



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, February 26, 2019

Board Room

3:30 P.M.

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

3:32 p.m. 2. Approval of Minutes

If there are no errors or omissions in the minutes of the Regular Meeting of January 22, 2019 and the Special Meeting of January 29, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4. Presentations

3:35 p.m. 4.1 Edwin Parr Nomination

Enclosure 4.1

3:55 p.m. 4.2 Numeracy – Jenn Giles

Enclosure 4.2

5. Action Items

4:15 p.m. 5.1 Locally Developed Course Approval

Enclosure 5.1

5.2 Approval to quote for HR/Payroll software
re: implementation project

Enclosure 5.2

5.3 Policy Review:

- *Policy # 502.5 Student Transportation, Bussing*
- *Policy # 604.5 High School Course Sequence Transfers*
- *Policy # 606.5 Educating Students at Home*
- *Policy # 608.7 Sale of Student Supplies and Materials*
- *Policy # 1003.5 Conducting Research*

Enclosure 5.3

4:40 p.m. 6. District Highlights

7. Information Items

4:45 p.m. 7.1 Board Chair Report

7.1.1 Breakfast with the Board

Lethbridge Christian School – March 5, 2019

Enclosure 7.1.1

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Enclosure 7.2.1

7.2.2 Human Resources

Enclosure 7.2.2

| | | | |
|-----------|-------|---------------------------------|-----------------|
| | 7.2.3 | Instructional Services | Enclosure 7.2.3 |
| 4:55 p.m. | 7.3 | Superintendent Report | |
| | 7.3.1 | Board Priorities Report | Enclosure 7.3.1 |
| | 7.3.2 | Acknowledgements of Excellence | Enclosure 7.3.2 |
| | 7.3.3 | Snacks with the Superintendents | |
| | | Dr. Probe – March 5, 2019 | Enclosure 7.3.3 |
| | 7.3.4 | Calendar of Events | Enclosure 7.3.4 |

5:00 p.m. Public Forum

8. Public Forum Response Enclosure 8.1

9. Reports

| | | | |
|-----------|-----|---|---------------|
| 5:10 p.m. | 9.1 | Community and Social Development Committee – January 25, 2019 | Enclosure 9.1 |
| | 9.2 | ATA Local Council – February 6, 2019 | Enclosure 9.2 |
| | 9.3 | FNMI Advisory Committee – February 13, 2019 | Enclosure 9.3 |
| | 9.4 | District Wellness Committee – February 25, 2019 | Enclosure 9.4 |

10. Correspondence - Received

| | | | |
|-----------|------|----------------------------------|----------------|
| 5:30 p.m. | 10.1 | Alberta Education Minister | Enclosure 10.1 |
| | 10.2 | Action on Smoking & Health (ASH) | Enclosure 10.2 |

11. Correspondence - Sent

5:40 p.m. None at this time.

5:45 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JANUARY 22, 2019.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:57 p.m.

1. Approval of Agenda *Approval of Agenda
6816/19*
Add: 9.6 ATA Local 41 report – Tyler Demers
Trustee Tyler Demers moved:
“to approve the agenda, as amended.” **CARRIED UNANIMOUSLY**
2. Approval of Minutes *Approval of Minutes
6817/19*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of December 18, 2018 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**
3. Business Arising from the Minutes *Business Arising from
the Minutes*
There was no business arising from the minutes.
4. Presentations *Presentations
Counselling Services*
 - 4.1 Counselling Services – Cayley King
Counselling Coordinator, Cayley King, provided a presentation and responded to questions of the Board.
5. Action Items *Action Items*
 - 5.1 Approval of International Trips
WCHS Teacher Stacey Bolton and Principal Carey Rowntree provided details and responded to questions of the Board.

Trustee Donna Hunt moved:
“that the WCHS girls volleyball trip to San Diego, California, USA from October 9th to October 13th, 2019 be approved on the condition that all district policies and procedures are strictly followed.” **CARRIED UNANIMOUSLY** *International Trip
WCHS to San Diego
6818/19*
 - 5.2 Authorization of Locally Developed Courses *Authorized Locally
Developed Courses*
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Two locally developed courses were brought to the Board:
Directing 25 and 35 for 5 credits
Musical Theatre 15, 25 and 35 for 5 credits

Trustee Tyler Demers moved:

“to approve the use of locally developed senior high school courses, Directing 25 and 35 for 5 credits from December 10th, 2018 to August 31st, 2020 and any learning resources detailed in the course outline for use in all of our District High Schools.”

CARRIED UNANIMOUSLY

*Directing 25 and 35 for 5 credits from December 10th, 2018 to August 31st, 2020.
6819/19*

Trustee Donna Hunt moved:

“to approve the end date extension of previously acquired courses Musical Theatre 15, 25 and 35 for 5 credits each to August 31st, 2020 as authorized by Alberta Education.”

CARRIED UNANIMOUSLY

*Musical Theatre 15, 25 and 35 for 5 credits to August 31st, 2020.
6820/19*

5.3 Policy Review

Teresa Loewen provided a second reading of Policy 603.1 Animals in Schools.

Policy Review

Trustee Lola Major moved:

“to approve Policy 603.1 Animals in Schools, second reading, as presented.”

CARRIED UNANIMOUSLY

*Policy 603.1 Animals in Schools
6821/19*

Trustee Lola Major moved the third and final reading:

“to approve Policy 603.1 Animals in Schools, as presented.”

CARRIED UNANIMOUSLY

*Policy 603.1 Animals in Schools FINAL
6822/19*

5.2 First Quarter Financial Report

Mark DeBoer, Director of Finance, provided the Board with the First Quarter Financial Report.

Trustee Donna Hunt moved:

“to accept the 2018/19 First Quarter Financial Report, as presented.”

CARRIED UNANIMOUSLY

*First Quarter Financial Report
6823/19*

6. District Highlights

- Christine Light - Victoria Park Christmas dinner, Chinook Design 9 display, City drug strategy panel, Breakfast with the Board at Senator Buchanan
- Jan Foster - Fiddler on the Roof, celebration of life for Dr. Bob Plaxton

District Highlights

- Donna Hunt – City drug strategy panel
- Doug James – Breakfast with the Board at Senator Buchanan, 1D1B grant donation presentation, Lakie dance
- Tyler Demers – New West Theatre
- Lola Major – 1D1B presentation
- Clark Bosch – Senator Buchanan children in the breakfast program, tremendous support with his father passing

Public Forum:

Brooke Culley asked the Board to consider using your position and influence to coordinate two public forums, designed and managed to flesh out candidates around their plans for public education. Brooke noted that it was done in 2012. The Board Chair thanked him and indicated that the Board would respond at the next Board meeting.

Public Forum

7. Information Items

Information Items

7.1 Board Chair Report

Breakfast with the Board

7.1.1 Breakfast with the Board

All staff at Park Meadows School will be invited to attend Breakfast with the Board on Thursday, February 7, 2019 followed by a tour of the school by Principal Mark Blankenstyn.

7.2 Associate Superintendent Reports

*Associate Superintendent Reports
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report including enrolment.

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Superintendent Reports

*Superintendent Report
Board Priorities*

7.3.1 Board Priorities Report

2018-19 District Priorities report of actions was shared.

7.3.2 Acknowledgements of Excellence

Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were

encouraged to congratulate the staff and students when visiting schools.

7.3.3 Snacks with the Superintendents

*Snacks with the
Superintendents*

Staff at General Stewart School will be invited to attend the Snacks with the Superintendent on Wednesday, February 13, 2019.

7.3.4 Donations and Support

Donations and Support

Senator Joyce Fairbairn Middle School received a donation from Lethbridge Toyota.
Lethbridge Firefighters Charities Association donated \$4,000 toward Victoria Park High School Christmas hampers.
One District One Book received a \$75,000 grant from the Government of Alberta.

7.3.5 Calendar of Events

Calendar of Events

The Calendar of Events was reviewed for the period January 30 to February 26, 2019.

8. Response to December Public Forum

*Response to December
Public Forum*

Response to the December Public Forum was shared.

9. Reports

*Reports
Policy Advisory
Committee*

9.1 Policy Advisory Committee – January 9, 2019

Trustee Lola Major provided a written report from the Policy Advisory meeting held January 9, 2019.

9.2 District School Council – January 14, 2019

District School Council

Trustee Tyler Demers provided a link to the District School Council meeting minutes for the meeting held January 14, 2019.

9.3 A.S.B.A. Zone 6 General Meeting – January 16, 2019

*A.S.B.A. Zone 6
Meeting*

Trustee Donna Hunt provided a written report from the A.S.B.A. Zone 6 General meeting held January 16, 2019.

9.4 Joint City of Lethbridge / School Boards – January 16, 2019

*Joint City of Lethbridge
/ School Boards*

Trustee Jan Foster provided a written report from the Joint City of Lethbridge / School Boards meeting January 16, 2019.

- 9.5 Community Engagement Committee – January 17, 2019
Vice Chair Christine Light provided a written report from the Community Engagement Committee meeting held January 17, 2019. *Community Engagement Committee*
- 9.6 ATA Local Council – January 9, 2019
Tyler Demers provided an oral report from the ATA Local 41 Council meeting held January 9, 2019. *ATA Local Council*
10. Correspondence – Received:
10.1 City of Lethbridge
10.2 Alberta Health Deputy Minister *Correspondence – Received
City of Lethbridge
Alberta Health*
11. Correspondence – Sent: none *Correspondence – Sent*
- The meeting was adjourned at 6:00 p.m. *Adjournment*

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JANUARY 29, 2019

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:00 p.m.

1. Approval of Agenda *Approval of agenda
6824/19*
Trustee Donna Hunt moved:
“that the agenda be approved as presented.” **CARRIED UNANIMOUSLY**
2. Action Items:
 - 2.1 Approval of Contractor
Approval of contractor for the south elementary school. Christine Lee and Daniel Heaton shared the process with the Board.

Trustee Doug James moved:
“that the Board award and enter into a contract for the building construction in the amount of \$15,221,191 + G.S.T. for the Southeast Lethbridge Elementary School to Dawson Wallace Construction Ltd. And further, that the Board approves the contingency the District will carry on the project of \$456,635 (3% of the contract value).” **CARRIED UNANIMOUSLY** *Contract awarded for new south elementary school
6825/19*
 - 2.2 Provincial Election Public Forum *Provincial Election Public Forum*
At the public forum during the January 22, 2019 regular board meeting, Brooke Culley requested that the Board host a forum focused on education for the upcoming provincial election. Superintendent Cheryl Gilmore shared some details of the forum held in 2012 and will bring this topic back to the Board in February.
 - 2.3 District Logo *District Logo*
Samples of potential new district logo were viewed by the Board. *Adjournment
6826/19*

Trustee Tyler Demers moved to adjourn at 3:39 p.m. **CARRIED UNANIMOUSLY**

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Edwin Parr Nomination

Background

On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association. Nominees from Zone 6 jurisdictions will be recognized at the May 15, 2019 Zone 6 ASBA meeting in Taber. One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA.

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

The Lethbridge School District No. 51 nominee for the 2019 Edwin Parr Award is Melanie Wasylenko, Wilson Middle School.

Some highlights from Melanie are as follows:



I am honoured to begin my teaching career at Wilson Middle School where character, teamwork, and innovation are an integral part of the community. I currently teach on the grade 6 team as a homeroom, humanities, and drama teacher. I also teach a range of other courses including literacy, numeracy, and exploratory courses. It is wonderful to be able to teach a wide range of subjects to students in grades 6 to 8.

As a CTS major, I'm passionate about the development of meaningful technology skills for my students. I've worked to implement technology into the curriculum on a regular basis, and my students can always expect to use different apps and programs in our learning activities. I believe that technology is an asset for assessment, engagement, and meeting the diverse needs of students in my classroom. I feel fortunate that Wilson has a wide range of technology available for my students to integrate into their learning.

I always knew I wanted a career in education, and after working as an administrative assistant, educational assistant, and now as a teacher, I have seen the impact that positive relationships

and the hard work of school staff have on our students. I am proud to be a part of this rewarding profession and to work with the staff and students in Lethbridge School District No. 51.

Melanie, accompanied by Wilson Middle School principal Dean Hawkins will attend the Board Meeting. Dean will provide a brief summary highlighting Melanie's accomplishments in her first year of teaching.

Recommendation:

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

Respectfully submitted,
Cheryl Gilmore



MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Presentation - Numeracy

Background

As one of the strategies under Board Priority #1: Achievement, a Numeracy Lead Teacher was put in place this school year to build capacity with teacher pedagogy and assessment strategies. This first year targeted grades 4-9.

Numeracy Lead Teacher, **Jenn Giles**, will review highlights of her work with schools to date, and touch on the development of a comprehensive 3-year Numeracy Action Plan.

Recommendation:

It is recommended the Board receive this presentation as information and take the opportunity to ask Jenn any questions about her work and the Numeracy Action Plan.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Morag Asquith, Associate Superintendent,
Division of Instructional Services

Re: Authorization of Locally Developed Courses

Background

Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. The following International Baccalaureate Courses have had their end dates extended to align with the *Diploma Programme Curriculum Development and Review Cycle* from the International Baccalaureate Organization. The courses are as follows:

Biology (IB) 35 for 3 credits acquired from *Edmonton School District No. 7* has had its end date extended from August 31st, 2019 to August 31st, 2022;

Chemistry (IB) 25 for 5 credits acquired from *Calgary School District No. 19* has had its end date extended from August 31st, 2020 to August 31st, 2022;

Chemistry (IB) 25 for 3 credits acquired from *Calgary Roman Catholic Separate School District No. 1* has had its end date extended from August 31st, 2020 to August 31, 2022; and

Theory of Knowledge (IB) 35 for 3 and 5 credits, acquired from *Calgary School District No. 19* has had its end date extended from August 31st, 2020 to August 31st, 2021.

Recommendation:

The Board of Trustees approve the end date extensions of acquired International Baccalaureate courses **Biology (IB) 35 for 3 credits to August 31st, 2022, Chemistry (IB) 25 for 3 and 5 credits to August 31st, 2022, and Theory of Knowledge (IB) 35 for 3 and 5 credits to August 31st, 2021** as authorized by Alberta Education for continued use in all District High Schools.

Respectfully submitted,
Morag Asquith

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Atrieve (PowerSchool) HR/Payroll re-implementation project

Background

The current Human Resources and Payroll software, *Atrieve* (PowerSchool) was originally implemented back in 2004-2005. Since this time, a number of process changes, package add-ins, and minor upgrades have been undertaken. As the District has grown significantly since original implementation and process and procedures have changed, the current configuration of the software has not kept pace in providing efficient, automated and streamlined processes that will provide employees with easy to understand information related to pay and benefits.

The Human Resources and Finance departments have been working together to investigate solutions to current system concerns and through working with our current software provider, *Atrieve*, have determined that a complete re implementation of the software along with a review of business practices will be the best and most cost effective solution. This review was undertaken based on need and a letter of understanding related to method of pay signed with the 2017-2018 CUPE 2843 Collective Agreement.

The quote provided for professional services related to the re implementation project is \$196,500 plus GST. New payroll processes should be complete for the start of the 2019-2020 school year. The District has allocated funds to Administration Capital Reserves for the costs of this project.

Recommendation

That the Board approve the quote from Power School for the *Atrieve* HR and Payroll re-implementation project in the amount of \$196,500 plus GST from funds set aside in Administration Capital Reserves.

Respectfully submitted,
Christine Lee

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Policy Review

Background

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

- Finish review of policies in the 600, 800, 900, 1000 sections which were held over from previous years.
- Approve new policies in the 100 and 200 sections to ensure they reflect the new vision and mission statements as well as the 300 sections if the Principal Leadership Quality Standard and the Superintendent Quality Standard Documents are finalized by Alberta Education.
- Assist in the orientation of new members to the policy development process.

Superintendent Cheryl Gilmore will provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

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

| <u>Policy #</u> | <u>Policy Name</u> | <u>Action</u> |
|-----------------|--|---------------|
| 502.5 | Student Transportation, Bussing | Amendment |
| 604.5 | High School Course Sequence Transfers | Amendment |
| 606.5 | Educating Students at Home | Amendment |
| 608.7 | Sale of Student Supplies and Materials | Review |
| 1003.5 | Conducting Research | First Reading |

Respectfully submitted,
Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: February 13, 2001
Amended: February 8, 2005
Amended: March 12, 2009
Amended: April 23, 2013
Amended: September 1, 2015

502.5 Student Transportation/Bussing

Policy

Transportation shall be made available to students who qualify based on Alberta Education transportation regulations and funding guidelines.

Regulations

1. For the purpose of this policy, student transportation refers to regularly scheduled bussing and/or parent/guardian contracts.
2. The policy and funding applies to students who are within the boundaries of the District.
3. Any contractors employed to provide transportation services shall share with the District the responsibility for the safety of students while being transported.
4. The District provides bussing service to students enrolled in kindergarten to grade 12 who live-reside at a distance of at least beyond 2.4 kilometres from the site of their boundary school, by the most direct route from their home is determined by the Government of Alberta distance software.
- 4.5. The District may also provide transportation to District programs that are located in specific schools, to:
 - 4.1. their boundary school; or
 - 5.1. designated District programs that are located in specific schools.
 - 4.2.
6. In some situations, the Superintendent or designate may use discretion regarding transportation services, the distance limits mentioned above notwithstanding.
- 5.
7. For eligible grade 1-12 students, the District provides bussing to school in the morning and from school after dismissal. Bus schedules are designed to balance convenience with the costs that are incurred in order to provide safe and efficient transportation.
- 6.
8. Eligible kindergarten students in morning programs may access the busses going to the school, and eligible kindergarten students in afternoon programs may access the busses going home after school.

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LETHBRIDGE SCHOOL DISTRICT NO. 51

- ~~7.~~
9. If a student is directed by the Superintendent to a school other than their ~~neighbourhood-boundary~~ school, transportation to the designated school will be provided or arranged.

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502.5 Student Transportation/Bussing, cont'd

10. The type of transportation service to be provided shall depend upon the number of students involved. The following types of service may be provided:
- ~~9.~~
- ~~9-1.~~10.1. _____ regular
busses contracted or owned by the District;
- ~~9-2.~~10.2. _____ transportation
on regular city busses with the issuance of Breeze Cards ~~distributed to schools by~~ managed by the District Transportation Coordinator; or
- ~~9-3.~~10.3. _____ a contract with
the parent/guardian of the student whereby the parent/guardian will convey the student to and from school or the bus route and receive payment.
11. _____
- ~~10.~~ Students are expected to conform to established expectations for behaviour on the bus and at bus stops. Any breach of conduct may result in withdrawal of transportation services for an individual, or possible discontinuance of bus service.
- ~~11.~~12. _____ In the event of delays in transporting students home such as a school bus accident, road conditions, or a return to the school for discipline reasons, the bus driver shall immediately notify the dispatcher, who shall in turn, notify the school's administrator. If school personnel cannot be reached, the dispatcher shall contact the Education Centre.
- ~~12.~~13. _____ In the event that a bus is involved in an accident, parents/guardians will be contacted in a timely and appropriate manner based on the circumstances.

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LETHBRIDGE SCHOOL DISTRICT NO. 51

14.

~~13.~~

Student transportation shall adhere to the guidelines ~~in~~of the District Transportation Safety and Maintenance Program.

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

References

Alberta School Act: 51, 52
District Policies: 501.3 School Attendance Areas, 602.2 French Immersion, 605.1 Inclusive Learning Supports, 605.2 Inclusive Learning Supports – Out of District Placements, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 607.1 Field Trips, Excursions and Community-Based Activities Off-campus Activities, and Student Travel
Other: Lethbridge School District No. 51 Transportation Safety and Maintenance Program

Policy



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: February 11, 1992
Amended: December 9, 2003
Amended: May 13, 2008
Amended: February 26, 2013

604.5 High School Course Sequence Transfers

Policy

The high school principal shall make provisions which enable students to change course sequences, when necessary, to more appropriate levels of study.

Regulations

1. Course sequence transfer procedures shall be consistent with the Alberta Education guidelines and fall within the recommended transfer points as described in the Guide to Education.
2. Students who are enrolled in a diploma examination course, and who request a ~~change of program sequence~~ course transfer during the semester, must do so within the specified dates in the Diploma Examination Program General Information Bulletin.

3. Schools shall ensure that students and parents are made aware of:

3.1. procedures by which students may request a course sequence transfer;¹

3.2. the proper school official to which such a request must be directed;¹

3.3. the timelines within which course transfers are permitted;¹ and

3.3.4. ~~an~~ the appeal process.

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References

Other: Alberta Education – Guide to Education
Alberta Education - Diploma Examination Program General
Information Bulletin

District Policies: Policy 505.9 Appeals



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: June 10, 1999
Amended: June 10, 2008
Amended: March 26, 2013
Amended: June 26, 2018

606.5 Educating Students at Home

Policy

The District shall provide for the supervision of resident students who are educated at home.

Definitions

Home Education: the educating of the child in the home environment that meets all the requirements imposed by the Government of Alberta, including the Program of Studies, and is provided by the parent/guardian who is responsible for delivering the courses in the program. The student's progress is verified by a Home Education Facilitator. Courses may be completed through Print-based Distance Education Programs and/or Online Learning Programs.

Home Schooling: the educating of the child in the home environment that does not follow the Alberta Education Program of Studies. The parents/guardians determine the learning activities, select instructional methods, and evaluate the student's progress. The program must address the learning outcomes for students as outlined in the Home Education Regulation. The student's progress is verified by a Home Education Facilitator. Courses may be completed through Print-based Distance Education Programs and/or Online Learning Programs.

Blended Program: the parents/guardians and the District share responsibility for educating the child. Parents/guardians and the District work together to determine which subjects and/or activities the student will attend at school and which will be completed at home. The student's progress is verified by a Home Education Facilitator.

Home Education Facilitator: the professional teacher assigned by the District to assist and verify the progress of a student being educated in the home.

Regulations

1. The terms and conditions for the learning program of a student educated at home shall be set out in a written agreement between the parent/guardian and the District.
2. Programs for students educated at home shall comply with the Province of Alberta ~~Education~~ Home Education Regulations and the Guide to Education.

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LETHBRIDGE SCHOOL DISTRICT NO. 51

3. Parents/guardians may choose to provide education for their children at home at any time:
 - 3.1. Where a student is already registered with the Board, and the

606.5 Educating Students at Home, cont'd

parent/guardian chooses home education, home schooling, or blended education after September 30th, the Board will ensure that the student has access to an education program in accordance with the School Act and funding regulations.

- 3.2. Where a resident student is enrolled with another board or accredited private school as of September 30, and the parent/guardian wishes to commence a home education, home schooling, or blended program, approval must be granted by the Superintendent, or designate.
4. The District encourages the use of blended programming to help the student stay connected with the school environment.
5. A Home Education Facilitator shall monitor students being educated at home on a regular basis.
6. All students who are educated at home shall be registered in a District school.
7. Students shall write any provincially mandated exams as required unless excused in accordance with Alberta Education policy and Home Education Regulation.
8. A Home Education or Blended Program shall be terminated and the student directed to enroll in a District school if the student fails to meet an acceptable level of achievement, or the program ceases to meet the requirements of the Home Education Regulation.
 - 8.1. The decision to terminate shall be preceded by a review of the program and the student's achievement, in consultation with the parent/guardian.
 - 8.2. The parent/guardian shall be provided with written notice of the termination.
 - 8.3. The parent/guardian may appeal a termination decision according to District Policy.
9. A Home Schooling Program agreement shall be terminated if the program fails to meet the requirements as outlined in the Home Education Regulation. Parents/guardians shall be informed that the student must enroll in a District school or partner with another school district.
10. A parent/guardian may terminate educating their student at home at any time by providing written notice and enrolling the student in school.

References

Alberta School Act: Sections 29, 39, 45, 123, 124, 125



LETHBRIDGE SCHOOL DISTRICT NO. 51

Alberta Education Documents: Home Education Handbook 2010
Home Education Regulations 145/2006

Policy



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 12, 1997
Amended: June 24, 2008
Amended: April 23, 2013

608.7 Sale of Student Supplies and Materials

Policy

The sale of supplies and materials to students in a school shall be at fair market value. Proceeds from such sales shall be used to support student programs/activities.

Regulations

1. The sale of student supplies and materials within the school shall require the principal's approval.
2. Revenues generated by the sale of student supplies and materials shall be considered school generated funds and shall be subject to District policies.
3. Schools shall maintain accurate records of revenues and expenditures arising from the sale of student supplies and materials.

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

References

District Policies: 802.2 Student Fees, ~~Fines and Charges~~, 1005.6 School Generated Funds.



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved:

1003.5 Conducting Research

Policy

Lethbridge School District No. 51 values educational research and the role it plays in contributing to innovation and ongoing improvement. At the same time, we are mindful that students have been entrusted to our schools and therefore any external research must be done without detriment to students' academic programs or well-being.

Regulations

All research conducted in Lethbridge School District No. 51 requires approval which is obtained through the research application process. If the application is approved, the researcher will receive a letter that will allow them to approach school principals for permission to conduct research. Approval to conduct research from Lethbridge School District No. 51 does not obligate any school or individual in the school community to participate in the proposed research.

Applications are accepted from:

- **Lethbridge School District No. 51 employees** conducting research as part of course work or graduate degrees, or conducting research for other reasons (see Research Review Guidelines for special considerations for Lethbridge School District employees). See Policy 405.15 Employee Research and Intellectual Property Rights.
- **Post-secondary faculty or students** who are not Lethbridge School District employees.
- **Institutionally funded projects or external organizations** (e.g., universities, colleges, agencies, hospitals).
- **Lethbridge School District No. 51 students** who are interested in conducting research should contact the Associate Superintendent – Division of Instructional Services **before** completing or submitting a research application.

References

District Policies:

Policy 405.15 Employee Research and Intellectual Property Rights

Policy

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – March 5, 2019 @ Lethbridge Christian School

Background

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

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

Breakfast with the Board has been scheduled at Lethbridge Christian School on Tuesday, March 5, 2019 from 7:30 – 8:00 a.m. followed by a tour of the school with Principal Les Greeno.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The February 2019 report of the Associate Superintendent Business Affairs is attached.

Recommendation

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

Respectfully submitted,
Christine Lee

Associate Superintendent, Business Affairs

Report to the Board of Trustees

February 26th, 2019

Community Engagement Committee

- Happy to have been involved in very successful 3rd Annual ICE Scholarship Breakfast that was SOLD OUT. Table and Ticket Sales totaled \$14,025, an increase of \$1,100 over 2018.

Facilities

- The Draft Three-Year Capital Plan is complete. The draft plan will be provided to the Facilities Committee for review and then to the Board for approval at the March Board meeting. The plan will be submitted by March 31st to Alberta Education.
- The District was grateful to receive news that we will be receiving one modular classroom for Coalbanks Elementary and two modular classrooms for Dr. Gerald Probe for the 2019-2020 school year.
- Work is progressing as planned on the Senator Buchanan and Westminster ventilation upgrades.
- Facilities Director has been connecting with Alberta Infrastructure to answer questions related to the South Elementary School construction tender review and we are anticipating approval to proceed to construction very soon.

Technology

- Work continues on installation of new classroom projectors and boards at elementary schools.
- An evergreening committee formed to discuss evergreening challenges and develop technology evergreening priorities, costing and planning for those items that have not been historically included in the evergreening cycle, such as projectors, iPads, laptops, security systems, PA Systems, digital signage and specialty equipment.

Finance

- Work continues on reviewing information in preparation of the 2019-2020 budget. The first Instructional Budget Committee and Board Budget Committee meetings held on February 26th. It is anticipated that the provincial budget announcement would not be until after March 18th or after the provincial election that must be held by May 31.
- Finance Department and Human Resources are working together on the planning of the HR/Payroll Atrieve ERP system re-implementation project.
- Finance department has begun school site internal control reviews. Each year a number of schools selected for review to assess compliance with financial internal control practices and district financial procedures. Some reviews are for training of new financial staff and new administration and some based on rotation or follow-up of outstanding concerns.

- Director of Finance has prepared the 2017-2018 Annual Financial Report for the GFOA (Government Financial Officers Association) Financial Reporting Award submitted to GFOA. (This is similar in scope to submitting for the Meritorious Budget Award each year, but for financial results rather than the budget) The report is on the District website.
- At the end of January, the District financial revenues and expenditures are progressing as anticipated for five months into the school year and there are no concerns noted.

Transportation

- Transportation has been reviewing solutions to provide increased capacity to support students requiring access-a-ride bussing for the 2019-2020 school year.
- There are approximately five volunteer teacher drivers who have enrolled in the S Endorsement training that will be offered mid-March.

Occupational Health and Safety

- The District has received approval from Alberta Labour for a variance on the District's Joint Workplace Health and Safety Committee. The District has a safety committee at each work site and each worksite has a representative on the District Joint Committee. The variance is for the informal nature of the site committee structure. The variance approval is for 5 years.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- CUPE 290 negotiations ongoing.
- Attended Executive Leadership Forum hosted by ASBO International.
- Work with leadership team and schools through generative dialogue process.

Kids are our Business

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The February 2019 report of the Associate Superintendent Human Resources is attached.

Recommendation

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

Respectfully submitted,
Rik Jesse



Associate Superintendent, Human Resources

Report to the Board of Trustees

February 26, 2019

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

Additions to the HR Team:



Carrie comes to us from Saskatoon where she has spent the last nine years working for the Saskatoon Public School Division.

Carrie is a graduate of Saskatoon Business College with an honours diploma in Business Administration. Carrie is described as a strong problem solver who is extremely well organized. As an administrative assistant in a high school guidance counselling office, Carrie is quite comfortable with a fast-paced work environment.

Carrie is thrilled to be moving to Lethbridge and is looking forward to a long career with the district. Carrie's first day was Tuesday, February 19th. Drop by and say hello!



Kurtis studied Human Resources and Labour Relations at the University of Lethbridge and has worked in human resources his entire career. Most recently Kurtis worked in the human resources department at Alberta Health Services.

"While I have not worked in education before, I am looking forward to the opportunity to learn and grow with you as we take on new opportunities and challenges. I cannot wait to get started! Personally, I am Lethbridge born and bred, and except for a brief stint in Edmonton, I have lived here all my life. I attended school in the Separate School system but please don't hold that against me! I try to live an active lifestyle and am already counting down the days until golf season."

Events and Career Fairs:



Lethbridge College - CYCW Interview Panel (Friday February 15th)

Director of Human Resources, Rhonda Aos participated in the Annual CYC Employer Panel, hosted by Lethbridge College. The purpose of the event was to advise students on how to best prepare for the job application process.



Opportunity Knocks and Career Fair - April 24, 2019 (11:00 AM - 5:00 PM)

Open to job seekers from all walks of life, this event is free to attend and an inclusive arena for all. With more than 6,000 previous attendees, Opportunity Knocks is the premier job and Career fair for all Southern Albertans. We are looking for volunteers! If you're interested in helping out, please contact Jolayne for available times.



Spirit of 51

Wednesday, March 6th
Sandman Signature / Lethbridge Lodge – Antons Room
4:00 – 5:30 pm

This event is to acknowledge the amazing contributions that our non-teaching staff members make to Lethbridge School District 51.

HR Innovation: Spark Hire



Spark Hire is a cloud-based video interviewing platform for HR departments and staffing professionals with options for one-way pre-recorded interviews or live interviews. The HR Team continues to look for innovative ways to improve the candidates experience. The Spark Hire application allows Hiring Managers to prescreen candidates asking question specific to the posting.



Hires at a Glance:

ATA (Teachers)

- 2 Principal positions posted on February 7th
 - P19002 Victoria Park High School – Principal
 - P19001 Winston Churchill High School Principal
- 2 District Coordinators posted on February 7th
 - DC19001 Inclusive Education Coordinator
 - DC19002 Coordinator of Learning and International Services

ATA (Teachers) Substitute Lists:

- **202** Teacher Substitutes as of February 20, 2019 ~ Last month 177
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 8 are currently in the reference stage, 7 are in the reference stage and 7 confirmed for next orientation
- Next Substitute orientation will be February 27, 2019

Support Staff Hiring – January 15 – February 20

- CUPE 2843 - 7 – ~ Last month 15
- FNMI -0 ~ Last month 0
- Non-Union- 0 ~ Last month 1
- Caretaking/Maintenance – 1 ~ Last month 1

Support Staff

- Support ~ 65 Support Substitutes as of February 20, 2019

CUPE 2843 – EA

- 81 EA Substitutes as of February, 2019 ~ Last month 67
- 7 are currently in the interview stage, 3 are in the reference stage and 10 moved to proof of certification
- Next Substitute orientation will be February 27, 2019

Medical / Maternity Leaves – February

ATA (Teachers)

- 1 New medical leave for a total of 25 to date
- 3 New Teacher maternity leaves for a total of 36 to date

Support Staff

- 5 New Medical leaves as February 20 for a total of 20
- 4 New maternity leaves for a total of 14

Staffing Timelines at a Glance:

Admin. Rounds

| | |
|--------------------------|---|
| <i>February 7, 2019</i> | Admin Round I Principal / Vice Principal postings open for competition |
| <i>February 20, 2019</i> | Admin Round I closes (Principal / Vice Principal) |
| <i>March 6, 2019</i> | Admin Round II Principal / Vice Principal postings open for competition |

Teacher Rounds

| | |
|-----------------------|---|
| <i>March 13, 2019</i> | Schools complete internal staffing assignments |
| <i>March 14, 2019</i> | Schools declare openings and surpluses to Human Resources |
| <i>March 15, 2019</i> | Staff returning from personal leaves are placed based on available positions |
| <i>March 8, 2019</i> | School Administrators will provide their posting criteria to Human Resources |
| <i>March 20, 2019</i> | Round I postings open for competition to all Lethbridge School District No. 51 Teachers, Substitute Teachers and External Candidates |
| <i>March 22, 2019</i> | Round I closes |
| <i>April 15, 2019</i> | Schools declare openings and surpluses to Human Resources (Round II) |
| <i>April 17, 2019</i> | Round II postings open for competition to all Lethbridge School District No. 51 Teachers, Substitute Teachers and External Candidates |
| <i>May 1, 2019</i> | Round II closes |

*** Please note timelines may change in accordance with the provincial budget release**

ALL SCHOOLS ENROLLMENT BY GRADE: January 31, 2019

| SCHOOL | Early Education | | | Kindergarten | | | Grades 1 - 12 | | | | | | | | | | | | | | | Total | Total FTE |
|--|-----------------|------------|----------|--------------|------------|----------|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|--------------|-----------|--------------|----------------|
| | Jan 31 | Sep 30 | Diff | Jan 31 | Sep 30 | Diff | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | Jan 31 | Sep 30 | Diff | Jan 31 | Jan 31 |
| | 2019 | 2018 | | 2019 | 2018 | | | | | | | | | | | | | | 2019 | 2018 | | 2019 | 2019 |
| | | | | | | | | | | | | | | | | | | | 1-12 | 1-12 | | EE-12 | EE-12 |
| Victoria Park | | | | | | | | | | | | 2 | 2 | 8 | 15 | 34 | 55 | 159 | 275 | 230 | 45 | 275 | 275.0 |
| Chinook High | | | | | | | | | | | | | | | 296 | 272 | 302 | 302 | 1172 | 1176 | -4 | 1172 | 1172.0 |
| Immanuel Christian Secondary | | | | | | | | | | | | 41 | 48 | 42 | 42 | 53 | 45 | 53 | 324 | 316 | 8 | 324 | 324.0 |
| LCI - Total Students | | | | | | | | | | | | | | | 233 | 218 | 213 | 225 | 889 | 902 | -13 | 889 | 889.0 |
| LCI - French Immersion | | | | | | | | | | | | | | | 36 | 44 | 51 | 42 | 173 | 171 | 2 | 173 | |
| WCHS | | | | | | | | | | | | | | | 245 | 184 | 206 | 190 | 825 | 848 | -23 | 825 | 825.0 |
| G S Lakie | | | | | | | | | | | | 152 | 162 | 156 | | | | | 470 | 469 | 1 | 470 | 470.0 |
| Gilbert Paterson - Total Students | | | | | | | | | | | | 256 | 261 | 198 | | | | | 715 | 718 | -3 | 715 | 715.0 |
| Gilbert Paterson - French Immersion | | | | | | | | | | | | 65 | 65 | 54 | | | | | 184 | 182 | 2 | 184 | |
| Lethbridge Christian | | | | 30 | 29 | 1 | 29 | 25 | 19 | 25 | 22 | 20 | 20 | 7 | | | | | 167 | 163 | 4 | 197 | 182.0 |
| Senator Joyce Fairbairn | | | | | | | | | | | | 200 | 143 | 140 | | | | | 483 | 478 | 5 | 483 | 483.0 |
| Wilson | | | | | | | | | | | | 214 | 247 | 200 | | | | | 661 | 658 | 3 | 661 | 661.0 |
| Coalbanks Elementary | 42 | 43 | -1 | 87 | 87 | 0 | 109 | 88 | 71 | 74 | 60 | | | | | | | | 402 | 398 | 4 | 531 | 402.0 |
| Coalbanks - Spanish | | | | 45 | 45 | 0 | 41 | 26 | | | | | | | | | | | 67 | 67 | 0 | 112 | |
| Dr. Probe | 43 | 43 | 0 | 82 | 84 | -2 | 99 | 90 | 88 | 122 | 94 | | | | | | | | 493 | 496 | -3 | 618 | 555.5 |
| École Agnes Davidson - Total Students | 60 | 57 | 3 | 65 | 66 | -1 | 89 | 72 | 73 | 87 | 85 | | | | | | | | 406 | 406 | 0 | 531 | 468.5 |
| École Agnes Davidson - French Immersion | | | | 45 | 46 | -1 | 67 | 43 | 50 | 54 | 52 | | | | | | | | 266 | 267 | -1 | 311 | |
| École Nicholas Sheran - Total Students | 36 | 37 | -1 | 74 | 74 | 0 | 97 | 91 | 81 | 101 | 69 | | | | | | | | 439 | 439 | 0 | 549 | 494.0 |
| École Nicholas Sheran - French Immersion | | | | 42 | 42 | 0 | 51 | 45 | 26 | 27 | 29 | | | | | | | | 178 | 180 | -2 | 220 | |
| Fleetwood Bawden - Total Students | 43 | 41 | 2 | 49 | 49 | 0 | 55 | 63 | 62 | 68 | 65 | | | | | | | | 313 | 312 | 1 | 405 | 359.0 |
| Fleetwood Bawden - Montessori | | | | | | | 26 | 28 | 26 | 35 | 24 | | | | | | | | 139 | 140 | -1 | 139 | |
| Galbraith | 41 | 42 | -1 | 69 | 68 | 1 | 65 | 58 | 77 | 95 | 77 | | | | | | | | 372 | 375 | -3 | 482 | 427.0 |
| General Stewart | 50 | 48 | 2 | 20 | 20 | 0 | 23 | 24 | 19 | 24 | 22 | | | | | | | | 112 | 108 | 4 | 182 | 147.0 |
| Immanuel Christian Elementary | 22 | 22 | 0 | 41 | 40 | 1 | 57 | 26 | 57 | 44 | 45 | | | | | | | | 229 | 223 | 6 | 292 | 260.5 |
| Lakeview | | | | 60 | 58 | 2 | 101 | 78 | 88 | 89 | 88 | | | | | | | | 444 | 436 | 8 | 504 | 474.0 |
| Mike Mountain Horse | 79 | 78 | 1 | 77 | 75 | 2 | 99 | 72 | 78 | 116 | 88 | | | | | | | | 453 | 457 | -4 | 609 | 531.0 |
| Park Meadows | 41 | 42 | -1 | 36 | 37 | -1 | 44 | 55 | 50 | 52 | 42 | | | | | | | | 243 | 245 | -2 | 320 | 281.5 |
| Senator Buchanan | 27 | 26 | 1 | 49 | 49 | 0 | 51 | 43 | 40 | 54 | 44 | | | | | | | | 232 | 230 | 2 | 308 | 270.0 |
| Westminster | 30 | 27 | 3 | 33 | 29 | 4 | 37 | 22 | 35 | 28 | 29 | | | | | | | | 151 | 150 | 1 | 214 | 199.0 |
| SUB TOTALS | 514 | 506 | 8 | 772 | 765 | 7 | 955 | 807 | 838 | 979 | 830 | 885 | 883 | 751 | 831 | 761 | 821 | 929 | 10270 | 10233 | 37 | 11556 | 10865.0 |
| Stafford Ridge | | | | | | | | | | | | | | | | 1 | 1 | 3 | 5 | 3 | 2 | 5 | 5.0 |
| Harbour House | | | | | | | 1 | | | 1 | | | | 1 | | | | | 3 | 0 | 3 | 3 | 3.0 |
| Pitawani | | | | | | | | | | | | | 1 | 1 | | 4 | 1 | 3 | 10 | 10 | 0 | 10 | 10.0 |
| CAMP | | | | | | | | | 1 | | | | | | 1 | 1 | 2 | | 5 | 5 | 0 | 5 | 5.0 |
| SUB TOTALS | | | | | | | | | | | | | | | | | | | 23 | 18 | 5 | 23 | 23 |

| | | |
|--|-------|---------|
| TOTAL STUDENTS / FTE ENROLLED AS OF JANUARY 31, 2019 | 11579 | 10888.0 |
| TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018 | 11522 | 10901 |

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The February 2019 report of the Associate Superintendent Instructional Services is attached.

Recommendation

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

Respectfully submitted,
Morag Asquith



Associate Superintendent – Instructional Services- February 2019

First Nations, Metis and Inuit Work

Highlights of the FNMI teamwork this month has involved:

- Continuing restructuring of service delivery of the FNMI Education Team, collaborating with Administrators
- FNMI Committee- February 13th
- Review of Principals survey results regarding priorities for 2019
- FNMI Policy has gone to Policy Review Committee
- Circle Box Training – 2 day event for District staff February 11 and 12th
- Starting to plan for FNMI Grad and the District Pow Wow
- Consulting with Alberta Education on Smudge Process

Wellness Work

The staff “Wellness Throw Down 2018/19” is now in the month of “Fruit and Vegetable February”. In support of our district Fruit and Vegetable program for students we recognize the power of a staff member to role model healthy eating - staff are encouraged to eat at least 1 serving of fruit or vegetable a day at school. Congratulations to Winston Churchill High School for winning the “5000 steps, 5X a week” in January.

Health Champ meeting occurred January 30th for school reps. Lots of discussion about new curriculum and Wellness Grant focus for 2019/20.

Dual Credit

We continue to work with Lethbridge College on fine tuning the Automotive Service Dual Credit opportunity that will be offered April – August of 2019 to grade 11 and 12's in our School District. We have 11 applicants who will be attending the Open House Registration evening February 13th. We will continue to open up 15 spots total and will be encouraging students to register if they fulfill the pre-requisites and are interested! Lethbridge College has indicated further interest in offering other courses in 2019/20 and we will continue to discuss the viability and interest by the student body in the potential offerings.

Early Education - Kindergarten and Early Education Programming

Our Kindergarten and EEP numbers look promising for the 2019/20 school year. We are approximately 20 Kindergarten students higher in registration than we were last year at this time (565).

Self-regulation Rooms

Morag and Ann Muldoon have almost completed their visits out to all schools in Lethbridge School District No. 51 to observe and consult on additional spaces that are utilized in our schools to assist students who may require space away from the typical classroom to self-regulate.

Curriculum

Numeracy Work Plan

Jenn Giles and Karen Rancier have been working together with division teachers and administrators to develop a Numeracy Work Plan that will be shared with the Board and with District Staff. This is Jenn's

first year in the role of Numeracy Lead Teacher and she has made her way into all of our schools in the capacity of:

- Residency/Demonstration lessons
- Staff PL
- Individual teacher support
- Small Group coaching
- School wide initiative
- Meeting with Administrators
- MIPI Pilot
- Staff meetings
- Building relationships!!!

Inclusive Education

Universal Design for Learning

Ann Muldoon, Morag Asquith and Karen Rancier offered professional development to Administrators on UDL February 4th. Galbraith shared their UDL journey to date and Ann briefly shared how “the what” of concept based curriculum and the “how” of UDL interface and work together nicely as we start to embark upon new curriculum!

Staffing Projections and Support levels

Ann Muldoon and Rhonda Aos will be starting to plan out their staffing projections for the 2019/20 school year as Ann works with staff to discuss support levels of students.

Inclusive Education Coordinator Posting

In the last 5 years the growth in diverse student populations and their complexities has grown significantly in Lethbridge School District. In response to the greater demand under the umbrella of Inclusive Education in Supervision (staffing), Program Support, Professional Learning, School and Program Consultation, Parent communication, Strategic Planning, Documentation and Assessment support, Meetings and Alternate Referrals we have decided to post for a Coordinator position under this portfolio to assist in being more accessible to schools.

| YEAR | Code 40 (Severe Complexities K-12) | ESL K-12 |
|----------------|---|---------------------|
| 2014/15 | 235 | 766 |
| 2018/19 | 320 (27% increase) | 1208 (37% increase) |

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

Background

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

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent





2018-19 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

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 within the system and to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools
9. A comprehensive wellness approach promotes well-being and fosters learning
10. The education system demonstrates collaboration and engagement to further District priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

**2018-19 DISTRICT PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies.
- A document has been created that demonstrates how our literacy teaching methodologies and resources align with the new English Language Arts curriculum.

Numeracy

- A number of our schools are choosing to pilot the Mathematics Intervention/Programming Instrument (MIPI) at a variety of grade levels. The feedback that we receive from these teachers and administrators will inform possible future use of this instrument across the District.
- Numeracy Lead Teacher, Jenn Giles, is providing support to classroom teachers in Grades 4-9 in the form of residencies. Her areas of foci include the use of manipulatives, “Number Talks” and math vocabulary.
- The Provincial Math Bursary program continues to be promoted with our teachers.
- The Numeracy Lead Teacher’s Work Plan has been created with input from elementary and secondary teachers and administrators as well as Leadership Team members. The plan will be presented to the Board on February 26th.

Curriculum Implementation

- The school-based Curriculum Administrators have shared consistent, District-based information with their teachers at their January/February staff meetings and/or PL days.
- The Education Minister signed off on the Kindergarten through grade 4 new curricula in December 2018. The release of the Grades 5-9 DRAFT curricula is expected this spring.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.
- Karen presented to District School Council regarding Curriculum implementation.
- Karen presented to Health Champions on the new Wellness Curriculum draft (K-4).

High School Initiatives: Off-campus, dual credit, high school re-design, career exploration

- The second semester of off-campus placement is well under way.
- Dual credit courses Liberal Education 1000 and Cinema 1000 are complete. Management 1850, Liberal Education 2020, and Automotive Services are being delivered this semester. A registration process for high school applicants for Automotives (Lethbridge College partner) has been implemented.
- Exploring the possibility of a dual credit opportunity related to Justice Studies at the College for 2019/20.
- Morag and Jim working on Grade 9 Engagement Conversations schedule with HS Administrators.

Middle School Initiatives

- Middle Schools are piloting some new strategies that optimize the use of our student information system, Power School, to convey student progress and achievement to parents. They will continue with this work with next steps including examining what the final report document for the Student Record will look like.

Early Learning

- The final count for children accessing Program Unit Funding (PUF), as of the 1st of February deadline for PUF applications for the 2019-2020 school year, was 265 which again sets a new record for the highest number of children ages 3-6 accessing programming for severe developmental delays in District 51.
-

Lethbridge School District No. 51

Regular Meeting – February 26, 2019

Enclosure # 7.3.1

- Professional development for staff working in Early Education Programs, Kindergarten and private preschool programs supported by District 51 has focussed this month on self-care as well as addressing mental wellness in terms of staff, children and families that we work with. A district-wide session was held on February 6th entitled, “Nurturing Ourselves and Others” which featured presentations from members of our Counselling team, FNMI team, and Making Connections team. On March 1st, Laura Paiement will do a session on self-regulation with this same group.

FNMI

- Operational Grant application with Alberta Education for an Elementary Teacher of FNMI Language and Culture position has been approved.
- FNMI Mentorship Activities continue- Gratitude is the February Theme.
- Exploring different School Districts methods of FNMI Service Delivery.
- Principal survey distributed reflected priorities around Cultural Understanding and Empathy, Family and Social emotional support and Professional Learning.
- District attendance on the “Reconciliation Lethbridge City Committee” monthly, developing a Strategic Plan for the City.

Administrator Professional Learning

- We are continuing the “Inquiry-based Professional Learning” project with University of Lethbridge.
- Ann and Morag presented the third session on UDL- aligning Concept-Based curriculum and Universal Design for Learning and sharing promising practices.
- Andrea and Morag presented the FNMI Strategic Plan to Administrators, gleaned feedback.

District Professional Learning (Collaborative Communities, support staff, teachers)

- Three Collaborative Communities have requested another day to work together in addition to the one they requested before Christmas. Eleven Collaborative Communities have booked at least one follow-up day to continue the work they began together on November 13th. The next District-wide Professional Learning Day for Collaborative Communities is April 1st.
- District psychologists continue to provide PL sessions at school staff meetings.
- On March 1 and May 3, 8 educational assistants will participate in a Community of Practice organized by South West Regional Collaborative Service Delivery (SWRCSD).
- On February 27, many district staff will attend the second of two days on Inclusive Education facilitated by Shelley Moore.
- Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs. These events may include SIVA, Tac Pac Training, Sign Language.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll - session held February 27th and 28th.
- Head Caretakers attend First aid on Feb 19th & 20th.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- Year 1 and Year 2 TIP participants are accessing release time to observe or be observed by their mentors.

Parent Engagement

- There was a good turn out of parents for the Board’s annual Town Hall meeting.
- Digital Citizenship - parent night - March 26th at LCI.

Community and Business/Industry Engagement

- The Community Engagement Committee hosted the 2019 ICE Scholarship Breakfast on February 14th Management of Growth and Capacity Building (learning spaces)
 - In consultation with schools, Christine Lee and Daniel Heaton submitted applications to the province under the umbrella of the provincial school playground initiative.
 - Three modular classrooms have been installed and have been occupied in January 2019 at Coalbanks Elementary School to address growing enrolment pressures.
-

- Lethbridge School District was approved for three modular classroom on the westside – 2 at Dr. Probe and 1 at Coalbanks.
- A review is currently underway to review enrolment growth and capacity concerns in West Lethbridge.

Other School Improvement Initiatives

- Morag is initiating a conversation with high school principals about “Grade 9 Student Engagement”. The objective is to develop a conversation template and host conversations at each high school with grade 9 students, over the next 3 years about deep meaningful cognitive engagement.

Classroom Improvement Fund Updates

- Staff allocations and expenditures are on track for the year.

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, counselling, Positive Spaces, etc.)

- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
- Evacuation sites for all schools have been collated for the year and shared with the City to further support Emergency/Evacuation procedures.
- Lockdown process has altered slightly from last year and communication has gone out to Administrators to share with staff, review process with Administrators’ Committee this month.
- Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
- Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.
- Positive Spaces subcommittee is working on developing “Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools”.
- Continued focus on “Staff Wellness” - February is “Fruit and Vegetable” February - all staff are encouraged to eat a serving of fresh fruit or veg during the day.
- Nutrition Programs continue to flourish mid-year reporting occurring, Fruit and Veg Program serving cucumbers the month of February.

Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)

- School support projections were due on February 15 and are currently being reviewed. Ann and Rhonda begin staffing visits to schools on March 13.
 - PL for administrators and LST is ongoing. Current focus is on linking UDL to concept-based curriculum.
 - Ann is working with administrators to prepare for a session on high school inclusion at the March 4 District School Council meeting.
 - In March, Morag and Ann will finish their visits to schools to look at sensory/self-regulation rooms and how they are used.
 - We continue to receive new immigrant/refugee students at all grade levels, some of whom require specialized services. With new students who are visually or hearing impaired, Ann has been working closely with the Low Incidence team to purchase specialized equipment and technology.
 - ESL lead teacher, Heather Willms, is busy providing residencies in schools and has recently organized a college tour for students in the Limited Formal Schooling classroom.
 - In the past few weeks, Heather has completed 5 school presentations on the Stages of Language Acquisition.
-

- Emily Glawe, middle school ESL teacher, has now moved to Gilbert Paterson Middle School to support teachers with ESL strategies until Easter.
- Student Engagement Consultant, Jim Kerr, is working with Children's Mental Health on a three-part series of workshops for working parents with children who refuse to go to school.
- Instructional Services and Business Affairs continue to explore possible solutions to the transportation challenges we are encountering.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead teacher, Michael Krokosh, is providing support to teachers in Kindergarten through Grade 8 in the areas of the Office 365 Suite, SharePoint, and various other applications in Microsoft and Google for instruction.

Breadth of Program Options

- Michael Krokosh our Education Technology Lead teacher has received a \$2000 grant to place smart interactive globes in Elementary schools learning commons. The globes enhance many learning opportunities in the Social Studies curriculum and allow students to explore interesting facts about geography. The globes come with a "smart pen" that can calculate distances between countries, explain different parts of the world regarding culture and geography and do a number of other exploration tasks.
- Robotics and computer coding are now starting to gain some momentum in our elementary schools with École Nicholas Sheran having Lego robotics kits.
- Lethbridge School District in partnership with Palliser Schools and SAPDC will be hosting Dr. Mike Ribble to host a number of workshops on digital citizenship between March 26 and 27. We will also be hosting a parent night on digital citizenship on the evening of March 26 at LCI school that is open to the public.
- Part of the Technology Team attended EPIC (Exploring Possible Industries and Careers) hosted by Carrier Transitions. We hosted a number of 15 min presentation on the topic of being a Technology Professional. We also gave students the opportunity to explore some of the new technology our team uses on a daily basis.

Technology

- Part of the Technology Team will be at the South Western Alberta Teachers Convention Association (SWATCA) Conference. Lethbridge School District #51 was invited to set up several Technology Tools that teachers may be utilizing to enhance instruction. Everything from 3D printing/scanning to our Virtual Reality units had been set up for teachers to use and ask questions about.
 - We have completed a full Disaster Recovery Plan that can be used in the event of a system failure. The plan outlines instructions and plans that are in place in the event of a disaster. On January 2, 2019 failover testing was completed to ensure back up servers can be restored and working correctly. For the most part, the failover was successful and another one is planned for August 1, 2019.
 - A committee of administrators is currently being formed to address and hopefully create an action plan for technology items that are currently not being ever-greened. Currently, laptops, projectors, iPads and other devices in our schools, had been purchased with one-time funding and need to be replaced.
 - The District over the next year will be moving to a new website provider, Box Clever. With the new web site provider, a committee of teachers and administrators have been assembling to help outline what our new school websites will look like in the coming year. With the update on our websites, we
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Lethbridge School District No. 51

Regular Meeting – February 26, 2019

Enclosure # 7.3.1

will also be rolling out a new district app that will allow parents to see individual school calendars and receive notifications of events happening in different schools throughout our district.

- The Technology Department along with Business Affairs and Human Resources have been reviewing a number of options to move towards a complete digital records management system. The indicative would require a secure repository of all records that we are legally required to retain. With proper support we hope to have a full operational system in place in 2020.



MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Acknowledgement of Excellence

Background:

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

Wilson student **Braeden Kremenik** qualified to represent Alberta at the Canadian Age Class Long Track Championships (CACTL) for speed skating. This is his very first national competition and his first time as a member of Team Alberta. Competition takes place early February in Winnipeg.

LCI Grade 12 student **Bryce Gallup** placed second in Taekwondo nationals in the fall. In January he made the Canadian National Team and will be representing Canada at the International Taekwondo Federation World Championships in Inzell Germany in April.

Immanuel Christian Secondary School Grade 6 student, **Moriah Van't Land** won Gold in figure skating at the 2019 Special Olympics Winter Games in Calgary in February.

Chinook High School teacher, **Ard Biesheuvel** will be inducted into the Lethbridge Sports Hall of Fame at their 2019 Induction Banquet and Ceremony on May 3, 2019 at the Canadian Western Bank Lounge at the Enmax Centre. Ard is being recognized for his devotion over 25 years to the development of volleyball players in Southern Alberta.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Snacks with the Superintendents – March 5, 2019 @ Dr. Probe School

Background:

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

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

All the staff of Dr. Probe School will be invited to have Snacks with the Superintendents on Tuesday, March 5, 2019 beginning at 8:00 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events for Board of Trustees

| | | |
|-------|-------|--|
| March | 4 | District School Council 6:00 – 8:00 p.m., Education Centre Board Room |
| | 5 | Breakfast with the Board 7:30 a.m., Lethbridge Christian School |
| | 6 | Education Centre Leadership Team Meeting 9:00 a.m., Education Centre |
| | 7-8 | Board Retreat |
| | 11-15 | Substitute Teachers' Appreciation Week |
| | 13 | No Kindergarten for students – Parent Teacher Interviews |
| | 14 | No Kindergarten for students – Parent Teacher Interviews Elementary / High School – evening Parent Teacher Interviews |
| | 15 | No School for students Parent Teacher Interviews / School based Professional Learning |
| | 26 | Board Meeting 3:30 pm, Board Room |



MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Public Forum request

Background:

At the public forum during the January 22, 2019 regular board meeting, Brooke Culley requested that the Board host a forum focused on education for the upcoming provincial election. Superintendent Cheryl Gilmore shared some details of the forum held in 2012. The Board has agreed to move forward with hosting a forum, and is currently exploring potential partners for hosting the forum.

Recommendation

That the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Jan Foster, Trustee

Re: Lethbridge Community and Social Development Committee Report – January 25, 2019

City of Lethbridge Community and Social Development Committee met on Friday, January 25, 2019.

Meeting called to order and welcome and introductions and approval of agenda and minutes of November 23, 2018.

Motion passed to fund the Home Services for Senior Living reallocated from previous contract with CBI Greystoke Home Health and awarded to LSCO.

Motion passed to postpone the 2020-2022 FCSS funding to a maximum of 1-year extending current contracts until strategic planning is complete and new model is approved, up to a year.

Community Foundation Friends Dinner – March 28, 2019 at the Coast Hotel. Guest speaker is Paul Nazareth Vice President of Canadian Association of Gift Planners.

Meeting adjourned to next meeting on March 22, 2019.

Jan Foster,
Committee representative

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Christine Light, Vice Chair

RE: ATA Local Council – February 6, 2019

Trustee Christine Light will provide an oral report.



MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Doug James, Trustee

Re: FNMI Advisory Committee – February 13, 2019

Attendance: Lenae Fyfe, Doug James, Morag Asquith, John Chief Calf, Heather Hadford, Andrea Fox, Gus Wensmann, Sarah Burton, Phil Williams, Alison Stewart, Jean Philistine Maurer, Bruce Wolf Child, Joey Beebe, Marni Hope

Andrea Fox introduced FNMI Strategic Plan document where the advisory committee read through the administrative summary and gave feedback. The members focussed on a number of items which included student engagement, the inclusion of different interest groups, staff support via TQS and the importance of early education support for indigenous families and students.

The committee then reviewed the Strategic Plan 3 Year Plan which aligned with the three Board's priorities (Innovation, Inclusion and Achievement) whereupon they commented and made suggestions. The committee also commented and reviewed the strategies which were presented for each priority.

Finally, the Circle Box Training activity was introduced and discussed. Individuals who experience this activity recommended it for the entire district to consider as a Professional Learning Opportunity.

Next meeting is scheduled for May 2, 2019

Respectfully submitted,
Doug James

MEMORANDUM

February 26, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

Re: District Wellness Committee – February 25, 2019

Trustee Donna Hunt will provide an oral report.





ALBERTA
EDUCATION

Office of the Minister

JAN 25 2019

AR104625

His Worship Chris Spearman
Mayor
City of Lethbridge
City Hall
910 - 4 Avenue South
Lethbridge AB T1J 0P6

Dear Mayor Spearman:

Thank you for your January 7, 2019 letter, which you also sent to my colleague, the Honourable Sandra Jansen, Minister of Infrastructure, regarding the need for a new elementary school in West Lethbridge. As Minister of Education, I am pleased to respond.

I am aware of the growth being experienced in Lethbridge and area, as well as the corresponding enrolment pressures that this growth has created in local schools. I appreciate that the City of Lethbridge recognizes the importance of education and continues to support and work with Lethbridge School District to ensure that the appropriate sites are ready for new school construction projects. The availability of a serviced school site is an important consideration in the approval of a new school project.

Lethbridge School District has requested a 600-student capacity Kindergarten to Grade 5 elementary school as the highest priority in its 2019-22 capital plan. I assure you that this request is being carefully reviewed and considered during the development of Alberta Education's capital plan submission for Budget 2019, along with the capital requests of other school jurisdictions across the province.

I hope this information is helpful, and I commend you on your advocacy on behalf of the Lethbridge School District board, students and families.

Sincerely,

David Eggen
Minister

cc: Honourable Shannon Phillips, MLA, Lethbridge-West
Honourable Sandra Jansen, Minister of Infrastructure
Maria Fitzpatrick, MLA, Lethbridge-East



Board Chair Clark Bosch
Lethbridge School District No. 51
433 - 15 Street South
Lethbridge AB T1J 2Z5

February 5, 2019

Dear Chair Bosch;

Congratulations! Your school board has been nominated for a *Smoke-Free Spaces* award for its leadership in the adoption of smoke-free public spaces.

The *Smoke-Free Spaces* awards program recognizes the leadership of public bodies in protecting residents, visitors, youth, students and staff from the health hazards of smoking and tobacco use. We congratulate Lethbridge School District No. 51 for its leadership on this important public health issue.



The program partners include ASH, Alberta Health Services, Alberta Blue Cross, Canadian Cancer Society, The Lung Association, Heart and Stroke Foundation, Alberta Recreation and Parks Association and the Canadian Cancer Society.

The program partners invite you to receive your award at a ceremony in Edmonton on Thursday, February 21 at 12 p.m. at the DoubleTree Hotel West Edmonton. Over 100 tobacco reduction stakeholders will be attending the ceremony, which will take place at the Western Canadian Tobacco Reduction Forum. The news media will be invited to attend this ceremony. Lunch will be provided.

Your organization is not required to attend the awards ceremony although we hope that you can participate and receive this award in person. You are also welcome to choose a suitable delegate.

To accept this nomination, please reply to the email message that accompanies this letter. You will receive this award following your organization's acceptance of our nomination.

For more details about the award and previous recipients, please visit www.smokefreespaces.ca.

Thank you for your prompt attention.

Sincerely,

Les Hagen
Executive Director

Founded in 1979, ASH is Western Canada's leading tobacco control organization.