1. Approval of Agenda

2. Approval of Minutes
   If there are no errors or omissions in the minutes of the Regular Meeting of June 27, 2017 it is recommended that the minutes be approved by the Board and signed by the Chairman.

3. Business Arising from the Minutes

4. Presentations

5. Action Items
   5.1 School Board Annual Work Plan  Enclosure 5.1
   5.2 FNMI Standing Committee  Enclosure 5.2
   5.3 Approval of Architectural Services: Southeast Elementary School  Enclosure 5.3
   5.4 Superintendent Contract  Enclosure 5.4
   5.5 ASBA Resolution: Telecommunication Towers  Enclosure 5.5

6. District Highlights

7. Information Items
   7.1 Board Chair Report
      7.1.1 Board Standing Committees Annual Reports and Terms of Reference Review
         Facilities Committee
         Policy Advisory Committee
         Spirit of 51 Committee
         Board Budget Committee
         Poverty Intervention Committee
         Board Audit Committee
         Healthy Schools Committee
         Community Engagement Committee
         Superintendent Evaluation Committee  Enclosure 7.1.1
   7.1.2 October Organizational Meeting  Enclosure 7.1.2

3:45 p.m. 6. District Highlights

3:50 p.m. 7. Information Items

4:20 p.m. 7.1.2 October Organizational Meeting  Enclosure 7.1.2
7.1.3 District School Council Meetings Enclosure 7.1.3
7.1.4 Breakfast with the Board Enclosure 7.1.4

4:30 p.m.  Public Forum

4:40 p.m.  7.2 Superintendent Report
7.2.1 Acknowledgements of Excellence Enclosure 7.2.1
7.2.2 2017-2018 Meritorious Budget Award Enclosure 7.2.2
7.2.3 Junior Achievement Programs Enclosure 7.2.3
7.2.4 Donations and Support Enclosure 7.2.4
7.2.5 School Opening and Enrolment
   – Preliminary Report Enclosure 7.2.5
7.2.6 Board Priorities Report Enclosure 7.2.6
7.2.7 World Teachers’ Day Enclosure 7.2.7
7.2.8 Snacks with the Superintendents Enclosure 7.2.8
7.2.9 Calendar of Events Enclosure 7.2.9

8. Reports
4:55 p.m.  8.1 Facilities Committee – September 12, 2017 Enclosure 8.1
8.2 Alberta School Boards Association (ASBA) Zone
   Meeting - September 13, 2017 Enclosure 8.2
8.3 Board Audit Committee – September 19, 2017 Enclosure 8.3
8.4 Healthy Schools Committee – September 19, 2017 Enclosure 8.4

9. Correspondence - Received
5:10 p.m.  9.1 Public School Boards’ Association of Alberta: Fall Events
9.2 Royal Canadian Legion

10. Correspondence – Sent
10.1 Letter to the Education Minister re: Southeast Capital Project

5:15 p.m.  Adjournment
The Chair called the meeting to order at 3:30 p.m.

1. **Approval of Agenda**
   
   Additions:
   
   4.5 Clip Program

   5.7 Energy Contract with Enmax

   Trustee Keith Fowler moved:

   “that the agenda be approved as amended.”

   **CARRIED UNANIMOUSLY**

2. **Approval of Minutes of the Regular Meeting**

   Trustee Jan Foster moved:

   “that the minutes of the Regular Meeting of May 23, 2017 be approved and signed by the Chair.”

   **CARRIED UNANIMOUSLY**

   **Approval of Minutes of the Board Budget Debate**

   Trustee Donna Hunt moved:

   “that the minutes of the Board Budget Debate of May 30, 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 **ICE Scholarship Winners**

   Two students have been selected to receive the $1,000 scholarships: Joey Brewster (Victoria Park) and Samantha Orr (LCI).

   In addition, the district will be handing out cash prizes ($500) to two students as honourable mentions: Aurora Frewin (Chinook) and Shelly Lee (WCHS).
The Board congratulated the winners of the first ICE Scholarship awards and presented them with a cheque and certificate.

4.2 **WCHS Griffins Provincial Rugby Champions**
Winston Churchill High School Griffins Rugby team won the Alberta Schools’ Athletic Association Tier 2 Championships. The coaches were in attendance.

The Board congratulated the players and coaches for their high level of achievement. Certificates of achievement were presented to the coaches on behalf of the players to the team members.

4.3 **ASCA AGM Presentations**
Lethbridge School District No. 51 provided financial support to a few parents who attended the Alberta School Council Association (ASCA) Annual General Meeting in April. Those parents, Joy Morris and Laura Scarpelli attended the meeting to share what they learned.

4.4 **Westminster Kindergarten Program**
The Westminster Elementary School full-day kindergarten program is completing its second year of the three year project. Isabelle Plomp, Early Childhood Services Consultant provided an update that included feedback from the school, the parents, and the research being conducted with the support of the University of Lethbridge. This included reflection of the current Grade One class that participated in the full-day kindergarten program during the 2015-2016 school year. Isabelle also shared the successes, challenges and learnings that have come with the program.

**Public Forum**

5. **Action Items**
5.1 **Locally Developed Course Approvals**
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. District high schools would like to use Film and Media Art 15, 25, and 35 for 3 and 5 credits acquired from Calgary School District No. 19 from September 1st, 2017 to August 31st, 2021 to enhance program offerings to students.
Trustee Keith Fowler moved:
“that the Board of Trustees approves the use of Film and Media Art 15, 25, and 35 for 3 and 5 credits acquired from Calgary School District No. 19 from September 1, 2017 to August 31, 2021 and any learning resources detailed in the course outline for use in all Lethbridge School District No. 51 high schools.”

CARRIED UNANIMOUSLY

5.2 Policy Review

The policies listed below were presented to the Board by District Principal, Teresa Loewen on behalf of the District Policy Advisory Committee.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>102.1</td>
<td>Review School and District Programs</td>
<td>Amend</td>
</tr>
<tr>
<td>102.2</td>
<td>System Evaluation</td>
<td>Amend</td>
</tr>
<tr>
<td>203.2</td>
<td>Long Range Planning</td>
<td>Amend</td>
</tr>
<tr>
<td>204.13</td>
<td>Public Presentations and Forums</td>
<td>Amend</td>
</tr>
<tr>
<td>204.13.1</td>
<td>Public Solicitations of the Board</td>
<td>Amend</td>
</tr>
<tr>
<td>601.1</td>
<td>School Three Year Education Plan and Annual Education</td>
<td>Amend</td>
</tr>
<tr>
<td></td>
<td>Results Report</td>
<td></td>
</tr>
<tr>
<td>1003.2</td>
<td>Partnerships and Sponsorships</td>
<td>Amend</td>
</tr>
</tbody>
</table>

Trustee Lola Major moved:
“that the Board approve Policy 102.1 Review School and District Programs as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 102.2 System Evaluation as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 203.2 Long Range Planning as amended.”

CARRIED UNANIMOUSLY
Trustee Lola Major moved:  
“that the Board approve Policy 204.13 Public Presentations and Forums as amended.”  
CARRIED UNANIMOUSLY

Trustee Lola Major moved:  
“that the Board approve Policy 204.13.1 Public Solicitations of the Board 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

Trustee Lola Major moved:  
“that the Board approve Policy 1003.2 Partnerships and Sponsorships of the Board as amended.”  
CARRIED UNANIMOUSLY

5.3 Standing Committees
Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2017. The Standing Committees are as follows:
- Facilities Committee
- Policy Advisory Committee
- Spirit of 51 Committee
- Board Budget Committee
- Poverty Intervention Committee
- Board Audit Committee
- Healthy Schools Committee

5.4 Third Quarter Financial Report
The 2016-2017 Third Quarter Financial Report for the District is provided for review. Director of Finance, Christine Lee, was in attendance to respond to questions of the Board.

Trustee Keith Fowler moved:  
“that the Board receive the 2016-2017 Third Quarter Financial Report as presented.”  
CARRIED UNANIMOUSLY
5.5 School Fees
On June 5th, 2017 Ministerial Order to enact the School Fees and Costs Regulation was signed.

As a result of this order:

*The Board is required to submit School Fee Templates for the 2017-2018 school year to Alberta Education for review and approval by June 30th, 2017. Once returned by Alberta Education these will be the approved fees for the 2017-2018 school year and replace any previously approved fee schedules by the board.*

Christine Lee, Director of Finance spoke to templates distributed at the meeting and answered any questions trustees had regarding the information presented.

Trustee Keith Fowler moved:
“that the Board approve the submission of the School Fee templates to Alberta Education.”

CARRIED UNANIMOUSLY

5.6 Approval of Non-Union Contracts
The Board Non-Union Negotiation Committee met with the non-union employee groups on June 12 to review and renew contracts.

Trustee Jan Foster moved:
“that the Board approve the non-union contract agreements for the period September 1, 2016 to August 31, 2018.”

CARRIED UNANIMOUSLY

5.7 Energy Contract with Enmax
Trustee Keith Fowler moved:
“that the Board approve the contract with Enmax for the period, July 1, 2017 to June 30, 2022.”

CARRIED UNANIMOUSLY

6 District Highlights
- Jan – Pride Parade on Saturday great to see students and staff from our District and other surrounding Districts
- Jan - attended Building Brains and Futures great to see how the students have grown in most areas
7. Information Items
  7.1 Board Chair Report

7.2 Superintendent Report
  7.2.1 L.H. Bussard Award Winners
  Superintendent Cheryl Gilmore provided the Board with the listing of the 2017 L.H. Bussard Award Winners.

  7.2.2 Acknowledgements of Excellence
  District students Nick Myndio (Chinook) and Tanner McLachlan (LCI) will be playing basketball for U of L Pronghorns next year.

Nicholas Sheran School student Jerry Wang earned first place in the National Kangaroo Math contest (Alberta Region) at the grade 3 and 4 level which took place at the University of Lethbridge in March. Special mention also goes out to the other three grade 4 participants at Nicholas Sheran School that included: Carlos Saunders, Aleem Mir and Jovin Bach.

City high school track award winners:

<table>
<thead>
<tr>
<th>Alex Gay (Chinook)</th>
<th>Jeremy Van Belle (ICHS)</th>
<th>Noel Vanderzee (LCI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bauer Tresierra (Chinook)</td>
<td>John Evans (LCI)</td>
<td>Oliver Miller (LCI)</td>
</tr>
<tr>
<td>Bogdan Cojocaru (WCHS)</td>
<td>Josh Kiss (WCHS)</td>
<td>Owen Cordes (Chinook)</td>
</tr>
<tr>
<td>Brayden Klippenstein (WCHS)</td>
<td>Kalen Twedt (Chinook)</td>
<td>Owen Stewart (LCI)</td>
</tr>
<tr>
<td>Brock Jensen (Chinook)</td>
<td>Kevin Davies (WCHS)</td>
<td>Paa Kwesi Odei-Wontumi (WCHS)</td>
</tr>
<tr>
<td>Chase Kehler (Chinook)</td>
<td>Karson Valgardson (Chinook)</td>
<td>Ritch Jacklynn (LCI)</td>
</tr>
<tr>
<td>Cody Sparvier (Chinook)</td>
<td>Kyle Bodell (WCHS)</td>
<td>Russell Van Reeuwyk (ICHS)</td>
</tr>
<tr>
<td>Cole Haraga (LCI)</td>
<td>Kyle Elgersma (ICHS)</td>
<td>Steven Veldman (ICHS)</td>
</tr>
</tbody>
</table>
Kip Kangogo, staff member at Chinook, won the Canadian Half-Marathon Championship in Calgary with a 5:04 minute mile.

District student competed in the Lethbridge Kyodokan Judo Club Canadian Open Judo Championships. Gold medal winners: Virginia Nemeth (LCI), Hana Varsanyi (LCI), and Annabelle Darlow (LCI). Silver medal winners: Taeya Koliaska (WCHS), Joel DeMaere (ICHS), and Sarah Perks (LCI). Bronze medal winners: Kiera Westlake (WCHS) and Sierra Tanner (LCI). U16 Division Gold medal winners: Emma Caldwell (Chinook), Brady Dixon (Chinook). Silver medal winners: Aiden Lazenby (Gilbert Paterson), Brantley Saar (GS Lakie). Bronze medal winners: Nathan DeMaere (ICHS), Taylor Althouse (Chinook). U12 Division Gold: Virginia Nemeth (LCI), Silver: Taeya Koliaska (WCHS), Bronze: Joel DeMaere (ICHS). U18 Division Gold: Annabell Darlow (LCI), Silver: Kiera Westlake (WCHS), Christian Hill (Chinook), Bronze: David Wu (LCI) and Jackson Minnick (LCI).

ASAA South Zone Track and Field Champions are:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abi Gruenhage</td>
<td>Chinook</td>
<td>Emma Bauer</td>
<td>Chinook</td>
</tr>
<tr>
<td>Andrew Jacklynn</td>
<td>LCI</td>
<td>Isaiah Bagnah</td>
<td>LCI</td>
</tr>
<tr>
<td>Brandon Laycock</td>
<td>LCI</td>
<td>Jacy Surun</td>
<td>WCHS</td>
</tr>
<tr>
<td></td>
<td>LCI</td>
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<td></td>
<td>LCI</td>
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<td></td>
</tr>
</tbody>
</table>
Winston Churchill High School:

- Congratulations to the Churchill team of Ben Hall, Leshav Duhan, Matt Ryabov and Nicloas Para on their third place overall finish in the UVU High School Finance Competition May 19. The team earned a trophy for the school, individual trophies as well as $100 each. Sponsored by the University of Lethbridge’s Faculty of Management, the competition helps students learn about investing, the fundamentals of the stock market, risk, teamwork and communication.

- Congratulations to Churchill grade 10 student Andy Sun on winning a Regional First Place and National Bronze Medal in the Annual Canadian Math Kangaroo Contest through the U of L.

- Thank you to Churchill staff members Toby Boulet, Jonathan Dick and Melissa Hooper on hosting the first Unified Sporting event south of Calgary. Unified Bocce teams are made up of four students (two athletes and two partners). Churchill fielded 3 teams with Immanuel Christian and Magrath one each. ASAA and Special Olympics Alberta are key support and promotion groups for Unified Sporting events in Alberta.

- Congratulations to the Churchill Griffins Rugby team on capturing the Tier II ASAA Provincial Championships held in Strathmore June 9-10. This is the third straight Provincial title and 5th in 6 years for the Griffin program.

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

- **Community Foundation of Lethbridge and Southwestern Alberta and the Knights of Columbus** (Council 5726) donated $3,500 to the Ready, Set, Go! Program.

- **100 Women Who Care** donated $10,200 to the Susan Labuhn Memorial Learning Commons / Library.

7.2.5 **Enrolment Summary, May 31, 2017**

Superintendent Cheryl Gilmore shared the enrolment summary for the District schools, broken down by grade, as of May 31, 2017.

7.2.6 **Calendar of Events**

The Calendar of Events was reviewed for the period of June 28, 2017 to September 26, 2017.

8. **Reports**

8.1 **Board Budget Committee – May 18, 2017**

Trustee Donna Hunt provided a written report on the Board Budget Committee meeting held May 18, 2017.

8.2 **Poverty Intervention Committee – May 25, 2017**

Trustees Jan Foster provided a written report on the Poverty Intervention Committee meeting held on May 25, 2017.

8.3 **Friends of 51 Committee – May 29, 2017**
Trustees Lola Major and Tyler Demers provided a written report on the Friends of 51 Committee meeting held on May 29, 2017.

8.4 ATA Local Council – June 7, 2017
Trustee Don Lacey provided an oral report on the ATA Local Council meeting held on June 7, 2017.

8.5 ASBA Spring General Meeting – June 5-6, 2017
Trustee Donna Hunt provided a written report on the ASBA Spring General meeting held on June 5-6, 2017.

8.6 District School Council – June 5, 2017
Trustee Keith Fowler provided a written report on the District School Council meeting held on June 5, 2017.

8.7 Healthy Schools Committee – June 6, 2017
Trustee Mich Forster provided a written report on the Healthy Schools Committee meeting held on June 6, 2017.

9. Correspondence – Received

9.1 A Public Education

10. Correspondence - Sent
None at this time

11. Adjournment
Trustee Keith Fowler moved:
“that the meeting be adjourned at 5:41 p.m.”

CARRIED UNANIMOUSLY

________________________     _______________________
Mich Forster,                                 Don Lussier,
Chair                                             Associate Superintendent

District School Council

Healthy Schools Committee

Correspondence – Received

Correspondence – Sent

Adjournment

66171/17
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: School Board Annual Work Plan

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

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

Respectfully submitted,

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

SEPTEMBER
- Welcome Back Breakfast with district staff
- Trustee school liaison contacts
- Enrolment, alternative programs, and facilities update at first board meeting
- ASBA Zone 6 General meeting
- Committees review their terms of reference and submit annual reports
- School Councils Orientation at school sites

OCTOBER
- Municipal Election – October 16, 2017
- Trustees choose ATA Local Council meeting dates to attend
- Committee annual reports completed
- Monitor and report student PAT and Diploma exam results
- District budget revised with enrolment
- District School Council
- School Board Orientation
- School Board Organizational Meeting
- 51/25 Club banquet for employees with 25 years in District 51
- Determine board positions for ASBA policies (Fall AGM)

NOVEMBER
- Determine process for Community Engagement - Annual Town Hall Meeting (February 6, 2018)
- Board Retreat: planning for March 1-2, 2018
- ASBA Zone 6 Annual General Meeting (November 19-21, 2017)
- Remembrance Day ceremonies in schools
- Approve Board Education Plan and Annual Education Results Report
- Approve Audited Financial Statements
- Administrators Banquet (November 22, 2017)

DECEMBER
- Approve district calendar for 2017-18
- Approve locally developed courses
- Christmas concerts/activities schedule provided to trustees
JANUARY
- Approve Board budget belief statements and budget schedule
- Receive 1st quarter financial statements
- ASBA Zone 6 general meeting

FEBRUARY
- Town Hall Meeting
- Provincial Accountability Pillar Survey administered

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

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

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

JUNE
- Administrators’ Retirement Event
- ASBA Spring General Meeting
- Receive 3rd quarter financial statements
- Board Self-Evaluation
- District Retirement Banquet (June 6, 2018)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses
ONGOING

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

September 26, 2017

To: Board of Trustees

From: Donna Hunt
        Trustee

RE: FNMI Standing Committee

Background
Discussion was held in the 2016-17 school year about adding the FNMI Committee to the list of Board Standing Committees. Pending approval, Terms of Reference that would guide this committee are attached.

Recommendation
It is recommended that the Board receive this report as information and determine if the FNMI Committee will be considered a Standing Committee.

Respectfully submitted,

Donna Hunt
Trustee
First Nations Métis Inuit Education Committee
TERMS OF REFERENCE
2017-2018

TYPE OF COMMITTEE
- This is a standing committee of the Board of Trustees.

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

KEY DUTIES AND RESPONSIBILITIES
- Annually assess the District’s work through data analysis, anecdotal reporting and observations
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other F.N.M.I. Cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the F.N.M.I. Work plan for all staff in Lethbridge School District No.51
- Share best practices provincially that support the F.N.M.I. Work plan
- Continue to communicate with stakeholders
- Communicate, explore and share interventions that are effective and impact learning and building a deeper understanding of F.N.M.I. Culture within the education setting

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

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)
- 1 Trustee – chair
- Education Centre staff member assigned lead responsibilities for poverty intervention
- 1 principal and 1 assistant principal
- 2 parents
- Principal of FNMI Education
- 3 teachers – elementary, middle and high school
- 1 counselling representative
- 2 FNMI Liaisons- one elementary, one middle/secondary
- community members/Elders
- Board appoints the Trustee whereas ATA will each appoint their representative
- Guests will be invited to assist the Committee as needed

MEETINGS
- There will be 3-4 per year (October, February, May)
- They will be organized by the Chair with assistance of the Education Centre lead person

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

REVIEW AND EVALUATION
- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee’s terms of reference would be forwarded to the Board as necessary
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Christine Lee
Associate Superintendent Business Affairs

RE: Approval of Architectural Services: Southeast Elementary School

Background
In early August, the District went forward with a Public Request for Proposals (RFP) for Architectural Consulting Services for the South East Lethbridge Elementary School in Discovery at the Canals at Fairmont. That request closed on August 31, 2017 and the evaluation process to select the architect took place on September 5, 2017.

After evaluating and scoring the seven proposals we received, the firm of Ferrari Westwood Babits Architects was selected.

Recommendation:
“That the Board award the contract for Architectural Consultant Services for the new South East Lethbridge Elementary School in Discovery at the Canals at Fairmont to Ferrari Westwood Babits Architects in the amount of $568,118.00 plus GST.”

Respectfully submitted:

Christine Lee
Associate Superintendent Business Affairs
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Mich Forster
       Board Chair

RE: Superintendent Contract

Background
In accordance with Policy 301.3, a summative evaluation of the Superintendent was conducted in the 2016-17 school year. The report conveyed exemplary performance in all areas.

Recommendation
It is recommended that the Board approve the re-appointment of the Superintendent for a five-year term commencing August 1, 2018 and submit the re-appointment notification to the office of the Minister of Education for Ministerial approval.

Respectfully submitted,

Mich Forster
Board Chair
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Donna Hunt
Trustee

RE: ASBA Resolution: Telecommunication Towers

Background
In the spring of 2016 it came to the jurisdiction’s attention that there were plans to establish a telecommunications tower in close proximity to Chinook High School. In June 2016, the Board wrote a letter to LandSolutions in opposition to the site location (corner of Britannia Blvd West and 30th St. West). Board representatives also presented strong opposition to the City of Lethbridge at the Joint City of Lethbridge-School Board committee meeting. The City of Lethbridge subsequently worked with both telecommunication providers who were planning to build towers to re-locate the towers on the opposite corner, a further distance from the high school. As such, the Board advocacy efforts had a positive outcome. One of the difficulties that the City of Lethbridge pointed out in locating telecommunication towers is that the providers are not legally compelled to participate in the identification of land use and utilities in the planning approval process of new land development. The City of Lethbridge is submitting a resolution at the Alberta Urban Municipalities Association AGM in November (see attached). School Boards also have provincial level advocacy channels by submitting policy position proposals at the Alberta School Board Association AGM in November. The deadline for submitting regular proposed policy positions was May 25, 2017, which was before we were informed of the successful re-location efforts of the city and learned of the city’s AUMA resolution. There is, however, the potential for having a resolution considered as an “Emergent Policy Position” if submitted 35 days prior to the first business day of the General Meeting (November 20-21). This means that if the Board so desires, the emergent resolution will need to be submitted by October 13, 2017. A potential resolution is attached.

Recommendation
It is recommended that the Board approve the resolution for submission to the ASBA for consideration as an emergent resolution.

Respectfully submitted,

Donna Hunt
Trustee
Background

As per Innovation, Science and Economic Development Canada’s website, “the demand for wireless services is growing, and is expected to continue as more and more Canadians use smartphones and other mobile devices. To accommodate this demand, more towers will be needed.”

The City of Lethbridge recognizes that wireless companies have been working with municipalities in the site selection process and are required to clearly notify and consult with the public. Over the past four years, the City of Lethbridge has been dealing with a number of requests from wireless companies to assist with the site selection process. In both older and new neighbourhoods this has become more and more challenging as residents voice their concerns about identified locations. Concerns that we most commonly hear are about health, aesthetics and negative effects to property values. NIMBY is the theme about most site locations but on the other hand the public has a high expectation of good wireless service.

Recently at the April 26, 2017 Joint Committee of the City of Lethbridge, Lethbridge School District No. 51 and Holy Spirit Catholic Separate Regional Division No. 4 there was lengthy discussion about the site selection process for towers. The following action items from that meeting are as follows:

- A joint letter from the Mayor and Board Chairs and a formulated resolution to be presented at Alberta Urban Municipalities Association as an Official Resolution;
- A joint letter from the Mayor and Board Chairs and a formulated resolution to be presented at FCM as an Official Resolution; and
- A joint letter from the Mayor and Board Chairs and a formulated resolution to be presented at Alberta School Board Association as an Official Resolution.

The City of Lethbridge recognizes Innovation, Science and Economic Development Canada (ISED) has set out in their guidelines very explicate expectations related to health and safety standards, public consultation, settling disputes and siting decisions. The City also strongly supports ISED’s push for wireless providers to co-locate therefore reducing the number of sites. The City also endorses the “Antenna System Siting Protocol Template” that the Canadian Wireless Telecommunications Association and the Federation of Canadian Municipalities launched in February 2013.

However, two areas for further improvement would be of great benefit for the industry and municipalities in the site selection process. In the planning process of new neighbourhoods, it would be of great benefit for wireless providers to participate in the planning process so that site are identified well before development occurs. Identifying land uses and utilities in the planning approval process would minimize the NIMBY effect in the site selection process as all planning
processes include public consultation. Secondly, is the concern about aesthetics that is often linked to negatives effects to property values. Wireless companies have demonstrated very unique and creative ways to blend towers into the areas surrounds. It is time that they are more aggressive about aesthetic features of their towers especially in residential areas.

It is the recommendation of the City of Lethbridge, Lethbridge School District No. 51 and Holy Spirit Catholic Separate Regional Division No. 4 that the Alberta Urban Municipalities Association and the Alberta School Board Association urge the Federal Government to require telecommunication companies to participate in municipal planning processes for new growth areas, and identify sites for future towers encourage the location and siting of telecommunication facilities in a manner which minimizes the effects on residents, lessens visual impact, and respects natural and human heritage features and sensitive land uses to the greatest extent possible.
OFFICIAL BUSINESS

Alberta Urban Municipalities Association (AUMA) and Federation of Canadian Municipalities (FCM) Resolution – Cell Phone Towers

6.6

BE IT RESOLVED THAT City Council submit the following resolution to the Alberta Urban Municipalities Association (AUMA) and the Federation of Canadian Municipalities (FCM) Annual General Meetings for debate;

WHEREAS the telecommunication is vital to the national economy and security and is thus the jurisdiction of the Federal Government; and

WHEREAS cellular telecommunication towers locations are approved by Innovation, Science and Economic Development Canada (ISED for short, formerly Industry Canada); and

WHEREAS cellular telecommunication towers locations are not approved by the local municipality; and

WHEREAS cellular telecommunication towers locations are to follow the guidelines for telecommunication towers for site selection and public consultation as set out by Innovation, Science and Economic Development Canada (ISED for short, formerly Industry Canada); and

WHEREAS the City of Lethbridge encourages telecommunication providers to participate in the planning of new communities to establish appropriate locations through the Area Structure Plan and Outline Plan processes; and
WHEREAS the City of Lethbridge promotes co-location of telecommunication providers to minimize the total number of telecommunication tower sites to encourage efficient land utilization; and

WHEREAS the City of Lethbridge strongly encourages locations on existing structures or buildings in established communities; and

WHEREAS the City of Lethbridge strongly encourages the use of design features, colour and landscaping to screen telecommunication facilities;

THEREFORE BE IT RESOLVED THAT the Alberta Urban Municipalities Association and the Federation of Canadian Municipalities urge the Federal Government to require telecommunication companies to participate in municipal planning processes for new growth areas, and identify sites for future towers encouraging the location and siting of telecommunication facilities in a manner which minimizes the effects on residents, lessens visual impact, and respects natural and human heritage features and sensitive land uses to the greatest extent possible.
Facilities Committee Year-end Report
2016-2017

Committee: Keith Fowler, Chair
Tyler Demers
Don Lussier
Christine Lee
Daniel Heaton

Type of Report: Annual Report to the Board of Trustees

Committee activities:
The Committee met as necessary to review Infrastructure and Renewal Projects and to develop the Capital Plan submission for the Board’s approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 28, 2017 and was submitted to Alberta Education.

The 2017 Construction update attached reflects the Committee’s work as it pertains to Infrastructure Maintenance and Renewal Projects.

The Committee has reviewed the Terms of Reference, as currently written, with no recommended change.

Respectfully submitted,
Keith Fowler, Committee Chair
FACILITIES COMMITTEE  
TERMS OF REFERENCE

1. **NAME AND TYPE:**  
   Facilities Committee

2. **PURPOSE:**  
   - To review school district facility needs and develop a Facilities Plan.  
   - To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), the Expansion and Preservation Projects and New School Applications.

3. **DUTIES AND RESPONSIBILITIES:**  
   - To review school district facility needs and develop a Facilities Plan.  
   - The Facilities Committee will review school district facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school district facility new construction and modernization priorities.  
   - The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), Expansion and Preservation Projects and New School Applications.

4. **COMPOSITION AND APPOINTMENTS:**  
   - Two trustees serving at the pleasure of the Board, one of who shall act as chair, the Associate Superintendent, Business Affairs and the Director of Facility Services.  
   - The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.

5. **MEETINGS:**  
   - The meetings will be held as and when necessary to review school district facility needs and prepare recommendations for the Board.

6. **RESOURCES/REMUNERATION:**  
   - The Facilities Committee shall require administrative support.  
   - No per diem is provided to trustees for Facilities Committee.
7. **SPECIFIC ANNUAL OBJECTIVES:**
   - Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the district. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.
   - Continue to support Board dialogue with Minister and MLA’s to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
   - Review and recommend to the board the yearly Capital Plan.

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

9. **REVIEW AND EVALUATION:**
   - Recommendations for changes to the Facilities Committee’s Terms of Reference will be submitted should Government school facilities programs and reporting requirements change.
Policy Advisory Committee Year-end Report  
2016-2017

The Policy Advisory Committee (PAC) met seven times over the 2016-2017 school year. The committee consists of the Superintendent, the District Principal, a Trustee, a representative from the District Administrators’ Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from District School Council.

PAC reviewed various policies in the 100, 200, 300, 400, 500, 600 and 1000 series (refer to attachment). Procedures relating to most of the new or amended policies were also reviewed. Policies are available on the District website: [www.lethsd.ab.ca/policies.php](http://www.lethsd.ab.ca/policies.php)

The PAC Terms of Reference will be reviewed at the first meeting of the 2017-2018 school year.

Respectfully submitted,

Lola Major, Trustee
### Board Meeting Policy Updates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Accomplished:</th>
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</thead>
</table>
| September 27, 2016    | • 400.1.1 SOGI for Staff – passed first reading – no changes required  
• 400.2 Code of Conduct – deleted  
• 501.3.1 – School Choice - accepted with some revisions                                                                                                                                                                                                                                    |
| October 25, 2016      | • 2nd and 3rd reading of 400.1.1 SOGI for Staff – passed                                                                                                                                                                                                                                                                                           |
| November 29, 2016     | • 601.1 School Three Year Education Plan and Annual Education Results Report – accepted as presented  
• 600.3 Poverty Intervention - accepted as amended  
• 203.1 Policy Development – accepted as amended  
• 201 Guiding Principles – accepted as amended                                                                                                                                                                                                                                                                                                       |
| December 20, 2017     | • 204.2 Regular Board Meetings – accepted as amended  
• 204.6 Organizational Meetings – accepted as amended  
• 204.10 Board Meeting Agendas – accepted as amended  
• 204.12 Board Meeting Minutes – accepted as amended                                                                                                                                                                                                                                                                                             |
| Jan 24, 2017          | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| February 28, 2017     | • 202.1 Trustee Code of Conduct – accepted as amended  
• 207 Campaign Contribution and Campaign Expense Disclosure – accepted as amended  
• 301.3 Evaluation Process for the Superintendent of Schools – accepted as amended  
• 403.3 Employee Discipline – accepted as amended  
• 505.9 Appeals – accepted as amended  
• 600.1 Guiding Principles for Education Programming in Schools – accepted as amended  
• 601.1.2 Annual School Budget – accepted as amended  
• 605.4 Inclusive Learning Supports – Placement Appeals – removed from policy handbook                                                                                                                                                                                                                                                                  |
| March 28, 2017        | • 601.1.3 School Accounts – accepted as amended with some changes  
• Policy 100.1 Mission Statement – removed from Policy Handbook  
• New Policy 100.1 Foundational Statements – first reading passed                                                                                                                                                                                                                                                                               |
| April 25, 2017        | • Policy 100.1 Foundational Statements – second and third reading passed  
• Removed policy 100.2 School District Logo  
• Removed policy 100.3 School District Motto  
• Removed policy 100.4 Vision Statement  
• Removed Policy 201 Guiding Principles                                                                                                                                                                                                                                                                                                          |
| May 23, 2017          | • Amended Policy 203.4 Board Committees  
• Amended Policy 203.4.1 Standing Committees  
• Amended Policy 203.5 Special (Ad Hoc) Committees  
• Amended Policy 203.6 Joint Committees  
• Amended 203.6.3 Board Representatives                                                                                                                                                                                                                                                                                                           |
| June 27, 2017         | • Amended Policy 102.1 Review of District and School Programs  
• Amended Policy 102.2 System Evaluation  
• Amended Policy 203.2 Long Range Planning  
• Amended Policy 204.13 Public Presentations and Forums                                                                                                                                                                                                                                                                                         |
<p>| |</p>
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<tbody>
<tr>
<td>• Amended Policy 204.13.1 Public Solicitations of the Board</td>
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<tr>
<td>• Amended Policy 601.1 School Three Year Education Plan and Annual Education Results Report</td>
</tr>
<tr>
<td>• Amended Policy 1003.2 Partnerships and Sponsorships</td>
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</table>
Policy Advisory Committee
Terms of Reference

Name and Type of Committee

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School District 51.

Purpose

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

Duties and Responsibilities

The Committee shall have the responsibility to:

1. advise in the development and review of District policies that define the legal and/or philosophical position of the Board with respect to an identified issue.

2. advise in the development and review of regulations – the mandatory requirements of the policy.

3. identify the need for the development of new policy.

4. review annually the Terms of Reference of the Committee.

5. consult with committee members’ respective stakeholder groups as appropriate.

Composition and Appointments

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

- Administrators’ Committee
- Alberta Teachers’ Association – Local 41
- Canadian Union of Public Employees – Local 290
- Canadian Union of Public Employees – Local 2843
- District School Council
- Superintendent of Schools
- District Principal
- Board of Trustees
Meetings
A schedule of meetings shall be developed annually. Meetings for the 2017-2018 school year are as follows:

- October 18, 2017
- November 15, 2017
- January 10, 2018
- February 14, 2018
- March 14, 2018
- April 11, 2018
- May 16, 2018 – if needed

Resources/Remuneration

Record of all meetings will be kept by the District Principal who will also provide administrative support to the Committee.

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

Specific Annual Objectives for 2017-2018

- Finish review of policies in the 600, 800, 900, 1000 sections which were held over from previous years.
- 300 sections if the Principal Leadership Quality Standard and the Superintendent Quality Standard Documents are finalized by Alberta Education
- 400 sections if the Teacher Quality Standard documents is finalized by Alberta Education
- Assist in the orientation of new members to the policy development process.

Reports and Target Dates

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

Review and Evaluation Process

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

Approval Date

The 2017-2018 Terms of Reference will be reviewed by the Policy Advisory Committee on this date: October 18, 2017.
**Spirit of 51 Committee – Section “Friends of 51 Program”**

**2016-2017**

The “Friends of 51” Committee met on May 29, 2017, reviewed the nominations and chose the following recipients to receive recognition for the 2016-2017 school year.

<table>
<thead>
<tr>
<th>Business</th>
<th>Received</th>
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</thead>
<tbody>
<tr>
<td>Green Acres Kiwanis Club</td>
<td>Plaque</td>
</tr>
<tr>
<td>Southland International Trucks Ltd.</td>
<td>Plaque</td>
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<tr>
<td>Joy Morris</td>
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<tr>
<td>Linda Kofman</td>
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<tr>
<td>Jeanette Burzminski</td>
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<td>Davis GMC Buick</td>
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<tr>
<td>Evangelical Free Church of Lethbridge</td>
<td>Plaque</td>
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<tr>
<td>Harold Schroeder</td>
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<tr>
<td>Lethbridge Chamber of Commerce</td>
<td>Plaque</td>
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<tr>
<td>MPE Engineering Ltd.</td>
<td>Plaque</td>
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<tr>
<td>Randi &amp; Harry Gross</td>
<td>Plaque</td>
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<tr>
<td>Southern Alberta Art Gallery</td>
<td>Plaque</td>
</tr>
<tr>
<td>Arlene Curran</td>
<td>Plaque</td>
</tr>
<tr>
<td>Logic Lumber</td>
<td>Candy dish</td>
</tr>
<tr>
<td>Complete Kitchen Renovations</td>
<td>Candy dish</td>
</tr>
<tr>
<td>Ronna Broadbent</td>
<td>Candy dish</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

Lola Major

Tyler Demers
Spirit of 51 Committee
Terms of Reference

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

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

Key Duties and Responsibilities:
1. Provide advice to, plan for and participate in District recognition and appreciation activities.
2. Promote collegiality among employee groups, the administration and the Board.

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

Composition and Appointments:
• Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair.
• Facilitator
• Associate Superintendent, Human Resources

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

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

Annual Objectives:
• Continue to support the Friends of 51
• Continue to support CUPE 290, 2843 and Non Union Employee Recognition Program
• Evaluate the Employee Service Recognition Program gifts
Reporting:
Written Report to the Board following meetings; and file a written annual report in September of each year.

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

Terms Of Reference:
To be reviewed annually by the Board prior to the Organizational Meeting.
Purpose of the program:
This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to School District No. 51. Recognition will be in the form of a presentation of a special Plaque of Recognition.

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

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

Procedures:
- The nomination form is attached.
- Recipients can be honored 1 time over a three-year period. If the nominating person is unsure if the candidate has been recognized during the last 3 years, they can contact Jolayne Prus.
- Completed nomination forms should be emailed to Jolayne Prus at jolayne.prus@lethsd.ab.ca.
- The Board will review each nomination, to ensure that it meets the criteria of the program.
Board Budget Committee Report
2016-2017

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

Committee Activities:

• The Board held a Strategic Planning Retreat March 1st – 2nd to review District priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were also reviewed.

• May 18th, 2017, the committee met to review the draft budget and discussed the reports to be provided for the Budget Presentation. The committee discussed in detail the Board’s priorities and the linkage of the priorities in the Draft Budget. The 2017-2018 Draft Budget reflects the Board’s priorities and Budget Belief statements.

• May 23rd, 2017 the draft budget was presented to Trustees, administration and members of the public to provide engagement and feedback on the budget. The committee notes that the turnout for this public engagement session was very low and has been for many years despite promotion with the public and District School Council to attend the event.

• The Board passed the budget on May 30th, 2017.

Respectfully submitted,
Donna Hunt, Budget Committee Chair
Board Budget Committee
Terms of Reference

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

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

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

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

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

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

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

The Business Affairs Department will provide committee administrative support.

Specific Annual Objectives
- Develop a work plan with time lines for this committee’s duties and responsibilities.
Finalize the Terms of Reference for the Board Budget Committee.
Reports and target dates are to be determined by the committee.

Review and Evaluation
The accomplishments of the Board Budget Committee will be reviewed and evaluated at the final meeting of the school year. Recommendations for changes and any new objectives will be identified in preparation for the Board’s annual organizational meeting.
Poverty Intervention Committee Year-end Report
2016-2017

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

Meetings: The committee met three times during the 2016-2017 year. The school based Facilitators met once following the Annual Appreciation Luncheon.

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

1. There were 26 special project applications received and approved from 12 schools. Projects included FNMI programs, literacy, life skills, speakers, workshops and the arts.
2. A large one-time donation was received and the committee chose four projects after receiving feedback from the committee members, administrators and facilitators. These included FNMI literacy kits and weekend backpack program. The committee also increased the amount for special project applications.
3. Breakfast and lunch funds – there has been increased requests and funds allotted for these programs.
4. The Breeze bus pass program has continued with approximately 30 bus passes given to students who require transportation home after school sport and other activities that prevent them from taking regular school buses.
5. Several special project requests were received and approved – Christmas trees and stands for families in need and hygiene kits for Ready, Set, Go program.
6. On May 25, 2017, the Committee hosted the Annual Appreciation Luncheon for all donors and supporters. Donors and supporters for the many Poverty Intervention programs have continued their support over the past number of years.
7. On May 25, 2017 following the Appreciation Luncheon, the school based facilitators met and gave their reports. Some activities that have received funding through this committee include cooking club, breakfast and lunch programs, dishwasher, drumming, classical guitar, self-regulation kits and literacy enhancement kits.

The Terms of Reference for 2016-2017 were reviewed and the committee recommends no changes in the current Terms of Reference.

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

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

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

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

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

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

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

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

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

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

Review and Evaluation
- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee’s terms of reference would be forwarded to the Board as necessary
Board Audit Committee Year end Report
2016-2017

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

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

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

Committee Activities:
The Audit Committee met twice in the 2016/2017 year.

The first meeting was in September 2016 to do Audit Planning for the 2015-2016 Audit.

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

The second meeting was in November 2016 after the Audit. We discussed results of the Audit and any recommendations for improvement to the controls. There were no concerns or recommendations for improvement regarding the systems of controls at the District level.

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

November 23, 2016 the Audited Financial Statements were presented to the Board. The District is in good financial health. The Board of Trustees received Quarterly Financial Reports for the periods, November 30th, 2016, February 28th, 2017 and May 31, 2017 for the 2016-2017 school year.

Respectfully submitted,

Keith Fowler, Chair of the Audit Committee
Board Audit Committee
Terms of Reference

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

Authority:
The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:
- With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee’s requests – or external parties; and
- Meet with District officers, external auditors or outside counsel, as necessary.

Composition:
The Audit Committee will consist of the following members:
- Two member Trustees from the Board Budget Committee one of whom shall act as chair of the Audit Committee; and,
- Two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

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

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

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Secretary to the Associate Superintendent of Business Affairs shall act as the Secretariat to the Audit Committee.
Compensation:
The Audit Committee members from the general public shall be compensated based on a per diem rate.

Responsibility:
The Audit Committee will carry out the following responsibilities:

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

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

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

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

Timing:
The Audit Committee will commence its work for the fiscal year.
Healthy Schools Committee Year-end Report
2016-2017

Members: Trustees Donna Hunt and Mich Forster; Associate Supt. Morag Asquith; District Stall and Administration Representatives; Parent Representatives; Alberta Health Services Representatives; Addictions/Mental Health Representatives; Public Health Representatives; University of Lethbridge Representatives.

The Healthy Schools committee exists to promote healthy life styles for the students and staff of School District #51. Regular meetings were held to acknowledge and support the work being done by its many committees and partnerships. At the Healthy Schools Forum, “World Café”, a three year plan was developed; prioritizing Mental Wellness practices and District Structures impacting health and wellness directly. Healthy Nutritional Choices continued to be highlighted and this year saw the unfolding of a District Wellness Grant. Research was completed on Sleep as it relates to High School Students. We would like to specifically thank the U. of L. Student Nurses for their commitment to healthy schools.

I would like to thank all committee members for their involvement and contribution to the health of our District. The Board continues to include Wellness as a priority and provides much appreciated funding to support this work.

Respectfully Submitted,

Donna Hunt
Committee Chair
Healthy Schools District Wellness Committee
Terms of Reference
2016—2017

Type of Committee
• This is a District committee.

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

Policy References
Policy 504.11 Healthy Nutritional Choices
Policy 402.8.3 Employee Assistance Wellness Programs
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression
Policy 504.1 Managing Health Issues in Schools
Policy 600.3 Poverty Intervention
Policy 602.7 Human Sexuality Instruction
Policy 607.4 Responsible Use of Technology
Policy 608.1 Counselling Services
Policy 700.6 Workplace Health and Safety- Emergency Response Planning

Composition and Appointments (for life of the committee)
• Two One Trustees and one alternate
• Associate Superintendent, Instructional Services
• Associate Superintendent, Human Resources (as needed)
• Elementary and Secondary Administrators
• Two Three classroom teachers
• Three One parents and 1 alternate
• Representatives from Alberta Health Services
  - Addictions and Mental Health
  - Healthy Children and Youth
  - Public Health
• Director of Curriculum (as needed)
• Counselling Coordinator
• Teacher Counsellor
• Communications Officer
• District Secondary Wellness Coach (High School)
• One FNMI representative
Meetings

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

Resources

- $4,000 $8,000 per year
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year.
- Support from secretarial staff will be required.

Specific Annual Objectives for the 2016-17 School Year

- Support/coordination of the work of the Health Champions
- Development of an enhanced wellness communications plan with the help of Communications Officer and the Technology Department
- Organization and coordination of two wellness forums, one each semester of events.
- Review the mandate of the committee utilizing a visioning process to possibly become primarily a steering committee
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness

Reports and Target Dates

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

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee’s terms of reference would be forwarded to the Board as necessary.

Approved by the Board of Trustees:
Community Engagement Committee Year-end Report  
2016-2017

**Members:** Cheryl Gilmore, Garrett Simmons, Jan Foster (Chair), Donna Hunt, Mich Forster (Trustees), Allison Pike, Pauline Hall, Hollie Tarasewich

**Meetings:** The committee met 7 times during the 2016-2017 school year.

**Committee Activities:**
- Reviewed Communication Plan
- Reviewed Town Hall process
- Reviewed Terms of Reference
- The majority of the meetings were devoted to planning and preparing for the first annual ICE Scholarship Breakfast hosted on February 14, 2017 with four sub-committees: Scholarship Description Committee; Promotion Committee; Event Committee; Speaker Committee
- The Scholarship Description Committee also reviewed scholarship applications, held the student presentations as part of the application process with business partners, and selected scholarship recipients

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

Type of Committee
This is a District Board Standing Committee.

General Purpose
To develop and implement strategies for the Board to fully engage all sectors of the community.

Composition and Appointments (for life of the committee)

- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the District School Council
- Communications Officer
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- $2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will maintained by the Director of Finance
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate.
- Recommendations for changes to the Committee’s terms of reference will be forwarded to the Board as necessary.
301.3 Evaluation Process for the Superintendent Policy

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

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

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

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

B. Formative Evaluation:

The evaluation of the Superintendent shall:

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

3. Require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May which addresses:

   a. Fulfillment of his responsibilities (301.1 Superintendent of Schools Roles and Responsibilities.)
   b. Success in achieving the goals of his Annual Personal Professional Growth Plan.
   c. District success with regard to the outcomes of the Annual Education Plan.

4. Be reviewed in draft form by the Superintendent Evaluation Committee prior to the first Board meeting in June and revised as needed.

5. Be presented for Board approval at the first Board meeting in June.

6. Culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent’s personnel file and in the Board Chair’s Confidential File.

Reference

Alberta School Act: Section 113
District Policies:
   301.1 Superintendent Of Schools Roles And Responsibilities.
   Superintendent of Schools/CEO Position Description, October 2006
   Lethbridge School District No. 51 Superintendent Leadership Profile, March 20
SUPERINTENDENT EVALUATION COMMITTEE
TERMS OF REFERENCE

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

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

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

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

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

REPORTS AND TARGET DATES

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

REVIEW AND EVALUATION

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

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: October Organizational Meeting

Background
School Board Annual Organizational Meeting will be held on October 24, 2017. A chart containing the 2016-17 Trustee committee membership will be distributed prior to the meeting for the purpose of Trustees subsequently conveying interest in committee membership for the 2017-18 school year.

Prior to the Organizational Meeting, trustees will participate in a Board Orientation workshop with Terry Gunderson from the Alberta School Board Association. Part of the orientation will be learning about roles and responsibilities in different areas, including chairing of committees.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: District School Council Meetings

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

October 2, 2017
November 6, 2017
December 4, 2017
January 15, 2018
February 6, 2018 – Town Hall Meeting (location TBD)
March 5, 2018
April 9, 2018
May 7, 2018
June 4, 2018

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board

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

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

The schedule for 2017/18 is as follows:

- October 11, 2017 – Coalbanks School
- November 14, 2017 – Galbraith School
- December 6, 2017 – Victoria Park & Alternate Programs
- January 16, 2018 – Agnes Davidson School
- February 7, 2018 – General Stewart
- March 6, 2018 - WCHS
- April 12, 2018 – Wilson Middle School
- May 1, 2018 – Gilbert Paterson Middle School

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Acknowledgements of Excellence

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

District students who participated in the 2017 50th Canada Summer Games are: John Evans (LCI – Basketball), Caleb Kadijk (WCHS – Basketball), and Noel Vanderzee (LCI – Athletics).

Coalbanks teachers and support staff for a successful school opening.

G.S. Lakie Grade 6 teacher, Drew Sutherland, completed the 100 mile run entitled the “Lost Soul Ultra”. Drew finished 5th in his age category and was one of only 19 competitors who actually finished the race. 31 hours and 58 minutes of non-stop movement to accomplish his feat.

G.S. Lakie Dance teacher, Kristi Legge, will be taking a group of Grade 8 students to perform during the Harlem Globetrotters half time show at the Enmax Tuesday, September 26, 2017. The following students in the Grade 8 Fushion and Hip-Hop classes will be performing: Jessica Babe, Julia Daminato, Serena Di Palma, Ceili DeBoer, Chloe Earl-Turchyn, Georgia McCready, Zoie Dyck, Jelena Kish, Aidan Doyle, Eli Orr, Malachai Peigan, Noah Seifridt, Michael Serafini, Nolan Sowell, Stephano Washikala, Rawley Selk.

Churchill teacher Elise Despain applied for and was granted $1250 for French resources in her classroom by La Fondation Franco-Albertaine. This grant will allow her to do more interactive activities with her students, field trips, cooking classes, purchase books, games, ebooks, movies, in short anything that will enhance learning and promote an appreciation for French. She will be receiving the cheque November 3rd during the Foundation’s annual gala.

Congratulations to Churchill grade 11 student Yannis Boenn, who was a member of the Rugby Alberta U-16 team that won the national title in Calgary, August 11-20.

speech competition where she spoke about global impacts of refugees and how communities can support and welcome refugees. She shared her message at the Pilgrimage and had the opportunity to tour Philadelphia, New York and Washington DC. Nimaya was recognised as a finalist from the 150 participants from around the world.

Lethbridge School District No. 51 won the distinguished Community Development Award from this year’s Lethbridge Pride Award Committee. The District has been recognized for our work in supporting LGBTQ youth in our schools and community. The GSAs in our middle and high schools and the LGBTQ Youth Conference the District held for southern Alberta in March. Staff members on the Conference Committee were Tracy Wong, Brittany Steacy, Stef Desrochers, Kessie Stefanyk, Stephanie Martin, Cayley King, Morgan Day, Wes Jensen and Taryn Rodzinyak.

Respectfully submitted,
Cheryl Gilmore, Superintendent
MEMORANDUM

September 26, 2017

To:    Board of Trustees

From:  Cheryl Gilmore
        Superintendent of Schools

RE:    2017-2018 Meritorious Budget Award

Background
The Association of School Business Officials International (ASBO) has awarded Lethbridge
School District No. 51 with the Meritorious Budget Award during the 2017-2018 budget year.
The award promotes and recognizes excellence in school budget presentation and is conferred
only to school districts whose budgets have undergone a rigorous review of professional
auditors and have met or exceeded the program’s stringent criteria. The ASBO media release
announcing the award is attached.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
School District Recognized for Award-Winning Budget

Lethbridge School District No. 51
Lethbridge, AB

RESTON, VA – 2017. The Association of School Business Officials International (ASBO) is proud to award Lethbridge School District No. 51 of Lethbridge, Alberta, Canada, with the Meritorious Budget Award (MBA) during the 2017–2018 budget year. The MBA promotes and recognizes excellence in school budget presentation and is conferred only to school districts whose budgets have undergone a rigorous review by professional auditors and have met or exceeded the program’s stringent criteria.

By applying for the award, school business officials learn best practices and enhance their skills in developing, analyzing, and presenting a school system budget. “School business officials are responsible for ensuring taxpayer dollars are spent wisely, and that the district budget reflects student priorities and needs,” says ASBO International Executive Director John Musso. “The MBA program helps applicants create an accessible, accurate budget that builds trust with their community. This award recognizes districts that have made it clear they want students at the center of their fiscal plan and vision.”

Voya Financial®, a top provider of retirement plans for the academic community and an ASBO International strategic partner, is the exclusive sponsor of the MBA. “Voya has a long history of supporting the retirement needs of school business professionals, and we are honored to recognize this year’s Meritorious Budget Award winners,” says Heather Lavallee, president of Tax-Exempt Markets for Voya Financial. “Like this year’s award winners, Voya shares in the pursuit of excellence and in inspiring the type of action that leads to positive outcomes. We are committed to offering the best solutions to help our nation’s educators and school officials prepare for retirement—so they can focus on helping their students prepare for a bright future.”

About Voya Financial®
Voya Financial, Inc. (NYSE: VOYA), helps Americans plan, invest, and protect their savings—to get ready to retire better. Serving the financial needs of approximately 13.6 million individual and institutional customers in the United States, Voya Financial is committed to delivering on its vision to be America’s Retirement Company™ and its mission to make a secure financial future possible—one person, one family, one institution at a time. Certified as a “Great Place to Work” by the Great Place to Work® Institute, Voya is equally committed to conducting business in a way that is socially, environmentally, economically and ethically responsible and has been recognized as one of the 2017 World’s Most Ethical Companies® by the Ethisphere Institute, and as one of the Top Green Companies in the U.S., by Newsweek magazine. For more information, visit voya.com.
About ASBO International
Founded in 1910, ASBO International is a nonprofit organization that, through its members and affiliates, represents approximately 30,000 school business professionals worldwide. ASBO International is committed to providing programs, services, and a global network that promote the highest standards in school business management. Its members support student achievement through effective resource management in areas ranging from finance and operations to food services and transportation. Learn more at asbointl.org.

## # #
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

RE: Junior Achievement Programs

Background
Junior Achievement is the world’s largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs.

Junior Achievement programs are the link between education and the business world. Attached is the Lethbridge School District No. 51 report on Junior Achievement Programs 2016-2017 listing the numbers of participating classes and students in district schools.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
At JA Southern Alberta, we are thankful for the longstanding support we receive from Lethbridge School District #51.

The 2016-2017 school year was an incredible success for JA programs in southern Alberta, and we thank you for your continued support as we move into a new school year.

We recognize the significant contribution that each school, teacher and administrator makes in encouraging imagination, citizenship and the spirit of opportunity in today's youth. Thank you for inviting JA programs into your classrooms and encouraging southern Alberta's youth to take charge of their personal and economic futures.

**JA PROGRAMS ARE THE LINK** between education and the business world, giving youth the confidence and knowledge they need to define personal success, enhance their workforce readiness and pursue their dreams. This year Lethbridge School District #51 students took part in the following JA programs:

**THANK YOU FOR WELCOMING JA PROGRAMS AND VOLUNTEERS INTO YOUR SCHOOL**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Program</th>
<th>School</th>
<th>Classes</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6</td>
<td>Our Business World</td>
<td>Galbraith Elementary School</td>
<td>3</td>
<td>87</td>
</tr>
<tr>
<td>Grade 7</td>
<td>Dollars with Sense</td>
<td>Wilson Middle School</td>
<td>6</td>
<td>172</td>
</tr>
<tr>
<td>Grade 9</td>
<td>Economics for Success</td>
<td>Winston Churchill High School</td>
<td>3</td>
<td>65</td>
</tr>
<tr>
<td>Grade 10-12</td>
<td>World of Choices</td>
<td>Chinook High School</td>
<td>1</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lethbridge Collegiate School</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winston Churchill High School</td>
<td>3</td>
<td>47</td>
</tr>
</tbody>
</table>

For more information, contact:

Shelly Flexhaug, Lethbridge & Area Regional Coordinator | 403-331-9124 | sflexhaug@jasouthalberta.org
Hanna Watson, Director of Programs | 403.781.2579 | hwatson@jasouthalberta.org

JA provides work readiness, financial literacy, and entrepreneurship programs for students grades 5 - 12 www.jasab.ca
MEMORANDUM

September 26, 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.

- **Wellness Grants:**
  - Mike Mountain Horse Elementary School – Self Regulation and Sensory Classroom supports $2,000
  - Wilson Middle School – Self Regulation & stand-up desks for each classroom $3,500
  - Senator Buchanan Elementary School – Sensory Room Equipment $2,000
  - Ecole Agnes Davidson Elementary School – Sensory Room $2,000
  - Fleetwood Bawden Elementary School – Second Sensory Room / Self-Regulation Equipment for Grade Pre-K to Grade 2 $1,000
  - Dr. Probe Elementary School – all weather equipment for recess – physical activity promotion $2,000
  - Coalbanks Elementary School – DPA kits and stationary bikes $1,000
  - Galbraith Elementary School – Sensory / Self-Regulation equipment $2,500
  - Lakeview Elementary School – stand up stations $2,500

- **Lakeview Elementary School** received $5,000 from Scotiabank to go towards their playground.

- **Dr. Probe Elementary School** received $1,000 from the Kinsmen Club of Lethbridge to go towards their Leader in Me program.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: School Opening and Enrolment – Preliminary Report

Background
Alberta Education funds school jurisdictions based on the enrolment of students in K-9 as well as two of the high schools within the High School Re-design Project on September 30th of each year. In addition, funding is provided for each Credit Equivalent Unit (CEU) students in grades 10-12 earn through the course of the year at the other high school programs.

An update of enrolment will be presented by Rik Jesse, Associate Superintendent of Human Resources. The report will include comparisons to projections that were made in the spring as well as estimated class sizes.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 26, 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. The priority areas as identified by the Board in the spring Board Retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
PRIORITY ONE: Supporting Student Achievement and closing the achievement gap.

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

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

**OUTCOMES:**
1. Students demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.
3. The education system demonstrates collaboration and engagement to further District priorities, including innovative thinking.

PRIORITY THREE: Supporting Student Diversity

**OUTCOMES:**
1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments.
3. Schools are learning environments that promote healthy lifestyles.
2017-18 DISTRICT PRIORITIES
REPORT TO THE BOARD

**PRIORITY ONE**

**Supporting Student Achievement and closing the achievement gap.**

**Literacy/ Numeracy (Karen, Ann, Morag)**

- Mathology, a new resource from Pearson, has been purchased by nine schools. A full-day training session was held on September 11 with eight of the schools sending two teacher reps to learn the resource and spend time planning for its use together.
- Three days of literacy workshops were held September 18-20 for K-6 teachers as well as elementary and middle school administrators on comprehension and literacy leadership.
- The Literacy (elementary) and Math (secondary) Steering Committees will each meet the last week of September.

**Middle School Re-Visioning (Cheryl) District**

- A Lethbridge School District Middle School vision, mission and set of beliefs have been developed. A half day conference for all middle school teachers is organized for October 10th. Teachers will be engaged in learning about instructional strategies that engage adolescent learners.

**Administrator Mentorship Program (Teresa)**

- New administrators and their mentors met during the third week of August for a morning of professional learning centred around the Leadership Quality Standard document, familiarizing themselves with the policy handbook, and key HR practices.

**District Professional Learning and District Collaborative Communities (Karen / Ann / All)**

- Understanding the City of Lethbridge Joint Use Agreement of Facilities – Administrators, Sept 14th (C Lee)
- Risk Management for Administrators, October 12th (C Lee)
- New Hire Orientations (HR & Payroll)- Offered 3 times prior to the school year and the 2nd Tuesday and 4th Thursday of each month. (R Aos)
  - 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.
- New Administrator ADW training- review of how to compete authorization (R Aos)
- Evening event- Self-Regulation for school recipients of Wellness Grants for 2017-18- October 24th and February 7th, 2018

**Parent Education (all)**

- Importance of Sleep- AHS Presenter, September 27th, 2017 at Chinook, 6:30 p.m.
- Parenting the Self-regulated Child, November 7th, Location TBA

**Teacher Induction Support for Quality Teaching (Rik/ Teresa)**

- Teacher Induction Program Year 1 cohort has had 2 sessions together, including mentor teachers on August 29th. The Mentorship Planning Committee has met to finalize plans for this school year as we will add TIP Year 2.

**Administrator Professional Learning (Cheryl)**

- The Administrator Retreat is being held September 28th and 29th. The retreat will focus on the furthering of instructional leadership skills through the use of generative dialogue with professional staff. This is a two-year project with the University of Lethbridge funded by Alberta Education research development focusing on the new principal quality standards that are in draft form.

**Early Learning (Isabelle)**

- PUF numbers are up, 25 Early Education Programs we are supervising and supporting.
- 215 PUF students this is more than what we ended the year with in 2016-17.
- We are offering two full-time kindergarten programs at Westminster this year.

**FNMI (Morag/Andrea)**

- Currently we are short two FNMI Liaisons (one on medical, one retired)
- We hired our Principal of FNMI Education and she officially started September 11th
- Orange Shirt day is coming up the week September 25-29th
- Planning for a Parent Evening in early October for our Parents of FNMI ancestry

**Off-Campus (Morag/ Cheryl)**

- Andrew Krul and the other off-campus staff are collectively getting students qualified and placed for Work Experience and RAP programs. Chinook Regional Career Transitions for Youth provides opportunity for students to participate in a one-day off-campus Work Experience with the purpose of students exploring a potential career pathway.

**Dual Credit (Morag/ Cheryl)**

- 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.

**Teacher Induction Support for Quality Teaching (Rik/ Teresa)**

- Teacher Induction Program Year 1 cohort has had 2 sessions together, including mentor teachers on August 29th. The Mentorship Planning Committee has met to finalize plans for this school year as we will add TIP Year 2.

**Administrator Professional Learning (Cheryl)**

- The Administrator Retreat is being held September 28th and 29th. The retreat will focus on the furthering of instructional leadership skills through the use of generative dialogue with professional staff. This is a two-year project with the University of Lethbridge funded by Alberta Education research development focusing on the new principal quality standards that are in draft form.

**Early Learning (Isabelle)**

- PUF numbers are up, 25 Early Education Programs we are supervising and supporting.
- 215 PUF students this is more than what we ended the year with in 2016-17.
- We are offering two full-time kindergarten programs at Westminster this year.

**FNMI (Morag/Andrea)**

- Currently we are short two FNMI Liaisons (one on medical, one retired)
- We hired our Principal of FNMI Education and she officially started September 11th
- Orange Shirt day is coming up the week September 25-29th
- Planning for a Parent Evening in early October for our Parents of FNMI ancestry

**Off-Campus (Morag/ Cheryl)**

- Andrew Krul and the other off-campus staff are collectively getting students qualified and placed for Work Experience and RAP programs. Chinook Regional Career Transitions for Youth provides opportunity for students to participate in a one-day off-campus Work Experience with the purpose of students exploring a potential career pathway.

**Dual Credit (Morag/ Cheryl)**

- 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.
**PRIORITY TWO**

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

**High School re-design (Cheryl)**
- Our high school re-design schools (LCI, Chinook, WCHS) will be participating in a Provincial Teacher and Leadership Collaboration Session in Red Deer October 5.

**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 will continue to meet to finalize the current Scope and Sequence drafts and begin to develop outcomes.

**Build the capacity of teachers and administrators: technology, online learning and digital learning (Jesse)**
- A new PL group called the “Innovative Thinkers” has been started and will meet for the first time on October 6. The group will consist of at least one staff member from each school. Members of the group will be exposed to:
  - New innovative tools available to teachers.
  - Examples of the innovative practices taking place in the district and in education.
  - Collaborative discussion on how we may be more innovative within the district.
  - A forum to celebrate innovation within the district.
- A new space on the district website will also be created to display some of the great innovation taking place within our schools. The reasoning for this addition to the website is to inspire other teachers to be innovative.

**PRIORITY THREE**

**Supporting Student Diversity**

**Wellness for All program (Morag)**
- Wellness Work Plan has been completed
- Meeting September 22nd, Healthy Schools Committee
- Revision of our District Policy for Nutrition
- Sleep information and session for parents
- Nutrition Programming- Alberta Education – waiting for funding for programs
- Wellness Grant – MMH, DP, FB, WMS, CBE, GAL, LV, AD, SB schools have received a grant based around their requests submitted in the Spring of 2017. Most of these requests are related to promotion of Self-regulation and equipment

**Inclusive Education (Ann)**
- We are currently all deployed ensuring that students are connected to the best program to meet their needs-- lots of meetings
- Had our first LST meeting of the year- many new and young faces
- Receiving requests from schools for supports- we are cross referencing numbers from Spring (allocated) with numbers actual
- Working closely with our team of new staff including Ann Muldoon, Shaun Metz, Jim Kerr, Andrea Fox

**ESL(Ann)**
- #’s of students- June 2017 versus September 2017
- Largest number of new students are from the Phillipines, Arabic countries and South America
- Close to 100 new intakes the first two weeks we were in school !!!
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

RE: World Teachers’ Day

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

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

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

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents

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

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

The schedule for 2017/18 is as follows:

October 12 – Lethbridge Christian School
November 16 – Education Centre
December 7 – GS Lakie
January 17 – Senator Buchanan
February 13 – Fleetwood Bawden
March 7 - Westminster
April 17 - LCI
May 2 - WCHS

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

Respectfully submitted,

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

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<thead>
<tr>
<th>October</th>
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<th>District School Council meeting</th>
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<td>District School Council – Candidates Forum @ Victoria Park</td>
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<td>Breakfast with the Board @ Coalbanks Elementary School</td>
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<td>Municipal Election Day</td>
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<td>51-25 Club Dinner @ Lethbridge Lodge</td>
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<td>24</td>
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<td>Trustee Orientation 8:30 am to 2:00 pm</td>
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<td>Board Meeting</td>
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<td>Lethbridge College – Creators, Makers, Innovators Trades and Technologies Grand Opening</td>
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<td>November</td>
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<td>District School Council Meeting</td>
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<td>Team Lethbridge</td>
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<td>Breakfast with the Board @ Galbraith School</td>
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<td>Policy Advisory Committee Meeting</td>
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<td>Board Meeting</td>
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MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Keith Fowler, Trustee

RE: Facilities Committee – September 12, 2017

Minutes of the Facilities Meeting held September 12, 2017 at 3:35 p.m.

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

The committee received a 2017 Construction Update on all the projects currently underway from Daniel Heaton, which is attached.

Daniel provided an update on the Coalbanks Elementary School, the New West Lethbridge Middle School and Wilson Middle School’s Modernization.
  - Coalbanks Elementary School opened on September 5th – first day of school.
  - The New Middle School is well into construction with a proposed completion date of July 10, 2018. The project is on schedule and within budget.
  - Wilson Middle School’s Modernization was complete for the 2017-2018 school year start up. It was on schedule and on budget.

Terms of Reference:
The committee reviewed the Terms of Reference.

Facilities Yearly Report to the Board:
The committee reviewed the yearly report that will go to the Board.

Respectfully submitted:

Keith Fowler
Trustee
Date: September 12 2017

Address:
Business Affairs
Lethbridge School District No. 51
Education Centre
433 - 15 St South
Lethbridge, Alberta T1J 2Z4

ATTENTION: Don Lussier / Christine Lee

Dear Don / Christine

RE: Summer 2017 Facility Services Projects

We are pleased to submit the attached report of our Summer 2017 Facility Services Projects. We have completed or are in the final phases on the vast majority of our projects. Some of the projects will continue over the next few weeks until these are completed. The 3 Modular Classroom Projects (Nicholas Sheran, Dr. Gerald Probe and Fleetwood Bawden) are continuing on track similar to last years schedule with scheduled occupancy late October or early November.

We undertook some 210 projects with project in or on every one of are 24 buildings. These projects are over and above the projects that the School District’s Maintenance and Grounds Staff attended to this summer.

Of particular note is two planned Major projects. First being the Heating System’s Main Piping replacement at Mike Mountain Horse. This project began by our contracted mechanical company DMT in late June and was completed for September Classes. The ceilings in all of the hallways including light fixtures and other devices were removed in order to accommodate the cutting out of all steel pipes and replacement with new welded steel piping. Ceiling tiles and lights and devices that were salvageable were reinstalled and one corridor was fitted out with new lights and ceiling tiles to make up for damaged areas.

Second major project is that of the replacement of the LCI Elevator. This project began in Mid June through cooperation of the School, Caretaking staff and the Prime Contractor Ward Bros. Construction and Elevator Contractor Otis Elevator. This project is nearing completion with Alberta Elevating Devices & Amusement Rides Safety Association (AEDARSA) Certification for use this week.

We continue with our regular work as well which includes the oversight on the modernization at Wilson Middle School and the new construction at Coalbanks Elementary School and West Lethbridge Middle School. All on-going review of certification of elevators, boilers, fire extinguishers, fire alarm and security systems.

I hope you find this all in order and if you have any question do not hesitate to ask any questions.

Sincerely,

Daniel Heaton, Architect AAA, MRAIC, AT Dipl., B.A.Sc., M.Arch, A4LE
Director of Facility Services
Summer 2017 Facility Services Projects

**Agnes Davidson Elementary School**

- Conference Room
  - Strip old visual boards
  - Paint
  - Re-install Smart Board and white boards
- Staffroom
  - Strip old visual boards
  - Paint
- Room 7 & 24
  - Strip old visual boards and shelving
  - Paint
  - Install / re-install visual boards and shelving
- Install new exterior digital sign
- Paint exterior of building (front & side)
- Replace wind fence – **in progress**
- Renovate exterior on modular classroom – **in progress**
  - Strip existing siding
  - Install new ¾” plywood and cement board
  - Paint

**Agnes Davidson Boys and Girls Club**

- New coat racks

**Attwell and Maintenance Buildings**

- Archive all information Blueprints, Specifications, Manuals etc.
- Move and renovate one office – **in progress**
- Create a plans room for all documentation – **in progress**
- Add / remove two doorways and one window
- Create a server room future panning with IT
- Add a large overhead doorway in Maintenance Building grounds bay to facilitate snow removal equipment movement – **in progress**
- Renovate one staff washroom – **in progress**

**Chinook High School**

- Install electrical and extra controller for LED screens in gymnasium
- Run power and Data to new WIFI point in Theatre

**Coalbanks – Fit Up of FF and E**

- Install handrails for exterior classroom
- Replace all whiteboards with Brightlinks and reinstall equipment
- Install additional bulletin boards and white boards
- Install all bathroom fixtures, clocks, keyboard trays, signage, paper towel holders etc.
• Install exterior LED sign
• Install parking lot signage
• Install gymnasium mats
• Install new flat screen Televisions
• Install Large LED screen in gymnasium including sound system
• Install extra millwork in one classroom, Blast storage, store room, Fob cabinet and library alterations
• Troubleshoot on going electrical issues
• Move trees and replace sod
• Addition of through bolts on all doors
• Insure deficiencies are noted and rectified

Dr. Probe Elementary School
• Renovate offices, infirmary, work room and staffroom
  o Remove all existing millwork, bulletin boards and furniture
  o Install new flooring
  o Repair drywall & paint
  o Move data and electrical for new millwork
  o Install new visual boards
  o Re-install furniture and appliances
• Install new blinds for Library and staffroom
• Install new ventilation in infirmary bathroom
• Strip vinyl wallpaper off hallways and skim coat walls and paint hallways
• Install lighting in link to south east modular classrooms
• Install emergency lighting in link and south east modular classrooms
• Repair flooring in Library – in progress
  o Remove all millwork, computers, books etc.
  o Negotiate solutions with suppliers / installers
  o Repair seams and bubbles
  o Re-install all millwork, computers, books etc.
• Installation of “Gerry’s Bench” on grounds
• Install two new WREM modular classroom – in progress
  o Relocate storm drainage system to the south of future – in progress

Education Center
• Completed hardwood flooring repairs
• Repainted three offices
• Add six floor receptacles to the main boardroom
• Add new visual screen and controls to the main boardroom
• Repair paint in boardroom
• Complete brick edging exterior sign
• Install amps and speakers to Computer lab and meeting rooms
• Install speakers in main hallways for lockdown announcements
• Refinish exterior Front Doors – in progress
**Fleetwood Bawden Elementary School**

- Install new flooring in offices and library auxiliary room
- Install new visual display boards in several classrooms
- Remove wall in EEP room to create large classroom complete with repainting
- Install salvaged millwork (MMH) in EEP room and Kindergarten
- Add millwork complete sink and pumped plumbing system for new kindergarten room
- Repair walls and paint in EEP room and work room
- Paint Gymnasium
- Redo gymnasium floor (sand, seal, paint lines/logo and refinish)
- Repair walls and paint in hallways
- Install new roof access ladder
- Parking lot asphalt repairs
- Repair sidewalk by southwest entrance
- Install one new Truco modular Classroom – in progress

**G.S. Lakie Middle School**

- Install new LED screen in gymnasium
- Install new projector screen on stage
- Room 115 renovation
  - Strip existing visual display boards
  - Paint
  - Install new visual display boards
  - Install new brightlink
  - Repair window sill
- Staffroom renovation
  - Paint
  - New flooring and visual board
  - New millwork
  - Window tinting
- Install new flooring in main office, principal’s office and staff room
- Plant three new trees
- Install 60 temporary lockers due to increased enrollment
- Move smartboard and projector to new locations
- Preliminary work on relocating modular classroom to new middle school

**Galbraith Elementary School**

- Paint office, library and Foyer One
- Install new roofing over main office – in progress
  - Strip existing roofing material and install new roofing, insulation and flashings
  - Run new and reroute existing electrical
  - Remove/re-install existing rooftop ventilation unit
  - Construct new parapets to accommodate new sloped roof
- Install barrier-free accesses for the front doors
- Repair water main break
- Clean up and diagnose
- Excavate exterior including asphalt/concrete removal
- Install new water main and roof drain
- Repair asphalt
- Install new concrete barrier free ramp to meet current code
- Repair damage to principles office
- Abate asbestos tiles and mastic in basement
- Install new VCT tile flooring in basement
- Remove awning over gymnasium exit door

**General Stewart Elementary School**

- Office renovation
  - Remove existing millwork, electrical and flooring
  - Frame walls and drywall
  - Upgrade electrical and data
  - Paint both offices and adjacent corridor walls
  - Install new flooring
  - Install new window and pass-through w/roll shutter
- Replace front sidewalk concrete to ensure positive drainage
- Repair parging around windows of entire school
- Install two benches to front of school

**Gilbert Patterson Middle School**

- Paint offices, hallway features and library
- New concrete sidewalk across front of school
- Eco garden in front of school, repair irrigation
- Pour new concrete apron on north side of school to playground
- Replaced asphalt in courtyard
- Install new lockers
- New floor socket in gymnasium to accept new 4” volleyball poles
- Construct new gender neutral bathroom
  - Cut in new door
  - Fill in existing door
  - Install new millwork and plumbing
  - Paint
  - Tile

**Lakeview Elementary School**

- Install new blinds in south facing classrooms
- Install new flooring in south facing classrooms
  - Removal of millwork, plumbing, fixtures etc.
  - Clearing out all effected spaces of furniture
  - Asbestos Abatement
  - Move plumbing in room 137
  - Installation of new flooring
- Re-installation of all millwork, plumbing, fixtures etc.
- Install new millwork in room 137
- Existing flooring replacement/repair
  - Removal of millwork, plumbing, fixtures etc.
  - Clearing out all effected spaces of furniture
  - Negotiate, renegotiate solutions with suppliers and installers
  - Replace flooring in library, office and one classroom
  - Repair/patch existing flooring
  - Re-installation of all millwork, plumbing, fixtures etc.
- Install new walk off mats in both main entrances
- Repair major roof leaks and damage at gymnasium

**LCI High School**

- Paint F-wing hallway
- Paint Art room
- Install six new operable basketball backstops
- Install new bleachers
  - Disassemble and remove existing bleachers
  - Run new power to facilitate operation of new motor controls
  - Assemble new bleachers
- Replace elevator – **in progress**
- Renovate classroom C303
  - Strip all visual display boards
  - Repair walls and paint
  - Installation of new visual display boards
  - Install brightlink from library
- Install new visual display boards in C311, C315 and C316
- Install new flooring installation in Band room
- Install new millwork in band room equipment storage
- Install new flooring in counselling offices

**Mike Mountain Horse Elementary School**

- Replace faulty main boiler piping system
  - Remove all hallway T-bar ceilings including some classrooms, storage areas and bathrooms
  - Removal of fixtures
  - Removal of fluid from system
  - Removal of piping and insulation
  - Insure proper testing
  - Reinstallation of piping and installation
  - Fill system and test
  - Flush and clean entire system
  - Re-install T-Bar ceiling and fixtures
  - Patch and repair drywall
  - Paint repairs
Test and run system
• Install new T-bar ceiling and lighting in south hallway
• Install new flooring in staffroom, infirmary, workroom and office areas
• Renovate main office area
  o Remove existing millwork, plumbing and fixtures
  o Remove wallpaper and patch damaged walls
  o Move electrical panel to work area
  o Paint walls and doorframes
  o Install new lighting in main office and principles office
  o Move electrical and data to accommodate the new furniture
  o Re-install blinds
• Paint gymnasium
• Repaint doors (exterior and 8 sets of interior)
• Install new concrete sidewalk in front of school
• Reconfigure irrigation to accommodate new sidewalk
• Regrade east modular classroom drainage
• Move classroom computer in room 1
• Install barrier-free access on front doors

Nicholas Sheran Community School
• Move computer lab millwork
• Run Data and electrical to new computer lab
• New shelving for expanded curriculum
• Paint hallways and 3 auxiliary rooms
• Paint front entrance
• Floor repairs in modular classroom
• Re-roof western portion or existing building and at main office
  o Strip existing metal roof
  o Install new sheathing and blueskin waterproof membrane
  o Apply new metal roof and flashings
• Washroom Upgrade
  o Install new sinks and taps (hands free)
  o Install new countertop
  o Repair damaged ceramic tile
  o Repaint walls and stalls
• Install two new Truco Modular classrooms – in progress

NOC Building
• Install new Overhead door
• Close in extra overhead door opening
• Replace windows
• Replace/repair exterior doors
• Install new flooring in work area
• Install Fob access to server room
• Paint interior in work area
• Paint exterior
• Repair generator exhaust

**Park Meadows Elementary School**

• Remove old shrubbery on east side of school
• Construct new concrete apron on east side of school to shed water
  o Lawn repairs
  o Irrigation repairs
• Paint entrances and vestibules
• Re-roof western portion or existing building and at main office
  o Strip existing metal roof
  o Install new sheathing and blueskin waterproof membrane
  o Apply new metal roof and flashings
• Washroom Upgrade
  o Install new sinks and taps (hands free)
  o Install new countertop
  o Repair damaged ceramic tile
  o Repaint walls and stalls

**Senator Buchanan Elementary School**

• Design completed for ventilation upgrade with Tender in late fall 2017
  o Consult with Principals
  o Design sessions with architects and engineers
  o Site visits
  o Coordination of construction documents
• Flooring repairs
• Classroom upgrades for 8 rooms
  o Strip existing visual display boards
  o Move electrical including smart boards and projectors
  o Repair and paint walls
  o Install new visual display boards
• Paint front foyer and stairwell
• Paint library
• Install barrier-free access on front door

**Victoria Park High School**

• Install new bottle filling water fountain
• Flooring repairs
• Rezone fire panel

**Westminster Elementary School**

• Design completed for ventilation upgrade with Tender in late fall 2017
  o Consult with Principals
  o Design sessions with architects and engineers
  o Site visits
Coordination of construction documents
- Re-finish gymnasium/stage floor

**Wilson Middle School**
- Replace north sidewalk
- Re-locate C-can for volunteers
- Prepare south wing classrooms for upcoming year
  - Paint
  - Install new lockers
  - New T-bar ceilings and fixtures
  - Install visual display boards
  - Install new radiant heat panels

**Winston Churchill High School**
- Paint all hallways and interior door frames
- Repair concrete sign in front of school
- Replace galvanized steel doors
- Replace main offices and staff room flooring
- Paint exterior doors
- Paint gymnasium
- Re-place boys change room door
- Paint boys change room
- Repair T-bar ceiling in boys change room
- Upgrade 4 Science rooms with chemical resistant countertops
- Construction of new gender neutral bathroom
  - Frame in new walls
  - Create new access
  - New millwork and sink
  - Paint

**Continuing Major Projects**
- Wilson Middle School Modernization
- Coalbanks Elementary Warranty period review
- Construction of West Lethbridge Middle School
- Planning for South Lethbridge Elementary School

**End of Summer 2017 Facility Services Projects List**
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Alberta School Boards Association (ASBA) Zone Meeting – September 13, 2017

Members listened to two excellent presentations:

1. Alberta Mental Health Services - Addictions and Mental trends and what the South West Regional Collaborative Services Delivery is doing in response. Check out their website: [www.swrcsd.ca](http://www.swrcsd.ca)

2. Regional Chinook Foundation for Career Transitions. They encourage youth to take the next step. An interesting statistic from the presentation was that only 35% of high school graduates have a career plan. Website: [www.careersteps.ca](http://www.careersteps.ca)

Respectfully submitted,

Donna Hunt
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Keith Fowler, Trustee

RE: Board Audit Committee – September 19, 2017

1) The Committee reviewed and approved the Audit Committee Terms of Reference. No changes were made.

2) The Committee reviewed the Audit Plan for the Audit of 2016-2017 Financial Statements. School Generated Funds testing will occur in early October with completion of the year-end audit by the end of October 2017.

3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2015-2016 audit.

4) The Committee reviewed management’s recommendations and selected which school activity funds to be audited for the 2016-2017 school year.

5) The next meeting of the Audit Committee, to review the results of the 2016-2017 Audit, will be held on November 21, 2017. The Financial Statements will be presented at the Board Meeting on November 28th, 2017.

Respectfully Submitted,

Keith Fowler, Chair of the Audit Committee
MEMORANDUM

September 26, 2017

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Healthy Schools Committee – September 19, 2017

Highlights:

Terms of Reference: The Terms of Reference for the Healthy Schools were reviewed and revised.

Sleep:
1. Watch for a three part series in the Lethbridge Herald called Healthy Sleep for Students.
2. There will be a presentation for parents and guardians at Chinook on September 27 from 6:30 to 8:00 called Health Sleep.

Wellness Grant - Self-Regulation - was given to the following schools:
  - Mike Mountain Horse
  - Wilson Middle School
  - Senator Buchanan
  - École Agnes Davidson
  - Lakeview
  - Fleetwood Bawden
  - Dr. Probe
  - Coalbanks
  - Galbraith

Wellness Policy: A sub-committee was established to revise the Wellness Policy.

Respectfully Submitted

Donna Hunt, Chair
Mich Foster, Chair
Lethbridge School District No. 51
433 15 Street, South
Lethbridge, AB T1J 2Z4

Dear Chair Foster,

Re: Public School Boards' Association of Alberta: Fall Events 2017

On behalf of the Members of the Public School Boards' Association of Alberta, I am very pleased to extend to you and your Board colleagues an invitation to join us at our Fall Events in November 2017!

Our Fall Events schedule includes:

- **Thursday 16 November 2017:**
  - *(8:00 a.m. – 3:30 p.m.)* Trustee University I with Brian Woodland, Director of Communications & Community Relations, Peel District School Board;
  - *(8:30 a.m. – 3:30 p.m.)* Alberta Student Voice Program with Maurice Fritze, Government Relations Consultant
- **Friday 17 November 2017 (9:00 a.m. – 3:00 p.m.)** 2017 Annual General Meeting

Our Fall Events will be held at the DoubleTree by Hilton West Edmonton, 16615 109 Avenue Edmonton. I encourage you to join us by registering for this exciting event, online at:

[https://publicschools.wufpp.eu/forms/x8i84ab1bdy4is/](https://publicschools.wufpp.eu/forms/x8i84ab1bdy4is/)

Should you wish to attend, the Lois Hole Dinner & Lecture, tickets are available at a cost of $75.00. Please reserve your tickets online when you register.

I hope that you and your Board colleagues are able to join us at our 2017 Fall Events and I look forward to welcoming you.

Sincerely,

Arlene Hrynyk, President
Public School Boards’ Association of Alberta

cc: Executive Committee, Public School Boards’ Association of Alberta
    Member Board Chairs, Public School Boards’ Association of Alberta
    Public School Board Council Representatives, Public School Boards’ Association of Alberta
    Mary Lynne R. Campbell, Executive Director, Public School Boards’ Association of Alberta

Attachments (1)
2017 Fall Events Save the Date

16 - 17 November 2017
DoubleTree by Hilton 16615 109 Avenue, Edmonton AB

Thursday 16 November 2017

Trustee University I -
with Brian Woodland, Director of Communications & Community Relations, Peel District School Board

Lt. Gov. Lois E. Hole Dinner & Lecture
- Tickets Available for Purchase ($75.00)

Friday 17 November 2017

9:00 a.m. - 3:00 p.m. - Annual General Meeting of the Public School Boards’ Association of Alberta
August 8\textsuperscript{th}, 2017

Christine Lee
Lethbridge School District
433 15\textsuperscript{th} Street South
Lethbridge, Alberta
T1J 2Z4

Dear Christine,

I wanted to reach out and extend my sincerest gratitude for your assistance to Dr. Carmen Mombourquette on the amalgamation project for the Maskwacis Education Schools Commission (MESC). Your input and assistance was invaluable in helping us to establish the financial baseline for the future amalgamated school authority.

The feedback from the MESC leadership team was very positive in that they felt armed with solid and credible information in which to enter discussions with INAC. From what we have been told, the discussions thus far have been very productive and favorable to the proposed new school authority.

For all of us that have worked on this project, the end goal is really to do what we can to help accelerate the success of First Nation students. It is with the support of people like yourself and organizations like Lethbridge Schools District that this goal can be realized sooner rather than later.

I also would like to take this opportunity to congratulate you on your appointment to Associate Superintendent Business Affairs. On behalf of Intellimedia we wish you much success in your new role!

Thank you again for all your support and please do not hesitate to let me know if there is anything we can do to return the favour! As a small token of our appreciation please accept this donation to your district on behalf of Intellimedia and MESC.

Sincerely,

\begin{signature}
Hoda Jawad
COO, Intellimedia
\end{signature}

Advanced Technology Centre, Edmonton Research Park
Suite 111 9650 20 Avenue Edmonton, AB T6N 1G1
PAY

*****Two Thousand and 00/100

TO THE ORDER OF

Lethbridge School District's

MEMO

Canada 150 ICE Scholarship Fund

INTELLIMEDIA INC.

Lethbridge School District's

Scotia Bank (00683 1) Canada 150 ICE Scholarship Fund

DATE 08/08/2017

$2,000.00

08/08/2017

2,000.00
Military Service Recognition Book

Dear Valued Supporter,

Please find enclosed a copy of the Alberta-NWT Command's Military Service Recognition Book recognizing Veterans in Alberta and the Northwest Territories who have served our country so valiantly. We have also included a Certificate of Appreciation acknowledging your organization's generous support for our Veterans.

You will find the advertisement that you purchased during our 2016 Telephone Appeal printed inside the book along with another copy of your invoice in the event that you have not taken the opportunity to forward your payment.

Your ongoing support for this important project is sincerely appreciated. Proceeds raised are used to fund bursaries, youth programs including cadets and of course The Legion's tireless support for Veterans throughout Alberta and the Northwest Territories.

We look forward to speaking with you again in 2017 regarding this important Legion initiative.

Please do not hesitate to contact us at 1-800-506-1888, if we can be of assistance.

Once again, thank you!

Respectfully,

Chris Strong
President
Alberta-NWT Command
The Royal Canadian Legion
Certificate of Appreciation
Presented to

Lethbridge School District 51

For supporting the Alberta-NWT Command’s Military Service Recognition Book. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

Chris Strong
President

Tammy Wheeler
Executive Director

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

“LEST WE FORGET”
September 11, 2017

Honourable David Eggen
Minister of Education
228 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Honourable Brian Mason
Minister of Infrastructure
320 Legislature Building
10800 – 97 Avenue
Edmonton, AB T5K 2B6

Dear Honourable Ministers:

Re: South Lethbridge Elementary School – Request for Consideration - Moving beyond Design Stage

First, I want to thank both of you for your official letter of April 12, 2017, approving the South Lethbridge Elementary School. We have received the grant agreement and understand that it is design only at this time, until such time as services and title to the site are in our District’s hands.

We have been having weekly meetings with the City of Lethbridge and the Developer on both the servicing of the site and receiving title. We will have this completed by the end of November 2017.

The Developer and the City have asked if we could request some assurance from you that this project will go ahead if services and title are in place. They are expecting to spend twenty million dollars to make this happen and are concerned with the size of this investment and how to rationalize it to the Lethbridge community if there is no commitment to build the school. Any assistance in this regard would be greatly appreciated.

The South Lethbridge community is excited about this new South/East Elementary School, because it is the first new school in South Lethbridge in fifty-five years.

Under the Joint Use Agreement through the City of Lethbridge’s Capital Improvement Program the City of Lethbridge has committed up to $850,000.00 to increase the size of the Gymnasium by 200 m² to make it available for community use.

The District will have completed design by February 2018 and is planning to go to construction tender in February 2018 with the approval of funding from the province.

Our aim is to make this school a model school as one of the most energy-efficient, state-of-the-art schools in the Province.
We recognize that the provincial government has fiscal responsibilities and a myriad of demands for infrastructure and capital projects. We do want to emphasize, however, that school facility space in Lethbridge is lagging far behind student population growth. For example, the new West Side Elementary School opened this year is full and we are already seeking modular units for next year. We do not have any schools with available space to continue to facilitate growth on the south side. We are fortunate to have both the city and developer recognize the need to invest and have services to the site prior to project approval. In February we will be shovel ready. Thank-you in advance for considering the provision of assurance with regard to the construction of our New South/East Elementary School so the developer and the City can be comfortable with their twenty million dollar investment.

Thanking you in advance for considering the assurance with regard to the construction of our New South/West Elementary School so the developer and the City can be comfortable with their twenty million dollar investment.

Yours truly,

Mich Forster
Board Chair, Lethbridge School District No. 51

c.c. Honourable Shannon Phillips, MLA for Lethbridge-West
Ms. Maria Fitzpatrick, MLA for Lethbridge-East
Trustees: Don Lacey, Tyler Demers, Jan Foster, Keith Fowler, Donna Hunt, Lola Major
The Honourable Chris Spearman, Mayor, City of Lethbridge
Cheryl Gilmore, Superintendent