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

3:32 p.m.  2. Approval of Minutes
If there are no errors or omissions in the minutes of the Regular Meeting of June 28, 2016 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations
   4.1 No Presentations

5. Action Items
   3:35 p.m.  5.1 School Board Annual Work Plan  Enclosure 5.1
   5.2 Policy Review
       5.2.1 Policy 400.1.1 Sexual Orientation, Gender Identity and Gender Expression (Staff Policy)  Enclosure 5.2.1
       5.2.2 Policy 400.2 Employee Code of Conduct  Enclosure 5.2.2
       5.2.3 Policy 501.3.1 School Choice  Enclosure 5.2.3

3:45 p.m.  6. District Highlights

3:50 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
           Healthy Schools Committee
           Community Engagement Committee
           Superintendent Evaluation Committee  Enclosure 7.1.1
4:20 p.m.  7.1.2 October Organizational Meeting Enclosure 7.1.2
7.1.3 District School Council Meetings Enclosure 7.1.3
7.1.4 Alberta Teachers’ Association (ATA) Local Council Meeting Schedule Enclosure 7.1.4
7.1.5 Breakfast with the Board Enclosure 7.1.5
7.1.6 Sock It To ‘Em Campaign Enclosure 7.1.6

4:40 p.m.  7.2 Superintendent Report
7.2.1 Acknowledgements of Excellence Enclosure 7.2.1
7.2.2 School Opening and Enrolment – Preliminary Report Enclosure 7.2.2
7.2.3 Board Priorities Report Enclosure 7.2.3
7.2.4 World Teachers’ Day Enclosure 7.2.4
7.2.5 Snacks with the Superintendents Enclosure 7.2.5
7.2.6 Calendar of Events Enclosure 7.2.6

4:55 p.m.  8.1 Board Budget Committee – September 12, 2016 Enclosure 8.1
8.2 Board Community Engagement Committee – September 12, 2016 Enclosure 8.2
8.3 Alberta School Boards Association (ASBA) Zone Meeting – September 14, 2016 Enclosure 8.3
8.4 Facilities Committee – September 14, 2016 Enclosure 8.4
8.5 Audit Committee – September 20, 2016 Enclosure 8.5

5:10 p.m.  9.1 Holy Spirit School Division Enclosure 9.1
9.2 Anyang China Delegation Enclosure 9.2
9.3 Parents as Teachers Certificate of Appreciation Enclosure 9.3
9.4 Alberta Education – Provincial Dual Credit Strategy Enclosure 9.4

5:15 p.m.  Adjournment

IN ATTENDANCE:

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

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

Regrets:

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

1. Approval of Agenda
   Addition to the Agenda 5.7 LandSolutions LP re: Rogers Tower
   Trustee Keith Fowler moved:
   “that the agenda be approved as amended.”
   CARRIED UNANIMOUSLY

2. Approval of Minutes
   Trustee Keith Fowler moved:
   “that the minutes of the Regular Meeting held on May 24, 2016
   be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

   Trustee Keith Fowler moved:
   “that the minutes of the Board Budget Debate Meeting held on
   May 30, 2016 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

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

4. Presentations
   4.1 Provincial Rugby Championships – WCHS Girls and Boys
   The Winston Churchill High School Girls and Boys Rugby
   teams won the Alberta Schools’ Athletic Association Tier 2
   Provincial Championships. Some team members, and
   school administration and coaches were in attendance to
   share their experiences with the Board. The Board
   congratulated the players and coaches for their high level
   of achievement. Certificates of achievement were
   presented to the team members.
4.2 Westminster Full Day Kindergarten Pilot Presentation

In the spring of 2016, the Board of Trustees approved the establishment of a full day kindergarten program at Westminster Elementary School. The program was intended to be a three-year pilot with the understanding that the program would be assessed to determine its impact on students.

Due to a high number of student registrations, two full day classes were offered during the 2015 – 2016 school year. A committee comprised of school and District administrators, and a professor from the University of Lethbridge Faculty of Education, monitored the program and conducted developed an assessment strategy. The committee, along with the two teachers who offered the program, were in attendance to share the preliminary assessment data and report on their perceptions of its success and they answered questions of the Board.

4.3 Report on the Impact of the New Counselling Model

With the support of the Board of Trustees, a new centrally-funded counselling model was implemented in the fall of 2013. The model implemented is described below:

Elementary Level: Elementary Liaison Counsellor and Making Connections Worker

Middle School Level: Teacher Counsellor and Student Support

High School Level; Teacher Counsellor, Student Support, Family School Liaison Counsellor and Career Practitioner

Over the past three years, comprehensive feedback has been gathered as to the success of the model. The report was presented to the Board by Lisa McMullin and Cynthia Parr regarding its impact on supporting students and answered questions of the Board.

5. Action Items

5.1 Approval of International Trips

Lethbridge Collegiate Institute (LCI) is requesting permission to take their football team to Spirit Lake, Idaho from September 15th, 2016 to September 17th, 2016. Information regarding the educational benefits of the trip and the proposed itinerary are attached. Chris Harris, Vice
Principal and Darren Majeran, Coach from LCI were in attendance to share information about the trip and answered questions of the Board. The cost of the trip is included in the football fee. Fundraising opportunities are available to the players through the parent committee (RAMPAC) to offset the cost of the trip.

Trustee Keith Fowler moved:
“that the Board approve the LCI Football trip to Spirit Lake, Idaho from September 15th, 2016 to September 17th, 2016, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 Authorization of Locally Developed Courses
Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. As the middle schools and high schools have expanded their educational opportunities for students, it has become necessary to create a number of locally developed courses to adhere to Alberta Education policy. Karen Rancier, Director of Curriculum, has worked closely with the secondary schools to develop course outlines and student learning outcomes for each course. A full description of all courses can be found at the following link: MS LDCs June 28 2016

Trustee Donna Hunt moved:
“that the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses for use in all District Schools: Grade 6 Babysitting, GenYES Pilot, Grade 8 Driver’s Ed, Bible 6, 7 and 8, Baking Basics, Grades 7, 8 Babysitting, Travel and Tourism, Culture and Cuisine, Skateboarding, Grade 9 Canadian Military History.”

Don Lacey and Keith Fowler had left the room

CARRIED

5.3 Authorization of Locally Developed Courses
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. District high schools would like to use the following locally developed courses acquired from their respective districts to enhance program offerings to students:
Trustee Donna Hunt moved: “that the Board of Trustees approve the use of the following locally developed courses and any learning resources detailed in the course outline for use in all Lethbridge School District No. 51 High Schools:

From Calgary School District No. 19 from September 1, 2016 to August 31, 2020:
Vocal Jazz 15, 25, 35 for 3 and 5 credits
Biology (AP) 35 for 3 credits
Chemistry (IB) 25 for 5 credits
ESL Introduction to Mathematics 15 for 5
ESL Expository English 15 and 25 for 5 credits
Instrumental Jazz 15, 25, 35 for 3 and 5 credits
Reading 15, 25 for 3 and 5 credits
Theory of Knowledge (IB) 35 for 3 and 5 credits

Film Studies 15, 15, 35 for 5 credits from September 1, 2016 to August 31, 2017.

From Edmonton School District No. 7 from September 1, 2016 to August 31, 2020:
Works in Translation (IB) 35 for 3 credits
Dance Performance for 15, 25, 35 for 3 and 5 credits
Biology (IB) 35 for 3 credits from September 1, 2016 to August 31, 2019

From Golden Hills School Division No. 75 from September 1, 2016 to August 31, 2020:
Leadership, Character & Social Responsibility 15, 25, and 35 for 3 and 5 credits

From Pembina Hills Regional Division No. 7 from September 1, 2016 to August 31, 2020:
Forensic Science Studies 35 for 5 credits

From St. Albert Public School District No. 5565 from September 1, 2016 to August 31, 2020:
European History (AP) 35 for 3 credits
Extended Essay (IB) 35 for 3 credits

From West Island College Society of Alberta from September 1, 2016 to August 31, 2020
Physics (AP) 35 for 3 credits
and any learning resources detailed in the course outline for use in all Lethbridge School District No. 51 High Schools.”

CARRIED UNANIMOUSLY

5.4 Policy Review

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.

District Principal Teresa Loewen was in attendance to provide an overview, share any feedback received and respond to questions of the Board for the policies listed below:

- 400.1 – Welcoming, Caring, Respectful and Safe Work Environments
- 1001.3 – Communications

Trustee Lola Major moved:
“that the Board approve 2nd Reading of Policy 400.1 Welcoming, Caring, Respectful and Safe Work Environments as presented.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve 3rd and Final Reading of Policy 400.1 Welcoming, Caring, Respectful and Safe Work Environments as presented.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve 2nd Reading of Policy 1001.3 Communications as presented”.

CARRIED UNANIMOUSLY
Trustee Lola Major moved: “that the Board approve 3rd and Final Reading of Policy 1001.3 Communications as presented.”

CARRIED UNANIMOUSLY

5.5 Standing Committees
Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September. The Standing Committees are as follows:

- Facilities Committee
- Policy Advisory Committee
- Spirit of 51 Committee
- Board Budget Committee
- Poverty Intervention Committee
- Board Audit Committee
- Healthy Schools Committee

Annual reports and terms of reference reviews presented in September 2015 can be found on the website as examples.

5.6 Third Quarter Financial Report
The 2015-2016 Third Quarter Financial Report for the District was provided for review. Director of Finance, Christine Lee, was in attendance to present the 2015-2016 Third Quarter Financial Report and respond to any questions trustees may have.

Trustee Keith Fowler moved: “that the Board receive the 2015-2016 Third Quarter Financial Report as presented.”

CARRIED UNANIMOUSLY

5.7 LandSolutions LP re: Rogers Tower Response
Trustee Keith Fowler moved: “that the Board send a letter of opposition to LandSolutions with regard to the location of a Rogers Cellular Tower within close proximity to Chinook High School.”

CARRIED UNANIMOUSLY

Public Forum

Policy 400.1
3rd and Final Reading
6478/16

Standing Committees

Third Quarter Financial Report
6479/16

LandSolutions LP re: Rogers Tower Response
6480/16

Public Forum
6. **District Highlights**
   - Lola Major shared that students in the District attended Encounters with Canada again this year
   - Lola Major attended ASBA Weaving Partners Spring General Meeting

7. **Information Items**
   7.1 **Board Chair Report**

7.2 **Superintendent Report**
   7.2.1 **L.H. Bussard Award Winners**
   Superintendent Cheryl Gilmore provided the Board with the listing of the 2016 L.H. Bussard Award Winners.

7.2.2 **Acknowledgements of Excellence**

**Claire McMahon** (LCI Grade 11) and **Cara McWilliams** (Chinook Grade 12) will be competing in the North American Irish Dance Championships this July in Florida.

Congratulations to the **Churchill Family** on hosting a highly successful ASAA Provincial Rugby Championship. 46 teams with over 1200 athletes participated in the event that encompassed all 3 Tiers of competition. Over 120 students, teachers and parents volunteered to a variety of tasks to ensure an exceptional experience for all the participating teams. Special thanks to teacher Toby Boulet for his tireless efforts in managing and coordinating this event.

Congratulations to the Churchill **Griffin Rugby** team as they captured the Tier II gold medal at the ASAA Rugby Championship June 3-4 in Lethbridge. This is the 4th gold medal for the Griffins in the past 5 years (they won silver in 2014).

Congratulations to the Churchill **Bulldog Rugby** team as they captured the Tier II gold medal at the ASAA Rugby Championship June 3-4 in Lethbridge. This is the 6th gold medal for the Bulldogs in the past 7 years (they won silver in 2011). In addition to their gold medal, the Bulldogs were also awarded with the ASAA Sportsmanship banner for the tournament.

Southern Alberta High School Rugby League Boys and Girls All-stars at South Zone Championships Girls MVP: **Abby Neudorf** (WCHS), Girls All-Stars: **Sami Biesheuvel** (Chinook), **Tyra Pols** (Chinook), **Ava Law** (Chinook), **Meghan Buchanan** (LCI), **Sevedyn**
Westrop (LCI), Caitlin Purcell (LCI), Abby Neudorf (WCHS), Mikhi Lagemaat (WCHS), Mikayla Lelek (WCHS), Bailey Hill (WCHS), and Ewuraku Odei-Wontumi (WCHS). Boys All-Stars: Jack Martin (Chinook), Zack Prankard (Chinook), Connor Kopp (Chinook), Kade Langevin (Chinook), Cam Andres (Chinook), Jess Neilson (LCI), Dan O’Connor (LCI), Kyle Mitchell (WCHS), Navid Azimi (WCHS), Walter Escamilla (WCHS), Terry Terrazzano (WCHS), Justin Herbison (WCHS), and Tyler Toth (WHCS).

Keith Griffioen, teacher at Wilson Middle School and Mark Blankenstyn, Assistant Principal at Mike Mountain Horse completed their Masters of Education in Curriculum and Assessment with the University of Lethbridge.

Wilson Middle School students Luke Schmidtler, Troy Williams, and Brenna Durling competed in BMX racing and have qualified for the Alberta Summer Games in Leduc.

École Agnes Davidson student, Brenner Fyfe, on being selected as the goalie for Team Brick Alberta Hockey. Brenner will play at the Brick Invitation Hockey Tournament held at West Edmonton Mall in July, facing teams from Canada and the USA.

Immanuel Christian Elementary School teachers, Freda Middel and Dana Heshka, ran a very well received and organized Running Club for students of all ages with the culmination of a large percentage of the students competing in the Little Souls Marathon.

Gilbert Paterson Middle School student Kiera Westlake won bronze in her first National Judo Championship.

Gilbert Paterson Middle School students received their yellow judo belt: Anna Clark, Jack Davis, Will Dowson, Julie Lindquist, Tristen Paskuski, Ken Roldan, Marshall Scott, Levi Thomas and Cole Tisdale.

Dr. Probe School had a busy month raising money for a number of worthwhile causes. In May they raised $4360 for Jump Rope for Heart Foundation and had a fun day of skipping activities. June 3rd, over 24 staff and students “Cropped their Top for Yuvraj”. The grade 4 team organized a fundraiser for a classmate undergoing a stem cell transplant to help with the ongoing expenses of travel and missed work. With a goal of $1500, the final total of $7100 smashed all expectations. What a great example of care and concern! Lastly, Grade 3 team held their Annual Lemonade Sale and Art Show to
raise money for charities of their choice. This year the grade 3’s chose the Red Cross and Mrs. Moline’s 50 by 50 charity project to help a school in Africa. At press time, the final total was not in but the group had raised well over $1000. We are proud of the Probe community and their commitment to the 4 C’s – care, concern, cooperation and courage!

Congratulations to the Churchill Interact Club for raising over $8000 to empower cancer survivors to live their dreams and help fund lifesaving research through Kids Cancer Care Alberta. The Shave Your Lid for a Kid event, held May 19 at the school recognition assembly, saw 8 students and 1 staff member cut their hair for monetary donations as well as using the longer hair to make hair pieces for cancer patients thru Locks of Love. Special thanks to Great Clips for providing their stylists free of charge.

Congratulations to Churchill grade 11 student Taeya Koliaska on her gold medal win at the Canadian Open Judo Championships in Calgary May 20-23 in the U18 Womens - 52kg category. Taeya also won a bronze medal in the Senior Women – 52kg category.

Congratulations to Churchill grade 12 track athlete Matt Lukacs on his bronze medal performance in the 400m at the ASAA Track and Filed Championships June 3-4 in Edmonton. Matt was also a member of the South Zone 4x100 relay team that captured a bronze medal.

Congratulations to Churchill grade 11 student Alexis Iwaasa on winning the U16 National Junior Racquetball title in April, and then adding a bronze medal finish in the Senior Championships in the Womens’ Open division.

Churchill grade 12 student Jeff Masse competed at Canadian Junior Golf Tournament June 10-11. Jeff will be attending Charleston West Virginia University next year on a golf scholarship.

Congratulations to Churchill grade 12 student Matt Story on being honoured with the Youth Leadership Award at the 5th Annual Lethbridge Pride Awards.

7.2.3 WHIP Program

The goal behind the WHIP program is for employees to achieve balance in all aspects of life to maintain good physical and mental health. It is encouraging to see the increase in the number of employees participating in the WHIP program.
7.2.4 Administrative Appointments
Superintendent Cheryl Gilmore provided the Board with a list of the Administrative Appointments for the 2016-2017 school year.

7.2.5 Staff Long Service Recognition Awards
The District is very proud and appreciative of the commitment and dedication of all staff members. As each year concludes, recognition awards are presented to staff members who have served the District for five years, and for each subsequent five-year interval.

Recognition awards are presented to staff members by the trustee and executive council liaison for each school during the final month of the year.

The Board extended congratulations and thanks to each of the long service recipients.

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.

City of Lethbridge 2016 Community Capital Project Grants:
• Lakeview Community Park Society of Lethbridge playground replacement - $169,504.92
• École Agnes Davidson School Parent Fundraising Association playground replacement - $200,000.00

7.2.7 Enrolment Summary, May 31, 2016
Superintendent, Cheryl Gilmore shared an enrolment summary for District schools, broken down by grade as of May 31, 2016 for the Board to receive as information.
7.2.8 Calendar of Events
The Calendar of Events was reviewed for the period of June 29, 2016 to September 6, 2016.

8. Reports
8.1 Budget Committee – May 19, 2016
Trustee Keith Fowler provided a written report on the Budget Committee Meeting held May 19, 2016.

8.2 ATA Local Council – June 1, 2016
Trustee Jan Foster provided a written report on the ATA Local Council Meeting held on June 1, 2016.

8.3 Friends of 51 Committee – June 1, 2016
Trustee Lola Major and Tyler Demers provided a written report on the Friends of 51 Committee Meeting held on June 1, 2016.

8.4 ASBA Spring General Meeting – June 6 – 7, 2016
Trustee Jan Foster provided a written report on the ASBA Spring General Meeting held June 6 - 7, 2016.

8.5 District School Council – June 6, 2016
Trustee Keith Fowler provided a written report on the District School Council Meeting held June 6, 2016.

8.6 Healthy Schools – June 6, 2016
Trustee Mich Forster provided a written report on the Healthy Schools Committee Meeting held June 6, 2016.

8.7 Community Engagement – June 9, 2016
Trustee Jan Foster provided a written report on the Community Engagement Meeting held June 9, 2016.

9. Correspondence – Received
9.1 Legion Certificate
9.2 A Public Education
9.3 Thank you card Eleanor Orser

10. Correspondence - Sent
None at this time
Back to In-Camera
Trustee Keith Fowler moved:
“that the Board go back to the In-Camera Meeting.”
CARRIED UNANIMOUSLY

Adjournment
Trustee Keith Fowler moved:
“that the meeting be adjourned at 6:11 p.m.”
CARRIED UNANIMOUSLY

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

September 27, 2016

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 makes adjustments accordingly.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
Lethbridge School District No. 51 School Board Annual Work Plan

AUGUST
• Welcome Back Breakfast with district staff

SEPTEMBER
• Trustee school liaison contacts
• Enrolment, alternative programs, and facilities update at first board meeting
• Trustees choose ATA Local Council meeting dates to attend
• ASBA Zone 6 General meeting
• Committees review their terms of reference and submit annual reports
• School Councils Orientation at school sites
• Superintendent Evaluation Process commences

OCTOBER
• Committee annual reports completed
• District budget revised with enrolment
• District School Council
• School Board Organizational Meeting
• 51/25 Club banquet for employees with 25 years in District 51
• Determine board positions for ASBA policies (Fall AGM)
• Monitor and report student PAT and Diploma exam results
• Brainstorm topics for Annual Town Hall Meeting (February 7, 2017)

NOVEMBER
• Board Retreat: planning for March 2-3, 2017
• ASBA Zone 6 Annual General Meeting (November 20-22, 2016)
• Remembrance Day ceremonies in schools
• Approve Board Education Plan and Annual Education Results Report
• Approve Audited Financial Statements
• Administrators Banquet (November 16, 2016)

DECEMBER
• Approve district calendar for 2017-18 and 2018-19.
• 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
- ASBA Zone 6 general meeting

FEBRUARY
- Town Hall Meeting
- Provincial Accountability Pillar Survey administered

MARCH
- Provincial budget announcement and implications
- Budget process commences
- ASBA Zone 6 general meeting
- Board Annual Retreat (establishing priorities)

APRIL
- Receive 2nd quarter financial statements
- Submit ASBA policy proposals
- Preparations for Education Week

MAY
- Arts Alive and Well in the Schools
- ASBA Zone 6 general meeting and Edwin Parr Awards
- Determine board positions on ASBA Budget and Bylaws
- Approve administrator term appointments
- District Budget Stakeholders meeting
- District Budget approved in special Board Budget Meeting
- Review Accountability Pillar Survey Results
- Attend High School Graduation ceremonies (May/June)

JUNE
- Administrators’ Retirement Event
- ASBA Spring General Meeting
- Receive 3rd quarter financial statements
- Board Self-Evaluation
- District Retirement Banquet (June 7, 2017)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses
Lethbridge School District No. 51
Regular Meeting – September 27, 2016
Enclosure # 5.1

ONGOING

- Board meetings held on the fourth Tuesday of the month except July, August, and November (Tuesday, November 29, 2016 – due to ASBA Fall General Meeting).
- Public Forum within regular board meetings
- District 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 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
      Superintendent of Schools

RE: Policy Review

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

• Finish review of policies in the 600, 800, 900, 1000, 100 sections as needed.
• Ensure that the policy manual is current, according to the new Education Act.

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

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
</tr>
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<tbody>
<tr>
<td>400.1.1</td>
<td>Sexual Orientation, Gender Identity and Gender Expression</td>
<td>first reading</td>
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<tr>
<td>400.2</td>
<td>Employee Code of Conduct</td>
<td>delete</td>
</tr>
<tr>
<td>501.3.1</td>
<td>School Choice</td>
<td>amendment</td>
</tr>
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</table>

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

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

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Respectfully submitted, Cheryl Gilmore
400.1.1 Sexual Orientation, Gender Identity and Gender Expression

Policy

The Board is committed to establishing and maintaining welcoming, caring, respectful and safe learning environments that respect all sexual orientations, gender identities and gender expressions. All employees of the District have the right to work in an environment free of discrimination, prejudice, and harassment. These fundamental rights are protected under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, the Alberta Bill of Rights, and Alberta School Act.

Regulations

1. In an atmosphere of mutual respect and appreciation for individual differences, staff with a diversity of sexual orientations, gender identities and gender expressions have the right to:
   1.1. be treated fairly, equitably, and with dignity and respect;
   1.2. have their privacy and confidentiality protected and respected;
   1.3. self-identification and determination;
   1.4. freedom of belief, expression, and association in accordance with the Alberta Human Rights Act;
   1.5. be fully represented in an inclusive, positive and respectful manner;
   1.6. have equitable access to supports, services and accommodations will be determined on a case-by-case basis;
   1.7. have avenues of recourse, without fear of reprisal, available to them when they are targets of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
   1.8. have their unique identities, families, cultures, and communities included, valued and respected.

2. The Board is committed to measures that will:
   2.1. define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects;
   2.2. ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively;
   2.3. improve the understanding of gender identity, sexual orientation and gender expression;
   2.4. support the safety and health needs of staff with a diversity of sexual orientations, gender identities and gender expressions;
   2.5. develop, implement, and evaluate inclusive educational strategies, professional learning opportunities, and administrative guidelines to
ensure that staff with a diversity of sexual orientations, gender identities and gender expressions are welcomed and treated with respect and dignity;

2.6. provide for all staff, including transgender staff, the right to privacy and safety when using facilities.

References

Alberta School Act: School Act, sections 16, 45.1
District Policies: Policy 400.1 Welcoming, Caring, Respectful, and Safe Work Environments
Other: Canadian Charter of Rights and Freedoms
Alberta Human Rights Act
Alberta Freedom of Information and Protection of Privacy Act
Alberta Teachers’ Association Code of Professional Conduct
Alberta Bill of Rights
Employment Standards Act
501.3.1 School Choice

Policy

Fair and just consideration shall be made for requests by parents/guardians to have their child(ren) enrolled in a school outside of their attendance area.

Regulations

1. Choice of schools shall normally be permitted only between school years or semesters (high school).
   1.1 Admission to Early Childhood Services programs shall be in accordance with District policy 501.2.

2. Authority for approving admission of students from outside the school attendance areas shall rest with the principal.
   2.1 Decisions shall be based on established criteria, including: availability of physical space, personnel and appropriate educational programming for that student;
      2.1.1 the availability of space;
      2.1.2 educational considerations, including class composition;
      2.1.3 projected enrolment for the school;
      2.1.4 suitability of school programs and services for that student;
      2.1.5 the student’s priority of enrolment (see regulation 3); and
      2.1.6 additional costs to the school and/or division.
   2.2 After consultation with the Director of Student Services, students with complex learning needs may be directed to a school other than the school in their attendance area.
   2.3 Decisions by the principal may be appealed to the Superintendent whose decision shall be final.

3. Once admitted into a school, if school enrolment is high in any given year, students will be given the following priority of enrolment:
   3.1 student living in the attendance area;
   3.2 District students with identified special needs who can best be served in that school;
   3.3 student currently attending from outside school attendance area;
   3.4 students from outside the attendance area who have siblings attending that school;
   3.5 students from outside the attendance area whose family needs or arrangements are special;
   3.6 students from outside the attendance area with none of the above considerations; and then
3.7 students from outside the city of Lethbridge. Students in kindergarten through grade twelve from outside a school's attendance area shall have the same right to continued enrollment as a student from within the school's attendance area.

1. Where applicant numbers in any priority area exceed the number of available spaces in a school, the applications will be approved on a first come, first served basis.

4. The District shall not be responsible for transportation or any costs associated with parents/guardians choosing to enroll their child(ren) in a school outside of their attendance area.

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

References

Alberta School Act: 13, 45(3)
Distrcit Policies: 501.2 Eligibility for Early Childhood Services, 501.3 School Attendance Areas, 501.6 Resident Students, 501.7 Non-Resident Students, 505.9 Appeals, 602.1 Early Childhood Services/Kindergarten

Forms 501.3.1, 501.3.3, 501.3.4
Facilities Committee Year-end Report
2015-2016

Committee: Tyler Demers, Chair
Keith Fowler
Don Lussier
Bob McMann

Type of Report: Annual Report to the Board of Trustees

Committee activities:
The Committee met as necessary to review 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 22, 2016 and was submitted to Alberta Education.

The 2016 Construction update attached reflects the Committee’s work as it pertains to Infrastructure Maintenance and Renewal Projects.

The Committee has reviewed the Terms of Reference as they are currently written with a recommended change under point 4, the requested change would be from the Manager of Operations and Maintenance to the Director of Facility Services.

Respectfully submitted,
Tyler Demers, Committee Chair
FACILITIES COMMITTEE
TERMS OF REFERENCE

1. NAME AND TYPE:
   Facilities Committee

2. PURPOSE:
   • To review school district 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 district facility needs and develop a Facilities Plan.
   • The Facilities Committee will review school district facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school district 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 Manager of Operations and Maintenance- Director of Facility Services.
   • The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.

5. MEETINGS:
   • The meetings will be held as and when necessary to review school district 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 district. 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
2015-2016

District policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen coordinates the meetings. Policies approved by the Board in the 2015-2016 School Year:

- 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
- 502.1 Appendix A Student Code of Conduct
- 502.3 Suspensions and Expulsions
- 505.9 Appeals
- 504.8 Involvement with Authorized Agencies
- 607.4 Responsible Use of Technology
- 1002.4 School Councils
- 608.3 Learning Commons
- 601.2.1 School Year
- 502.2 Sexual Orientation, Gender Identity and Gender Expression
- 608.1 Counselling Services
- 1005.3 Advertising, Distribution, and Merchandising In and Through Schools
- 1001.3 Communications
- 502.4 Harassment and Discrimination of Students
- 404.5 Secondments and Exchanges
- 404.3.1 Leaves of Absence
- 402.8.1 Harassment and Discrimination
- 400.1 Welcoming, Caring, Respectful and Safe Work Environments
- 400.1 Appendix A Employee Code of Conduct

Policies removed from Policy Handbook:
- 608.1 Guidance and Counselling Services
- 608.3 Library Services

All the student policies now covered within 502.1 Welcoming, Caring, Respectful, and Safe Learning Environments.

Respectfully submitted,
Lola Major, Trustee
Policy Advisory Committee Terms of Reference
2015-2016

Name and Type of Committee
The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School District No. 51.

Purpose
To advise on the development of District 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 District 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 – Lenee Fyfe / David Nussbaumer (alternate)
• Alberta Teachers’ Association – Local 41- Jaime Roberts
• Canadian Union of Public Employees – Local 290 – Nathan Pearson
• Canadian Union of Public Employees – Local 2843 – Maggie Taylor
• District School Council – pending
• Superintendent of Schools – Cheryl Gilmore
• District Principal – Teresa Loewen
• Board of Trustees - pending

Meetings
A schedule of meetings shall be developed annually. Meetings for the 2016-2017 school year are as follows:
• October 12, 2016
• November 16, 2016
• January 11, 2017
• February 15, 2017
• March 15, 2017
• April 12, 2017
Resources/Remuneration
Minutes of all meetings will be kept by the District Principal 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 2016-2017
• Finish review of policies in the 600, 800, 900, 1000 sections which were held over from previous years.
• Approve new policies in these areas:
  o 100 and 200 sections to ensure they reflect the new vision and mission statements.
  o 300 sections if the Principal Leadership Quality Standard and the Superintendent Quality Standard Documents are finalized by Alberta Education.
• Assist in the orientation of new members to the policy development process.

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 2016-2017 Terms of Reference were reviewed and approved by the Policy Advisory Committee on this date: October 12, 2016.
The Friends of 51 Committee consisting of Tyler Demers, Jolayne Prus, Sharon Mezei, and Lola Major met on June 1, 2016 and reviewed the nominations for the 2015-2016 term. Twenty-three worthy recipients were chosen and plaques / write-ups were delivered and presented on June 15, 2016. Terms of Reference were followed.

The recipients were very appreciative of being recognized:

- Runners Soul Race Association
- Peter and Diane Starrenburg
- The Kitchen Centre
- Hall Dental
- Joann Matvichuk
- Ronna Broadbent
- Costco Readers
- Chinner Wealth Management Group
- Dr. Jennifer Mather
- Lethbridge Kinsmen Club
- Westside Community Church
- Jacob Dennill (Wooden Bee Custom Finishes)
- Wael Dleikan (Lethbridge Lodge)
- Ruth Elzinga
- Shirley and Murdoch McPherson
- Diane and Jerry LeGrandeur
- Linda and Terry Tillsley
- Logic Lumber
- Wilhelmina Konyinenbelt
- Exteriors by Darcy and Leroy
- Chayne Stasiah
- Jace Forsyth
- Gayle Hiscocks

Respectfully Submitted,
Lola Major and Tyler Demers
Spirit of 51 Committee Terms of Reference
2015-2016

Name and Type of Committee:
The Spirit of 51 Committee is a standing committee of the Board of Trustees of Lethbridge School District No. 51.

Purpose:
• To enhance the recognition and appreciation of District # 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 District 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.
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 School District No. 51. Recognition will be in the form of a presentation of a special Plaque 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 district, as determined by the Board of Trustees.

Who may be recognized:
- Any individual or group from the community, excluding District employees, who has provided something of educational value to the school district.
- Any student of the school district who has provided something of educational value to the district beyond his or her normal expectations as a student.

Procedures:
- The nomination form is attached.
- Recipients can be honored 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@leths.ab.ca by Tuesday, May 31, 2016.
- The Board will review each nomination, to ensure that it meets the criteria of the program.
Board Budget Committee Report
2015-2016

Committee Members:
Keith Fowler, Chair
Donna Hunt, Trustee
Don Lussier, Associate Superintendent Business Affairs
Christine Lee, Director of Finance

Committee Activities:

- The Board held a Strategic Planning Retreat March 3rd– 4th to develop a new vision and mission statement for the district. Budget Beliefs and priorities were also reviewed and revised given the new vision and mission.

- May 19th, 2016, the committee met to review the draft budget 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 2016-2017 Draft Budget reflects the Board’s priorities and Budget Belief statements.

- May 24th, 2016 the draft budget was presented to Trustees, administration and members of the public to provide engagement and feedback on the budget. The committee notes that the turnout for this public engagement session was very low and has been for many years despite promotion with the public and District School Council to attend the event.

- The budget was passed by the Board on May 30th, 2016.

Respectfully submitted,
Keith Fowler, 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 District No. 51.

Purpose:
- To gather information and advise the Board on the District 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 District’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 district budget draft remains the responsibility of District 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 time lines 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
2015-2016

Membership: Jan Foster, Trustee and Committee Chair, Karen Rancier, Director of Curriculum, representatives from Education Centre, schools, employee groups and the community.

Meetings: The Committee met twice during the 2015-2016 school year. The school-based Facilitators Group met once following the Annual Appreciation Lunch.

Committee Activities: Following the responsibilities and Annual Objectives in the Terms of Reference, the following were undertaken during the school year.

1. After a review of 19 applications for funding of special projects, 17 were approved. Projects included Young Mom’s program, book purchases, literacy kits and backpacks, earth boxes, board games and family information evenings and take home literacy support.
2. After a survey of principals for need of skating helmets, there were 264 helmets purchased. Previously in 2015, there were 71 helmets purchased.
3. The Breeze bus pass program was in place for the past year and 27 passes were given out of the 50 allotted by the City of Lethbridge. This program will continue as more schools are becoming aware of this program. These passes are available for students Grades 6-12 for students that require transportation home after school sport or other events that prevent them from taking regular school buses.
4. On May 10, 2016, the Committee hosted the Annual Appreciation Luncheon for all donors and sponsors. Students and Staff of Westminster Elementary School and Wilson Middle School made presentations. Donors and Sponsors for the Poverty Intervention programs continue to increase in number with some continuing their support over the past number of years, such as Daytona Homes, Lethbridge Herald Food for Thought, Able Dental, A&W and many others.
5. On May 10, 2016, following the Appreciation Lunch, the school-based facilitators met and gave their reports. Some of the activities that have received funding through this committee include breakfast, lunch and snack programs, sensory rooms, literacy, lego, fidget and lice kits. All facilitators expressed their appreciation to the District for the ability to provide these much needed programs and activities.
6. On August 25, 2016, the annual Ready, Set, Go program was held which assists students with school supplies, clothing, shoes and other essentials.

The 2015-2016 Terms of Reference was reviewed and changes made and approved by the Board in February, 2016 which changes included Key Duties and Responsibilities. Since that time, no additional changes have been made and the Committee recommends the current Terms of Reference remain the same.

Respectfully submitted, Jan Foster, Committee Chair
Poverty Intervention Committee
Terms of Reference

Type of Committee
This is a standing committee of the Board of Trustees.

General Purpose
- To improve educational opportunities and achievement of students (children and youth) affected by poverty
- To determine the District’s progress in addressing poverty and make recommendations to the Board where deemed appropriate
- To heighten staff awareness and promote action on issues related to poverty.

Key Duties and Responsibilities
- Annually assess the District’s growth toward implementation of poverty interventions
- Facilitate update existing services and programs that address poverty
- Facilitate funding opportunities for poverty intervention – i.e., Kiwanis, Green Acres, Food for Thought, 100-Mile Bike Race, organization and private donations
- Conduct internal and external public relations to promote the Poverty Intervention Committee
- Share poverty interventions and best practices annually through facilitators’ reports
- Support the implementation of the Poverty Intervention Policy
- Continue to communicate with stakeholders and Poverty Intervention Facilitators to promote and facilitate PD opportunities
- Support district schools in developing and implementing Poverty Intervention practices
- Recognize that poverty interventions are effective strategies that impact the students and their learning.

This committee’s authority would be limited to Lethbridge School District No. 51 and would be advisory in capacity.

Composition and Appointments (for life of the committee)
- 1 Trustee – chair
- Education Centre staff member assigned lead responsibilities for poverty intervention
- 1 principal and 1 assistant principal
- 2 parents
- FNMI Education Coordinator
- 3 teachers – elementary, middle and high school
- 1 counselling representative
- 1 CUPE 2843 representative
- 1 CUPE 290 representative
- 1 community member
- Representatives from Alberta Health Services
- 1 Making Connections representative
  - Board appoints the Trustee whereas CUPE and ATA will each appoint their representative


Guests will be invited to assist the Committee as needed.

Meetings
- There will be 3-4 per year (December, March, May)
- They will be organized by the Chair with assistance of the Education Centre lead person for poverty intervention

Resources
- Board contribution for food programs
- Community grants and donations to support the work of the committee
- Central Office lead person for poverty intervention will administer the funds
- The budget will be reviewed quarterly and at the final meeting each year
- Support from secretarial staff will be required

Specific Annual Objectives
- Review Board funded projects
- Investigate new ways to provide support to needy students
- Continued development of communication and feedback from schools
- Provide support for schools to work collaboratively to meet the needs of district students
- Explore best practices for internal and external delegation of inventory
- Continue to provide information in school and district newsletters on the work of the Poverty Committee to raise the profile of the work of the Poverty Committee
- Post a link on the District website for the Poverty Committee
- Survey schools to determine the value of goods and services donated to the District to support students living in poverty
- Continue to encourage healthier food donations from the community
- Seek ways to work collaboratively with other District Committees with similar responsibilities (Making Connections, Healthy Schools)

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
Board Audit Committee Year-end Report
2015-2016

Committee Members:
Donna Hunt, Chair
Keith Fowler, Trustee
Don Reeves, Public Member
Jason Baker, Public member

Auditor:
B.D.O. Canada LLP, Auditors

Management:
Don Lussier, Associate Superintendent Business Affairs
Christine Lee, Director of Finance

Committee Activities:
The Audit Committee met twice in the 2015/2016 year.

The first meeting was in September 2015 to do Audit Planning for the 2014-2015 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 2015 after the Audit.
We discussed results of the Audit and any recommendations for improvement to the controls. It was a clean Audit. We discussed the results of the School Activity Funds Audit. Controls continue to improve over School Activity funds and management will continue to work with schools to impact continuous improvement in this area.

November 23, 2015 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 30th, 2015, February 28th, 2016 and May 31, 2016 for the 2015-2016 school year.

Respectfully submitted,

Donna Hunt, Chair of the Audit Committee
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,
- Two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

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 Secretary 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 2015-2016 fiscal year.
Healthy Schools Committee Year-end Report
2015-16

Members: Trustees Donna Hunt and Mich Forster, Associate Supt. Wendy Fox; District Staff and Administration Representatives; Parent Representatives; Alberta Health Services Healthy Weight Team and Addictions/Mental Health Representatives; Public Health Representative, University of Lethbridge Representative

Area of report: from the Annual Objectives of the Terms of Reference, a summary of the committee's work during the 2015-2016 school year

Meetings: The Healthy Schools Committee met three times during the year. Under the committee's umbrella, a sub-committee to plan for the Health Forum and one to discuss the future direction of the Committee also met. A small Working Group also met prior to each School Health Champions meeting.

Major areas of work for the year included:
Culmination of the High School Wellness Project, which had been funded for three years. Regular reports from the coaches occurred at each Committee meeting.

Coordination and support of the work of the School Health Champions was ongoing. Two Health Champions meetings were held during the year and reports on those meetings were made at the Committee meeting after each meeting.

A highlight of the year was the half-day Health Forum that was held at the Exhibition Grandstand Building in April. Teams from each District school attended. The first part of the morning was facilitated by Joyce Sunada from Calgary, focusing on how participants should look after their own mental and physical health first in order to work better with students. The second part had each school team work on a wellness plan for their own school, including highlighting successful practices already in place. Feedback from schools and Committee members was so positive that plans for two such forums are going forward for the 2016-2017 school year.

Throughout the year the Committee had conversations about the future direction for the Health and Wellness Committee. With so much of the wellness work now occurring at the schools, it has been felt that perhaps the HSC should become more of a steering committee. What that will entail is still under discussion and will be a major focus for the upcoming year.

I would like to thank all committee members for their involvement and contributions to our work. As well, I would like to thank the Board for continuing to include Wellness as a priority for our District and for providing funding to support this important work.

Respectfully Submitted, Mich Forster, Committee Chair
Healthy Schools Committee
Terms of Reference
2016 – 2017

Type of Committee
• This is a District committee.

General Purpose
• To promote and facilitate healthy lifestyles among students, families and staff of the District. (New vision to be determined this year through the Health Forum)

Policy References
Policy 504.11 Healthy Nutritional Choices
Policy 402.8.3 Employee Assistance Wellness Programs
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
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)
• Two Trustees
• Associate Superintendent, Instructional Services
• Associate Superintendent, Human Resources (as needed)
• Elementary and Secondary Administrators
• Two classroom teachers
• Three parents
• Representatives from Alberta Health Services
  - Addictions and Mental Health
  - Healthy Children and Youth
  - Public Health
• Director of Curriculum (as needed)
• Counselling Coordinator
• Teacher Counsellor
• Communications Officer
• District Secondary Wellness Coach (High School)

Meetings
• Meetings will be held four times per year (Sept., Dec., April, June)
They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.

Resources
- $4,000 per year
- 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 secretarial staff will be required.

Specific Annual Objectives for the 2016-17 School Year
- Support/coordination of the work of the Health Champions
- Support/coordination work of the Wellness Coach
- Development of an enhanced wellness communications plan with the help of Communications Officer and the Technology Department
- Organization and coordination of two wellness forums, one each semester
- Review the mandate of the committee utilizing a visioning process to possibly become primarily a steering committee
- 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

Reports and Target Dates
- Reports will be submitted annually or as the need arises.
- The Committee would 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.

Approved by the Board of Trustees:
Community Engagement Committee Year-end Report
2015-2016

Members: Cheryl Gilmore, Garrett Simmons, Jan Foster (Chair), Donna Hunt, Mich Forster (Trustees), Allison Pike, Pauline Hall, Hollie Tarasewich (Representatives from School Council).

Meetings: The committee met 5 times during the 2015-2016 school year.

Committee Activities:
• Reviewed Communication Plan and discussed engagement outside of the Communications Plan.
• Reviewed Town Hall process
• Reviewed and revised Terms of Reference
• Met with George Hall from Lethbridge Community Foundation to share information on establishing a Foundation
• Reviewed previous ASBA Community Engagement survey with feedback from School Councils.
• Proceeded with implementation and planning for Scholarship Breakfast to be held on January 25, 2017.

The Committee reviewed the Terms of Reference and added under Composition and Appointments “Invitees as Required – topic relevant” and recommends approval of the Terms of Reference.

Respectfully submitted,
Jan Foster, Committee Chair
Community Engagement Committee Terms of Reference
2015-2016

Type of Committee
This is a District committee.

General Purpose
To develop ways for the Board to fully engage all sectors of the community.

Policy References

Composition and Appointments (for life of the committee)
- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the District 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
- The Superintendent will administer the funds.
- The budget will be reviewed at the final meeting each year.
- Support from secretarial staff will be required.

Specific Annual Objectives
- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and develop an Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.

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 DISTRICT NO. 51

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

300 - Administration
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 District No. 51 Superintendent Leadership Profile, March 20

300 - Administration
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.
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

RE: October Organizational Meeting

Background
School Board Annual Organizational Meeting will be held on October 25, 2016. A chart containing the 2015-16 Trustee committee membership will be distributed prior to the meeting for the purpose of Trustees subsequently conveying interest in committee membership for the 2016-17 school year.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: District School Council Meetings

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

- October 3, 2016
- November 7, 2016
- January 16, 2017
- February 7, 2017 – Town Hall (Victoria Park Gymnasium)
- March 6, 2017
- April 3, 2017
- May 1, 2017
- June 5, 2017

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

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

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

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

- October 5 – General Stewart – Annual General Meeting – no trustee needed
- November 2 - Attwell Building
- December 7 - Christmas Dinner Meeting – Lethbridge Lodge
- January 11 – Attwell Building
- February 1 - Attwell Building
- March 1 - Attwell Building
- April 5 - Attwell Building
- May 3 - Attwell Building
- June 7 – Dinner Meeting – Luigi’s

Recommendation
It is recommended that the Board receive this report as information. It is recommended that a trustee be identified at the September Board meeting to attend the remaining 2016-17 ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 27, 2016

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 2016-17 is as follows:

- October 13, 2016 – Fleetwood-Bawden School
- November 8, 2016 – Westminster School
- December 14, 2016 – Education Centre
- January 12, 2017 – Lakeview School
- February 16, 2017 – Nicholas Sheran School
- March 7, 2017 – Attwell Building
- April 11, 2017 – LCI
- May 2, 2017 – Dr. Probe School

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

RE: Sock It to ‘Em Campaign – November 1 to December 14, 2016

Background
Retired District employee Gail Petrie initiated the Sock It to ‘Em campaign in 2003. Although retired, Ms. Petrie still coordinates the program. The initiative asks for donations of new socks, which are then distributed to community support agencies. This year marks the 14th Sock It to ‘Em campaign, which has resulted in over 99,000 pairs of socks being collected and distributed.

District caretakers and maintenance staff, representing CUPE 290, have taken a lead role in supporting and managing the Sock It To ‘Em campaign. The campaign is also supported by CUPE 290 members of Palliser Regional Division No. 26 and Holy Spirit Roman Catholic Separate Division No. 4.

Recommendation
It is recommended that the Board make a contribution of $100 to the Sock It To ‘Em campaign and extend thanks and congratulations to Ms. Petrie and the CUPE 290 members for their efforts.

Respectfully submitted,  
Cheryl Gilmore
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Acknowledgements of Excellence

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

District Director of Finance, Christine Lee, received the ASBO International 2016 Distinguished Eagle Award. Christine was given the award for her vision, leadership, and service which has had a positive impact on not only our students and district, but the school business profession as a whole.

Congratulations to District music teachers who are executive members of the Lethbridge Chapter of Carl Orff Canada. The Lethbridge Chapter of Carl Orff Canada hosted Bridges 2016 – the National Conference of Carl Orff Canada held in Saskatoon, Saskatchewan. The conference was co-chaired and organized by Saskatoon Chapter, Calgary Chapter and Elizabeth Nevels as Lethbridge Chapter Representative. The Conference brought together exceptional national and international clinicians, children’s performing groups and delegates from across Canada and further abroad in a joyful celebration of song, dance and music play.

Congratulations to those District elementary and middle school students who joined together as an interschool choral / ensemble group (Lethbridge Children’s Orff Ensemble) and performed with the Lethbridge Symphony on May 24th and 25th. Under the direction of Stacy Skretting these 38 students came together from six different District schools and performed her arrangements of 10 Canadian Folk Songs. They also had the opportunity to join other local choirs and sing selections in the symphony Carmina Burana. Choral group members are: Alex Ash, Kaila Bergstrom, Daniel Douglas, Logan Fedoruk, Teagan Flexhaug, Madison French, Hannah Giovannetti, Austin Goth, Hallie Goth, Kimber Goth, Jayden Harvey, Rebecca Hatch, Grace Heidinger, Morgan Hill, Kieran Inaba, Sarah Kadijk, Kenzie Kutsch, Brookelyn Leavitt, Parker Leavitt, Russell Leavitt, Briley Leusink, Ava Lupton, Josh Moxon, Emi Mundell, Samreet Mutti, Ammon Oler, Sierra Ormston, Tylee Orr, Brayden Risling, Paul Skretting, Hilary Jo Snedden, Brooke Stewart, Abby Still, Isla Strong, Kaydence Tanner, Masataro Tatsuno, Milly Wood, Zitong Wu, and Steven Yang.
Park Meadows School grade 4 student, Ava Fletcher, has been busy making an impact on our environment. She joined Earth Rangers and chose to work towards gathering donations to help save wolverines, which have become endangered in parts of Canada. She has raised $94.10 on a lemonade stand recently, working toward her goal of $500.

Senator Buchanan support staff member, Julie Matthews, qualified to participate in next summer’s International Triathlon World Series. She was the champion in her age grouping upon qualifying.

Senator Buchanan grade 5 student, Lexi Petrik, finished with a 2nd place in her age group in the Alberta Series of BMX racing.

GS Lakie Grade 8 student Josh Dublanko competes in BMX as a 13 year old expert Male and earned a gold medal for his races as well as a bronze for his time trial at the Alberta Summer Games. His biggest accomplishments over the season was that he attended BMX Nationals in Calgary (alongside Olympian Tory Hyhaug) and placed 3rd receiving a Bronze medal and qualifying for worlds next year in South Carolina.

LCI Grade 12 student, Jordan Calladine has been named to the Rugby Canada U18 long list and will start training this fall.

Congratulations to Churchill student Logan King who was a member of the Lethbridge Giants Junior Baseball team that participated in the Junior Little League World Series in Taylor Michigan this summer.

Congratulations to Churchill students Arnond Avila (grade 12) and Zoey Courchesne (grade 11) on participating with internships at the City of Lethbridge. Arnand worked with Lethbridge Transit as a Heavy Equipment Technician and Zoey worked in a carpentry apprenticeship where she is continuing to work part time.

Churchill teacher Elise Lee was granted $1250 for French resources in her classroom by La Fondation Franco-Albertaine. This grant will allow her to purchase additional resources (books, games, e-books, movies, etc.) to enhance learning and promote an appreciation for French. She will be receiving the check on Friday September 30th during the Foundation’s annual gala.

Fleetwood Bawden student, Bella Beck will be honoured at a luncheon with a “Inspiring Philanthropy Award”, presented by the Association of Fundraising Professionals Southern Alberta Chapter for fundraising efforts for the Fort McMurray wildfires.

Respectfully submitted,
Cheryl Gilmore, Superintendent
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
     Superintendent of Schools

RE: School Opening and Enrolment – Preliminary Report

Background
Alberta Education funds school jurisdictions based on the enrolment of students in K-9 on September 30th of each year. In addition, funding is provided for each Credit Equivalent Unit (CEU) students in grades 10-12 earn through the course of the year.

An update of enrolment will be presented. The report will include comparisons to projections that were made in the spring as well as estimated class sizes.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

RE: Board Priorities Report

Background
The District Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. 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
# 2016-17 District Priorities

## Priority One: Supporting Student Achievement and Closing the Achievement Gap

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

## Priority Two: Supporting the Implementation of Initiatives Designed to Develop Innovative Thinkers

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

## Priority Three: Supporting Student Diversity

<table>
<thead>
<tr>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Schools are welcoming, caring, respectful and safe learning</td>
</tr>
<tr>
<td>environments.</td>
</tr>
<tr>
<td>2. Schools are inclusive learning environments.</td>
</tr>
<tr>
<td>3. Schools are learning environments that promote healthy lifestyles.</td>
</tr>
<tr>
<td>4. Students with diverse learning and social needs are supported.</td>
</tr>
</tbody>
</table>
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: World Teachers’ Day

Background
World Teachers’ Day is held annually on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels. As outlined on the UNESCO website, 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 District 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.

District 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
Superintendent
MEMORANDUM

September 27, 2016

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 2015/16 is as follows:

- October 12 – Wilson Middle School
- November 9 – Attwell Building
- December 7 – Agnes Davidson School
- January 11 – Immanuel Christian Elementary School
- February 15 – Mike Mountain Horse School
- March 8 – Chinook High School
- April 12 – Galbraith School
- May 3 – Park Meadows School

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
## Calendar of Events for Board of Trustees

| October | 3       | District School Council meeting  
|         |         | 6:30 p.m., Education Centre Board Room |
|         | 5       | World Teachers’ Day |
|         | 5       | Board Committee of the Whole Meeting  
|         |         | 3:00 p.m., Education Centre 2nd floor Conference Room |
|         | 6       | Spanish Bilingual Program – Parent Information Night  
|         |         | 5:00 p.m., Education Centre Board Room |
|         | 10      | Thanksgiving Day |
|         | 11      | Understanding the Teenage Brain – Parent Information Night  
|         |         | 6:00 p.m., Education Centre Board Room |
|         | 13      | Breakfast with the Board  
|         |         | 7:30 a.m., Fleetwood Bawden School |
|         | 18      | District Student Advisory Council Meeting  
|         |         | 12:30 p.m., Education Centre Board Room |
|         | 19      | District 51-25 Banquet |
|         | 20      | No Kindergarten |
|         | 20-21   | NO SCHOOL for students Thursday afternoon and Friday:  
|         |         | • School based Professional Learning for elementary school  
|         |         | • Parent Teacher Interviews for middle and high school |
|         | 25      | Board Meeting  
|         |         | Education Centre Board Room |
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Keith Fowler, Trustee

RE: Board Budget Committee – September 12, 2016

The Committee reviewed and approve the Board Budget Committee terms of reference via email. No changes were made.

Respectfully Submitted,

Keith Fowler,
Chair of the Board Budget Committee
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community Engagement Committee – September 12, 2016

Plans were outlined for the Scholarship Breakfast to be held on January 25, 2017 at Victoria Park High School.

The 4 sub-committees - Scholarship Description and Application, Promotion, Event and Speaker were assigned tasks and to report back at the next meeting on Thursday, October 6, 2016 with details. At that meeting, the complete description and application process will be outlined as well as cost, promotion, event particulars such as catering, facility and student entertainment and speaker.

Respectfully submitted,
Jan Foster, Committee Chair
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: Alberta School Boards Association (ASBA) Zone Meeting – September 14, 2016

ASBA Zone 6 General Meeting was held on Wednesday, September 14, 2016 at Holy Spirit Board Office.

Grassland Division presented an Emergent Policy for discussion and approval. The policy reads: “Be it resolved....that the Alberta School Boards Association monitor and lobby the provincial government to ensure the implementation of the recommendations in the “Report of the Alberta Mental Health Committee, 2015”. More specifically, we want government to ensure that resources for teachers, timely screening for students, and more importantly, comprehensive interventions with trained professionals are available to all school aged children in Alberta who may require such services.”

After discussion, it was moved and passed unanimously that this resolution be brought to the FGM in November as an emergent resolution.

Written reports were presented by Zone Chair, Director and ASBA President. The Zone Chair handed out survey on Efficiency with our Zone and requested that Boards complete no later than October 12, 2016.

Presentation by Kevin Feehan on Parliamentary Procedures –Key to Effective Governance. Presented with lots of information along with humor and an excellent resource for every trustee.

Request made by ASBA executive that we change our meeting date from 2nd Wednesday to 3rd Wednesday so as to not conflict with Zone 1 meeting. The next scheduled meeting would then be Wednesday, November 16, 2016 at Lethbridge #51 Board Office.

Respectfully submitted,
Jan Foster, Zone 6 Representative
Efficiency within Zone 6 Survey

Please complete the following survey, as a Board, by October 7th, 2106.

You may email your responses to pam.boyson@westwind.ab.ca or send it with your Board Zone Rep Board to the October 12th, 2016 Zone 6 Executive Meeting. Thank you!

The Background:

The last few years have proven to be tight budgets for Zone 6. This is forcing us to look at efficiency within our Zone 6 structure. The following questionnaire is intended to generate dialogue among Zone 6 boards. Some questions may appear leading, but the intent is not to lead, but to stimulate some rich conversation.

The Facts...

- Financial statements showed Zone 6 running a deficit budget for the past 2 years. In the 2014 year the Zone cashed in a term deposit to balance the budget. In the 2015 year one executive meeting was tagged onto the end of a general meeting to balance the budget.
- Zone 6 currently has the highest fees in the province based on our current meeting structure.
- We are the only Zone to hold executive meetings separate from general meetings. As general meeting in November and executive meeting in December.
- Composition of our executive
  - Chair;
  - Vice – Chair;
  - Zone Director to the Alberta School Boards Association (ASBA)Board of Directors;
  - Alternate Zone Director to ASBA;
  - Labour Relations Coordinator;
  - Edwin Parr Coordinator;
  - Professional Development Coordinator;
  - Handbook Review Coordinator;
  - Trustee representative from each Member Board within the boundaries of Zone 6; and
  - Secretary-Treasurer
- Per Diem, daily allocation for meals and travel allowance shall be paid at the rate established by the ASBA budget approved at the Spring General Meeting.
- Per Diem, daily allocation for meals and travel allowance shall be paid to:
  - Any member of the Executive attending an Executive meeting unless such expenses are covered by an alternative source.
  - Zone 6 Representatives to External Organizations, when representing Zone 6 in the capacity and function of their elected position unless such expenses are covered by an alternative source.
  - Zone 6 Coordinators, when representing Zone 6 in the capacity and function of their elected position unless such expenses are covered by an alternative source.
Efficiency within Zone 6 Survey

- Any member of a Zone 6 standing or ad-hoc committee member attending a committee meeting unless such expenses are covered by an alternative source.
- All members at the Zone 6 General meetings by their respective boards.

- Our Current Handbook lists the following Zone 6 Trustee Representatives to External Organizations
  - SAPDC - per diem covered by SAPDC
  - South Zone Comprehensive Health - per diem covered by Zone 6
  - 2nd Language Caucus - Per diem covered by representatives own board
  - University of Lethbridge - Faculty of Education Teacher Education Advisory Committee (TEAC) - Per diem covered by Zone 6


The Questions...

1. Do you think the fees for Board membership in Zone 6 should remain the same?

   Yes
   No
   Comments:

2. Does your Board think there is value in sending a Zone 6 representative to SAPDC?

   Yes
   No
   Explain:

3. Does your Board think there is value in Zone 6 sending a rep to South Zone Comprehensive Health?

   Yes
   No
   Explain:
Efficiency within Zone 6 Survey

8. Does your Board think there is value in having the Professional Development Coordinator at all executive meetings?
   Yes
   No
   Explain:

9. Does your Board think there is value in having the Handbook Review Coordinator at all executive meetings?
   Yes
   No
   Explain:

10. Would your Board support having Zone 6 Executive meetings as video conference?
    Yes
    No
    Comments:

11. Do you think the current Zone 6 meeting structure of General meetings in the months of September, November, January, March, and May with executive meetings in the months of October, December, February, April, and June is working well?
    Yes
    No
    Do you have a suggestion for an alternative meeting structure?
Efficiency within Zone 6 Survey

4. Does your Board think there is value in Zone 6 sending a rep to UofL Teacher Education Advisory Committee (TEAC)?
   Yes
   No
   Explain:

5. Does your board feel all Coordinator positions (Labour, Edwin Parr, etc.) should be filled by trustees already serving on the Executive?
   Yes
   No
   Or...
   Should these positions be elected from the general membership to serve as additional positions on the Executive?
   Yes
   No
   Explain:

6. Does your Board think there is value in having the Zone 6 Labour Relations Coordinator at all executive meetings?
   Yes
   No
   Explain:

7. Does your Board think there is value in having the Zone 6 Edwin Parr Coordinator at all executive meetings?
   Yes
   No
   Explain:
Efficiency within Zone 6 Survey

12. Do you have further thoughts you would like to share to help us improve Zone 6!

Generative Thoughts...

Thank you so much for taking the time to share your thoughts!

Together we can move from Good to GREAT!
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location/Details</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 6 Governance Excellence Workshop</td>
<td>Wednesday, September 14th, 2016</td>
<td>620 12b St North Lethbridge - Holy Spirit Meeting Room (Zone 6 General Meeting Day)</td>
<td>Sharpen your Team’s Parliamentary Procedure Skills - Unleash your Board’s Full Potential</td>
</tr>
<tr>
<td>Parliamentary Procedures - The Key to Effective Governance</td>
<td></td>
<td></td>
<td>Join Kevin Feehan and fellow Zone 6 Trustees in a full day workshop customized to reinforce principles of parliamentary procedure. The goal for the day is to improve our parliamentary understanding and skills leading to more effective governance at local Board tables, Zone 6 meetings and ASBA Spring and Fall General Meeting.</td>
</tr>
<tr>
<td>Economic Development Course For Elected Officials</td>
<td>September 16, 2016 9:00 AM - 4:00 PM</td>
<td>City of Airdrie, Council Chambers</td>
<td><a href="http://www.edaalberta.ca/event-2216693">http://www.edaalberta.ca/event-2216693</a></td>
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<td>When it comes to economic development– are you really in the loop?</td>
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<td>Economic development is an essential, complex, competitive field that encompasses processes, policies and projects community leaders need to improve the economic, political and social well-being of its residents.</td>
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<td>It also requires strong leadership and community engagement. Elected officials have an important role to play.</td>
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<td>EDA's Economic Development for Elected Official's course provides you with strategies, tools, resources and experiences to help your community survive, thrive and grow.</td>
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<td>Course Trainer: Natalie Gibson</td>
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<tr>
<td>Event Name</td>
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<tr>
<td>SAPDC Well Aware: Reading, Talking and Thinking about Mental Well-Being</td>
<td>Monday, September 26th 8:45am - 3:30pm Lethbridge</td>
<td>This session will examine the state of mental health as it relates to children in Canada. Participants will leave with a toolbox of research-based evidence, tools and strategies to help support students healthy development in practical and effective ways both in and out of the classroom. Registration: <a href="https://sapdc.ca/index.php/en/sapdc-learning-opportunities?controller=event&amp;task=details&amp;eventId=1476">https://sapdc.ca/index.php/en/sapdc-learning-opportunities?controller=event&amp;task=details&amp;eventId=1476</a></td>
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<tr>
<td>Pincher Creek Municipal Library Screening - Elder in the Making</td>
<td>Friday, Sep 30 2016 - 1:30pm and 7pm Location: Fox Theater 702 Main Street Pincher Creek Admission is Free</td>
<td>Two young urban dwellers, one a Blackfoot aboriginal named Cowboy and the other a Chinese-Canadian named Chris embark on a spiritual journey across traditional Blackfoot territory. Though thousands of years of ancient history guided by the wisdom of modern day elders, they find the beginnings of the long road to reconciliation between indigenous and non-indigenous people. Producers Chris Hsiung and Cowboy Smith will be in attendance to answer questions and facilitate discussion after each screening. Light refreshments will be provided. All are welcome to attend.</td>
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<tr>
<td>Community Change Institute Webinar Series</td>
<td>Ongoing</td>
<td>[<a href="http://events.tamarackcommunity.ca/ci_webinar_series?utm_campaign=2016_CCI+Toronto&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=33302493&amp;_hsenc=p2ANqtz-">http://events.tamarackcommunity.ca/ci_webinar_series?utm_campaign=2016_CCI+Toronto&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=33302493&amp;_hsenc=p2ANqtz-</a> HLQitLV6zMmc-HLhedPqT7qZQtSfaLMirbkYDTBGkwk7EKtHwtnej7nS-G7vZd06nnBYur2sJ-auUDGbJINCIKXwtPEg&amp;_hsmi=33302493](<a href="http://events.tamarackcommunity.ca/ci_webinar_series?utm_campaign=2016_CCI+Toronto&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=33302493&amp;_hsenc=p2ANqtz-">http://events.tamarackcommunity.ca/ci_webinar_series?utm_campaign=2016_CCI+Toronto&amp;utm_source=hs_email&amp;utm_medium=email&amp;utm_content=33302493&amp;_hsenc=p2ANqtz-</a> HLQitLV6zMmc-HLhedPqT7qZQtSfaLMirbkYDTBGkwk7EKtHwtnej7nS-G7vZd06nnBYur2sJ-auUDGbJINCIKXwtPEg&amp;_hsmi=33302493)</td>
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<tr>
<td>ASBA Fall General Meeting</td>
<td>November 20th - 22nd 2016 Westin Edmonton</td>
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# ASBA Zone 6

## Professional Learning Opportunities

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<tr>
<th>Event</th>
<th>Date</th>
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<th>Description</th>
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<tr>
<td>Alberta Rural Education Symposium</td>
<td>March 5-7 2017</td>
<td>Fantasyland Hotel, Edmonton</td>
<td>Save the date! The symposium provides a wonderful opportunity to come together and explore practices and policies that help create vibrant, sustainable schools and communities throughout rural Alberta. <a href="http://www.albertaruraleducation.ca">www.albertaruraleducation.ca</a></td>
</tr>
<tr>
<td>Alberta School Councils' Association (ASCA) 2017 Annual General Meeting (AGM)</td>
<td>April 30th 2017</td>
<td>Delta Edmonton South</td>
<td><a href="http://www.albertaschoolcouncils.ca/?page=AGM">http://www.albertaschoolcouncils.ca/?page=AGM</a></td>
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<tr>
<td>ASBA Spring General Meeting</td>
<td>June 4th-6th</td>
<td>Red Deer</td>
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<td>Effective Planning and Strategy Elected Officials Education Program</td>
<td>Whether you are an elected official, interested in running in a municipal election or want to find out more about municipal government, the EOEP offers to a unique and customized learning opportunity by providing a program that is dynamic and meets the current and future demands of elected officials. Being strategic means understanding the present and past contexts, and looking to the future. Participants will learn how to develop effective strategic and business plans that are aligned with corporate priorities and are measurable and actionable. The relationship of policy and strategy will be examined and participants will learn how to engage stakeholders. The course will include identification and incorporation of sustainability principles into the planning process. <a href="http://eoep.ca/page/401">http://eoep.ca/page/401</a></td>
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### ASBA Zone 6

#### Professional Learning Opportunities

| **Negotiation Skills** | Being strategic means understanding the present and past contexts, and looking to the future. Participants will learn how to develop effective strategic and business plans that are aligned with corporate priorities and are measurable and actionable. The relationship of policy and strategy will be examined and participants will learn how to engage stakeholders. The course will include identification and incorporation of sustainability principles into the planning process. |
| **Elected Official Education** | http://eoep.ca/page/401

High quality negotiation skills are always in demand, especially when resources are scarce. This course will teach participants the basics of how to negotiate and how to further develop this skill. Elected officials will be shown how to maximize gains for all parties. Important topics covered will be interest-based negotiation, creative problem-solving, informal mediation, and effective techniques to build collaboration and manage conflicts. |
| **Strategic Thinking - How to Build Your Organization's Future Webinar** | Free Online Learning | **Trainer:** Michael Bevan  
The ability to see potential opportunities and move to take advantage of them is a core skill of any successful leader. By recognizing and anticipating changes, obstacles, trends and threats from both outside and inside the organization, you will build a robust and stable organization that can readily prepare, adapt and thrive well into the future. This webinar will illustrate the six basic elements of strategic thinking and help participants clearly envision how far they can go. [http://ca.achievecentre.com/free-webinar/](http://ca.achievecentre.com/free-webinar/) |
|---|---|---|
| **EdX Inclusive Leadership Training** | Ongoing | Learn how to reach your fullest potential.  
Everyone can be a great leader—one who inspires and makes others feel included and engaged. Inclusive leadership is about supporting people and making them feel both valued for their unique talents and like they belong. Leading inclusively and intentionally brings out your fullest potential and the potential of those around you. This Inclusive Leadership Training XSeries is an opportunity to develop the skills and behaviors of an inclusive leader with Catalyst, a global expert in the field. [https://www.edx.org/xseries/inclusive-leadership-training?utm_source=Course+Announcements+Mailin g+List&utm_medium=email&utm_content=button&utm_campaign=Student_Newsletter_September_22](https://www.edx.org/xseries/inclusive-leadership-training?utm_source=Course+Announcements+Mailin g+List&utm_medium=email&utm_content=button&utm_campaign=Student_Newsletter_September_22) |
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MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Facilities Committee – September 14, 2016

Minutes of the Facilities Meeting held September 14, 2016 at 12:00 noon

In attendance: Tyler Demers (Chair) Don Lussier
Bob McMann Michelle Loxton (Recorder)

The committee received a 2016 Construction Update on all the projects currently underway from Bob McMann, which is attached.

Bob provided an update on the Coalbanks Elementary School, the New West Lethbridge Middle School and Wilson Middle School’s Modernization.

- Coalbanks Elementary School will be completed well ahead of the 2017 school year and should give ample time for furniture and equipment placement. The school is on budget and on time.
- The New Middle School is well into constructions and will be completed well ahead of the 2018 school year, which will give ample time for furniture and equipment set up. The project is on schedule and within budget.
- Wilson Middle School’s Modernization is on schedule for completion for the 2017 school year. It is on schedule and on budget.

Terms of Reference:
The committee reviewed the Terms of Reference and made one change, which was to replace the Manager of Operations and Maintenance with Director of Facility Services.

Facilities Yearly Report to the Board:

The committee reviewed the yearly report that will go to the Board.

The meeting adjourned at 12:30 p.m.

Respectfully submitted:

Tyler Demers
Trustee
MEMO

DATE: August 30, 2016

TO: Don Lussier

FROM: Bob McMann,
       Manager Operations and Maintenance

RE: 2016 Construction Update

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
NEW CONSTRUCTION

COALBANKS ELEMENTARY SCHOOL – 66.3% Complete
WESTSIDE MIDDLE SCHOOL – 14.7% Complete

MODERNIZATION

WILSON MIDDLE SCHOOL – 49% Complete

2016 MODULAR CLASSROOM

ECOLE AGNES DAVIDSON – 2 Modulars
DR. GERALD B. PROBE – 2 Modulars
FLEETWOOD BAWDEN – 1 Modular
MIKE MOUNTAIN HORSE – 2 Modulars
2016 IMR PROJECTS

ROOFING:
MIKE MOUNTAIN HORSE – Roof Replacement – 95% Complete

FLOORING:
LAKEVIEW ELEMENTARY – Partial Flooring Upgrade - Complete
FLEETWOOD BAWDEN – Partial Flooring Upgrade - Complete

MECHANICAL UPGRADE:
PARK MEADOWS – Mechanical Room Control Upgrade – 95% Complete
NICHOLAS SHERAN – Control Upgrade – 95% Complete

FACILITY UPGRADE:
DR. GERALD B. PROBE – Parking Lot Expansion – Complete
LCI – Bleacher & Basketball Backstop Upgrade – Deferred to 2017

ELECTRICAL UPGRADES:
WINSTON CHURCHILL – Gym Lighting – Complete
ECOLE AGNES DAVIDSON – Gym Lighting – Complete
FLEETWOOD BAWDEN – Gym Lighting – Complete
DR. GERALD B. PROBE – Gym Lighting – Complete
MIKE MOUNTAIN HORSE – Gym Lighting – Complete
NICHOLAS SHERAN – Gym & Library Lighting – Complete
PARK MEADOWS – Gym & Library Lighting – Complete
MEMORANDUM

September 27, 2016

To: Board of Trustees

From: Donna Hunt, Vice Chair

RE: Audit Committee Meeting – September 20, 2016

Committee Members:
Donna Hunt, Trustee, Chair of Audit Committee  Keith Fowler, Trustee
Jason Baker, CPA, CA, Public Member  Don Reeves, Public Member

Also present:
Auditors, BDO Canada LLP –Will Zobell- Partner, Timothy Koba
Management:  Don Lussier, Associate Superintendent Business Affairs
   Christine Lee, Director of Finance

Agenda

1) Review of Committee Terms of Reference
2) Review of Audit Plan for Audit of 2015-2016 Financial Statements
3) School Generated Funds Concerns in 2015-2016
   a. No significant concerns. Internal reviews performed on;
      i. Gilbert Paterson
      ii. Immanuel Christian High School and Elementary School
      iii. Wilson Middle School
      iv. Lakeview School
      v. Mike Mountain Horse School
      vi. Nicholas Sheran School
   b. Only concerns were consistent use of Cash Envelope System and proper analytical
      review on envelopes. Various different one-on-one or group meetings were held
      during the year to influence improvement on the use of the envelopes.
   b. SGF Items:
      i. Variance Analysis Reports – Report has been changed to request end of
         July (SGF year-end) information. Requested deeper analysis and
         explanation of variances in report. These will be reviewed prior to audit.
ii. Transfers to LSD 51 for donations possible overstatement of revenues. This has been corrected by changing the initial recording of the funds to be sent over to a clearing account rather than revenues.

iii. Cash Collection Envelope System (from 13-14 recommendations)
   1. Started end of 2014-2015, Mandatory 2015-2016, as above still working on use of system.
   2. Schools have been asked to turn in tracking sheets for sampling by Auditors for 2015-2016 audit.

5) SGF Audits recommended for 2015-2016 Audit:
   a. Dr. Gerald Probe – They are due and just had a long time secretary retire
   b. Galbraith Elementary – Due
   c. Nicholas Sheran – Due and had an extensive internal review two years ago with concerns, secretary retired and new one started.
   d. Gilbert Paterson Middle School – due
   e. Victoria Park High School – due
   f. Chinook High School - due

6) SGF funds to receive an internal review in 2016-2017 by Business Affairs:
   a. Dr. Gerald Probe – New Secretary – Training follow-up
   b. Fleetwood Bawden – New Principal
   c. General Stewart – Due
   d. Lakeview Elementary – New Secretary – Training follow-up
   e. Westminster Elementary – New Principal
   f. G.S. Lakie Middle School – New Secretary – Training follow-up
   g. Winston Churchill High School - Due

7) Other – Cheque fraud

8) Next meeting to review Audit Results - November, 15th or 22nd, 2016

9) In Private Session without Management
June 22, 2016

Staff and Students
Senator Buchanan Elementary
1101 7th Avenue North
Lethbridge, AB T1H 0X7

Dear Neighbours,

Thank you just does not quite seem to cover how overwhelmed and grateful we are for the **689 books** that you have given us to help with the opening of the library within our new school, Blessed Mother Teresa. This amazing gift of literacy speaks volumes about the unique generosity of spirit that exists in our Lethbridge community, reminding us how truly lucky we are to have incredible neighbours like you.

As the patron saint of our new school, Blessed Mother Teresa, had said, **"Kind words can be short and easy to speak, but their echoes are truly endless..."** In this case, I suspect that the **kind gift of words** will have that same long-lasting impact. It is my sincere belief that this demonstration of charity will inspire the students of both Senator Buchanan and Blessed Mother Teresa to future acts of kindness.

I know I speak for our board, administration, staff and students alike when I express a simple and humble thank you for your gift. As we all come to the end of a school year, I pray that your well-earned summer vacation is both restful and rejuvenating.

Sincerely,

Chris Smeaton, Superintendent of Schools

/cc. Cheryl Gilmore, Superintendent, Lethbridge School District No 51
Anthea Boras, Principal, Blessed Mother Teresa School
2016 年 6 月 27 日

尊敬的斯皮尔曼市长先生：

今年六月 16、17 日，安阳市代表团对莱州市进行了为期两天的访问。在此，我谨代表安阳市人民政府对您及相关人员的热情款待、周全安排表示诚挚感谢！

很高兴能够与您、相关议员、莱州市经济发展局代表、莱城乡代表、莱州市/县学区代表、莱桥大学代表及莱桥学院代表等进行友好会谈。

我市代表团此次访问贵市收获颇丰，富有成效。我市一中、八中分别与莱州市/县的不同学区签署了开展友好交流、合作的协议，这些协议为潜在的学生互访、教师交流等奠定了良好基础。教育领域的合作不仅将密切安阳市/县与莱州市/县的关系，更将进一步带动双方在农业、旅游、文化、经贸等领域的合作。

安阳市、安阳县共同期待与莱州市、莱城乡一起通力合作，在各领域发掘互利共赢的合作机会，以实现双方的共同繁荣。我们相信，未来两市/县的关系将随着双方交流、合作的加强而逐渐紧密。

最后，我谨代表安阳市政府，并以我个人的名义，再次诚挚邀请您及您的同事在方便的时候到访安阳，实地感受安阳的发展风貌。

期望在不远的将来在安阳欢迎您及其它来访代表。

您诚挚的

刘建发
安阳市副市长
June 27, 2016

Your Honor Mr. Spearman,

On behalf of Anyang Municipal People’s Government, I would like to extend our sincere appreciation to you and concerned people for your hospitality during Anyang delegation’s visit to the City of Lethbridge on June 16-17, 2016.

It was delightful to meet with yourself, City Council members as well as representatives from Economic Development Lethbridge, Lethbridge County, Lethbridge School District No. 51, Holy Spirit Roman Catholic Separate Regional Division No. 4, Palliser Regional Division No. 26, Lethbridge College and University of Lethbridge.

Our visit to Lethbridge is a fruitful one. The newly signed Sister-School Friendship Relationship Agreements between Anyang No. 1/8 Senior/Junior High School and three Lethbridge School Divisions have laid a foundation for mutual visits among teachers and students. We believe educational cooperation will not only foster the friendly relationship between our communities, but also increase cooperation in the fields of agriculture, tourism, culture, economy and trade.

Together, Anyang City and Anyang County look forward to fully cooperate with the City of Lethbridge and Lethbridge County to explore mutually beneficial cooperation opportunities to realize common prosperity.

Last but not least, on behalf of Anyang Municipal People’s Government and in my own name, again I sincerely invite you and your colleagues to visit Anyang at your convenience.

I look forward to welcoming you and other delegates in Anyang in the near future.

Sincerely,

[Signature]

Liu Jianfa
Deputy Mayor
Anyang Municipal People’s Government
CERTIFICATE OF APPRECIATION

20 years in partnership

Lethbridge School District No. 51

In recognition of valuable contributions to the development and support of the South Region Parents as Teachers Program, 1996-2016

South Region Parents as Teachers

Signature

June 13, 2016
AUG 29 2016

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

Dear Mr. Forster:

The Honourable Marlin Schmidt, Minister of Advanced Education, forwarded your March 21, 2016 letter sharing your support for the Provincial Dual Credit Strategy (PDCS) and your encouragement to proceed to a longer-term framework. I also received a copy shared with me by Melody Garner, President and Chair of the Board with the Lethbridge Chamber of Commerce. I apologize for taking so long to reply.

Alberta Education is very pleased with the work that Lethbridge School District and other school jurisdictions from across the province have completed over the past two-and-a-half years as part of the PDCS. The dedication of school districts, post-secondary institutions and business/industry partners is to be commended.

I understand that there is some concern that additional government funding is not being made available to support the 51 PDCS partnerships, over and above what has already been allocated through the strategy and what continues to be available through annual secondary credit enrolment unit (CEU) or block funding and post-secondary base funding. I want to inform you that we are currently reviewing the entire PDCS program and will be looking for ways to bolster it as we move forward. Our government is committed to dual-credit opportunities as we work to provide students with an education that enriches their lives and prepares them for their future careers.
Feedback from members of the 51 funded partnerships in the PDCS will be key in helping government develop a plan/framework for the program.

Thank you again for your commitment to providing dual credit opportunities to your students.

Sincerely,

David Eggen
Minister

cc: Honourable Marlin Schmidt
    Minister of Advanced Education
September 22, 2016

Dr. Curtis Clarke, Deputy Minister of Education
7th floor Commerce Place
10155 – 102 Street
Edmonton AB  T5J 4L5

Dear Dr. Clarke,

Re:  Targeted School Nutrition Pilot Program

First, our school district would like to convey support for the intent of the Pilot Program recognizing that child poverty continues to be a significant issue in Alberta and the health and well-being of children with respect to nutrition is something that needs to be addressed. We cannot grow healthy minds in Alberta without healthy bodies.

We would, however, like to also convey the disappointment of Lethbridge School District No. 51 in not being one of the 11 school jurisdictions selected for the School Nutrition Pilot Program. We are somewhat perplexed as to how Lethbridge was missed if socio-economic status data was used as the primary criterion for targeted jurisdictions, as stated when the list of selected participating districts and divisions was released.

According to Statistics Canada, 2014, the prevalence of children living in low income families is as follows:

- Edmonton: 15.5%
- Calgary: 14.1%
- Medicine Hat: 15.3%
- **Lethbridge:** 19.1%
- Red Deer: 16.7%

According to Statistics Canada 2015, child poverty rates are as follows:

- Edmonton: 15.2%
- Calgary: 13.8%
- Medicine Hat: 15.4%
- **Lethbridge:** 19.0%
- Red Deer: 16.1%
Lethbridge School District trustees have had a Poverty Intervention Committee for over fifteen years with the mandate of addressing issues of poverty in our schools including nutrition. Our schools work hard at securing business and industry support for breakfast, healthy snack, and lunch programs. As well, since 2009 we have had a district Health and Wellness Committee whose main focus is total student and staff wellness, especially including nutrition.

We believe that we do our very best to address the growing needs of children who live in poverty in our city. It certainly would have been of great benefit to the children in our schools if some relief from the ongoing search for support of food and wellness programs would have occurred via this pilot program. We acknowledge that there is greater need than allocated resources for this project provide for, but did want to point out that the city of Lethbridge has been recognized in numerous reports on child poverty as having the highest incident rates and greatest need for support.

Our request at this time is that there be consideration of your finding additional funding to add Lethbridge School District No. 51 to the list of participating jurisdictions. Our community has the highest need for such support of all the urban jurisdictions in the province and our students deserve the support that should have been recognized using socio-economic and poverty data relative to the needs of children.

Sincerely,

Cheryl Gilmore     Mich Forster
Superintendent     Board Chair

cc: Honourable David Eggen, Minister of Education
    Honourable Shannon Phillips, MLA for Lethbridge-West
    Ms. Maria Fitzpatrick, MLA for Lethbridge-East