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 28, 2017 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 Provincial Champions – Volleyball and Cross Country  Enclosure 4.1
3:35 p.m.  4.2 Westminster Full Day Kindergarten (15 minutes)  Enclosure 4.2

**5. Action Items**
4:00 p.m.  5.1 Approval of International Trip  Enclosure 5.1
4:00 p.m.  5.2 2018-2019 Yearly Calendar  Enclosure 5.2
5.3 Policy Review:
- 501.6 Resident Students
- 501.7 Non-Resident Students
- 601.6 Instructional Time
- 605.3 English as a Second Language
- 802.2 Student Fees  Enclosure 5.3

4:30 p.m.  **Public Forum**

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

**7. Information Items**
4:55 p.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
     École Agnes Davidson – January 16, 2018  Enclosure 7.1.2
5:00 p.m.  7.2  Associate Superintendent’s Reports
    7.2.1  Business Affairs  Enclosure 7.2.1
    7.2.2  Human Resources
          Enrolment Summary – November 30, 2017  Enclosure 7.2.2
    7.2.3  Instructional Services  Enclosure 7.2.3

5:15 p.m.  7.3  Superintendent Report
    7.3.1  Board Priorities Report  Enclosure 7.3.1
    7.3.2  Acknowledgements of Excellence  Enclosure 7.3.2
    7.3.3  Snacks with the Superintendents
          Senator Buchanan – January 17, 2018  Enclosure 7.3.3
    7.3.4  Donations and Support  Enclosure 7.3.4
    7.3.5  Calendar of Events  Enclosure 7.3.5

8.  Reports
5:25 p.m.  8.1  Community Engagement – November 29, 2017  Enclosure 8.1
8.2  Community and Social Development – December 1, 2017  Enclosure 8.2
8.3  District School Council – December 4, 2017  Enclosure 8.3
8.4  ATA Local Council – December 6, 2017  Enclosure 8.4
8.5  Educational Task Force Committee – December 12, 2017  Enclosure 8.5
8.6  A.S.B.A. Zone 6 Executive Meeting – December 13, 2017  Enclosure 8.6

9. Correspondence – Received

10. Correspondence - Sent
5:43 p.m.  10.1  AASCA re: Chinook Leadership Conference application  Enclosure 10.1

5:45 p.m.  Adjournment

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:42 p.m.

1. **Approval of Agenda**
   Trustee Donna Hunt moved: “that the agenda be approved.”
   **CARRIED UNANIMOUSLY**

2. **Approval of Minutes**
   Trustee Jan Foster moved: “that the minutes of the Regular Meeting of October 24, 2017 and the Organizational Meeting of October 24, 2017 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 **LCI Provincial Cross Country Winners**
   Team members and coaches were congratulated and recognized with certificates from the Board.

   4.2 **Employee Wellness – What’s Next**
   Rik Jesse and Rhonda Aos shared some Body Composition session results and the new Wellness website launched at the beginning of November for all district staff. The District partnered with ASEBP on body composition sessions where staff had the opportunity to meet with a health care professional.

5. **Action Items**
   5.1 **Approval of International Trips**
   Todd Myers responded to questions from the Board.

   Trustee Jan Foster moved: “that the Board approve the Chinook High School tour to Iceland in July of 2019, on the condition that all district policies and procedures are strictly followed.”
   **CARRIED UNANIMOUSLY**
5.2 **Alberta Association of Student Councils and Advisor (AASCA)**

Ard Biesheuvel, teacher at Chinook High School, presented the 2019 Alberta Association of Students Council and Advisor Conference host application to be held May 26 to 28, 2019. A letter of approval from the Board is required for this application.

Trustee Lola Major moved:
“that the Board approve the AASCA conference application, with the understanding that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.3 **Policy Review**

Teresa Loewen, District Principal, brought forward the following policies for review:
Policy 405.13 Staff Meetings
Policy 500.1 Student Rights and Responsibilities
Policy 501.1 Attendance at School
Policy 501.3 School Attendance Areas
Policy 802.2 Student Fees

Trustee Lola Major moved:
“that the Board approve Policy 405.13 Staff Meetings as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 500.1 Student Rights and Responsibilities as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 501.1 Attendance at School as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 501.3 School Attendance Areas as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 802.2 Student Fees as presented, first reading.”

CARRIED UNANIMOUSLY

5.4 **2016-17 Audited Financial Statement**

Director of Finance Mark DeBoer presented the 2016-17 Audited Financial Statement. Auditors from BDO Canada LLP Partner Will Zobell and Avice...
DeKelver attended the meeting. Don Reeves, Community Member, on the Audit Committee also attended the meeting.

Trustee Donna Hunt moved:
“that the Board approve the Audited Financial Statements for the 2016-17 fiscal year.”

CARRIED UNANIMOUSLY

Public Forum:

Allison Pike presented her concern as a parent regarding the French Immersion program. It is requested that the Board revisit the decision of split grades.

5.5 2017-18 Budget Update
Director of Finance Mark DeBoer presented the 2017-18 Budget Update to the board based on September 30th enrolment numbers.

Trustee Donna Hunt moved:
“that the Board approve the Budget Update for the 2017-18 fiscal year.”

CARRIED UNANIMOUSLY

5.6 Authorization of Locally Developed Courses
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Trustee Donna Hunt moved:
“that the Board approve the use of locally developed senior high school courses, **Ballet 15, 25 and 35 for 5 credits** from October 10, 2017 to August 31, 2019 and any learning resources detailed in the course outline for use in all of our District high schools.”

CARRIED UNANIMOUSLY

5.7 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 combined with the Annual Education Results Report (AERR) be approved by the Board and posted on the jurisdiction website by November 30 each year. District Principal, Teresa Loewen shared the highlights of both the 3YEP and AERR with the Board. The FNMI strategic plan will be posted and linked through this plan.

Trustee Donna Hunt moved:
“that the Board approve the combined Three Year Education Plan and 2016-17 Annual Education Results Report as presented.”

CARRIED UNANIMOUSLY
6. **District Highlights**
   - Jan Foster participated in the Remembrance Day assembly tableau at General Stewart.
   - Jan Foster attended a Healthy Lethbridge event where U of A’s Dr. Raine shared a provincial report card on health.
   - Lola Major attended the IOOF speech competition.
   - Donna Hunt attended the ASBA Edwin Parr Teacher Awards night in Edmonton. Brittney Petkau from Mike Mountain Horse was recognized from Zone 6.
   - Doug James was appreciative of tour of Galbraith following Breakfast with the Board.
   - Tyler Demers, Rik Jesse and Doug James attended Gatorstock at G.S. Lakie.
   - Doug James went to Coalbanks for a tour and School Council meeting.
   - Clark Bosch attended the Churchill play “You, Second Person Narrative”.

7. **Information Items**

   7.1 **Board Chair Report**
      7.1.1 **Breakfast with the Board – December 6, 2017 – Victoria Park**
      Breakfast with the Board has been scheduled at Victoria Park on Wednesday, December 6, 2017 starting at 8:00 a.m. Following the breakfast, Principal Ian Lowe will provide a tour of the school for trustees.

      7.1.2 **System Excellence Engagement Session**
      Board Chair Clark Bosch shared information from the session hosted by Alberta Education, System Excellence Engagement Session. Three areas of focus are FNMI, New Assurance Model (Accountability Pillar replacement), and TEBA.

   7.2 **Superintendent Report**
      7.2.1 **FASTFORWARD High School Completion Initiative**
      Associate Superintendent Morag Asquith shared the 2016-2017 FASTFORWARD High School Completion Initiative report. Nikki Cale works out of our office and Victoria Park. Tremendous success has been demonstrated by the work done.

      7.2.2 **Board Priorities Report**
      Superintendent Cheryl Gilmore provided the Board with a report on the progress in Board priority areas. Purpose of the report is to keep Board members apprised of the actions that have been implemented targeting strategic priorities between board meetings. Cheryl shared the highlights of the report.
7.2.3 **Acknowledgements of Excellence**
Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the staff and students listed when visiting schools.

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

- **Dick and Mary Quon Endowment Fund** through *Lethbridge and Southwestern Alberta Community Foundation* donated $500 to the LCI Academic Awards.

7.2.5 **Christmas Celebrations**
The Board reviewed the Christmas Celebration season schedule. Lethbridge Christian School event listed on November 14 is happening on December 14. Updates to the list will be shared by email.

7.2.6 **Snacks with the Superintendents – December 6, 2017 - G.S. Lakie**
All staff of the G.S. Lakie have been invited to have Snacks with the Superintendents on Wednesday, December 6, 2017 beginning at 7:45 a.m.

7.2.7 **Enrolment Summary – October 31, 2017**
Associate Superintendent Rik Jesse shared the enrolment in the District as of October 31, 2017.

7.2.8 **Calendar of Events**
The Calendar of Events was reviewed for the period of November 29, 2017 to January 23, 2018.

8. **Reports**
8.1 **ATA Local Council – November 1, 2017**
Trustee Donna Hunt provided a written report from the ATA Local Council Meeting held November 1, 2017.

8.2 **Community Engagement Committee – November 6, 2017**
Trustee Christine Light provided a written report from the Community Engagement Committee.
Engagement Committee meeting held November 6, 2017.

8.3 District School Council – November 6, 2017
Trustee Christine Light provided a written report from the District School Council meeting held November 6, 2017.

8.4 Spirit of 51 Committee – November 7, 2017
Trustee Tyler Demers provided a written report from the Spirit of 51 Committee meeting held November 7, 2017. Board members were encouraged to email Tyler Demers with any new recognition ideas.

Schedule Adjournment
Due to adjournment scheduled for 6:00 p.m.:
Lola Major moved: “that the Board extend the meeting.”
CARRIED UNANIMOUSLY

8.5 ASBA Zone 6 General Meeting – November 8, 2017
Trustee Christine Light provided a written report from the ASBA Zone 6 General Meeting held November 8, 2017.

8.6 Facilities Committee – November 17, 2017
Trustee Tyler Demers provided a written report from the Facilities Committee meeting held November 17, 2017.

8.7 FNMI Advisory Committee – November 21, 2017
Trustee Doug James provided a written report from the FNMI Advisory Committee meeting held November 21, 2017.

8.8 ASBA Fall General Meeting – November 19 to 21, 2017
Trustee Donna Hunt provided an oral report from the ASBA Fall General Meeting held November 19 to 21, 2017.

8.9 Policy Advisory Committee – November 22, 2017
Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held November 22, 2017.

8.10 Audit Committee – November 23, 2017
Trustee Donna Hunt provided a written report from the Audit Committee meeting held November 23, 2017.

8.11 District Student Advisory Council – November 23, 2017
Trustees Lola Major and Doug James provided a written report from the District Student Advisory Council meeting held November 23, 2017.

9 Correspondence – Received
9.1 Woods Homes Children’s Benefit Gala
9.2 Alberta Education – reinstatement of Superintendent contract

10 Correspondence - Sent
   10.1 Maria Fitzpatrick

The meeting adjourned at 6:18 p.m.

________________________        _______________________
  Clark Bosch,                                    Christine Lee,
  Chair                                                Associate Superintendent
                                                      Business Affairs

Alberta Education
Correspondence – Sent
Maria Fitzpatrick
Adjournment
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

RE: Provincial Champions

Background
Immanuel Christian Secondary School Eagles won the ASAA 2A Boys Volleyball Provincial Championship. Team members are:
Coach is Nathan Watson.

Chinook High School Cross Country Provincial Champion for the second consecutive year is Solen Wood

Recommendation
That the Board of Trustees extend congratulations to the athletes.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
      Superintendent of Schools

RE: Westminster Full day Kindergarten Program Presentation

Background
Westminster School is in their third year of a three-year pilot full day Kindergarten program. Westminster was selected for the project based on identified need as evidenced in the provincial Early Childhood Development Initiative mapping. Additionally, Westminster only had one Kindergarten program, not typical of most Lethbridge School District No. 51 schools. As such, accommodating a full day program was not a burden on space.

Principal Angela Wilde and Vice Principal Teri Smith will provide a report to the Board highlighting outcomes of the program.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent Instructional Services

RE: Approval of International Trip

Background
G. S. Lakie Middle School is requesting approval to take a group of Grade 7 and 8 Wind and String music students on a four night, five day trip to the Magic Music Days at Disneyland in Anaheim, California in April of 2018. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $1,650.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation
That the G. S. Lakie Middle School music trip to Magic Music Days at Disneyland in Anaheim, California in April of 2018 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith
GS Lakie Middle School “Magic Music Days” 2018 proposal

**Who:** Auditioned grade 7 & 8 Wind and Strings students (39 in total).

**When:** March 21-25, April 11-15, April 25-29 2018

**Highlights and Musical Outcomes:**
- 4 night, five day trip.
- 30 minute music program/performance in one of the Disneyland theme parks.
- Students would spend 6 months preparing and rehearsing for the performance. (extra-curricular)
- In the park, music students and directors would work with professional musicians, sound engineers and musical directors to rehearse and participate in a live and professional scoring (movie recording) of part of a Disney movie in a sound stage recording studio.
- The scoring would give the young musicians an opportunity to experience the high level and entertainment industry standards of professional musicians.
- String students would be working with a professional composer/guitarist.
- Behind the set tour of the inner workings of the theme parks. A glimpse into the professional world of performing musicians and actors.
- Three-day hopper pass for all participants.

**Travel company:** Affinity tours

**Supervision:** Don Ponech, Sheldon Arvay (two other staff members). Unknown amount of volunteer parent chaperones.

**Equal access:** Students would be able to voluntarily fundraise money to off-set the cost.

**Proposed itinerary:** Attached

**Budget:** $1650 per student. Includes organized group breakfasts and dinners.
Day 1  LETHBRIDGE, AB | CALGARY, AB | ANAHEIM, CA

Early this morning meet your coach at your school in Lethbridge, load your coach and begin the journey to Calgary International Airport. Upon arrival into Calgary check-in for your flight to Los Angeles. Once arriving into Los Angeles you will collect your luggage and meet your motor coach outside for your transfer to your Anaheim Hotel.

4 nights’ moderate accommodation in Anaheim within walking distance of Disneyland.

Tonight enjoy a group dinner in Downtown Disney at one of the many great options including Rainforest Café, Ralph Brennan’s Jazz Kitchen or ESPN Sport Zone.

Day 2  DISNEY MAGIC MUSIC DAYS

Breakfast is included.

After breakfast, students walk to the Main Gate Entrance at Disneyland. Meet your “DISNEY MAGIC MUSIC DAYS” Representative. Today, your Band and Guitar ensembles will each participate in a 90-minute Recording Workshop, where you will perform pieces of Disney music to the corresponding Disney animated film.

Enjoy a group dinner tonight! Afterwards, spend the evening enjoying the arts and entertainment that Disney is famous for. Tonight take in the spectacular show World of Color in California Adventure Park or Fantasmic at Disneyland Park.

Day 3  DISNEY MAGIC MUSIC DAYS

Breakfast is included.

Performance Day! Today, each ensemble will enjoy a Public Performance, on stage in either Disneyland or California Adventure Park!

Balance of the day is left available for the group to enjoy the parks! Take in one of the great parades or evening shows, complete with the Disney singers and dancers.

Tonight enjoy a group dinner in downtown Disney!

Day 4  ANAHEIM, CA | LOS ANGELES

Breakfast is included

Today enjoy a full day in Disneyland and California Adventure Parks using your 3rd day of your park hopper Pass.

Tonight your group will have its final farewell dinner!

Day 5  ANAHEIM, CA | CALGARY, AB | LETHBRIDGE, AB

Breakfast is included.

This morning, transfer to the Los Angeles Airport for your flight back to Calgary. Meet your motor coach at Calgary Airport and transfer back to Lethbridge.
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

RE: 2018-19 School Year Calendar

Background
The revised 2018-2019 school year calendar will be reviewed for Board consideration. The request for revision derives from elementary administrators who have expressed a desire to structure teacher collaborative time for collective professional inquiry targeting the Board priorities. This is in keeping with collaborative time already accommodated at the middle school level (early dismissal on Wednesdays) and high school level (flexible blocks for engagement under high school re-design).

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

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

- Finish review of policies in the 600, 800, 900, 1000 sections which were held over from previous years.
- Approve new policies in the 100 and 200 sections to ensure they reflect the new vision and mission statements as well as the 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.

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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<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>501.6</td>
<td>Resident Students</td>
<td>Amended</td>
</tr>
<tr>
<td>501.7</td>
<td>Non-Resident Students</td>
<td>Amended</td>
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<tr>
<td>601.6</td>
<td>Instructional Time</td>
<td>Amended</td>
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<td>605.3</td>
<td>English as a Second Language</td>
<td>Amended</td>
</tr>
<tr>
<td>802.2</td>
<td>Student Fees</td>
<td>2nd reading</td>
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</tbody>
</table>

Respectfully submitted,

Cheryl Gilmore
501.6 Resident Students

Policy

All resident students shall be admitted to the District school within whose attendance area they reside, subject to the regulations provided below.

Regulations

1. The student must be at least 6 years old, on or before December 31 of the current school year and under 20 years of age on September 1 of the current school year.

2. The student must be
   2.1. a Canadian citizen;
   2.2. the child or step child of a Canadian citizen;
   2.3. lawfully admitted to Canada for permanent residence;
   2.4. a child of an individual who is lawfully admitted to Canada for permanent or temporary residence; or
   2.5. the child or foster child of an individual who resides within the school’s attendance area.

3. Proof of age and citizenship/immigration status is required for each student at the time of initial registration.

4. The parent/guardian’s place of residence (address) is subject to annual verification.

5. Students with exceptional learning needs may be directed to a specific school where appropriate resources and facilities are available.

   5.1. Transportation shall be provided in accordance with District policy.

6. Resident students may be permitted to enroll in a District school other than the school in their attendance area in accordance with District policy.
501.6 Resident Students...

References

School Act: 8, 13, 45, 60, 61
District Policies: 501.3 School Attendance Areas, 501.3.1 School Choice, 501.2 Eligibility for Early Childhood Services
501.7 Non-Resident Students

The Board supports the attendance of students from other parts of Canada and other countries as a means of fostering national and international goodwill and providing valuable learning experiences for participants, guests and hosts.

Regulations

1. To access these opportunities, international students must meet all the requirements and regulations mandated by Citizenship and Immigration Canada.

2. The Board believes that non-resident students may be permitted to enrol in District schools at no additional cost to the District when there:
   2.1. is a program appropriate to the student’s needs;
   2.2. are facilities appropriate to the student's needs;
   2.3. are staff appropriate to the student’s needs;
   2.4. is sufficient space in the school; and
   2.5. is sufficient space in the classroom and/or program.

3. The following definitions will clarify the different types of non-resident students:
   3.1. Non-Lethbridge residents who are from Alberta:
       This category would include students from anywhere in Alberta who would be attending one of our Alberta schools and who have a parent who ordinarily resides in Alberta. Because they are Alberta residents they would not be charged tuition fees.

   3.2. Non-resident Canadian Students who are not from Alberta:
       This category would include students under the age of 16 years, who are here without parents, but are living in Lethbridge with a custodian or a relative. Because their parents do not reside in Alberta, the students would be charged tuition fees. However, students at least 16 years of age who are determined to be independent students are not required to pay tuition fees.

   3.3. International Students:
       3.3.1. International Students with Temporary Resident Status:
       These are students who are here either on their own with a study permit to attend school or are here with parents who have either
501.7 Non-Resident Students...

a study permit or a work permit. If a student is here with a parent who has either a study permit or a work permit, they are not charged tuition fees. All international students here on their own, are charged tuition fees.

3.3.2. Students with Landed Immigrant Status:
The Confirmation of a Permanent Residence Document, issued by Citizenship and Immigration IMMIGRATION, REFUGEES, AND CITIZENSHIP Canada gives international students “Landed Immigrant Status” until they become Canadian Citizens. They may be enrolled without any tuition fee, upon providing proof of their parent’s legal residency in Canada.

3.3.3. Exchange Students
This applies to a student who is part of an approved exchange of or travel program. This could involve groups or classes of students, including educational trips and exchanges outside Canada and continental United States. This is available only at the high school level and all trips must be pre-approved. Exchange students are not eligible for grants and cannot earn an Alberta Education High School Diploma. The maximum stay for an exchange student shall be no longer than one school year. Where students from outside Alberta are participants in a legitimate exchange program that also involves Lethbridge School District No. 51 students attending schools in other parts of the world, tuition fees will be waived.

3.3.4. Visiting Students
Students visiting Canada may sit in on classes with permission from the school administration, provided that the visit is no longer than two weeks and provided that the visiting student has not finished high school. Any visiting student desiring to sit in on classes for more than two weeks must obtain permission from the Superintendent.

4. Non-resident students must apply for admission.

4.1. Students who are required to pay tuition must apply for admission through the District’s International Services Office, and are required to pay an application fee.
4.2. Tuition fees will cover all mandatory school fees for international students.

501.7 Non-Resident Students...

5. Once admitted, non-resident students shall have “resident student” status. They need not apply for admission each year provided their enrolment is continuous and any applicable permits have not expired.

6. Non-resident students with severe special learning needs will not be enrolled without consultation with the Director of Student Inclusive Education Services.

7. Tuition fees will be determined annually for approval by the Board during the District’s budget process.

8. Any tuition fees levied will be prorated, based on the length of stay. Application fees will not be prorated and are required in full for an application to be considered.

9. International students must purchase medical insurance through a District approved insurance provider.

10. International students who require home stay arrangements must pay appropriate application and placement fees determined by the contracted Home Stay Provider and the District.

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

References:
District Policies: Policy 600.3 Poverty Intervention
Policy 1003.2 Partnerships and Sponsorships

Other Statutes: Citizenship Act
601.6 Instructional Time

Policy

Instructional time shall meet or exceed the minimum time requirements recommended by Alberta Education for all courses.

Regulations

1. The schedule to be used by each school shall be submitted to the Superintendent for final approval prior to its implementation.
  2. Principals shall consult with staff, School Council and, where appropriate, students when a significant change to a school’s schedule is being considered.
    2.a. An opportunity may be given for staff, School Council, and, where appropriate, students to provide feedback on the effectiveness of the change.

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

References

School Act: 39
District Policies: 601.2.1 School Year
Other: Alberta Education Guide to Education
605.3 English as a Second Language

Policy

A continuum of English as a Second Language (ESL) supports shall be provided within each school for students who are identified as English Language Learners (ELL).

Regulations

1. ESL supports shall be provided, where reasonably possible, within the student's neighbourhood school.

2. Responsibility for the identification of students eligible for ESL supports shall rest with principals and Instructional Services.

3. Responsibility for the development and implementation of a continuum of supports shall rest with the principal in consultation with Instructional Services.

4. The Superintendent has the authority to direct students requiring specialized ESL supports to another District school.

   4.1. Transportation shall be provided in accordance with District policy.

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

References

School Act: 8, 9, 44, 45, 47
District Policies: 605.1 Inclusive Learning Supports, 605.2 Inclusive Learning Supports – Out of District Placements, 605.4 Inclusive Learning Supports – Placement Appeal
802.2  Student Fees

Policy

The Board approves the charging of fees for Enhanced Educational Supplies and Services and for Non-curricular Services subject to the regulations.

The Board directs that reasonable efforts be made to collect fees, fines, and charges owed to the District.

Definitions

**Basic Educational Services** - services, supports, and materials required for a student to be successful in meeting the core learning outcomes at a basic level. Examples include in-class instruction and supports, handouts, textbooks, mandatory workbooks, paid electronic content, and photocopying.

**Enhanced Educational Services** - services, supports and materials that are not required to meet the core learning outcomes at a basic level but that are provided to enhance the student’s learning opportunities. Examples may include curricular field trips, programs of choice, cultural activities, technology user fees, and options programming.

**Non-curricular Services** - optional activities or materials outside of the educational mandate of the jurisdiction. Examples include sports teams, musical instrument rental, clubs, agendas, athletic and spirit wear, lockers, and extended non-curricular trips.
802.2  Student Fees, cont’d

Regulations

1. Fees for Basic Educational Services are prohibited from being charged and collected by schools or the Education Centre.

2. Schools shall consult with parents and will establish a schedule of Fees for Enhanced Education Services and Fees for Non-curricular Services. The fee schedule shall be posted by the end of the preceding school year, at the time of registration and/or in advance of registration.

3. Schools shall be able to demonstrate the need and costs for any fees to be charged on the fee schedule.

4. Fees for Enhanced Educational Services shall be approved by the Board.

5. Fees for Enhanced Educational Services for similar courses and materials shall be similar for students in all District schools.

6. The expenditure of all fees shall be in accordance with the purpose communicated.

7. Schools shall establish a process to refund fees for goods and services as deemed necessary, or requested, and the refund shall be based on the unused portion of the fees.

8. Fees may be waived by the principal for parents demonstrating undue financial hardship. Schools will notify parents of the process and procedures to request a fee waiver.

9. Responsibility for the collection of fees for Enhanced Educational Services and fees for Non-curricular Services shall rest with the school. Schools are responsible to make every reasonable effort to collect outstanding fees.

10. A dispute resolution process shall be in place to address fee related concerns between parents and the District. (refer to Procedure 802.2)

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

References:

Act to Reduce School Fees (2017)
MEMORANDUM

December 19, 2017

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:

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<tr>
<th>School</th>
<th>Charity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinook</td>
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<tr>
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<td>Streets Alive</td>
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<tr>
<td>LCI</td>
<td>Lethbridge Food Bank</td>
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<td>Lethbridge Food Bank</td>
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<td>WCHS</td>
<td>Lethbridge Kidsport</td>
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<td>Gilbert Paterson Middle School</td>
<td>Lethbridge Food Bank</td>
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<td>G S Lakie Middle School</td>
<td>Harbour House</td>
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<td>Lethbridge Christian School</td>
<td>World Vision</td>
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<td>Wilson Middle School</td>
<td>Wilson food hampers for families in need</td>
</tr>
<tr>
<td>Coalbanks</td>
<td>Lethbridge KidSport</td>
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<tr>
<td>Dr. Probe</td>
<td>Make a Wish Foundation</td>
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<tr>
<td>Ecole Agnes Davidson</td>
<td>Bikers Against Child Abuse Canada</td>
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<tr>
<td>Fleetwood Bawden</td>
<td>Lethbridge Food Bank</td>
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<td>Galbraith</td>
<td>Lethbridge Food Bank</td>
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<td>General Stewart</td>
<td>Lethbridge Food Bank</td>
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<tr>
<td>Immanuel Christian Elementary</td>
<td>UR Amazing Ministries</td>
</tr>
<tr>
<td>Lakeview</td>
<td>Abide</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>Big Brothers &amp; Sisters</td>
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<td>Nicholas Sheran</td>
<td>Angel Tree</td>
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<td>Park Meadows</td>
<td>Harbour House</td>
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<td>Senator Buchanan</td>
<td>Interfaith Food Bank</td>
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<td>Westminster</td>
<td>Sunrise Rotary Club</td>
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<tr>
<td>Education Centre / Attwell</td>
<td>FastForward</td>
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</tbody>
</table>

Recommendation

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Breakfast with the Board – École Agnes Davidson – January 16, 2018

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 École Agnes Davidson School on Tuesday, January 16, 2018 from 7.45 – 8.15 a.m. Following the breakfast, Principal Broc Higginson 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 19, 2017

To:    Board of Trustees

From:  Christine Lee
       Associate Superintendent Business Affairs

RE:    Business Affairs Report

Background
The December report of the Associate Superintendent Business Affairs is attached.

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

Respectfully submitted,

Christine Lee
Associate Superintendent Business Affairs
Community Engagement Committee

- Correspondence prepared and sent related to ticket sales and sponsorship for the Canada 150 ICE Scholarship Breakfast to be held on February 14th, 2018. We have some commitments already from the community for tables and individual tickets.
- Met with potential Key Note Speaker sponsor.

Facilities

- South East Lethbridge Elementary School site at the Canals at Fairmont is fully serviced and ready for construction.
- Construction documents are 50% complete
- Met with the Director of Capital Planning South to discuss site readiness and progress of readiness to tender project once approval to proceed to construction by Alberta Government is received.
- West Lethbridge Middle School construction is at 70% complete and on target for school opening September 2018.
- Planning is underway for two major ventilation upgrades at Westminster Elementary and Senator Buchanan Elementary. As both projects will be funded by IMR grant funding are in excess of $1 million, approval will be sought by Alberta Infrastructure, followed by tender award to be brought to the Board for approval in 2018.

Technology

- The Technology department will provide a presentation to the Board in January about future evergreening plans and upcoming projects.
- Currently the Technology Department is exploring new technologies and innovative ideas for implementation in the new west Lethbridge middle school.

Finance

- Quarterly financial reports are currently be prepared and reviewed. The first quarter report will be presented to the Board in January.
- Online payments adoption rate for district at 76% (3% increase from prior year). There are 12 of 23 schools over 80% of funds collected through online payments.

Transportation

- Transportation grant was submitted to Alberta Education.

Kids are our Business
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Rik Jesse
    Associate Superintendent Human Resources

RE: Human Resources Report including Enrolment Summary

Background
The December report of the Associate Superintendent Human Resources is attached.

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

Respectfully submitted,

Rik Jesse
Associate Superintendent Human Resources
Recruitment: Lethbridge School District No. 51 is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

- On December 5, 2017 the Human Resources Department hosted their second Hiring Fair of the school year.
  
  Goal: to fill a number of positions for teachers and educational assistants.
  - 42 Teachers attend the event
  - 28 New Teachers (Pending Reference Checks) could be added to the Sub List (19% increase).
  - 4 Teachers expressed interest in joining the EA Sub List as they complete their degree.
  - 21 New applicants for the Educational Assistant Sub List - 12 moving to reference checks

- On December 8, 2017 the University of Lethbridge (Faculty of Education), hosted all southern Alberta PS III Interns. Approximately 100 PS III Students attended.
  
  Goal: to provide assistance and information regarding future job opportunities.
  - Session #1: How to be a substitute teacher?
  - Session 2#: How to get hired?
  - Session #3: Q and A about graduation requirements for teaching after PS III and beyond. Stacey Wichers and Rhonda Aos shared information about the Lethbridge School District hiring requirements including opportunities to join the EA Sub List for those who graduate in April.

- University of Alberta Education Career Fair / Foire d'emploi en Education Monday, January 29, 2018
  - Broc Higginson & Stacey Wichers will be attending the University of Alberta Education Career Fair looking to recruit new teachers, targeting French Immersion.

- Workable (ATS) now in BETA
  - Available job boards now include: Seek, LinkedIn, CareerBuilder, Monster, Beyond, Dice, Totaljobs, Caterer, IrishJobs, Finn, indeed and Kijiji
  - Postings also appear on the District Web Site and Facebook

Hires at a Glance: November / December / January

- Teachers:
  - 7 new hires as the result of personal leaves
  - 1 new hire for the second semester (programming)
- Support Staff:
  - 23 new to the District (Educational Assistants, AES, Career Practitioner, EA Subs)
- Non Union: OH&S Officer – offer pending
  - Bill 30 – Mandates joint work site health and safety committees for workplaces with 20 or more employees.
Substitute Teacher / Educational Assistant List:

- Substitute Teacher List: 145 Active Substitutes
  - 28 new Teachers (Pending Reference Checks) could be added to the Sub List (19% increase).
  - Added 5 retired teachers to the sub list
- Educational Assistant: 49 Educational Substitutes currently on the list (not all active)
  - 21 new applicants for the Educational Assistant Sub List - 12 moving to reference checks
- Statistics re: “No Replacement” found
  - September – December (2017)
    - Teachers – 66
    - Support – 287
  - September – December (2015)
    - Teachers – 10
    - Support - 113

Early Retirement Incentive: The Board extended the Voluntary Retirement Package to All Staff members who, by December 22 2017, have submitted a letter of resignation (effective January 31, 2018). Eligible employees will be offered a temporary contract effective February 1, 2018 to June 30, 2018. To date, 3 Teachers have made application.

Teacher Induction Program (TIP): EVENT November 27, 2017 ~ All Year I TIP participants for the 2017-2018 school year, topics included:

- FNMI (Best Practices) ~ Andrea Fox, District Principal of FNMI
- Meeting the Needs of our English Language Learners ~ David Fuller, ELL Lead Teacher
- Differentiation Strategies
  - Self-regulation ~ Nicole Baker
  - iPads and apps ~ Jesse Sadlowski
  - Digital Resources ~ Keenan Geer

Next TIP session, for all protégés, is Monday, March 5th from 8:30 AM to 3:30 PM

G.S. Lakie Transfer Timelines:

- December 1, 2017 ~ Staffing Process was announced to the G.S. Lakie Staff
- December 4, 2017 ~ The same process was shared at Wilson and Paterson
- December 4, 2017 ~ Teacher Assignment Preference Sheet (TAPS) distributed to G.S. Lakie Teaching Staff
- December 11, 2017 ~ Presentation: New Middle School ~ Bill Bartlett
- January 10, 2018 ~ Teacher Assignment Preference Sheet (TAPS) submitted to the Education Centre
- February 9, 2018 ~ All placements for teachers with continuing contracts will be completed
- February 12, 2018 ~ Remaining positions at G.S. Lakie and the new Middle School will be opened internally to competition inclusive of all teachers with continuing contracts as well as teachers at G.S. Lakie on probationary contracts.
- March (TBA), 2018 ~ Round 1 opens
**WHIP Update:** A Wellness & Nutrition Initiative

- Over 300 Employees have signed up for the District Health and Wellness Incentive Program
- 24 Family members have created accounts
- 55 level one rewards have been redeemed (Booster Juice vouchers)

**Negotiations Update (CUPE 2843):**

- CUPE 2843 bargaining will commence in January
### ALL SCHOOLS ENROLLMENT BY GRADE: November 30, 2017

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<thead>
<tr>
<th>SCHOOL</th>
<th>Kindergarten</th>
<th>Gr 1</th>
<th>Gr 2</th>
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**TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2017**

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**TOTAL STUDENTS / FTE ENROLLED AS OF NOVEMBER 30, 2017**

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MEMORANDUM

December 19, 2017

To:  Board of Trustees

From:  Morag Asquith
        Associate Superintendent Instructional Services

RE:  Instructional Services Report

Background
The December report of the Associate Superintendent Instructional Services is attached.

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

Respectfully submitted,

Morag Asquith
Associate Superintendent Instructional Services
From the Desk of the Associate Superintendent- Division of Instruction

December 2017

Curriculum
- Arabic and Spanish Bilingual Program- checking in on viability next year
- Science Sizzle- planning for next year partnership with U of L
- Organizing for Laura Paiement’s Self-Regulation visit in February (week of 5-9th)
- Prep for Kindergarten registrations

Wellness
- Wellness Committee- Nutrition Policy
- Review mid-year Wellness Grant reports

First Nations Metis Inuit
- FNMI Committee- FNMI Policy
- BCCE work and evening
- Meeting with Alberta Ed- FNMI Strategic Plan

Inclusive Education
- Inclusive Education Program review with Ann

Policy Work
- Substance Misuse Policy work
- Parent inquiries (7 so far for month of December)

Safety
- Evacuation meeting for all of Lethbridge and partnerships- to arrange
- Inquiry Dialogue visits at schools and DIS Team (8 per month)
- Emergent issues as they arise (Crisis related)

Administrative, HR and Supervision
- Staff Evaluations- 7 staff to evaluate- 5 from DIS and 2 Principals
- Tweaking Job descriptions for new hires
- CIF EA sessions- work with Ann
- Middle School staffing data provincially
- FNMI staffing- postings, etc
- DIS Leadership Team Meeting and DIS Team meeting- develop trends for Strategic Plan
- Supervision of staff- Andrea, Karen, Ann, DeeAnna, Cayley, Jim, Shaun, Deb, Anna, Melinda, Isabelle
- School Council meetings
- School Growth Plans

Miscellaneous
- District Student Council work
- Legal issues and challenges from schools (field tips, conflict and custody)
- Contact Medicine Hat College re: EA distance Dual Credit possibility
- Christmas concerts and events
- GSA staff night
- Tell Them from Me- supporting Teresa
MEMORANDUM

December 19, 2017

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
2017-18 DISTRICT PRIORITIES

<table>
<thead>
<tr>
<th>PRIORITY ONE: Supporting Student Achievement and closing the achievement gap.</th>
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</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>
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<td>2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.</td>
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<td>3. Students are lifelong learners possessing the skills and attributes to successfully transition to further education, credentialing or the world of work.</td>
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<td>4. First Nations, Metis and Inuit (FNMI) student achievement will meet or exceed provincial standards.</td>
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<td>5. School Leaders are highly skilled in all areas of the Principal Leadership Quality Standard and Teachers are highly skilled in all areas of the Teaching Quality Standard.</td>
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<td>6. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.</td>
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<table>
<thead>
<tr>
<th>PRIORITY TWO: Supporting the implementation of initiatives designed to develop innovative thinkers.</th>
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<tbody>
<tr>
<td><strong>OUTCOMES:</strong></td>
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<tr>
<td>1. Students demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.</td>
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<td>2. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.</td>
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<td>3. The education system demonstrates collaboration and engagement to further District priorities, including innovative thinking.</td>
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<tr>
<th>PRIORITY THREE: Supporting Student Diversity</th>
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<tr>
<td><strong>OUTCOMES:</strong></td>
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<tr>
<td>1. Schools are welcoming, caring, respectful and safe learning environments.</td>
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<tr>
<td>2. Schools are inclusive learning environments.</td>
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<tr>
<td>3. Schools are learning environments that promote healthy lifestyles.</td>
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2017-18 DISTRICT PRIORITIES
REPORT TO THE BOARD: December 2017

PRIORITY ONE
Supporting Student Achievement and closing the achievement gap.
Literacy/ Numeracy (Karen, Ann, Morag)
• The Elementary Comprehensive Literacy Steering Committee met in December to share best practices in literacy from each school and to review how the Literacy PL mornings on October 10th and November 9th went in order to make plans for supporting our teachers in the coming months. (Karen)

Middle School Re-Visioning (Cheryl) District
• Cayley King and Karen Rancier presented administrators with a career exploration scope and sequence plan including application of the on-line My Blueprints Career program across grades 7, 8, 9 and CALM at high school level.
• Administrators discussed the development of a mathematics strategy at the middle grades levels. Articulation meetings will be scheduled among feeder school clusters in January. A secondary mathematics committee with teacher and admin. Reps will begin to develop a Mathematics Work Plan.
• A Middle School Learning Day committee comprised of teachers will begin to work with Karen Rancier on the development of a plan for the day

Administrator Mentorship Program (Teresa)
• No formal meetings for Admin Mentorship this month. Protégés continue to contact mentors as issues arise.

District Professional Learning and District Collaborative Communities (Karen / Ann / All)
• Since our first District-wide PL day on November 9th, 14 Collaborative Communities have requested additional time to work together before the next District-wide day in April. (Karen)
• New Hire Orientations (HR & Payroll) - Offered three times prior to the school year and the 2nd Tuesday and 4th Thursday of each month. (R Aos)
  o Overview of: ADW, Dashboard, Job Shopping, Work Board, Accessing Pay Information, Public School Works (OHS), Crisis Response Manual and District Policy. Also offer support with logging onto District computers.
• Various requests have been approved for support staff to access professional learning for specific events such as SIVA, self-regulation, etc.
• Self-regulation sessions and consults - Feb 6-9th Laura visiting presenting to various groups and doing the evening session Part-2 for teachers
• Provided an Administrators FNMI learning session in December

Parent Education (all)
• Blanket Exercise was provided to members of the District School Council (exercise that develops an understanding of Indigenous history, historical and current perspectives, and Truth and Reconciliation).

Teacher Induction Support for Quality Teaching (Rik/ Teresa)
• Teacher Induction Program Year 1 cohort met on November 27th for their fourth full-day session and Year 2 cohort met November 29th for their second half-day session. All Year 1 and 2 protégés and their mentors have access to a full day of release time to be used for classroom observations and feedback.
Administrator Professional Learning (Cheryl)

- Administration teams have all participated in their second generative dialogue session with a District leadership pair. This inquiry-focused process is proving to be an impetus for research pertaining to specific school areas of focus as well as deep thinking regarding gathering and use of data to support decisions.
- December 6 - District FNMI principal Andrea Fox provided a session to principals focusing on the infusion of Aboriginal perspective in curriculum and school programs.

Early Learning (Isabelle)

- Early Years Evaluation (EYE) data collected by kindergarten teachers has been compiled and released this past week to our school district. This will provide formative information for programming and allows for responsive instruction that meets the needs of specific classroom communities.
- U of L has completed the analysis of the data from 2016-2017 school year from the three year, full day kindergarten pilot at Westminster. Results are showing statistically significant gains as compared to the control group.

FNMI (Morag/Andrea)

- First FNMI Committee meeting was held in November, Lethbridge SD Policy was identified as a focus for the Committee
- Dancing group at Senator Buchanan
- Art Project in tandem with Calgary Board of Education for FNMI students
- Annual FNMI strategic plan review meeting with Dan Ferguson (Alberta Education Field Services) to be in December.
- FNMI Staff retreat at EverActive Schools Conference
- Staffing shortage with Liaisons currently
- FNMI Language and Culture Teacher changing schools at Christmas - he has been team teaching, collaborating and working with teachers and students at Victoria Park, Wilson, and Chinook next semester he will be working with Gilbert Paterson, LCI and Churchill
- BCCE Event - Blanket Exercise with Westwind, Livingstone Range, Holy Spirit, Lethbridge SD No. 51, and Kainai Board of Education Board Members and Senior Administration
- Mentorship Activity for students December 12th - Christmas Theme.

Dual Credit (Morag/Cheryl)

- Met with University of Lethbridge and Livingstone Range for the development of a proposal for the Dual Credit project funding announced last month. We are developing a submission for Cinema
- LCI continues to work with the University of Lethbridge for the delivery of two dual credit University of Lethbridge courses: Liberal Education and Supply Chains Management

Other School Improvement Initiatives (all):

- Met with all school administrator teams for annual review of School Education Plans
PRIORITY TWO
Supporting the implementation of initiatives designed to develop innovative thinkers.

Engagement in provincial curriculum development and implementation (Karen)

- This is year two in the Provincial process of Curriculum Development. Previously selected teachers from across the Province continue to meet to finalize the current Scope and Sequence drafts and begin to develop outcomes.
- Kindergarten through Grade 4 Curricula objectives are scheduled to be released in draft form early in the New Year and then in a final version in December, 2018 for planned implementation in the 2020-2021 school year.

Build the capacity of teachers and administrators: technology, online learning and digital learning (Jesse)

- On November 27 first year teachers participated in a workshop that displayed how iPads can be utilized in the classroom to enhance instruction.
- Teachers and support staff members from the district participated in a full-day Microsoft Office 365 workshop hosted by SADPC and Microsoft. Teachers who participated in this workshop learned more about Microsoft cloud services and OneNote.
- The staff at Dr. Gerald Probe Elementary School took part in an interactive technology workshop that looked at a number of new technology tools that could be utilized in the classroom. The technology department also worked directly with school staff to broadcast a live stream of the school Christmas concert. [https://www.youtube.com/channel/UCPzXm-LzC9BjAxWFDweASHw/](https://www.youtube.com/channel/UCPzXm-LzC9BjAxWFDweASHw/)
- On December 6, the technology department attended a 3D printer workshop hosted by imagine 3D printers. Imagine 3D printers has loaned the district two printers for the next two months. These printers will be displayed in our elementary schools as a trial. These 3D printers are smaller and more affordable than previous models and may be purchased by schools.

Program Development (e.g. Robotics)

- On December 12th, a number of middle and high school teachers collaborated to discuss the creation of resources and lesson plans. These lesson plans can be utilized by the classroom teacher while using 3D printers.
- On December 7th, Safenet Alberta met as a group at the Lethbridge Police station. Lethbridge School District No 51 is partnered with Safenet to help provide information to parents and students about digital citizenship. Currently we are planning a drive-in movie night at LCI in March that will host a documentary on Digital citizenship. To learn more about Safenet visit [https://sites.google.com/view/safenetab/home](https://sites.google.com/view/safenetab/home)
- Lethbridge School District No 51 is in the progress of setting up a dual credit opportunity with the University of Lethbridge to offer Cinema 1000 for the 2018/19 school year. The course will be open to all grade 11 and 12 students in the district.
- Six Video kits have been purchased by the district and will be utilized by students at Chinook High school to offer a Film and Media Art course. The equipment will also be available for the Lethbridge film festival and as classroom sets for other instructors interested in teaching film.
PRIORITY THREE

Supporting Student Diversity
Wellness for All program (Morag)

• Healthy Schools Committee to now be called "Wellness Committee", currently a subcommittee of the Wellness Committee is reviewing the Nutrition Policy
• "Parenting the Self-regulated Child" occurred November 7th
• Have secured having Shelley Moore (UDL Guru) to present at the "Welcome Back Breakfast next year" to speak about Inclusivity and Diversity
• Health Champs meeting took place November 20th, Healthy Champs roles revised, communication of events reviewed
• On-going monitoring of what is sold in our schools as healthy food choices- visits out to Wilson and LCI
• "You Belong to Our School" work- District Student Council presentation on Inclusion- will be ongoing to February now
• Nutrition Projects are well under way at Fleetwood Bawden, Gilbert Paterson, Wilson, Senator Buchanan and Nicholas Sheran
• Wellness and Self-Regulation Grants school recipients will be completing their mid-year review.

Inclusive Education (Ann)

• Following interviews on November 24, three EAs were hired under the Classroom Improvement Fund and allocated to Mike Mountain Horse, GS Lakie and Westminster Schools. Once a suitable candidate has been found, Fleetwood Bawden School will also gain an additional EA. This will bring the total number of EAs hired with CIF funding to eight.
• After an exhaustive search, we have finally hired an additional Advanced Educational Assistant to work with Shaun Metz in building staff capacity in supporting positive behaviour.
• Ann continues to work with Intellimedia to make updates to Dossier and support plans based on feedback from schools.
• In November, Lethbridge 51 was part of a Complex Case Consultation for a student at Nicholas Sheran School. This will hopefully result in a referral to Children's Hospital in Calgary for further assessment.
• Meetings in schools to discuss student support or to help address parental queries/concerns are ongoing.
• The behaviour team under Shaun Metz has completed a number of two-week residencies in schools this semester, including Chinook, Fleetwood Bawden and Galbraith. They are currently working with Nicholas Sheran staff, and move onto Wilson Middle School on December 18.
• A second SIVA session took place on December 7 and 8 to facilitate those who could not register for November 2 and 3 due to limited space.

ESL(Ann)

Our new ESL Student Support Worker, Sylvia Kadijk, started on November 13.

• The district has added 175 students who are new to Canada since September.
• Currently we have 21 high school students and 17 middle school students in our Limited Formal Schooling programs. The programs were originally designed for 10-15 student
MEMORANDUM

December 19, 2017

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:

G.S. Lakie grade 8 teacher, Deana Dypolt was named Lethbridge Chamber of Commerce’s Top 40 Under 40.

Immanuel Christian Secondary School student Kariya Lepko won the Tramp & Tumbling athlete award from the Alberta Gymnastics Federation.

Lethbridge Independent Order of Odd Fellows hosted their Open Speech competition recently and the following district students competed:

- First Prize: Dewuni deSilva (WCHS), topic Anxiety
- Second Prize: Andy Sun (WCHS), topic E Commerce
- Mathieu LeBon-Volia (LCI), topic Refugees
- Oddessa Hudson (LCI), topic Words & Definitions

G.S. Lakie students placed in the top 8% of the 200 Provincial competitors in the Youth Climbing Competition held at the Wilson Climbing Center in Edmonton. Competitors were Spence Kitagawa (11th), Sofia Daminato (13th), Meredith Franks (15th), and Katie Franks (16th).

Thirty-four Churchill students and two staff members successfully tested for new Tae Kwon-Do belts in December. Students have been preparing for the testing since early September. Special recognition to grade 11 student Heman Monger who successfully challenged two levels.

Churchill staff members Morgan Day and Kade Hogg on their roles in the recent Rotary Club Christmas Fundraising presentation of It’s a Wonderful Life, presented on stage modelling a live radio show.

Respectfully submitted,
Cheryl Gilmore Superintendent
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

RE: Snacks with the Superintendents – Senator Buchanan – January 17, 2018

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 Senator Buchanan School have been invited to have Snacks with the Superintendents on Wednesday, January 17, 2018 beginning at 7.45 a.m.

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

Respectfully submitted,

Cheryl Gilmore
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Donations and Support

Background

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

- *Park Meadows School Playground Project* received a $10,000 *Community Priorities Grant* from the *Community Foundation of Lethbridge and Southwestern Alberta*.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
<table>
<thead>
<tr>
<th>Calendar of Events</th>
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<tr>
<td>December 23</td>
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<tr>
<td>January 8</td>
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MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – November 29, 2017

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Jan Foster, Heather Paul, Corinne Steele, Pauline Hall

1. Committee Terms of Reference was reviewed

2. ICE Scholarship Breakfast:
   - Speaker: Michael Kerr has been confirmed as this year’s speaker. He will provide a workshop to a select group of students at Winston Churchill High School. Other schools have been invited to attend.
   - Promotion: to be led by Christine Lee and Garret Simmons
     - Mark Campbell will MC the event.
     - Partners, the Lethbridge Chamber of Commerce and the Lethbridge Herald, will promote ICE to their members and readers.
     - Promotion including contact of prior sponsors and the production of a short video clip has begun.
   - Event Planning: To be led by Jan Foster with the assistance of LeeAnne Tedder, Heather Paul and Christine Lee (as needed)
     - Facility secured, thank-you gifts decided, and other logistics for the morning being addressed.
   - Scholarship Application Process: To be led by Christine Light, Corinne Steele and Pauline Hall; Cheryl Gilmore & Garrett Simmons to promote scholarship
     - Scholarship application to be reviewed and revised as seen fit by the sub-committee

3. Town Hall:
   - February 6, 2018 @ Victoria Park HS
   - The committee discussed strategies for engagement of stakeholders in coming up with potential questions for Board review. The desire for input will be communicated through School Councils, Deadline for responses is January 12, 2018. Time within the January 13, 2018 DSC meeting will be allotted for brainstorming questions/topics. Responses gathered will be discussed at the Board Committee of the Whole on January 16, 2018.
4. Other Areas of Pursuit: Engaging communities with their schools was discussed. Ideas such as having a ‘Neighbor Day’ during ‘Education Week’ or engaging Community/Neighborhood Associations and opening the doors to our schools for the community were discussed as well as strategies for having students doing service within the community.

5. Next Community Engagement Meeting set for **Wednesday, January 17, 2018** @ 6:00pm.

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

Respectfully submitted,
Christine Light
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Jan Foster, Vice Chair

RE: Community and Social Development Committee – December 1, 2017

The City of Lethbridge Community and Social Development Committee met on Friday, December 1, 2017.

Martin Thomsen, Manager of Community and Social Development discussed the development of a strategic plan for this committee and the committee appointed a sub committee to set up a procedure and report back to the committee.

Funding requests: (from unallocated funds)

- Family Centre requested bridge funding for the Father Involvement Program which involves an 11 week program and 12 month in home support in the amount of $39,900 – approved.
- Holy Spirit requested $85,000 in continuing support of their Family First Facilitator Program – approved.

Membership was reviewed regarding expiry dates, resignations and new appointments. In the past, the Education Sector has been represented by a trustee from either Holy Spirit or Lethbridge School District #51 alternating with a two year term. Ken Tratch who has represented Holy Spirit for the past two years requested that this be changed so that both school districts would be represented at the same time. After discussion, the committee members agreed with this and it was decided that the representatives from the City Council would take this back to City Council at a December meeting when appointments are to be ratified.

Allocated funds were reviewed and should be noted that Making Connections has been allocated $162,700 for this coming year.

The next meeting will be held January 25, 2018.

Respectfully submitted,

Jan Foster, Committee representative
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Doug James, Trustee

RE: District School Council – December 4, 2017

The District School Council hosted a Blanket Exercise for all DSC council members. This event was organized by Andrea Fox and the facilitators were Wendy Kalkan (Kairos Prairies North Regional Representative) Charlene Bruised Head-Mountain Horse. The Honorary Elder was Mary Fox who is Andrea’s mother. The activity was well received and gave an insightful yet sad perspective of the historical journey of the indigenous culture. I personally appreciated Mary Fox’s rich and insightful storytelling which struck a chord not only with me but with all that attended.

Thank you to Executive Council for sponsoring this thought provoking experience.

Respectfully submitted,
Doug James
MEMORANDUM

December 19, 2017

To: Board of Trustees

From: Doug James, Trustee

RE: ATA Local Council – December 6, 2017

The Local 41 Council reported on upcoming events:

- MLA Meet and Greet, December 8 (All Local Members welcome)
- School Rep Seminar and New teacher Orientation, January 10
- Hat’s Off 18 Celebration, January 20 at Coast Hotel

The Local listed and reminded the Reps of the PL Fund Deadlines and also reminded them to encourage all teachers to attend the public portion of the School Board Meetings.

Representative Reports:

Brad Robert - Economic Policy Committee representative reviewed Assignable Time, hiring process for the new middle school and reported about WHIP.

Christine Perreaux - SWATCA Representative reviewed the policy when an active member requests to be released from the convention to attend another PD opportunity during that time.

JJ Ondrus - Social Committee Chair updated the members about Hat’s Off Celebration and encouraged them to make sure information is distributed.

Kurt Zielke and Aaron Rosenke - DEHR representatives reminded members about informing teachers to sign classes up for “DEHR to Care” Art Gala. The theme for this gala will revolve around the homelessness in Lethbridge.

Derek Resler – President reported and reviewed the ATA Electoral Ballots for 2017 process.
  a) Code of Professional Conduct to include Gender Expression
  b) Term for PEC .Note: Voting will take place at January’s Local Council Meeting

The Local 41 Scholarship selected Samuel Chambers and Paul Chambers. Each recipient received $2000. Congratulations!

Kathrine Pritchard - District Representative congratulated Doug Checkley on being selected to receive an ATA Doctoral Fellowship in Education for 2017 from the ATA. In addition Kathrine presented her Provincial Executive Council Report to the Local Members.

Respectfully submitted,

Doug James
MEMORANDUM

Date: December 19, 2017

To: Board of Trustees

From: Doug James Trustee

RE: Educational Task Force Committee - December 12, 2017

In Attendance:
Karla Perch, Ken Tratch, Sandra Dufresne, Penny Kiss, Wendy Gurr, Mark Boschee, Peter Casurella, Doug James

The committee reviewed the purpose of the Educational Task Force and discussed the direction of the Education To Work Program, CLIPS (Chamber Leadership, Innovation, Program for Students) and the ICS (Innovation, Creativity, Entrepreneurship) Scholarship Breakfast. It was determined that the committee will focus on the above mentioned projects solely at the scheduled meetings.

Specifically, the committee strategized how the Education to Work Program could be promoted more efficiently to the business community. It was suggested that both districts send in positive student stories/experiences and letters of appreciation to the Chamber of Commerce on a monthly basis for distribution in the monthly newsletter. The committee felt there was a need to have success stories from placements to help advertise submissions.

Ken Tratch (Holy Spirit Trustee) and Doug James (District #51Trustee) would approach elementary school administration and encourage them to participate in the CLIPS program. Each school (3 per district) could receive grants ranging from $150- $300 for proposing an innovative problem to solve.

Doug James explained the purpose of the ICS Scholarship Breakfast and invited all committee members to the event. Ken Tratch asked if this event could be shared with Holy Spirit sometime in the future.

Finally it was decided that the committee would meet three times a year (September, December and April) rather than on a monthly basis.

Respectfully submitted,
Doug James
MEMORANDUM

December 19, 2017

To:   Board of Trustees

From:   Donna Hunt, Trustee

RE:   A.S.B.A. Zone 6 Executive Meeting – December 13, 2017

The next A.S.B.A. Zone 6 General Meeting will be held on January 10 2018 at 10 o’clock. The meeting will take place at the Board offices of the Holy Spirit School Division.

A presentation *Preparing Alberta Schools for Cannabis Legalization* aimed at helping boards prepare for cannabis legislative is recommended for all Trustees.

Lethbridge School District No. 51 will also be given time to do a *Telecommunications* presentation.

Respectfully Submitted

Donna Hunt
Zone Representative
December 7, 2017

To Whom It May Concern:

Re: Chinook High School hosting the 2019 AASCA Conference

At the November 28, 2017 regular Board Meeting, Lethbridge School District No. 51 trustees unanimously supported the application of Chinook High School to host the 2019 AASCA Conference.

We are fortunate to have a teacher, Ard Biesheuvel, who is committed to furthering student leadership and a school that is assuming collective responsibility for developing students’ capacity as leaders. Partnership with Teamworks Training LTD and Chinook Country Tourist Association will further enhance support for a quality event.

Respectfully,

Cheryl Gilmore
Superintendent
Lethbridge School District No. 51