting held on January 11, 2017.

8.3 ASBA Zone 6 General Meeting – January 11, 2017
Trustee Donna Hunt provided a written report on the ASBA Zone 6 General Meeting held on January 11, 2017.

8.4 ATA Local 41 Meeting – January 11, 2017
Trustee Tyler Demers provided a written report on the ATA Local 41 Meeting held on January 11, 2017.

8.5 District School Council – January 16, 2017
Trustee Keith Fowler provided a written report on the District School Council Meeting held on January 16, 2017.
8.6 Joint City of Lethbridge/School Boards – January 18, 2017
Trustee Mich Forster provided a written report on the Joint City of Lethbridge/School Boards Meeting held on January 18, 2017.

Public Forum

9. Correspondence – Received
   9.1 Lethbridge Historical Society
   9.2 Yates Scholarship for Fine Arts – Kate Chua
   9.3 Alberta Electoral Boundaries Commission
   9.4 Community Foundation – Display of History during Whoop-Up Days

10. Correspondence - Sent
    None at this time

11. Adjournment
    Trustee Keith Fowler moved:
    “that the meeting be adjourned at 4:43 p.m.”
    CARRIED UNANIMOUSLY

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

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Edwin Parr Nomination

Background
On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association. Nominees from Zone 6 jurisdictions will be recognized at the May 10, 2017 Zone 6 ASBA meeting in Taber. One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA.

With many outstanding beginning teachers in the District, it was certainly not an easy task for Associate Superintendent Sharon Mezei, in consultation with school principals, to select a District nominee.

The Lethbridge School District No. 51 nominee for the 2017 Edwin Parr Award is Brittney Petkau, who teaches at Mike Mountain Horse School.

Brittney, accompanied by Mike Mountain Horse School principal Erin Hurkett will attend the Board Meeting. Erin will provide a brief summary highlighting Brittney’s accomplishments in her first year of teaching.

Recommendation:
It is recommended the Board receive this report as information and take the opportunity to have Brittney share her experiences during this year.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Policy Review

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

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

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

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<td>Annual School Budgets</td>
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| 605.4    | Inclusive Learning Supports – Placement Appeals   | Removal         

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

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

Cheryl Gilmore
202.1 Trustee Code of Conduct

Policy

Trustees shall conduct themselves in an ethical and prudent manner. This includes the proper use of authority and appropriate decorum in group and individual behavior. Trustees shall behave and communicate in a manner that reflects respect for the dignity and worth of all individuals and maintains the integrity of the Board.

The Board can best fulfill its leadership function in governing the School District by operating as a cohesive, connected team.

The Board hereby adopts the attached Code of Conduct (see Exhibit Appendix 202.1.A Trustee Code of Conduct).

Regulations

1. Trustees whose behavior is inconsistent with the Code of Conduct may be subject to disciplinary action by the Board.
   1.1 A Trustee wishing to raise an objection to the behavior of a Ttrustee may do so on a point of order.
   1.2 The Board may, by resolution, censure a Ttrustee providing that all Ttrustees, excepting the Ttrustee named in the resolution, vote in favour of the resolution.

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

References

Alberta School Act: Section 60(3)(d), 82, 83
Other Statutes: Role of the Trustee – ASBA Handbook
Robert’s Rules of Order

200 - Board of Trustees
207 Campaign Contributions and Campaign Expense Disclosure

Policy

All Board of Trustee campaign contributions and campaign expenses shall be documented in a manner that maintains openness and accountability to members of the public.

Regulations

Election Statements

1. Each candidate is responsible to keep:

   1.1. proper records of all campaign contributions and campaign expenses incurred during the campaign period; and

   1.2. A record of the value of every campaign contribution, whether in the form of money, goods or services, and of the name and address of the contributor.

2. On or before the last working day in December in the election year that the candidate ran for office, (or the 90th day following a by-election) each candidate must disclose to the public, by filing with the Associate Superintendent Business Affairs:

   2.1. a statutory declaration as required by Schedule “A” stating their campaign contributions and expenses;

   2.2. an itemized list of all campaign contributions as required by Schedule “B”;

   2.3. an itemized list of all campaign expenses as required by Schedule “C”.

Policy
Anonymous Contributions

3. On or before December 1st in the election year that the candidate ran for office (or the 60th day following a by-election) all anonymous contributions received by the candidate which individually exceeds the amount or value of $500.00:

3.1. must be returned by the candidate to the contributor if the contributor’s identity can be established; or

3.2. if the contributor's identity cannot be established, the candidate must deposit all such contributions with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate’s choice as defined in the Income Tax Act (Canada).

Surplus Contributions

4. Any surplus identified in the Statutory Declaration (Schedule “A”) must be deposited with the Associate Superintendent Business Affairs for deposit with a registered Canadian charitable organization(s) of the candidate’s choice as defined in the Income Tax Act (Canada) on or before the last working day in December in the election year that the candidate ran for office, (or the 90th day following a by-election).

Associate Superintendent Business Affairs Duties

5. The Associate Superintendent Business Affairs must keep a register of all statements.

Penalties

6. Any candidate who contravenes a provision of this policy must forfeit and pay a penalty which shall belong to Lethbridge School District No. 51. The penalties are as follows:

   6.1. Filing an incomplete or inaccurate statement: $500.00 fine
   6.2. Failing to file a statement: $500.00 fine
SCHEDULE “A”
STATUTORY DECLARATION OF CANDIDATES FOR TRUSTEE WITH LETHBRIDGE SCHOOL DISTRICT NO. 51

I, __________________________________________

(name)

of __________________________________________

(address)

In the Province of Alberta, do solemnly declare:

1. That I was a candidate for the position of Trustee for Lethbridge School District No. 51, in the election held on the _________day of ________________, ________

2. That the following is a true account of all the campaign expenses and campaign contributions incurred by me or by my agent on my behalf in respect of the aforesaid election:
   a) Campaign Contributions Received: $______________
   b) Campaign Expenses Incurred: $______________
   c) Total Surplus (Deficit): $______________

   All as shown on the attached Schedules “B” and “C”.

3. That I have no reason to believe that any monies other than those listed above have been expended by me or with my authority and consent or by any person for the purpose of assisting me in the election.

4. That I make this solemn declaration conscientiously, believing it to be true and knowing that it is of the same force and effect as if made under oath.

   Declared before me at ____________ )
   )
   ) in the Province of Alberta
   )
   )
   )
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   )
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   )

   (To be declared before a Justice of the Peace, Notary Public, or a Commissioner of Oaths in and for the Province of Alberta)

The personal information required on this form is being collected under Policy 207. The information will only be used to fulfill the requirements of Policy 207 Campaign Contributions and Campaign Expense Disclosure. If you have any questions about the use of this form, contact the Associate Superintendent Business Affairs, 433 – 15th Street South, Lethbridge, Alberta, T1J 2Z5.
Schedule “B”

LISTING OF CUMULATIVE CAMPAIGN CONTRIBUTIONS FROM CONTRIBUTORS EQUAL TO OR GREATER THAN $500.00 (INCLUDING ANONYMOUS CONTRIBUTIONS)

I have accepted campaign contributions equal to or greater than $500.00 towards my campaign expenses from the following contributors and in the following cumulative amounts:
(use additional copies of this page if required)

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**SUB TOTAL**
VALUE OF CONTRIBUTIONS (the identity of the Donor not being required to be disclosed, i.e., less than $500)

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TOTAL CONTRIBUTIONS RECEIVED

I declare the above statement is a true account of all the campaign contributions received by me or my agent on my behalf.

________________________________________
(Signature of Candidate)
Schedule “C”

LISTING OF CAMPAIGN EXPENSES EQUAL TO OR GREATER THAN $250.00

I have expended campaign funds equal to or greater than $250.00 in the following amounts:
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SUB TOTAL

VALUE OF EXPENSES (the identity of the Vendor not being required to be disclosed, i.e., less than $250.00)

TOTAL CAMPAIGN EXPENSES

I declare the above statement is a true account of all the campaign funds expended by me or my agent on my behalf.

_________________________
(Signature of Candidate)
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 as determined by the Board Evaluation Committee;
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; and
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;

300 - Administration
3. **Require-require** the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May which addresses:
   a. **Fulfill**fillment of **his** responsibilities (301.1 Superintendent of Schools Roles and Responsibilities.)
   b. **Success-success** in achieving the goals of **his-the** Superintendent’s Annual Personal Professional Growth Plan.
   c. District success with regard to the outcomes of the Annual Education Plan;
4. **Be be** reviewed in draft form by the Superintendent Evaluation Committee prior to the first Board meeting in June and revised as needed;
5. **Be be** presented for Board approval at the first Board meeting in June; and
6. **Culminate 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: Section113
District Policies: 301.1 Superintendent Of Schools Roles And Responsibilities.
Superintendent of Schools/CEO Position Description, October 2006
Lethbridge School District No. 51 Superintendent Leadership Profile, March 2006

300 - Administration
403.3 Employee Discipline

Policy

The Board delegates to the Superintendent the authority to discipline an employee in accordance with the School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. In the event an employee is alleged to be guilty of misconduct, neglecting assigned duties, or refusing to obey Board policies or direction, an immediate investigation shall be conducted.
   1.1. Offenses of a more serious nature, including those involving possible charges under the Criminal Code of Canada or suspension of the employee, shall be investigated by the Superintendent or designate.
   1.2. Offenses of a less serious nature shall be investigated by the employee’s immediate supervisor.
2. Should an employee be determined guilty as a result of an investigation under Regulation 1, one or more of the following disciplinary actions shall be administered:
   2.1. a verbal reprimand;
   2.2. a written reprimand;
   2.3. a reassignment or suspension from duty; or
   2.4. a recommendation for termination of employment.

Teaching Staff

3. When the Superintendent determines that sufficient cause exists that the services of a teacher be suspended or terminated, the Superintendent will
   3.1. follow procedures set forth in the School Act.
   3.2. Provide the teacher with a written statement that:
       3.2.1. outlines the reasons for the recommendation;
       3.2.2. informs the teacher of the teacher’s rights to be heard by the decision maker, the Superintendent, who has been delegated the authority to suspend and/or terminate the services of a teacher in accordance with the School Act; and
       3.2.3. informs the teacher of the teacher’s rights to be represented by association representation and/or legal counsel to review the matter with the Superintendent.
4. Teachers who are disciplined by school or District administration may appeal such action in accordance with District policy and/or within the provisions of their collective agreement.

4.2.3.5 Any written record of disciplinary action may only be removed from the teacher’s personnel record upon the recommendation of the Superintendent.

403.3 Employee Discipline, cont’d

Support Staff

4.6 When the Superintendent or designate determines that sufficient cause exists that a non-teaching staff member’s services be suspended or terminated, the Superintendent or Associate Superintendent, Human Resources shall inform the employee of the suspension or termination in writing.

5.7 Non-teaching employees who are disciplined by the Superintendent or designate may appeal such action in accordance with District policy and/or within the provisions of their employee collective agreements.

6.8 Any written record of disciplinary action may only be removed from the employee’s personnel record upon the recommendation of the Superintendent or designate.

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

References

Alberta School Act: Sections 105, 106, 107, 109, 109.1

Other: Alberta Labour Relations Code, Criminal Code of Canada, Employment Standards Act

District Policies: 400.2 Employee Code of Conduct

402.8.1 Harassment and Discrimination

402.11.1 Teacher Growth, Supervision, and Evaluation

402.11.2 Support Staff Growth, Supervision, and Evaluation

600.1 Guiding Principles for Educational Programming in Schools

607.4 Responsible Use of Technology

1003.1 Channels of Communication

Other: Employee Collective Agreements, ATA Declaration of Rights and Responsibilities for Teachers
403.3 Employee Discipline

Policy

The Board delegates to the Superintendent the authority to discipline an employee in accordance with the Education-School Act, applicable provincial and federal statutes and within the provisions of employee collective agreements.

Regulations

1. In the event an employee is alleged to be guilty of misconduct, neglecting his/her duty, assigned duties, or refusing to obey Board policies or direction, an immediate investigation shall be conducted.
   1.1. Offenses of a less serious nature shall be investigated by the employee’s immediate supervisor.
   1.2. Offenses of a more serious nature, including those involving possible charges under the Criminal Code of Canada or suspension of the employee, shall be investigated by the Superintendent or designate.

2. Should an employee be determined guilty as a result of an investigation under Regulation 1, one or more of the following disciplinary actions shall be administered:
   2.1. a verbal reprimand;
   2.2. a written reprimand;
   2.3. a reassignment or suspension from duty; or
   2.4. a recommendation for termination of employment.

2.4. Teaching Staff

3. When the Superintendent determines that sufficient cause exists that the services of an employee, a teacher be suspended or terminated, the Superintendent will
   3.1. follow procedures set forth in the Education-School Act;
   3.2. provide the teacher with a written statement that:
      3.2.1. outlines the reasons for the recommendation;
      3.2.2. informs the teacher of the teacher’s rights to be heard by the decision maker, the Superintendent, who has been delegated the authority to suspend and/or terminate the services of a teacher in
accordance with the School Act; and
3.1.1.3.2.3. informs the teacher of the teacher’s rights to be represented by association representation and/or legal counsel to review the matter with the Superintendent.

4. Teachers who are disciplined by school or District administration may appeal such action in accordance with District policy and/or within the provisions of their collective agreement.

5. Any written record of disciplinary action may only be removed from the teacher’s personnel record upon the recommendation of the Superintendent.

403.3 Employee Discipline, cont’d

4.1. within 24 hours of imposing the suspension inform the employee of the suspension in writing and advise the Board of the suspension; and

4.3. provide the Board with a report at the next scheduled in Camera meeting of the Board along with a written statement of the facts alleged.

6. The Superintendent determines that sufficient cause exists that a teacher be recommended for contract termination, the Superintendent shall:

6.1. follow procedures set forth in the Education Act;
6.2. ensure that documented evidence is available to support reasons for recommendation to terminate contract services; and

403.3 Employee Discipline, cont’d

6.3. within 24 hours of the disciplinary action, inform the employee of the suspension or termination in writing.

6.3.3. Support Staff

7. When the Superintendent or Associate Superintendent, Human Resources designate determines that sufficient cause exists that a non-teaching staff member’s has his/her services be suspended or terminated, the Superintendent or Associate Superintendent, Human Resources shall, within 24 hours of the disciplinary action, inform the employee of the suspension or termination in writing.

8. All suspensions shall be with pay.

9. Non-teaching employees who are disciplined by the Superintendent or designate may appeal such action in accordance with District policy and/or within the provisions of their employee collective agreements.

10. Any written record of disciplinary action may only be removed from the
The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References


Other: Alberta Labour Relations Code, Criminal Code of Canada, Employment Standards Act

District Policies: 400.2 Employee Code of Conduct
402.8.1 Harassment and Discrimination
402.11.1 Teacher Growth, Supervision, and Evaluation
402.11.2 Support Staff Growth, Supervision, and Evaluation
600.1 Guiding Principles for Educational Programming in Schools
607.4 Responsible Use of Technology

Other: Employee Collective Agreements, ATA Declaration of Rights and Responsibilities for Teachers
505.9 Appeals

Policy

Parents/guardians and students shall have the right to appeal the decisions made by District employees that directly affect the education of the student.

Regulations

1. Parents/guardians and students shall be advised of the existence of the appeal process through the Parent and Student Handbook, website, or other appropriate print or electronic form.

2. For classroom-based decisions, the first appeal shall be directed to the student’s teacher.

3. For school-based decisions, or when a classroom-based appeal cannot be resolved with the classroom teacher, further appeal shall be directed to the principal.

4. When a school-based decision cannot be resolved with the principal, further appeal shall be directed to the Associate Superintendent who has responsibility for the area under appeal. If the appeal does not fall under the responsibility of an Associate Superintendent, the appeal will go directly to the Superintendent.

5. The final level of appeal prior to the Board is the Superintendent.

6. Where a the decision of an employee of the Board the Superintendent significantly affects the education of a student, then either 6.1 the parent/guardian of the student, and/or 6.2 the student (if 16 years of age or older), may, within 10 school days from the date that the parent/guardian or student was informed of the decision, appeal that decision to the Board.
505.9  Appeals, cont’d

7.  If the Board makes a decision on an appeal, or a decision with respect to In accordance with the School Act, Board decisions on the following matters may be appealed in writing to the Minister of Education:
   7.1. the placement of a student in a special education program or alternate program location;
   7.2. a matter referred to in section 10 of the School Act (the right to access French language instruction);
   7.3. a home education program;
   7.4. the expulsion of a student; or
   7.5. the amount and payment of fees or costs then the parent/guardian of the student affected by the decision or the student (if 16 years of age or older) may request in writing that the Minister review the decision of the Board.

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

References

School Act: 10, 23, 47, 48, 123, 124
District Policies: 400.2.1 Employee Conflict of Interest; 501.3 School Attendance Areas; 502.3 Suspensions and Expulsions; 802.2 Student Fees, Fines and Charges; 605.1 Inclusive Learning Supports; 605.2 Inclusive Learning Supports – Out of District Placements; 605.3 English As A Second Language; 605.4 Inclusive Learning Supports – Placement Appeals; 605.5 Inclusive Learning Supports - Early Childhood Services; 606.5 Home Education, Distance Learning; 609.3 Placement, Promotion and Retention; 608.6 Parent and Student Handbook; 1003.1 Channels of Communication and Disputes Resolution

District Procedures: 505.9 Appeals
600.1 Guiding Principles for Educational Programming in Schools

Policy

District schools shall offer a broad base of educational programs that provide well-rounded learning opportunities within the guidelines of provincial regulations and District policies.

Regulations

1. Courses shall be based on Alberta Education programs of study and/or approved locally developed courses.

2. Programming shall be offered such that students have an opportunity to progress through grade levels so as to achieve provincial graduation requirements, to be prepared for entry into the workforce, or to pursue studies at the post-secondary level.

3. Schools shall embrace a philosophy of inclusive education within which they shall endeavor to create a student-focused learning environment which is, as much as possible, responsive to the specific needs and abilities of each student.

4. Programs will facilitate the development of students who are engaged, ethical and entrepreneurial.

5. Schools shall promote positive social/emotional growth of students by selecting/designing and/or implementing a program or thematic focus that may include but is not limited to one or more of the following:
   a. Character education
   b. Citizenship
   c. Health and wellness
   d. Lifelong learning
   e. Global awareness and internationalizing schools
   f. Decision-making
   g. Leadership
   h. Problem solving
   i. Conflict resolution

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

References

School Act: Preamble, 16.1, 43.1, 60
601.1.2 Annual School Budget

Policy

The principal shall develop the annual school budget.

Regulations

1. The principal shall provide opportunity for input by staff and School Council during the development of the budget.
2. Budget decisions shall reflect the priorities identified in the school’s Three Year Education Plan, as well as align with District and provincial priorities.
3. The annual school budget is subject to approval by the Superintendent.
4. A surplus in a school’s annual budget may be carried forward upon a review of the District’s overall budget by the Superintendent. A deficit in a school’s overall budget must be covered in the next budget year.
   4.1. The principal must provide justification for all carryovers for approval by Executive Council.
   4.2. Principals shall not plan deficit budgets.
   4.3. If an actual deficit results, a written plan for recovery must be submitted to the Superintendent for approval. The plan would identify a source of funding from available school resources or against the following year’s operating budget.
   4.4. During a transition period of school administration, the departing principal shall ensure that the school is fiscally sound. If the school has a deficit, the departing principal shall work in cooperation with the incoming principal to provide a plan to eliminate the deficit and receive approval of that plan by the Superintendent.
5. Under certain circumstances, when purchasing capital items such as vans, buses, major equipment or large numbers of resources, the school may make arrangements with Business Affairs to internally finance the purchase over a set time period, with payments coming out of the school's budget.
6. It is the responsibility of the principal to exercise sound accounting and management procedures in monitoring the annual school budget and to maintain the operation of the school within the total budget allocation.
601.1.2 Annual School Budget...

7. After the September 30th student count, and upon receiving the actual carry forward of surplus or deficits and revised salary estimates, the principal shall provide a budget update to the Superintendent.

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

References

School Act: 20
District Policies: 600.2 School-Based Decision Making, 801.1 System Budgeting, 801.9 Financial Planning and Management - General, 802.2 Student Fees, Fines and Charges, 804.3 Financial Accountability and Audits, 1002.4 School Councils, 1005.6 School Generated Funds
Other: Lethbridge School District No. 51 Internal Controls Handbook
605.4 Inclusive Learning Supports – Placement Appeal

Policy

Decisions that affect a student’s placement with respect to inclusive learning supports are subject to appeal.

Regulations

1. The parent/guardian of a student accessing identified learning supports, or the student if 16 years of age, or older, may appeal a placement decision.

2. A Placement Appeal Committee shall be established by the Superintendent upon receipt of a written request for an appeal.

3. The Placement Appeal Committee shall be an ad hoc committee of the Board consisting of:

   3.1. the Chair of the Board, or designate, as Chair of the committee;
   3.2. one other trustee appointed by the Chair of the Board;
   3.3. the Superintendent, or designate;
   3.4. a parent/guardian of a different student who accesses inclusive learning supports within the District, selected by the Superintendent; and;
   3.5. a representative from an outside agency that has recognized expertise in the identified supports.

4. The Placement Appeal Committee shall be responsible for developing procedures, subject to the nature of the appeal.

5. The Placement Appeal Committee shall have the authority to confirm the placement, or overturn the placement and make an alternative placement.

6. The decision of the Placement Appeal Committee shall be determined by a majority vote of all members, and communicated to the parent/guardian in writing within thirty days of the date the committee was established unless it is granted an extension of this time by mutual agreement of the parent/guardian and the committee.
**605.4 Inclusive Learning Supports – Placement Appeal...**

7. A record of the Placement Appeal Committee proceedings and decision shall be maintained.

8. The parent/guardian, and/or the student, if 16 years of age, or older have the right to present evidence to the Placement Appeal Committee and to hear all evidence presented by others.

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

**References**

School Act: 8, 44, 45, 47, 48, 123
Other Statutes: Freedom of Information and Protection of Privacy Act
District Policies: 605.1 Inclusive Learning Supports, 605.2 Inclusive Learning Supports – Out of District Placements, 605.3 English As A Second Language, 602.1 Early Childhood Services, 505.9 Appeals
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Don Lussier
        Associate Superintendent, Business Affairs

RE: Returning Officer for School Board Election

Background
A signed agreement between the City of Lethbridge and Lethbridge School District No. 51 completed in January 2013 has the City of Lethbridge conducting School Board Elections. Under the agreement, the Board of Trustees of Lethbridge School District No. 51 is required to appoint the City Returning Officer as the Returning Officer for the School Board. This has been the practice for all school board elections conducted by the City of Lethbridge on our behalf.

Recommendation:
That the Board of Trustees of Lethbridge School District No. 51 appoint the City’s Returning Officer as the Returning Officer for the purpose of the 2017 School Board Trustee Election.

Respectfully submitted,

Don Lussier,
Associate Superintendent, Business Affairs
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Donna Hunt, Chair
       Board CUPE 290 Negotiating Committee

RE: Memorandum of Agreement with CUPE 290

Background
The Board’s CUPE 290 Negotiating Committee met on a number of occasions with CUPE 290 in 2016 and 2017. On February 6, 2017 a Memorandum of Agreement was reached between both parties.

Recommendation:
That the Board of Trustees approve the Memorandum of Agreement between the Board of Trustees of Lethbridge School District No. 51 and CUPE Local No. 290, which is for the 2016-17 and 2017-18 years.

Respectfully submitted,

Donna Hunt, Chair
Board CUPE 290 Negotiating Committee
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Breakfast with the Board – March 8, 2017 – Attwell Building

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

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

Breakfast with the Board has been scheduled at the Attwell Building on Wednesday, March 8, 2017 from 8:00 – 8:30 a.m.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
        Superintendent of Schools

RE: Trip to China Report

Background
Lethbridge School District No. 51 Trustee, Donna Hunt, travelled to Anyang, China with a group of two dozen representatives from Lethbridge County, the University of Lethbridge, Lethbridge College, Holy Spirit Catholic School Division No. 4, SouthGrow Regional Initiative, the Nikka Yuko Japanese Garden, the City of Lethbridge, and area businesses.

Trustee Donna Hunt will provide an oral report on this trip.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Donations and Support

Background
Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the district.

- We are delighted to receive $5000 from RBC to assist us with hosting Lethbridge School District No. 51 Gay-Straight Alliance Conference for students March 22, 2017. This donation will assist with our conference running smoothly. Facilities, resources/promotions, release time for staff, lunch for the day and bringing in a guest speaker will all be supported by the RBC donation.

  We are pleased to have Dr. Kris Wells, esteemed University of Alberta Professor provide our keynote message and present/assist with our parent education evening. Dr. Kristopher Wells is an Assistant Professor and iSMSS Faculty Director, Institute for Sexual Minority Studies and Services, University of Alberta. He is the Co-Founder of Camp Fyrely, which is Canada’s only national leadership retreat for sexual and gender minority youth. Kris is the author of the Alberta Government’s new homophobic and transphobic bullying and gay-straight alliance resources. He has a tremendous wealth of information that all participants will benefit from.

- Every year, the Evangelical Free Church in Lethbridge has an “Advent Conspiracy” event where congregational members are encouraged to put money towards a specific non-profit organization instead of buying presents for members of their family and/or friends. This year, they partnered with Lethbridge School District No. 51 in support of our Poverty Intervention Committee. Over the Christmas season, the congregation collected and donated to us $90,985.00! We are overwhelmed by their generosity and are so very grateful for it!

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

Respectfully submitted,

Cheryl Gilmore, Superintendent
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

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

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
### 2016-17 DISTRICT PRIORITIES

**REPORT TO THE BOARD: January**

<table>
<thead>
<tr>
<th>PRIORITY ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supporting Student Achievement and closing the achievement gap.</strong></td>
</tr>
<tr>
<td><strong>Literacy/ Numeracy (Karen, Cynthia, Morag)</strong></td>
</tr>
<tr>
<td>• The Literacy Work Plan has provided the framework for making literacy an ongoing priority.</td>
</tr>
<tr>
<td>• A Secondary Math Steering Committee has been formed and will be having their first meeting in March to review curriculum across grades, examine district results, and share best practices.</td>
</tr>
<tr>
<td><strong>Administrator Mentorship Program (Teresa)</strong></td>
</tr>
<tr>
<td>• Mentors/protégés continue to work together individually as need arises.</td>
</tr>
<tr>
<td><strong>District Professional Learning and District Collaborative Communities (Karen/ Rhonda/ All)</strong></td>
</tr>
<tr>
<td>• At this point, 18 Collaborative Communities have accessed additional time to work together between the two District Professional Learning Days.</td>
</tr>
<tr>
<td><strong>Parent Education (all)</strong></td>
</tr>
<tr>
<td>• The January District School Council meeting included a professional learning session for parents focusing on how parents can engage their children in literacy at home. Our Literacy Lead Teacher, Bev Smith, delivered a session for grades K-3, and Lisa Gonsalvez, a teacher at Nicholas Sheran with extensive background in literacy, delivered a session for grades 4-middle school.</td>
</tr>
<tr>
<td>• A parent and U of L professor, Joy Morris, launched the delivery of parent tutoring sessions in mathematics for middle grades. The sessions will be offered for 8 weeks. They are being hosted at G. S. Lakie Middle School.</td>
</tr>
<tr>
<td><strong>Teacher Induction Support for Quality Teaching (Sharon/ Teresa)</strong></td>
</tr>
<tr>
<td>• February 8th marked final half-day session of Teacher Induction Program (TIP). Mentorship Planning committee retreat is March 2 to review feedback from TIP and set direction for program in 2017-2018.</td>
</tr>
<tr>
<td><strong>Early Learning (Isabelle)</strong></td>
</tr>
<tr>
<td>• District 51 is embarking in a pilot of the Early Years Evaluation (EYE) with 3 kindergarten teachers. Thus far, it has been a positive venture with helpful information regarding the strengths and needs of children within their kindergarten classes using a classroom-based assessment.</td>
</tr>
<tr>
<td><strong>FNMI (Jackie/Morag)</strong></td>
</tr>
<tr>
<td>• Lethbridge School District started a collaborative process of the development of Education Service Agreements with Kainai Board of Education. Lethbridge is working with surrounding district for consistency of service and seamless transitions of students.</td>
</tr>
<tr>
<td><strong>Other Improvement Initiatives (all):</strong></td>
</tr>
<tr>
<td><strong>Human Resources - addressing shortage of subs</strong></td>
</tr>
<tr>
<td>Sub/Casual Work Board - now active</td>
</tr>
<tr>
<td>It provides each qualified replacement an easy way to view and accept available dispatch jobs, 24x7x365.</td>
</tr>
</tbody>
</table>
## PRIORITY TWO

### Supporting the implementation of initiatives designed to develop innovative thinkers.

#### High School re-design (Cheryl)
- High schools continue to implement strategies as outlined in their high school re-design plans that were reviewed with Alberta Education.

#### Engagement in provincial curriculum development (Karen)
- The seven teachers from our District selected by Alberta Education continue to provide input on the creation of new "scopes and sequences" being developed for the six subjects (Math, Language Arts, Social Studies, Science, Wellness, Arts) in Kindergarten through grade 4.

#### Build the capacity of teachers and administrators: technology, online learning and digital learning (Rik)
- SuperNet installation is scheduled for February 28 at Coalbanks Elementary School, the Tech Team will follow-up with Server and Switch configuration, making the Local Area Network available for use.
- The 2017 Elementary Evergreen Cycle continues; local servers are now in place, configuration and data transfer continues.
- New hardware continues to arrive for Coalbanks Elementary and plans are in place to install phones, computers and wireless access points as soon as the District takes possession of the building.

### Program Development
- On March 8 members of the Leadership Team will be attending the Leveraging Technology Boot camp sponsored by CASS. The purpose of the event is to examine strategies on how to effectively integrate the Learning and Technology Policy Framework (LTPF) into District practice.
- Education Technology Lead Teacher Jesse Sadlowski continues to work with classroom teachers to develop innovative ways to integrate technology into everyday lessons. Workshops on how to use Office 365 and Microsoft Classroom continue to be in high demand.
- (Spring 2017) Watch for the District wide deployment of Windows 10. All District owned PC’s will be updated to the latest version of Windows prior to the start of the 2017/2018 school year.
- On February 22, the District Technology Team hosted a Technology Symposium (Jump Start 2017) at the Education Centre. 48 Technical Support Specialists from across Southern Alberta gathered to hear presentations from Microsoft, IBM and Soft Landing.

## PRIORITY THREE

### Supporting Student Diversity

#### Wellness for All program (Morag)
- Mental Health awareness and illness prevention – formal instruction of the Well Aware teaching series for grades 4 – 8, Training for Wellness teams in the use of the GAIN SS Screening Tool from Alberta Health Services
- Universal strategies for dealing with stress and anxiety – teacher counsellors have been around to classes to teach these strategies, universally
- Promotion of awareness of our Mental Health supports in the District – Cayley gave presentation to District School Council
- Substance use awareness and alternatives – National Addictions Awareness Week activities happened in schools across the District, and universal lessons happened in many of the classrooms.

**Inclusive Education (Cynthia)**

- Reviewing allocation of individual iPads and process for tracking of iPads
- Promotion of meeting the needs of LGBTQ community of students and staff – presentation at the Learning Commons Facilitators Conference, meeting and planning of committee to host GSA conference in the Spring, individual presentations to school admin and counselling teams on action items and awareness

**ESL (Cynthia)**

- Working extensively with students in ESL LFS program at Wilson to provide social, emotional and behavioural supports
- Collaborative Community focusing on course framework for English Language Leaners (ELL)
  - Build an ESL framework for Limited Formal Schooling Middle and High School
  - Develop Middle School ESL framework that creates general leaner outcomes for ESL Transition
  - Develop a High School Framework for Expository English 15, 25 and ESL Canadian Studies 15, 25
**2016-17 DISTRICT PRIORITIES**

**PRIORITY ONE: Supporting Student Achievement and closing the achievement gap.**

**OUTCOMES:**
1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement will meet or exceed provincial standards.
5. Teachers are highly skilled in all areas of the Teaching Quality Standard.
6. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.

**PRIORITY TWO: Supporting the implementation of initiatives designed to develop innovative thinkers.**

**OUTCOMES:**
1. Students demonstrate the attributes of innovation, creativity and critical thinking.
2. Learning is process-based supported by instructional practices that engage students in creative and critical thinking.
3. All learners effectively use technology as creative and critical thinkers capable of understanding digital information and creating knowledge.
4. All learners are responsible digital citizens.
5. A breadth of high quality programs within and outside the classroom foster innovative thinking.
6. The education system demonstrates collaboration and engagement.

**PRIORITY THREE: Supporting Student Diversity**

**OUTCOMES:**
1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments.
3. Schools are learning environments that promote healthy lifestyles.
4. Students with diverse learning and social needs are supported.
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

Re: Acknowledgement of Excellence

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

Julien Todd, Grade 8, has been selected to represent Wilson Middle School at this year’s
Southern Alberta Junior Honour Band sponsored by the Alberta Band Association. There are
two Alberta Junior Honour Bands (north and south) held in conjunction with respective
Teachers’ Conventions in Edmonton and Calgary, the junior honour bands provide an advanced
performance experience for Alberta’s top Junior High and Middle School students.
Congratulations to Julien Todd for being accepted into this year’s group on tuba.

Three Galbraith students participated in the Imagine All Star Cheer and Dance Championship in
January at the Enmax. Congratulations to Reegan McLean (Kindergarten) – Tiny Prep 1st
place, Jared McLean (Grad 2) – Tiny 1st place, and Kianna Setoguchi (Grade 3) – Downpour 1st
place.

Zara Enayetullah, a grade 2 student from Nicholas Sheran, has been chosen to be the Open
Speech Leader and Student MC at the 2017 Leader in Me Symposium in Edmonton on March
14th. Zara will give a 5-minute speech about what leadership means to her and introduce the
keynote speaker, Brad Montague (the creator of Kid President).

Ms. Anna Gotgilf’s Grade 5 class at Galbraith participated in the SumDog Zone 6 Math Contest
and placed 2nd out of 22 registered classes and were the top of the class on January 31st.
Special congratulations to CJ B., Marissa H., and Andrew H. who placed in the top ten out of
226 students.

Respectfully submitted, Cheryl Gilmore
MEMORANDUM

February 28, 2017

To:   Board of Trustees

From:   Cheryl Gilmore
        Superintendent of Schools

Re:    Snacks with the Superintendents – March 14, 2017 – Chinook High School

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

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

All the staff of Chinook High School have been invited to have Snacks with the Superintendents on Tuesday, March 14, 2017 beginning at 7:30 a.m.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

RE: Enrolment Summary – January 31, 2017

Background
Included with this memo is an enrolment summary for District schools, broken down by grade, as of January 31, 2017.

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

Respectfully submitted,

Cheryl Gilmore
## ALL SCHOOLS ENROLLMENT BY GRADE: January 31, 2017

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<th>Gr 2</th>
<th>Gr 3</th>
<th>Gr 4</th>
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<th>Gr 6</th>
<th>Gr 7</th>
<th>Gr 8</th>
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<th>Gr 10</th>
<th>Gr 11</th>
<th>Gr 12</th>
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<th>Sep 30 2016</th>
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<td>Chinook High</td>
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<td>Immanuel Christian High</td>
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<td>206</td>
<td>195</td>
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<td>832</td>
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<td>822</td>
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<td>Agnes Davidson - Total Students</td>
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**TOTAL STUDENTS / FTE ENROLLED AS OF JANUARY 31, 2017**

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<th>SCHOOL</th>
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<td><strong>TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2015</strong></td>
<td>10732</td>
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## Calendar of Events for Board of Trustees

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<th>Date</th>
<th>Event</th>
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<tr>
<td>March</td>
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<tr>
<td>1-2</td>
<td>Board Retreat</td>
</tr>
<tr>
<td>6</td>
<td>District School Council</td>
</tr>
<tr>
<td></td>
<td>6:30 – 8:30 p.m., Education Centre Board Room</td>
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<tr>
<td>8</td>
<td>Breakfast with the Board</td>
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<tr>
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<td>8:00 a.m., Attwell Building</td>
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<tr>
<td>13-17</td>
<td>Substitute Teachers’ Week</td>
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<tr>
<td>15</td>
<td>Education Centre Leadership Team Meeting</td>
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<td>9:00 a.m., Education Centre</td>
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<tr>
<td>15</td>
<td>No Kindergarten for students – Parent Teacher Interviews</td>
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<tr>
<td>16</td>
<td>No Kindergarten for students – Parent Teacher Interviews</td>
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<td></td>
<td>Elementary / High School – evening Parent Teacher Interviews</td>
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<tr>
<td>17</td>
<td>No School for students</td>
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<td>Parent Teacher Interviews / School based Professional Learning</td>
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<tr>
<td>28</td>
<td>Board Meeting</td>
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MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Tyler Demers
Trustee

RE: Facilities Committee – January 31, 2017

Minutes of the Facilities Meeting held January 31, 2017 at 4:00 p.m.

In attendance: Tyler Demers (Chair) Keith Fowler
Don Lussier Daniel Heaton
Christine Lee Mich Forster
Michelle Loxton (Recorder)

Regrets: Bob McMann

The committee received a letter from Tracy Allen, Executive Director of Capital Planning for the Alberta Government confirming the approval of the following modular classrooms:

- 2 modular classrooms for Dr. Gerald B. Probe Elementary School
- 1 modular classroom for Fleetwood Bawden School; and
- 2 modular classrooms for Nicholas Sheran Community School

The committee was provided information with regard to the impact of the Carbon Tax for the years 2017 and 2018 for review.

Daniel Heaton, Director of Facility Services provided a Facilities Report, which included IMR projects for the summer as well as other projects for the committee to review.

All of the documents that were reviewed by the committee are attached.

The meeting adjourned at 4:40 p.m.

Respectfully submitted:

Tyler Demers
Trustee
January 11, 2017

Mrs. Cheryl Gilmore
Superintendent of Schools
Lethbridge School District
433 – 15 Street S.
Lethbridge AB T1J 2Z4

Dear Mrs. Gilmore:

The Deputy Minister of Education has recently reviewed your school jurisdiction’s submission under Alberta Education's 2017/2018 Modular Classroom Program. I am pleased to inform you that the following modular classroom requests have been approved for your jurisdiction:

- 2 modular classrooms for Dr. Gerald B. Probe Elementary School;
- 1 modular classroom for Fleetwood Bawden School; and
- 2 modular classrooms for Nicholas Sheran Community School.

Approval of these requests was based on your jurisdiction's identification of an emergent need for student accommodation for the coming year. Please be advised that if the new and relocated modular classrooms are not ready for occupancy at commencement of the 2017/2018 school year, the approval for the units affected may be rescinded.

Your jurisdiction will receive the fully funded modular classrooms, and the ministry will pay for 100 per cent of the reasonable costs to deliver and set up each classroom. Please contact your Capital Planning Senior Manager if you have questions regarding the reasonableness of your proposed set-up costs. The construction of any link, if required, will be the responsibility of your school jurisdiction.

Upon receipt of the signed construction contract, your jurisdiction will receive 90 per cent of the total funding for the installation of the modular classrooms.

Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 10 per cent will be forwarded to your jurisdiction.

Please advise your jurisdiction staff to access the necessary prep sheets at https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/. It is recommended that each project's prep sheets be submitted as soon as possible in order to help ensure completion of the modular/portable classroom projects on or before the start of the 2017/2018 school year.

.../2
Should your jurisdiction staff have any questions, please have them contact Dr. Avi Habinski, Director, Capital Planning South, at avi.habinski@gov.ab.ca or 780-427-2272 (dial 310-0000 first for toll-free access in Alberta).

Sincerely,

[Signature]

Tracy Allan
Executive Director
Capital Planning

cc: Roy Roth
Executive Director, Learning Facilities, Infrastructure
## Lethbridge School District No. 51
### Estimated Cost of Carbon Levy - 2017 and 2018

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<tr>
<th></th>
<th>2017</th>
<th>2018</th>
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<tr>
<td><strong>Maintenance Vehicle Fuel</strong></td>
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<td>Use approximately 27,600 litres per year.</td>
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<tr>
<td>Estimated Carbon Levy</td>
<td>$1,240</td>
<td>$1,860</td>
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<tr>
<td><strong>School Bus Transportation</strong></td>
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<td>Total Cost Estimate per City:</td>
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<tr>
<td>LSD 51 share of bussing is 58.83%</td>
<td>$7,752</td>
<td>$11,620</td>
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<tr>
<td><strong>Natural Gas</strong></td>
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<tr>
<td>Average Yearly Usage of Natural Gas is 63,960 GJ per year</td>
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<tr>
<td>Estimate Carbon Levy</td>
<td>$64,664</td>
<td>$96,931</td>
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<tr>
<td><strong>Electricity</strong></td>
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<tr>
<td>Very little impact. Emitters already covered by carbon price system. Applies to generators of electricity not retailers. May be increases to electricity costs down stream. Currently District has a fixed rate contract.</td>
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<tr>
<td><strong>Total Estimated Impact</strong></td>
<td>$73,656</td>
<td>$110,411</td>
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MEMORANDUM

Date: January 30, 2017

To: Don Lussier

From: Daniel Heaton

RE: January 2017 Facilities Report

2016

NEW CONSTRUCTION
Copperwood Elementary School - Substantial Completion
Westside Middle School - 32% Complete

MODERNIZATION
Wilson Middle School - 71% Complete

MODULAR CLASSROOM
Ecole Agnes Davidson – 2 Modulars - Complete and Occupied
Dr. Gerald B. Probe – 2 Modulars - Complete Occupied
Fleetwood Bawden – 1 Modular - Complete Occupied
Mike Mountain Horse – 2 Modulars - Complete Occupied

IMR PROJECTS

FACILITY UPGRADE:
LCI – Bleacher & Basketball Backstop Upgrade – Differed from 2016 to Summer 2017

2017

MODULAR CLASSROOM
Nicholas Sheran - 2 Modulars - Design and Prep Sheets being prepared
Dr. Gerald B. Probe - 2 Modulars - Design and Prep Sheets being prepared
Fleetwood Bawden – 1 Modular - Design and Prep Sheets being prepared

IMR
CONCRETE:
Nicholas Sheran - Front Entrance
Wilson Middle School - North Sidewalk
General Stewart - Front Sidewalk
Fleetwood Bawden - Sidewalk by South Entrance
Mike Mountain Horse - Sidewalk across the front
FLOORING:
   Dr.Probe - Office Flooring
   Lakeview - Remaining Classrooms
   General Stewart - Major Repair/Replacement
   Winston Churchill - Office
   Mike Mountain Horse - Office

ROOF:
   Nicholas Sheran
   Park Meadows

PARGING:
   General Stewart - Replace degraded cement below window sills exterior

BATHROOM UPGRADE:
   Winston Churchill - Main Bathrooms
   Nicholas Sheran
   Park Meadows

HALLS:
   Mike Mountain Horse - Peeling Vinyl on walls
   Dr.Probe - Peeling Vinyl on walls

BARRIER FREE DOORS:
   Install on Schools without Barrier-Free Access: Locations yet to be determined

PARKING LOTS:
   Lakeview - 20 stalls, 47 staff. Also very dark at night
   General Stewart – Holding Water

EXTERIORS:
   Agnes Davidson – Windscreen

ELEVATOR:
   LCI – Elevator upgrade

PAINT, FIRE ALARM & SPRINKLERS:
   Wilson Middle School - Paint, Fire Alarm & Sprinklers

MAJOR FACILITY UPGRADE:
   Senator Buchan Elementary School
      Ventilation System
      Lighting Upgrade
      Acoustic Ceilings
      Miscellaneous Architectural Finishes

   Westminster Elementary School
      Ventilation System
      Lighting Upgrade
      Acoustic Ceilings
      Miscellaneous Architectural Finishes
Sincerely,

Daniel Heaton, Architect AIA, MRAIC, ATDipl, B A Sc, M Arch, A4LE  
Director of Facility Services  
DHS/dish

CC:
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Donna Hunt, Trustee

RE: FNMI Advisory Committee – February 7, 2017

Trustee Donna Hunt will provide an oral report.
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – February 15, 2017

Trustee Lola Major will provide an oral report.
MEMORANDUM

February 28, 2017

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community Engagement Committee Report - February 2017

On February 14th, 2017 the Board of Trustees hosted the inaugural scholarship breakfast, *For the Love of Innovation - Paying it Forward*, in support of the Canada 150 Innovation, Creativity, and Entrepreneurship (ICE) Scholarship Awards.

The event was considered a success. Approximately **180 attendees** were treated to the musical stylings of the LCI Jazz band, a student led robotics demonstration, and student displays of creativity and innovation. After sitting down to breakfast attendees were engaged as keynote speaker Vik Maraj spoke about innovation. Following the event, attendees received a long stem rose to “pay it forward” for Valentine’s Day.

Positive feedback was received by a number of attendees about the food, student entertainment, and the keynote speaker.

The Committee is thankful for all the support from the community in terms of ticket purchases, and sponsorship from local business to support the breakfast. There was **$9,600** raised through ticket sales and sponsorship support.

I would like to extend my thanks to all the committee members who helped to plan, prepare, and execute our first scholarship breakfast. This event was a success because of the work of this team of dedicated individuals.

The Committee will continue to work on preparing for the review of applications and awarding of the 2017 Canada 150 ICE Scholarships.

**Community Engagement Impact from Breakfast:**
1. Partnership - Lethbridge Chamber of Commerce
1. Media Partner - Lethbridge Herald
4. Breakfast Sponsors
4. Scholarship Sponsors
**180** - Seats assigned
Showcase of student talent and innovation - Priceless

Respectfully Submitted, Jan Foster, Chair, Community Engagement Committee