**AGENDA**

Lethbridge School District No. 51  
School Board  
Regular Meeting

**Tuesday, December 20, 2016**  
Board Room  
3:30 P.M.

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

3:32 p.m.  **2. Approval of Minutes**
If there are no errors or omissions in the minutes of the Regular Meeting of November 29, 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**
3:35 p.m.  4.1 IOOF Speech Competition Winners  
Enclosure 4.1

5. **Action Items**
3:35 p.m.  5.1 2017-2018 Yearly Calendar & 2018-2019 Yearly Calendar  
Enclosure 5.1

5.2 Policy Review:
- Policy 204.2 Regular Board Meetings
- Policy 204.6 Organizational Meeting
- Policy 204.10 Board Meeting Agendas
- Policy 204.12 Board Meeting Minutes  
Enclosure 5.2

5.3 Town Hall Meeting – February 7, 2017  
Enclosure 5.3

**Public Forum**

4:30 p.m.  6. **District Highlights**

7. **Information Items**
4:55p.m.  7.1 Board Chair Report
7.1.1 Board Donations in Lieu of Christmas Treats  
Enclosure 7.1.1

7.1.2 Breakfast with the Board
Lakeview School – January 12, 2017  
Enclosure 7.1.2

5:00 p.m.  7.2 Superintendent Report
7.2.1 Board Priorities Report  
Enclosure 7.2.1

7.2.2 Acknowledgements of Excellence  
Enclosure 7.2.2
7.2.3 Snacks with the Superintendents
Immanuel Christian Elementary – January 11, 2017 Enclosure 7.2.3
7.2.4 Donations and Support Enclosure 7.2.4
7.2.5 Enrolment Summary – November 30, 2016 Enclosure 7.2.5
7.2.6 Calendar of Events Enclosure 7.2.6

8. Reports
5:10 p.m. 8.1 District School Council – December 5, 2016 Enclosure 8.1
8.2 Healthy Schools Committee – December 6, 2016 Enclosure 8.2
8.3 Poverty Intervention Committee – December 6, 2016 Enclosure 8.3
8.4 Community Engagement Committee – December 7, 2016 Enclosure 8.4
8.5 ATA Local Council – December 7, 2016 Enclosure 8.5

9. Correspondence - Received
5:25 p.m. 9.1 None at this time

10. Correspondence - Sent
5:25 p.m. 10.1 None at this time

5:30 p.m. Adjournment
MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF
LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD NOVEMBER 29, 2016.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:40 p.m.

Two additions under Correspondence – Received
• Thank you Card
• Boys and Girls Club

1. Approval of Agenda
Trustee Keith Fowler moved: “that the agenda be approved.”
CARRIED UNANIMOUSLY

2. Approval of Minutes of the Regular Meeting
Trustee Donna Hunt moved: “that the minutes of the Regular Meeting of October 25, 2016 be approved and signed by the Chair.”
CARRIED UNANIMOUSLY

Approval of Minutes of the Organizational Meeting
Trustee Jan Foster moved: “that the minutes of the Organizational Meeting of October 25, 2016 be approved and signed by the Chair.”
CARRIED UNANIMOUSLY

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

4. Presentations

4.1 Literacy Work Plan and Resources
In the springtime of 2016 a Literacy Work Plan was developed under the Division of Instructional Services to enhance student reading levels (grades K-9) in Lethbridge School District No. 51.
This goal of building literacy rich learning environments and instruction in our District will be accomplished through targeted funds allocated to enhance instructional support, building resources and providing opportunities for professional learning.

In October 2016 our Board determined that additional funds to the sum of $350,000 could be allocated to purchasing resources directly associated to literacy enhancement. Karen Rancier, Director of Curriculum and Bev Smith, Literacy Lead Teacher have been working closely with school teams to support the Literacy Work Plan mandate and most recently to determine what resources to buy.

Director of Curriculum Karen Rancier and Bev Smith Literacy Lead Teacher, who are responsible for the purchasing of the resources were in attendance and provided an update around the Literacy Work Plan and shared some of the resources purchased with these funds.

The Board thanked Karen and Bev for the work they have completed with the Literacy Work Plan to date, the Board was very impressed.

4.2 2016-2017 Meritorious Budget Award (MBA)

The Association of School Business Officials (ASBO) International has awarded Lethbridge School District No. 51 its Meritorious Budget Award (MBA) for excellence in budget presentation during the 2016–2017 budget year.

The Meritorious Budget Awards (MBA) program promotes and recognizes excellence in school budget presentation and enhances school business officials’ skills in developing, analysing, and presenting a school system budget. After a rigorous review by professional auditors, the award is conferred only on school districts that have met or exceeded the program’s stringent criteria.

Director of Finance, Christine Lee, has led the development and submission of the district budget to ASBO International’s MBA Program for the last 12 years. This is the 11th year in a row that Lethbridge
School District No. 51 has received the MBA. The District received its first MBA in 2006-2007, being the first Canadian school district to receive the award.

The Board congratulated the Business Affairs department and specifically Christine Lee.

Public Forum

5. **Action Items**

5.1 **Approval of International Trips**
Chinook High School (CHS) is requesting approval to take a group of students on a tour of Switzerland and Italy from March 29th, 2018 to April 7th, 2018. The trip would be organized with EF Tours, the largest and most reputable student travel company in the world. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $3,900.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Vice Principal Mike Myndio, and Katrina Hurdle were in attendance to share the itinerary and answer questions of the Trustees with regard to the tour of Switzerland and Italy.

Trustee Keith Fowler moved:
“that the Board approve Chinook High School's tour of Switzerland and Italy from March 29th, 2018 to April 7, 2018, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 **2015-16 Audited Financial Statement**
Director of Finance, Christine Lee along with Will Zobell (CA Partner) and Tim Koba of BDO Canada LLP attended the meeting to speak to the audited financial statements and answer questions of the Board. The Board applauded Christine Lee and BDO Canada staff members for the great work they have done.
Trustee Keith Fowler moved:  
“that the Board approve the Audited Financial Statements for the 2015-2016 fiscal year and be signed by the Secretary Treasurer, Superintendent and the Board Chair.”  

CARRIED UNANIMOUSLY

5.3 2016-17 Budget Update  
Director of Finance, Christine Lee provided an overview of the Budget and responded to questions of the Board.

Trustee Donna Hunt moved:  
“That the Board receive the 2016-2017 Budget update as presented.”  

CARRIED UNANIMOUSLY

5.4 District Three Year Education Plan and Annual Education Results Report  
Alberta Education requires that each school jurisdiction develop a Three Year Education Plan (3YEP) which incorporates the vision, priorities, and strategies developed by the Board in consultation with stakeholders in the District. Alberta Education requires that the formally approved 3YEP is to be combined with the Annual Education Results Report (AERR) and be posted on the jurisdiction website by November 30.

The Education Plan serves as a template for implementation of strategies, professional learning activities, and financial planning in the District. District Administrator Teresa Loewen has been instrumental in coordinating the production of the 3YEP / AERR document.

Teresa received input from all the departments within District administration. The priorities identified in the plan were developed by the Board subsequent to input received at the annual Town Hall Meeting and from consultation with District and school administration.

The results contained in the report contain Information from the provincial 2015-16
Teresa Loewen will attend the Board meeting to highlight both the 3YEP and the AERR.

Trustee Keith Fowler moved: “that the Board approve the Three Year Education Plan and the 2015-16 Annual Education Results Report as presented.”

CARRIED UNANIMOUSLY

5.5 Locally Developed Course Approval
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Winston Churchill High School would like to use Chemistry (IB) 25 for 3 credits acquired from Calgary Roman Catholic Separate School District No. 1 from November 10, 2016 to August 31, 2020 to enhance program offerings to students.

Trustee Jan Foster moved: “that the Board approve the use of locally developed senior high school course, Chemistry (IB) 25 for 3 credits from November 10, 2016 to August 31, 2020 and any learning resources detailed in the course outline for use at Winston Churchill High School.”

CARRIED UNANIMOUSLY

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

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<td>School Three Year Education Plan and Annual Education Results Report</td>
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Teresa Loewen was in attendance to provide the Board with an overview of the policy, share any
feedback that had been received and responded to questions of the trustees.

Trustee Lola Major moved: “that the Board approve Policy 201 Guiding Principles as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “that the Board approve Policy 203.1 Policy Development as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major Moved: “that the Board approve the addition of 2.1 to Policy 600.3 Poverty Intervention to read, Identifying the unique needs within each school pertaining to vulnerable student populations.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “that the Board approve Policy 600.3 Poverty Intervention as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “that the Board approve Policy 601.1 School Three Year Education Plan and Annual Education Results Report as amended.”

CARRIED UNANIMOUSLY

5.7 Spanish Bilingual Program
In September and October 2016, the District solicited District wide parent interest in starting a Spanish Bilingual Program at Coalbanks Elementary. This program would start in September 2017 for Kindergarten and Grade 1 students. Currently we have 25 grade 1 students whose parents have pre-registered their children for this program and 17 Kindergarten students who have pre-registered.

The next steps will involve working closely with the new Principal at Coalbanks to determine staffing, training and resources to ensure that the program will be successful. It is anticipated that we may experience a slight increase in registrations if the...
decision is made to support this endeavor. Currently based upon numbers we would be looking at a half day Kindergarten class and a grade 1 class, if numbers change Human Resources will work with School administration to ensure staffing allocations are appropriate.

Trustee Keith Fowler moved:
“that the Board approve the implementation of a Spanish Bilingual Program at Coalbanks Elementary School commencing the 2017-18 school year.”

CARRIED UNANIMOUSLY

6. District Highlights

- Keith Fowler - Stinky Cheese Man – WCHS – very funny
- Jan Foster – Grease at Chinook – very impressive lots of talent
- Lola Major - Speech Competition she attended – get info from Lola
- Don Lacey – Fleetwood Remembrance Day Ceremony

7. Information Items

7.1 Board Chair Report

7.1.1 Breakfast with the Board – December 14, 2016 - Education Centre
Breakfast with the Board has been scheduled at the Education on Wednesday, December 14, 2016 at 8:00 a.m.

7.2 Superintendent Report

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

7.2.2 Acknowledgements of Excellence
District Speech Language employees Robyn Henderson, Lacey Mueller, Hailee Virostek and Christy Bates were recognized by the National Hanen School as the Hanen Champions. As Champions, they received free resources for their program.
LCI students Tanner LaPointe, Emma Arnell, Jessica Hanson, Claire McMahon, and Nicky Swidninsky who represented LCI, Lethbridge School District No. 51 and Lethbridge in the Alberta Wind Symphony or the Alberta Honour Choir in Banff in October. Students worked under the direction of international guest conductors.

LCI choir teacher, Karen Hudson, was appointed President of the board of directors of Choir Alberta for a 2-year term.

**GS Lakie Grade 8 teaching team and students** initiated the We Scare Hunger school-wide through the Me to We group to collect food items for families and members of the community that have a hard time putting food on the table. Donations went to the Interfaith Food Bank of Lethbridge. The initiative aimed at collecting food items during the Halloween “season”, and we asked our grade eight students to “trick or treat” for food items while they were in costume for our Halloween day on October 28th. Students collected food items from around the school neighbourhood and nearby communities and, with bags donated from Friesen Plastics, collected 2335 lbs. of food which is a shelf value of $5837.50! This is in addition to the food items that students in their advisor classes also collected and donated for the initiative.

Chinook Golf Team came in 1st in Zones and 3rd in Provincial competitions.

Chinook Cross Country Team earned 1st place in Zones competition.

**Coyote Junction**, a Chinook staff rock/country band is making the rounds in the local music scene.

South Zone High School Volleyball Most Valuable Players were recognized recently and they are Colm Guyn (LCI) and Danielle Price (Chinook).

**Agnes Davidson School Council** hosted their inaugural Turkey Bingo! It was a huge success raising over $6,000 for their playground project. Special guests attending were Superintendent Dr. Cheryl Gilmore, Mayor Chris Spearman, country singer Trevor Panczak, former Principal Carolle Babin, and School Resource Officer Constable Peter Wigand.
Gilbert Paterson Middle School Grade 8 student, **Aidan Lazenby**, won the Ontario and Quebec Open Judo tournaments recently and is currently training with the National Team.

Gilbert Paterson Middle School Grade 8 student, **Nali Richards**, was recently selected from dancers across the province to take part in the Alberta Ballet’s summer training institute next year.

Gilbert Paterson Middle School **Cross Country Teams** captured the LSAA City Championships in all age divisions in both girls and boys’ competitions. They then traveled to Cardston and won the 1J Zone Team banner. The **Girls Rep Volleyball Team** recently captured the 1J Zone title as well.

**Randy Bardock**, Gilbert Paterson Middle School Grade 6 Math, Science and Soccer Academy teacher, led his University of Lethbridge Pronghorn Men’s Soccer Team to the Canada West playoffs this fall with their most successful season in team history.

Galbraith Grade 5 Team **Brenda Ridder, Josie Rahim, Anna Gotgilf, Adam Campbell**, and **Catherine Brown** did an amazing job making learning Canadian History fun. They dressed the part, created the environments, and tried the foods that are part of our history.

Congratulations to the **Churchill Interact Club** and teacher-supervisor **Kevin McBeath** on their We Scare Hunger food drive campaign. The club joined forces with College Ford to collect non-perishable food donations for the Lethbridge Food Bank. Churchill students donated 1,112 pounds of food items, completely filling a pickup truck, including the back seat.

Congratulations to teacher **Greg Wolcott** (director), VP **Morgan Day** (vocal director and choreographer) and the 23 Churchill students that presented the play, The Stinky Cheese Man and Other Fairly Stupid Tales, November 16-19 at the Sterndale-Bennett Theatre. The cast and crew put on a well received show for all ages.

### 7.2.3 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.

- **LCI** received $5,000 from **Boardwalk Rentals** at WE Day to supplement the $5,000 raised by the school for a school-build project in Ecuador.
- **Wilson Middle School** received $7,000 from **Lethbridge Host Lions Club** for their breakfast and lunch programs.
- **Park Meadows School** received $1,000 from **The Gord Laurie Foundation** towards their new all access playground.
- **Park Meadows School** received $5,000 from the **Scotiabank Bright Future Foundation** towards their new all access playground.

### 7.2.4 Christmas Celebrations
Superintendent Cheryl Gilmore shared the 2016 Christmas season schedule with the Board.
7.2.5 Snacks with the Superintendents December 7, 2016 – Agnes Davidson
All the staff of École Agnes Davidson have been invited to have Snacks with the Superintendents on Wednesday, December 7, 2016 beginning at 7:45 a.m.

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

7.2.7 Calendar of Events
The Calendar of Events was reviewed for the period of December 14, 2016 to January 24, 2017.

8. Reports

8.1 ATA Local Council – November 2, 2016
Trustee Donna Hunt provided an oral report on the District School Council Meeting held on October 3, 2016.

8.2 District School Council – November 7, 2016
Trustee Keith Fowler provided a written report on the District School Council Meeting held on November 7, 2016.

8.3 Healthy Schools – November 7, 2016
Trustee Donna Hunt provided a written report on the Healthy Schools Committee Meeting held on November 7, 2016.

8.4 Community Engagement Committee – November 8, 2016
Trustee Jan Foster provided a written report on the Community Engagement Committee Meeting held on November 8, 2016.

8.5 ASBA – November 9, 2016
Trustee Donna Hunt provided a written report on the ASBA Meeting held on November 9, 2016.
8.6 **Policy Advisory Committee – November 16, 2016**
Trustee Lola Major provided a written report on the Policy Advisory Committee Meeting held on November 16, 2016.

8.7 **District Student Advisory Council – November 23, 2016**
Trustees Lola Major and Donna Hunt provided a written report on the District Student Advisory Council Meeting held on November 23, 2016.

8.8 **Audit Committee – November 23, 2016**
Trustee Keith Fowler provided a written report on the Audit Committee Meeting held on November 23, 2016.

9 **Correspondence – Received**
- Thank you card from Immanuel Christian School
- Letter from the Boys and Girls Club

10 **Correspondence – Sent**
None at this time

**Adjournment**
Trustee Keith Fowler moved:
“that the meeting be adjourned at 5:45 p.m.”

**CARRIED UNANIMOUSLY**

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

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: IOOF Speech Competition Winners

Background
Allison Leam, a Grade 11 student at LCI, and Nimaya De Silva, a Grade 11 student at WCHS, were the local winners of this year’s Zone One Independent Order of Odd Fellows speech competition.

The prize is an expense-paid trip to attend the 68th annual United Nations Pilgrimage for Youth next July in New York.

Recommendation
That the Board of Trustees congratulations the two students.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: 2017-18 and 2018-19 School Year Calendars

Background
The 2017-2018 and 2018-2019 school year calendars are attached for Board review and approval. In keeping with last year, an Assessment Day was included to accommodate furthering of assessment strategies across all grades in elementary and middle school. A committee comprised of school administrators and representation from the different employee groups structured the calendar. The draft calendars were taken to the entire administrator group for input as well as the District School Council.

With Remembrance Day falling on a Saturday and Sunday the two school calendar years, the following was applied from “The Government of Canada Federal Labour Standards General Holidays” website states:

7. What happens if a general holiday falls on a non-working day?
If New Year’s Day, Canada Day, Remembrance Day, Christmas Day, or Boxing Day falls on a Sunday or Saturday that is a non-working day for an employee, the employee is entitled to a holiday with pay on the working day immediately preceding or following the general holiday. If one of the other general holidays not listed above falls on a non-working day, then a holiday with pay may be added to the employee’s annual vacation or granted at another mutually convenient time.

Recommendation:
That the Board approve the 2017-2018 and 2018-2019 School Year Calendars as presented.

Respectfully submitted,

Cheryl Gilmore
Superintendent
Lethbridge School District No. 51
2017-2018 School Year Calendar

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**Statutory Holiday**

**Assessment Day**

**No School**

**Teachers’ Convention**

**District Professional Learning Day**

**Staff School Year Starts and Ends**

**Student School Year Starts and Ends**

**Professional Learning Days/Parent-Teacher Interviews**

**Semester Change**

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2017-2018
# Lethbridge School District No. 51

## 2018-2019 School Year Calendar

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### School Year Start and End Dates

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### Professional Learning Days

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**District Professional Learning Day**

**Assessment Day**

**No School**

**Teachers' Convention**

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2018-19 DRAFT
MEMORANDUM

December 20, 2016

To:   Board of Trustees

From:  Cheryl Gilmore, Superintendent of Schools

RE:    Policy Review

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

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

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

<table>
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<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
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<td>204.2</td>
<td>Regular Board Meetings</td>
<td>Amendment</td>
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<tr>
<td>204.6</td>
<td>Organizational Meetings</td>
<td>Amendment</td>
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<tr>
<td>204.10</td>
<td>Board Meeting Agendas</td>
<td>Amendment</td>
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<tr>
<td>204.12</td>
<td>Board Meeting Minutes</td>
<td>Amendment</td>
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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
204.2 Regular Board Meetings

Policy

The School Act permits the Board to hold as many Regular Meetings as it considers necessary. It also requires that the dates of these meetings be made public. The Board directs that Regular Meetings of the Board be scheduled and convened in accordance with the following regulations.

Regulations

1. Regular Meetings shall be held according to a schedule approved annually by the Board.
2. The schedule of Regular Board Meetings shall be provided to:
   2.1 all school principals, the chair of each School Council, local media outlets, members of the public upon request, and
   2.2 the Chair of each School Council,
   2.3 local media outlets, and
   2.4 members of the public upon request, as well as
   2.5 posted on the school district’s website and included in the “Back to School” flyer and the District’s Three-Year Education Plan.
3. Regular Meetings shall be open to the public and shall normally be held
   3.1 on Tuesday afternoons,
   3.2 beginning at 3:30 PM and
   3.3 twice per month, with the exception of July and August when there will be no Regular Meeting, in the months of September, October, November, January, February, March, April, May and June, and
   3.4 once in the month of December and the month in which Easter falls.
4. The Board may, by resolution, decide to hold a portion of a Regular Meeting in camera.
5. A Public Forum shall be scheduled for 4:30 PM for the purpose of allowing individuals to address the Board unannounced.
   5.1 Each individual shall be required to identify himself/herself.
   5.2 Comments shall be limited to a maximum of five (5) minutes and subject to the authority of the Chair.
   5.3 Trustees shall be permitted to ask questions of clarification.
6. Delegations and presentations to the Board shall be allowed.
   6.1 Delegations and presentations shall normally be limited to a maximum of fifteen (15) minutes.
7. Minutes in the prescribed form shall be kept for all Regular Meetings of the Board.

200 – Board of Trustees
204.2 Regular Board Meetings...

8. Board Highlights shall be prepared and circulated for each Regular Board Meeting.

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

References

Alberta School Act: Sections 66, 68, 70, 71, 72, 73, 74
District Policies: 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes
Policy 204.6  Organizational Meetings

The School Act requires the Board to annually hold an Organizational Meeting. The purpose of the Organizational Meeting is to structure the operations of the Board for the next year. The Board directs that the annual Organizational Meeting of the Board of Trustees of Lethbridge School District No. 51 be called and convened in accordance with the following regulations.

Regulations

1. The Organizational Meeting shall be held in conjunction with
   1.1 the first Regular Meeting of the Board each October following a general election of
       Trustees or
   1.2 the second Regular meeting in October in years when no general election is held.

2. The Organizational Meeting shall be used to:
   2.1 elect a Chair and
   2.2 elect a Vice Chair and
   2.3 appoint committee members and
   2.4 review policies and procedures governing operations of the Board.

3. All elected officers and appointees shall serve at the pleasure of the Board.

4. The Organizational Meeting shall be chaired by the Superintendent until a Chair has been elected.

5. Election of the Chair and Vice Chair shall be by secret ballot.
   5.1 The Secretary-Treasurer/Associate Superintendent, Business Affairs shall be responsible for counting ballots and identifying the elected Trustee.
   5.2 If a position is contested by more than two candidates, a majority of the Board is required to determine the successful candidate.
      5.2.1 If the leading candidate does not receive majority support, a second ballot will be held between the two candidates receiving the most votes in the first ballot. In cases of ties, refer to Regulation 5.3.
      5.3 In the event of a tie vote between two or more candidates, the following procedure will be used to break the tie.
      5.3.1 Candidates who are tied will be provided the opportunity to withdraw.
      5.3.2 If a tie still exists, a ballot will be conducted involving those candidates who are tied.
      5.3.3 If a tie still exists, the Secretary-Treasurer/Associate Superintendent, Business Affairs will conduct a coin flip between the candidates who are tied.
   5.4 Ballots shall be destroyed.

6. Appointments to committees shall be by resolution.

7. Minutes in the prescribed form shall be kept for all Organizational Meetings of the Board.
8. A list of persons elected and appointed to various positions shall be circulated through the Board Highlights. The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Sections 68, 71, 72, 73, 74, 261, 262
District Policies: 204.2 Regular Board Meetings, 204.4 In Camera Meetings, 204.10 Board Meeting Agendas, 204.9 Board Meeting Procedures, 204.12 Board Meeting Minutes
204.10  Board Meeting Agendas

Policy

The Board has authority under the School Act to establish rules governing its internal procedures and its meetings. Board meeting agendas should be prepared and distributed in such a way that:

- agenda items deal with matters which are important to the Board and the school District,
- Trustees are provided with background information on agenda items,
- Trustees have adequate time to review the agenda package prior to the meeting,
- opportunity is provided for members of the staff, student body or public to address the Board,
- schools, school councils and the local media receive agendas prior to meetings, and
- additional items can be placed on the agenda, with the approval of the Board, at the meeting.

The Board directs that agendas for all meetings of the Board be developed and distributed in accordance with the following regulations.

Regulations

1. The agenda shall be prepared by the Chair and/or Vice-Chair of the Board in consultation with the Superintendent of Schools.
   1.1 The agenda shall serve as the order paper.

2. Individual Trustees have the right to place items on the agenda for Regular meetings or scheduled In Camera meetings.
   2.1 Items shall be placed on the agenda through the Chair or the Superintendent of Schools.
   2.2 The Trustee shall specify the nature of the issue and provide necessary background information.
   2.3 Deadline for submission shall normally be 12:00 noon on the Wednesday preceding the scheduled meeting.

3. Each item on the agenda shall be supported by
   3.1 a background/briefing document, and
   3.2 a recommendation for action.

4. Agenda packages shall normally be provided to Trustees:
   4.1 For Regular meetings - on the Friday preceding the meeting, and
   4.2 For Special Meetings - at least twenty-four (24) hours prior to the meeting.

5. Agenda packages shall be made available to each school principal, the Chair of each School Council and each local media outlet on the District website.
5.1—For Regular Meetings - at least forty-eight (48) hours prior to the meeting.
204.10 Board Meeting Agendas...

5.2 For Special Meetings - as soon as practical.
6. Individuals and delegations may request an appointment with the Board.
   6.1 Requests shall be made through the Chair or the Superintendent of Schools.
   6.2 Deadline for requests shall normally be 12:00 noon on the Wednesday preceding
       the scheduled meeting.
   6.3 Appointments shall normally be limited to fifteen (15) minutes.
7. A Public Forum session shall be provided for scheduled in the agenda of each
   Regular Board Meeting.

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

References

Alberta School Act: Sections 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75
District Policies: 204.2 Regular Board Meetings, 204.3 Special Board Meetings, 204.6
    Organizational Meetings, 204.4 In Camera Board
    Meetings, 204.9 Board Meeting Procedures
204.12 Board Meeting Minutes

Policy

The School Act requires the Board to maintain a record of all proceedings of the Board and Committees of the Board. The Act also makes provision for the inspection, by an elector, of the agenda and minutes of Board meetings. The Board directs that a record of the proceedings, in the form of minutes, be prepared and maintained for each Board and committee meeting. The Board expects that minutes will accurately reflect the actions taken by the Board and its committees.

Regulations

1. Minutes of all meetings of the Board shall record:
   1.1 location of the meeting;
   1.2 members in attendance;
   1.3 order of business;
   1.4 time at which the meeting convened;
   1.5 identification of any persons who appeared before the Board and the topic of their presentation/request;
   1.6 each motion presented for debate;
   1.7 the name of the Trustee who moved each resolution;
   1.8 the disposition of each motion (“CARRIED” OR “DEFEATED”);
   1.9 with the exception of votes which are unanimous, whether each Trustee voted “In favour” or “Against” the motion;
   1.10 challenges to the Chair and the result of such challenges; and
   1.11 the time at which the meeting adjourned.
2. Minutes of committee meetings shall record the:
   2.1 time and location of the meeting;
   2.2 persons in attendance;
   2.3 order of business;
   2.4 decisions reached by the committee.
3. Minutes shall be approved at the next meeting and signed by the Chair and recording secretary.
   3.1 Corrections to the minutes will be hand-written and initialled by the Chair and recording secretary, and
   3.2 itemized in the minutes of the meeting at which the corrections are made.
4. Copies of the approved minutes for all meetings of the Board, except In Camera Meetings, shall:
   4.1 be provided to all persons receiving an agenda package, and
204.12 Board Meeting Minutes...

5.6 Approved minutes of committee meetings shall be provided to all committee members and filed with the Secretary-Treasurer/Associate Superintendent, Business Affairs.

5.16.1 Subject to the Freedom of Information and Protection of Privacy Act and Regulations, minutes of committee meetings shall not be public.

7 The Secretary-Treasurer/Associate Superintendent, Business Affairs shall maintain a permanent record of approved minutes for all Board and committee meetings.

6.8 The Secretary-Treasurer/Associate Superintendent, Business Affairs or designate shall maintain a permanent record of approved minutes for all committee meetings.

The Board delegates to the Secretary-Treasurer/Associate Superintendent, Business Affairs the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Sections 60, 61, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75

District Policies: 204.2 Regular Board Meetings, 204.3 Special Board Meetings, 204.6 Organizational Meetings, 204.4 In Camera Board Meetings
MEMORANDUM

December 20, 2016

To:       Board of Trustees

From:  Cheryl Gilmore
        Superintendent of Schools

RE:       Town Hall Meeting – February 7, 2017

Background
At the Town Hall Meeting scheduled for Tuesday, February 7, 2017, the Board will proceed with focusing on how the development of “successful” students and “innovative thinkers” as identified in our new vision, is supported with actionable strategies. Town Hall participants will brainstorm, share ideas, collaborate, and prioritize strategies that can be implemented by schools, business and industry, and families. Letters will go out inviting participation of stakeholders in early January.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Board Donations in Lieu of Christmas Treats

Background
For the past number of years, the Board has made donations on behalf of each staff to charities identified by each school. This practice was put into place in lieu of some form of token of appreciation from the Board such as chocolate to acknowledge the efforts of staff. The Board will continue with this practice, making a $50 donation on behalf of each staff to a charitable organization identified by the staff.

Below is a list of the charitable organizations that the Board will make donations to on behalf of the respective staff groups:

<table>
<thead>
<tr>
<th>Organization 1</th>
<th>Organization 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinook</td>
<td>Lethbridge Food Bank</td>
</tr>
<tr>
<td>Immanuel Christian High</td>
<td>Streets Alive</td>
</tr>
<tr>
<td>LCI</td>
<td>Sock It To ‘Em</td>
</tr>
<tr>
<td>Victoria Park / LASP</td>
<td>Christmas hampers</td>
</tr>
<tr>
<td>WCHS</td>
<td>Churchill Students in Need</td>
</tr>
<tr>
<td>Gilbert Paterson Middle School</td>
<td>Lethbridge Food Bank</td>
</tr>
<tr>
<td>G S Lakie Middle School</td>
<td>Boys &amp; Girls Club</td>
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<tr>
<td>Lethbridge Christian School</td>
<td>World Vision</td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td>Lethbridge Food Bank</td>
</tr>
<tr>
<td>Dr. Probe</td>
<td>Angel Tree</td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>Alberta Children’s Hospital</td>
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<tr>
<td>Fleetwood Bawden</td>
<td>Harbour House</td>
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<td>Galbraith</td>
<td>Jump Start</td>
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<tr>
<td>General Stewart</td>
<td>Uphill Both Ways</td>
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<tr>
<td>Immanuel Christian Elementary</td>
<td>Amazing Kids</td>
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<tr>
<td>Lakeview</td>
<td>Child of Mine</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>Big Brothers &amp; Sisters</td>
</tr>
<tr>
<td>Nicholas Sheran</td>
<td>Angel Tree</td>
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<tr>
<td>Park Meadows</td>
<td>Lethbridge Food Bank</td>
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<tr>
<td>Senator Buchanan</td>
<td>Interfaith Food Bank</td>
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<tr>
<td>Westminster</td>
<td>Westminster School Breakfast Program</td>
</tr>
<tr>
<td>Education Centre / Attwell</td>
<td>FastForward</td>
</tr>
</tbody>
</table>

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

Respectfully submitted,
Cheryl Gilmore, Superintendent
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
        Superintendent of Schools

RE: Breakfast with the Board – Lakeview School – January 12, 2017

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

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

Breakfast with the Board has been scheduled at Lakeview School on Thursday, January 12, 2017 from 7.45 – 8.15 a.m. Following the breakfast, Principal Chris Gonsalvez will provide a tour of the school for trustees.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

December 20, 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. An update on progress will be provided in the form of a report each month.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
# PRIORITY ONE

## Supporting Student Achievement and closing the achievement gap.

### Literacy/ Numeracy (Karen, Cynthia, Morag)

- The Literacy Work Plan has provided the framework for making literacy an ongoing priority.
- Conversations initiated with administrators about strategies for maximizing class/schedule structure and numeracy instruction to improve achievement in mathematics. Also exploring transition strategies for grade 8 to 9.
- Literacy resources have been ordered and are starting to arrive at schools.
- Further explore viability for parent tutorial night for mathematics-starting at G.S. Lakie in January

### DistrictProfessional Learning and District Collaborative Communities (Karen/ Rhonda/ All)

- A number of Collaborative Communities have already made arrangements to meet again to continue the work they began together on November 10.
- The November 10 PL Day was also a success for support staff PL with many different sessions including: PowerSchool, Supporting Students experiencing LD, Supporting Students that exhibit difficult behaviours, and even an ASEBP benefit session.

### Teacher Induction Support for Quality Teaching (Sharon/ Teresa)

- The Teacher Induction Program is well underway, having had three sessions already. Each session covers areas of the Teacher Quality Standard document.

### Early Learning (Isabelle)

- District 51 is embarking in a pilot of the Early Years Evaluation(EYE) with 3 kindergarten teachers. Thus far, it has been a positive venture with helpful information regarding the strengths and needs of children within their kindergarten classes using a classroom-based assessment.
- Alberta Education announced last week that the results of the Early Development Instrument (EDI), completed by most kindergarten teachers across the province last spring, will be released the beginning of December. Information specific to District 51 should be available at that time which will provide detailed information on kindergarten children across 5 domains.
- Early Education Programs will start accessing support from Making Connections this month, which has not occurred previously. Making Connections will assist in the delivery of Family Oriented Programming which is a component of Program Unit Funding(PUF), among other supports.

### FNMI (Jackie/Morag)

- “Capturing our power” Literacy Program every Wednesday p.m. at the Public Library for targeted FNMI Learners partnership with Public Library, RCMP, Lethbridge College, and Lethbridge School District.
- Data for the FNMI strategic plan gathered for Alberta Education.
- Lethbridge School District started a collaborative process of the development of Education Service Agreements with Kainai Board of Education. Lethbridge is working with surrounding districts for consistency of service and seamless transitions of students.
Other Improvement Initiatives (all):
- Explore math assessment tool
- Researching early start times versus later start times for high school students

Human Resources - addressing shortage of subs
Sub/Casual Work Board - now active - It provides each qualified replacement an easy way to view and accept available dispatch jobs, 24x7x365.

Process for subs to be added to the sublist has been shortened.

Lethbridge School District’s Job Fair. Hosting our first Job Fair this Monday!
When: Dec. 19, from 10 a.m. to 6 p.m.
Where: The Board Room at the Education Centre (433-15 Street South)
- A number of positions are currently open throughout Lethbridge School District No. 51, from teachers, educational assistants, and caretaking staff to clerical positions. School District Human Resources staff will be on hand to provide job seekers with the information necessary to apply for a position with the District.
- The District is also seeking locals for substitute lists for teachers, educational assistants and Caretaking.

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

High School re-design (Cheryl)
- Students in the Dual credit Humanities class presented projects to the public on December 15.

Engagement in provincial curriculum development (Karen)
- Alberta Education’s Curriculum Survey closed on November 18th. The content from this survey will go directly to teacher working groups to provide direction in the creation of the scope and sequences for the new curriculum.

Build the capacity of teachers and administrators: technology, online learning and digital learning (Rik)
- Planning for the Phase IV Evergreen Cycle is in full swing. In total close to 600 P.C’s and Monitors will be replaced with new HP Desktop Units. In addition, all Elementary Schools will receive new Servers, Audio Systems and Mass Storage devices.
- Planning to equip Coalbanks Elementary School continues, the new Elementary School will be outfitted with today’s latest technologies including Epson Multi-Touch Projectors, HP Laptops and carts as well as ubiquitous wireless coverage.

Program Development
- Education Technology Lead Teacher Jesse Sadlowski continues to work with classroom teachers to develop innovative ways to integrate technology into everyday lessons. Workshops on how to use Office 365 continue to be in high demand.
- The Digital Citizenship Curriculum Committee will be meeting in mid January to discuss possible scope and sequence options targeting Div. II students.
# Supporting Student Diversity

## Wellness for All program (Morag)

- November 9th- Division of Instructional Services had first meeting of two to develop strategic plan, develop common vision and understanding of each portfolio under the "DIS" umbrella. Service mapping and understanding of overlap/efficiencies in services. Reviewing communication and collaboration within the division.
- Making Connections Coordinator has been hired. Focus is to promote positive mental health in children, youth, families and individuals in the community who interact with children and youth.
- Mental Health awareness and illness prevention – formal instruction of the Well Aware teaching series for grades 4 – 8, Training for Wellness teams in the use of the GAIN SS Screening Tool from Alberta Health Services Universal strategies for dealing with stress and anxiety – teacher counsellors have been around to classes to teach these strategies, universally.
- Promotion of awareness of our Mental Health supports in the District – Cayley gave presentation to District School Council.
- Substance use awareness and alternatives – National Addictions Awareness Week activities happened in schools across the District, and universal lessons happened in many of the classrooms.

## Inclusive Education (Cynthia)

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

## ESL (Cynthia)

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

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

<table>
<thead>
<tr>
<th>PRIORITY TWO: Supporting the implementation of initiatives designed to develop innovative thinkers.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
</tr>
<tr>
<td>1. Students demonstrate the attributes of innovation, creativity and critical thinking.</td>
</tr>
<tr>
<td>2. Learning is process-based supported by instructional practices that engage students in creative and critical thinking.</td>
</tr>
<tr>
<td>3. All learners effectively use technology as creative and critical thinkers capable of understanding digital information and creating knowledge.</td>
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<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 foster innovative thinking.</td>
</tr>
<tr>
<td>6. The education system demonstrates collaboration and engagement.</td>
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</table>

<table>
<thead>
<tr>
<th>PRIORITY THREE: Supporting Student Diversity</th>
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</thead>
<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
</tr>
<tr>
<td>1. Schools are welcoming, caring, respectful and safe learning 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

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

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:

LCI student, Kaitlyn Villeneuve, won the honour for her artwork to be showcased on both the Coaldale and City of Lethbridge Remembrance Day programs and on the cover of the Lethbridge Leisure Guide through the Legion’s annual poster contest.

LCI student, Jessica Zarowny, signed on to play basketball with the University of Lethbridge following graduation.

Chinook student, Danielle Price, signed on to play volleyball with the University of Colorado following graduation.

LCI student, Meaghan Morter, signed on to swim with McGill University following graduation.

Winston Churchill grade 10 student Aiden Arn who travelled to Hamilton December 8-12 to compete in a two-day crossover tournament with roughly 1000 wrestlers. Aiden was a member of Team Canada and placed 3rd overall in the 68kg weight class with about 60 competitors. Aiden also participated in training camps with Daniel Igali 2000 Canadian Olympic gold medalist and members of team Ontario.

Winston Churchill students and staff in donating 388 pairs of socks to the “Sock it to ‘Em” event and 118 toys to the “Toys for Tots” campaign.

Respectfully submitted,
Cheryl Gilmore, Superintendent
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – Immanuel Christian Elementary School – January 11, 2017

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

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

All the staff of Immanuel Christian Elementary School have been invited to have Snacks with the Superintendents on Wednesday, January 11, 2017 beginning at 7.45 a.m.

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

Respectfully submitted,

Cheryl Gilmore
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

RE: Donations and Support

Background

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

- Community Foundation of Lethbridge and Southwestern Alberta shared Random Acts of Kindness with Park Meadows Elementary School in the form of $500 towards their All-Access Community Playground Project.
- Community Foundation of Lethbridge and Southwestern Alberta shared Random Acts of Kindness with École Agnes Davidson School in the form of $500 towards their Playground Project.
- Community Foundation of Lethbridge and Southwestern Alberta provided a $4,000 Community Priorities Grant to Nicholas Sheran Community School for their Tubano Drums Project.
- Community Foundation of Lethbridge and Southwestern Alberta provided a $10,000 Community Priorities Grant to Gilbert Paterson Middle School for their Playground Project.
- Community Foundation of Lethbridge and Southwestern Alberta provided a $10,000 Community Priorities Grant to Wilson Middle School for their Wilson Community Fitness Center Project.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Enrolment Summary – November 30, 2016

Background
Included with this memo is an enrolment summary for District schools, broken down by grade, as of November 30, 2016.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
## ALL SCHOOLS ENROLLMENT BY GRADE: November 30, 2016

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Kindergarten</th>
<th>Grades 1 - 12</th>
<th>Total</th>
<th>Total FTE</th>
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<tr>
<td></td>
<td>Nov 30 2016</td>
<td>Sep 30 2016</td>
<td>Diff</td>
<td>Nov 30 2016 1-12</td>
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<tr>
<td>Victoria Park</td>
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<tr>
<td>Chinook High</td>
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<td>Immanuel Christian High</td>
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<tr>
<td>LCI - Total Students</td>
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<tr>
<td>LCI - French Immersion</td>
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<td>WCHS</td>
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<td>G S Lakie</td>
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<tr>
<td>Gilbert Paterson - Total Students</td>
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<tr>
<td>Gilbert Paterson - French Immersion</td>
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<tr>
<td>Lethbridge Christian</td>
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<td>Wilson</td>
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<tr>
<td>Agnes Davidson - Total Students</td>
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<tr>
<td>Agnes Davidson - French Immersion</td>
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<td>Dr. Probe</td>
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<tr>
<td>Fleetwood Bawden - Total Students</td>
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<td>Fleetwood Bawden Montessori</td>
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<td>Galbraith</td>
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<td>General Stewart</td>
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<tr>
<td>Immanuel Christian Elementary</td>
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<td>Lakeview</td>
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<td>Mike Mountain Horse</td>
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<td>Park Meadows</td>
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<tr>
<td>Senator Buchanan</td>
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<tr>
<td>Westminster</td>
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<td>SUB TOTALS</td>
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<td>959 781 812 828 706 749 666 750 750 785 855 9586 9596 10713 10050.5</td>
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<td>Harbour House</td>
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<td>Pitawani</td>
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<td>CAMP</td>
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<td>SUB TOTALS</td>
<td>27 17 10 27</td>
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</tr>
</tbody>
</table>

**TOTAL STUDENTS / FTE ENROLLED AS OF NOVEMBER 30, 2016** 10740 10077.5

**TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2016** 10732 8663.5
## Calendar of Events

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Christmas break begins</td>
</tr>
<tr>
<td>January</td>
<td>Classes Resume</td>
</tr>
<tr>
<td></td>
<td>Education Centre Leadership Team Meeting</td>
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<tr>
<td></td>
<td>9:00 a.m. Education Centre Conference Room</td>
</tr>
<tr>
<td>11</td>
<td>District School Council</td>
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<td></td>
<td>6:30 p.m. Education Centre Board Room</td>
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<td>16</td>
<td>Board Committee of the Whole</td>
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<td>3:00 p.m. Education Centre Conference Room</td>
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<tr>
<td>17</td>
<td>Administrators Committee Meeting</td>
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<td>1:15 p.m. Education Centre Board Room</td>
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<td>24</td>
<td>Board Meeting</td>
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<td>3:30 p.m. Education Centre Board Room</td>
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MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Keith Fowler, Trustee

RE: District School Council – December 5, 2016

The meeting was fairly well attended given that the cold weather had just set in, I gave the trustee report. There were some questions around the Spanish Bilingual program regarding numbers of registered students and transportation. Transportation is not covered by the province so those from out of boundary to the school that wish to attend will be responsible to get their students to the school and back home. Some students from out of the district would also be accepted provided there is room.

Joy went through all the resolutions the subcommittee worked on and proposed to move forward as submissions to the provincial ASCA. “Support for truth and Reconciliation calls to action” was discussed and will move forward, as well as “Funding for Inclusive Education”. There was some discussion as some were not aware of how much extra we put into this that the government does not. The resolution on “District Budget Consultations” had a fair bit of discussion as some felt it was not their place to put forward this as we already do a great deal of public consultation during budget development, however it was decided to go forward under the guise of doing what’s right because it is a good policy for all districts. The “Cost of Carbon Levy” went forward with little discussion as all felt it was only right that this be cost neutral for school districts. The resolution on “Publicising behaviour Guidelines for persons working on School Property during school hours” it passed after some discussion. The resolution on “Incorporating Knowledge & Employability Life Skills into the regular Curriculum” After lengthy discussion around this one it was found to contain too many mistakes and errors to go forward, such as allowing all students access to it, which they already do. The resolution on “Mental Health component in Curriculum” did not pass although there was a great deal of discussion around this topic. Some expressed that it should be left to professionals to determine and with what the group learned at the previous meeting about mental health initiatives in the district it was recognized that there is a lot more going on than they were aware of.

Joy shared that she will be starting the math tutoring program at GS Lakie in the new year focusing on grade 6-9 and will confirm with the staff at the school on which topics to cover.

Allison just reminded the group of the upcoming ASCA AGM in the spring and that people should start thinking about attending and reminding those that the district pays for 1 registration per school council and that the 200 each council receives from the district could be used to help with travel expenses.
Cheryl updated the group on the innovation scholarship with the focus on innovation. Also the 2-year district calendar was presented.

I did ask the group if they were still interested in working with the ATA on holding a forum for the trustee election next fall and they were receptive to that and I subsequently informed the ATA local council that they were, and encouraged them to consider it.

Respectfully submitted,
Keith Fowler
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Healthy Schools Committee – December 6, 2016

1. Round Table Reporting
   Sharon Mezei - WHIP - Sharon outlined the exciting new prize incentives for the program. To date this year, we have 282 participants.
   Wes Spring - Community Helpers Program is set to go ahead with training for a group of students that other kids look up to. These high school students will act as first contact.
   -Survey of Physical Fitness reports that we need some focus in this area.
   -University of Lethbridge Nurses have been doing well received presentations on sleep, coping, depression and anxiety.
   Cayley King - Well Aware resources in the schools have been reported as valuable in breaking down the stigma of Mental Health. Cayley also presented a social-emotional learning scope and sequence chart specific to the Health Curriculum.
   A.S.B.A. Article outlined the importance of Administrative support for Healthy Schools.

2. District Wellness Forum November 8, 2016
   Three posters were generated from the Forum showing - Where we have come from, Where we are and How we will grow.

3. Events and Celebrations
   HASS - November 22, 2016 - great success.
   Ordinary Heroes Celebration - Dec.20, 2016
   Shaping the Future Conference - Jan. 26, 2017
   Forty Developmental Assets Training - Jan. 26, 2017
   Be the Difference - Feb. 8, 2017
   G.S.A. Conference - March 22, 2017
   SWATCA sessions Engaging Minds by Engaging Bodies and Resiliency in the Classroom.
   Victoria Park received a grant for a Zen Room and The Salvation Army donated their food truck so the student could give lunches to people on the street.
   L.C.I Office has standing desks.

Submitted by Donna Hunt
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: Poverty Intervention Committee – December 6, 2016

After welcome and introductions, Karen reported on breakfast and lunch funds with funds being allocated in the amount of $23,285.00 as of June 20, 2016. So far this year, $15,441.00 has been requested for food items.

As of August 31, 2016, we have $92,094.00 in the account – big ticket expenditures last year included helmets. Karen also reported that there were 26 grant applications and all were approved based on the set of guidelines. The total allotted was $25,650.00. Some of the projects included FNMI leadership mentoring, literacy enhancement, calming room materials, musical instruments, breakfast making supplies and social skills building.

Karen advised that she has been contacted by 5 or 6 parents of elementary aged students regarding bus passes. These parents were concerned that they would accompany their children however they could not afford their own bus pass. Karen, Tracey, Deanna and Jackie will do some research and provide an update to the committee before acting on any request.

Evangelical Free Church has an annual event “Advent Conspiracy” where the congregation raises money for a charitable organization and in December share all donations with that organization. Lethbridge School District #51 has been chosen as the recipient for this year’s offering and designated specifically for breakfast/lunch and clothing needs. We will know sometime early in the New Year how much money we will be receiving.

Jackie Lever requested funds for tree stands in support of our FNMI families. Workers have gathered 25 live Christmas trees and some decorations donated by sponsors. After discussion, the committee moved to purchase 25 tree stands as well as cost towards lights and decorations in the amount of $1,000.00.

Tracy reported that there is a need for hygiene kits for the Ready, Set, Go program for students in Grades 6-12. These need to be ordered now for distribution in August, 2017. The committee moved to spend up to $6,000.00 for the purchase of hygiene kits needed for the 2017-2018 Ready, Set, Go program.

Heather Mathur from AHS shared some bookmarks and information on Healthy Eating.

Next meeting scheduled for May, 2017 for Annual Appreciation Lunch and facilitators meeting.

Respectfully submitted, Jan Foster, Committee Chair
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community Engagement Committee – December 7, 2016

The sub-committees gave their reports on Scholarship Breakfast.

Promotion committee reported on advertising and communication for the event including ticket sales, posters, emails, video and other forms of promotion. The Lethbridge Herald has agreed to run advertising for the event, beginning in January as well as regular articles. Once a week reminders will be posted on social media accounts as well as every school website. The Chamber of Commerce is continuing to promote the event through their membership.

Scholarship Description committee provided the draft of the application process and requirements. Applications will be made available by January 15, 2017 in each middle and high school. Deadline for submission is March 31, 2017, shortlist by April 30 and interviews in May. Sub-committee will meet again to make any recommended revisions to the application form.

The event committee provided their report with estimated budget of $3,775.00 ($25.00 per person) which included meal, band costs, guest gifts and centerpieces.

Garrett distributed copies of Chamber of Commerce membership and requested that each committee member take 5 or more names to contact personally with request for tickets to the event.

Next committee meeting scheduled for Wednesday, January 11, 2017.

Respectfully submitted,
Jan Foster, Committee Chair
MEMORANDUM

December 20, 2016

To: Board of Trustees

From: Keith Fowler, Trustee

RE: ATA Local Council – December 7, 2016

I gave the trustee report as per the standard agenda and also informed them that the DSC was interested in partnering with them in holding a trustee forum for the election next fall.

The social committee reported that although they did not sell out for the fall curling bonspiel they had 14 teams and were very happy with the event and plan to hold again next year. They also reported that there is a hats off event scheduled for January 28th at the Coast Hotel and the Chevelles are booked to play the event, tickets at $10 before January and $15 after, there will be appetizers served and the theme is a “masquerade event” and they say if you wish to dress as yourself that is ok too! There is a total of 300 tickets available for the event.

Nora reported that EPC committee in the working conditions committee meeting it was decided that dress code topic will not be discussed again at the committee and that this will be site based decision making with the administration due to the many possible reasons for dressing differently, like type of lessons for the day (cooking or working in the shop) – hot day in an un air conditioned building for example.

There is no word from Barnett house on negotiations and that nothing would come forward until there was an agreement in principle. A reminder that all teachers are operating under a collective agreement and need to contact Barnett house prior to signing any changes to their contract or agreeing to any kind of leave. A reminder that they can use a U of L voucher or a co-curricular day to take a PL day off, you have to use one of the personal days under the CA.

Nora also noted that on Feb 4 they are holding a retiring workshop or information session, advise anyone thinking of retiring in the next several years should consider attending.

SWATCA reps indicate that PL requests need to be in by Dec 15, and the reminder to submit forms to the local for approval.

The web site is being upgraded as it has not been in quite some time and any suggestions should be forwarded to cody.garner@lethsd.ab.ca

It was noted that the teacher quality standard is being updated with the ATA and Alberta Ed working on this together.
They are also looking for professional learning topics for workshops or subject areas.

Some the local’s election policies are being worked on and may have revision proposals coming in the future.

Teacher induction ceremony is scheduled for March 2nd which unfortunately coincides with our board retreat...

The meeting concluded with an excellent dinner the staff at the lodge did a wonderful job and had a great visit with a number of teachers.

Respectfully submitted,
Keith Fowler