



# AGENDA

## Lethbridge School District No. 51 School Board Regular Meeting

**Tuesday, October 23, 2018**

**Board Room**

**4:00 P.M.**

4:00 p.m. **1. Approval of Agenda**

4:02 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of September 25, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

4:05 p.m. **3. Business Arising from the Minutes**

**4. Presentations**

**5. Action Items**

4:10 p.m.	5.1	International Trip Approval	Enclosure 5.1
	5.2	Voluntary Retirement – Alberta Teachers’ Retirement Fund and Local Authorities Pension Plan Members	Enclosure 5.2
	5.3	Alberta Teachers’ Association (ATA Local 41) Council Meeting Schedule	Enclosure 5.3

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

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

**7. Information Items**

4:40 p.m.	7.1	Board Chair Report	
	7.1.1	Breakfast with the Board - Immanuel Christian Secondary School	Enclosure 7.1.1
	7.1.2	Response to September Public Forum Question on Student Transportation	Enclosure 7.1.2
4:45 p.m.	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

5:00 p.m.	7.3	Superintendent Report	
	7.3.1	Canadian Award for Financial Reporting	Enclosure 7.3.1
	7.3.2	Urban Indigenous Youth Grant	Enclosure 7.3.2
	7.3.3	51-25 Club Banquet	Enclosure 7.3.3
	7.3.4	Acknowledgements of Excellence	Enclosure 7.3.4
	7.3.5	Board Priorities Report	Enclosure 7.3.5
	7.3.6	Donations and Support	Enclosure 7.3.6
	7.3.7	Snacks with the Superintendents – Lakeview School	Enclosure 7.3.7
	7.3.8	Calendar of Events	Enclosure 7.3.8

### **8. Reports**

5:15 p.m.	8.1	District School Council – October 1, 2018	Enclosure 8.1
	8.2	Community Engagement Committee – October 9, 2018	Enclosure 8.2
	8.3	District Wellness Committee – October 15, 2018	Enclosure 8.3

### **9. Correspondence - Received**

5:20 p.m.	9.1	Education Minister Eggen	Enclosure 9.1
	9.2	Holy Spirit Catholic Schools	Enclosure 9.2

### **10. Correspondence - Sent**

5:25 p.m.	10.1	Solicitor General	Enclosure 10.1
	10.2	City of Lethbridge	Enclosure 10.2

5:30 p.m. **Adjournment**

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: International Trip Approval – Immanuel Christian Secondary School**

**Background**

Immanuel Christian Secondary School is requesting approval to take their Senior Choir on an International Trip to New York City, New York, United States from May 4<sup>th</sup> to May 8<sup>th</sup>, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$2,600.00 in Canadian Funds. Fundraising opportunities will be available to all 28 students to offset the cost of the trip. Students may use their parents or donated air miles rewards for air travel at an estimated saving of \$600.00 Canadian.

**Recommendation**

That the Immanuel Christian Secondary School Senior Choir Trip to New York City, New York in the United States from May 4<sup>th</sup> to the 8<sup>th</sup>, 2019, be approved by the Board, on the condition that all District policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith  
Associate Superintendent



**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Voluntary Retirement – Alberta Teachers' Retirement Fund Members and  
Local Authorities Pension Plan Members**

**Background**

For the past several years, the Board has approved a Voluntary Retirement Plan for the Alberta Teachers' Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees. This opportunity for staff members has facilitated the hiring process for the following year.

This plan allows staff members of the Alberta Teachers' Association Retirement Fund Members and Local Authorities Pension Plan to retire as of January 31, 2018 and then begin a temporary contract with the Board effective February 1, 2019 – June 30, 2019.

**Recommendation**

That the Board extend the Voluntary Retirement Package to all employees who are members of the Teacher Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 21, 2018, submit a letter of resignation effective January 31, 2019. Such employees will be offered a temporary contract effective February 1, 2019 – June 30, 2019.

Respectfully submitted,

Rik Jesse  
Associate Superintendent



**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

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

**Background**

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

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

November 7 - Attwell Building

December 5 - Christmas Dinner Meeting – Sandman Signature Lethbridge Lodge

January 9 – Attwell Building

February 6 - Attwell Building

March 6 - Attwell Building

April 3 - Attwell Building

May 1 - Attwell Building

June 5 – Dinner Meeting – location TBD

**Recommendation**

It is recommended that the Board receive this report as information and that a trustee be identified for each month to attend the remaining 2018-19 ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – Immanuel Christian Secondary 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 Immanuel Christian Secondary School on Wednesday, November 7, 2018 from 7:30 – 8:00 a.m. Following the breakfast, Principal Rob vanSpronsen will provide a tour of the school for trustees.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Response to September Public Forum Question on Student Transportation**

**Background**

Cindy DeJager, a parent of two students attending Chinook High School, voiced concern regarding bus transportation. Specifically, she indicated that her two sons had bus service in previous years but this changed as a result of pathways being included in the calculation of distance from residence to the school. The inclusion pathways in the transportation system's calculation of distance is not within the jurisdiction's control. This was a decision made by the province this spring.

Cindy DeJager indicated that she felt there was a complete lack of communication and notice regarding the removal of stops that were the outcome of distance calculations. Her sons had been picked up for the first few weeks of school, and then the stops were removed without appropriate notification to parents. Her sons went to the stop one morning (stop 9 on Chinook W7 bus route), and no bus came to pick them up.

The Transportation Coordinator checked into the situation. It was confirmed that the stop had been removed without notification to the District. Notification to the riders consisted of the driver telling students at the afternoon home drop-off that there would not be a bus the next day. Lethbridge School District No. 51 concurs that this is not appropriate notice. The Transportation Coordinator worked with the City of Lethbridge Transportation department to reinstate the stop for this year. Mrs. Shimbashi indicated that Cindy DeJager was pleased with the outcome.

The request has also been made that Lethbridge School District have at least two weeks notice prior to consideration of removal of stops on a route.

All families impacted by change of distance due to pathways, as well as families who are waitlisted as ineligible riders due to distance but are allowed to ride if there is bus capacity, are now fully informed of their temporary status as riders using a form. The signed form indicates that although a student currently has access to transportation, the distance of their residence results in the system classifying them as unfunded (ineligible rider). They will have access as long as the bus has capacity, but there is potential for them to receive notice that the bus no longer has capacity due to an increase in eligible riders. It is also made clear that ineligible

---

riders may not have access to bussing in subsequent years if routes and capacity changes due to eligible riders.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent





**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

The October 2018 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



**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

The October 2018 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

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

The October 2018 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

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: Canadian Award for Financial Reporting (CAnFR)**

**Background:**

Lethbridge School District No. 51 is the first Canadian school division to receive the Canadian Award for Financial Reporting (CAnFR).

The Government Finance Officers' Association (GFOA) established the CAnFR program in 1986 to encourage and assist Canadian local governments to go beyond the minimum requirements of financial reporting and to prepare a comprehensive annual finance report that evidences the spirit of transparency and full disclosure in financial reporting.

**Recommendation**

It is recommended that the Board receive this report as information and congratulate Director of Finance Mark DeBoer, Associate Superintendent Christine Lee and the Finance Department team.

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: Urban Indigenous Youth Grant**

**Background**

Alberta Education provided Lethbridge School District No. 51 with an urban indigenous youth grant. An update on how the grant funds will be spent will be shared by Associate Superintendent Morag Asquith.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

Re: **51-25 Celebration Banquet held September 26, 2018**

**Background**

Each year the Board recognizes staff members who have served with the District for 25 years or more. The Board hosts a dinner for all the members of the 51-25 club and their guest, and takes the opportunity to formally congratulate the staff members who have completed their 25<sup>th</sup> year with the District.

The 51-25 celebration was held on September 26, 2018 at the Lethbridge Lodge.

The new members of the 51-25 club are:

Andrea Kveder	Deb Bosch-Friedrick	Karen Rancier
Shanda McKnight	Suzie Chambers	Terry Hagel
Ard Biesheuvel	Ashelyn Redman	Brian Sakatch
Darin Gibson	Darryl Christiansen	JoAnne Thaxter
Kae McFadzen		

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---

**EMORANDUM**

October 23, 2018

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:

Chinook Cross Country winners were:

**Gabby Suggitt, Amaya Graham, Olivia Gook** (3 km juvenile female)

**Lorenzo Blood, Eli Orr, Kolton Smith** (3 km juvenile male)

**Cassidy Coolen, Jaime Jakovljevic, Kennedy Moland, Rylee Wevers, Madi Andres**  
(4 km junior female)

**Denver Jensen, Brayden Ellis** (4 km junior male)

**Ilaria Cavani, Elisa Cavani** (5 km intermediate female)

**Brock Jensen, Logan Danyluk, Mason Harris, Carter Flexhaug** (5 km intermediate male)

**Abi Gruenhage** (5 km senior female)

Chinook Golf team finished 4<sup>th</sup> at Provincials, one shot out of a medal. Team members are **Mason Harder, Rylie Seaman, MacCoy Garner, Tysen Johansen, Abbie Froom, Chelsea Joseph.**

LCI student, **Dylan Taylor**, was selected to be part of the Education Minister's Youth Council for 2018-19. The Minister's Youth Council will help students further develop their competencies and understanding of the education system.

Respectfully submitted,  
Cheryl Gilmore

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Board Priorities Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

---





## 2018-2019 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.

**Numeracy**

- Secondary math teachers started the year with a bank of resources on math facts and math vocabulary that had been created last spring by members of the Secondary Math Steering Committee.
- Numeracy Lead Teacher, Jenn Giles, is in the process of meeting with all school-based admin teams to ascertain grades 4-9 teachers' needs in math instruction, resources, and Professional Learning so that she can begin residencies with teachers next week.

**Curriculum Implementation**

- Each school has identified one administrator who will be the instructional leader to attend workshops and meetings on our new curricula and then share the information with their teachers. These administrators will be attending a two-day workshop in October on Concept-Based curriculum.
- The Education Minister is planning to sign off on the Kindergarten through grade 4 new curricula in December 2018.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.

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

- Off campus program very active over the summer with Work Experience and RAP placements.
- Dual credit courses: Liberal Education 1000, Cinema 1000, Management 1850, Liberal Education 2020, Automotives

**Middle School Initiatives**

- Middle School Learning Day held on October 9<sup>th</sup> was a great success. Teachers and support staff attended sessions focusing on understanding the adolescent brain and modelling of instructional strategies across the different subject areas that are engaging and relevant to adolescent learners.

**Early Learning**

- Kindergarten teachers are currently in the process of completing the Early Years Evaluation (EYE), which is a classroom observational assessment for kindergarten children.
  - For the first time ever, we do not have any Early Education programming spaces left for children accessing Program Unit Funding (PUF) in north Lethbridge. PUF supports children having severe delays 3 years prior to Grade One entry. Typically, we try to limit each Early Education Program class to 6 children or fewer accessing PUF. Currently we have 7 - 10 children per class accessing PUF in north Lethbridge schools. Any new children identified for PUF are being directed to other schools where we offer Early Education Programming. At this point we have limited spaces left at Agnes Davidson, Nicholas Sheran and Mike Mountain Horse School with all other locations being full. For this school year we are seeing an increase of children accessing PUF in kindergarten classes on the north side as well.
  - We are celebrating the opening of a unique play space at Agnes Davidson School designed specifically for younger children. This outdoor space is designed for children ages 3 - 6 and was exclusively funded by Davis Automotive Group. There is a growing need to get children outside to
-

provide development opportunities that are different from activities done indoors. There is significant research to support outdoor play and the benefits for children.

**FNMI**

- FNMI Education is working on Strategic Plan and the Work Plan for the year- this will guide decisions around how best to allocate the \$125,000 for the 2018/19 school year
- Continuing to plan Professional Learning in consultation with Karen Rancier for all teachers for the 2018/19 school year
- October 12<sup>th</sup>- a large number of staff will participated in “Truth and Reconciliation in Every School” at the University of Lethbridge from 1-4:30 p.m.
- FNMI Parent Night- October 24<sup>th</sup> at Victoria Park High School
- Waiting for approval from Alberta Education of IFNE grant that supports an “Elder In Residence Program”
- Exploring different School Districts methods of FNMI Service Delivery

**Administrator Professional Learning**

- New administrators and their mentors met for a lunch and learn session on Thursday, October 11 to discuss Business Affairs guidelines and communication protocols with Mark DeBoer and Garrett Simmons.
- We are continuing the “Inquiry” Professional Learning joint venture with University of Lethbridge
- November 1st all Administrators will participate in a 2nd “Introduction to Universal Design for Learning” session facilitated by Ann Muldoon, Karen Rancier and Morag Asquith.

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

- Advanced Educational Support (AES) staff attended a Mental Health Literacy session on October 9.
- A PL session for support staff will be offered on Friday, October 19, with Laura Paiement presenting on “Fostering the Independent, Self-Regulated Learner.”
- At an AES staff meeting on October 19, Ann Muldoon will provide a PL session on Inclusion and UDL.
- On November 13, AES staff will receive training in the Collaborative Problem-Solving Model (Level 2) from Kent Hollingsworth at KCC.
- Morag, Karen and Ann led a day of learning about Universal Design for Learning (UDL) at the Admin Committee Retreat on September 27. Feedback from administrators was very positive.
- The first District-wide PL day will occur on Tuesday, November 13<sup>th</sup> with all teachers participating in teacher-created and teacher-chosen Collaborative Communities.
- Support Staff PD applications have been approved and funded by HR for a variety of professional learning events for EAs.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll- Sessions for October 9 & 25 and upcoming session are November 13 & 22
- HR is providing First Aid Certification & Recertification training. 4 Courses are offered October - November. 69 employees are participating in these after-hours events.
- HR has arranged for 4 Head Caretakers to attend Supervisor Leadership Series (6 Courses) through the Lethbridge College this fall (October 30-December 4<sup>th</sup>).
- 12 Caretaking and/or Maintenance staff are invited to attend “Focus on the 90%” session on November 21, 2018.
- EA’s have been able to attend SIVA training, Truth and Reconciliation (Oct 12 at U of L), Understanding Roots of Anxiety (Oct 10), and Shelly Moore Session (Oct 11), Working with Explosive/Non-compliant Children (Sept 19/20)

**Teacher Induction Support for Quality Teaching and Leading [TIP]**

- The Year 2 group met on the afternoon of September 26, delving into the Board Priority of Innovation.
-

- Both Year 1 and Year 2 groups are being encouraged to use their release time for classroom observation and feedback.

#### **Wellness Initiatives**

- HR provided resources to all Wellness Committee members for Employee & Family Assistance Program (EFAP) as well as other ASEBP Benefits.
- HR has ASEBP presenting on the Employee Family Assistance Program to Administrator's on October 25, 2018 and many resources will be shared.
- Laura Paiement has already visited schools and is back this month to consult further on universal self-regulation and staff wellness
- Morag is working with HR on the "Lethbridge School District Wellness Throw Down" this will be an initiative facilitated by Health Champions in each school over the next 8 months. Schools are partnered for competition/challenges that are health related for Staff
- 11 Wellness Grants from the Wellness Committee have been distributed to schools based around supporting self-regulation, gratitude and physical activity
- Alberta Education Nutrition Program continues to support breakfast/lunch opportunities in 11 schools this year
- Terry Fox Runs are happening throughout the District

#### **Parent Engagement**

- The first District School Council meeting was held on October 1
- Parent Session was hosted at the Education Centre titled "The Stressed Out Teen" presented by Laura Paiement October 18<sup>th</sup>
- The November District School Council meeting will have a learning sessions for parents (November 5, 6:00 – 6:30 p.m.) presented by Michael Krokosh, our new Technology Lead Teacher, focusing on the software students have access to at school and at home.

#### **Community and Business/Industry Engagement**

- HR team is attending Kainai Career & Employment Fair- October 23, 2018 In Stand-Off Opportunities to recruit as well as connect with our community

#### **Classroom Improvement Fund Updates**

Allocations in place:

- 6.0 FTE teaching staff to address class size
- 2 Kindergarten Education Assistants
- 6 Education Assistants across all levels
- English Language Learning teacher
- 2.0 Family School Liaison Counsellors
- Teacher of FNMI Culture and Language
- Education Assistant professional learning

### **PRIORITY TWO: INCLUSION**

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

- Positive Spaces first meeting is November 14<sup>th</sup>, 2018.
  - Christine Lee has been working on positive messaging at front desks in schools in support of healthy relationships and communication.
  - Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use, Cayley will be presenting October 1<sup>st</sup> to City Council on Prevention and Education.
  - 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.
- October 9<sup>th</sup> PL with Andrew Baxter learning about Mental Health Literacy for all Wellness Team members.
- 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.

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

- Teachers throughout the district have been pleased with changes to Dossier, the program in PowerSchool that we use to plan for student support. Dossier now more accurately reflects a strengths-based approach within a Response to Instruction and Intervention (RTI) framework.
- Lethbridge 51 was well represented at a session on Inclusion with Shelley Moore on October 11.
- The process for contracted psych-ed referrals at high school has recently been revised and forms updated.
- Learning Team meetings are currently being completed in schools, and support plans should be finalized by October 30.
- The five itinerant AES have been working alongside assistants in classrooms to build capacity in supporting behaviour.
- The district is fortunate to have Complex Case accept for consideration a referral for one of our students with exceptional needs. The meeting will be held on October 23. A Lethbridge 51 family will also benefit from the new role of Systems Navigator in accessing coordinated services for two children.
- Heather Willms, ESL Lead Teacher, has been providing after school workshops and Lunch 'n Learns to support teachers as they prepare Benchmark assessments at all grade levels.
- Heather has begun working alongside teachers in classrooms, sharing strategies and resources for language acquisition and social transition.
- Ann Muldoon attended a SAPDC ESL Advisory Group meeting on October 16.
- Emily Glawe, middle school ESL teacher, has been co-planning and co-teaching in classrooms at Wilson Middle School, modelling instructional strategies and assessment techniques to support ELLs.

**PRIORITY THREE: INNOVATION**

**Process Based Learning Environments**

- Education Technology Lead teacher, Michael Krokosh, is in the process of meeting with elementary and middle school-based administrators to ascertain their teachers' needs in technology integration for the purposes of student achievement so that he can continue the residencies he began in September. Incorporating the use of technology into Project-Based Learning (PBL) is one of his areas of focus.

**Breadth of Program Options**

- With the Classroom Initiative Funding, several schools have improved or started of clubs within the Learning Commons spaces that revolve around Science Technology and Math. Continue to check our district website for the latest technologies being introduced into the classroom at: <http://www.lethsd.ab.ca/Innovators%20Corner.php>
  - Bret Jesse at Westminster Elementary, will be using Minecraft for Education with his entire class this year to help build literacy and numeracy skills with his grade 4 and 5 class.
  - 15 grade 12 students from Lethbridge School District #51, have started to attend Cinema 1000 on Tuesday evenings at the University of Lethbridge, as part of the dual credit
-

partnership. Students completed a tour of the U of L on Friday, September 14, 2018 and received student cards along with a brief overview of campus resources and facilities.

**Technology**

- We continue to work with teachers at Senator Joyce Fairbairn Middle School, offering training opportunities so they can better intergrade technology into their classroom.
  - Winston Churchill High School gym went through a major technology refurbish, with new sound equipment, shot clocks and a large digital display board that can be used as a scoreboard.
  - We have continued to see growth in teachers using the Microsoft office 365 product Microsoft Teams. Michael Krokosh, our Educational Technology Lead Teacher, continues to offer residences and learning opportunities to teachers on how Office 365 may be used in the classroom.
  - Lethbridge School District #51 email accounts will now authenticate with Gmail. What does that mean? Students and staff can now log into the Chrome browser, YouTube and other Google products. At this time, we have decided not to open any apps that are associated with Gmail or Google drive until we can do more testing and create a plan for scheduled release.
  - One teacher from each school on the afternoon of October 17, 2018 attended the Innovators Group, to discuss and look at some of the future projects the technology team is working on. The meeting was an opportunity for teachers to voice any concerns on how technology is operating in their schools. The Technology Department uses these meetings to inform, practice, and improve services within the classroom.
  - Lethbridge School District #51 continues to work with the Lethbridge Police Service and other stakeholders to offer a parent evening and professional learning day for staff around the topic of internet safety. Currently, the group is looking to bring in a guest speaker for the event that could present current data and strategies around living in a digital world.
-

**MEMORANDUM**

October 23, 2018

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.

- **Ron & Joyce Sakamoto** donated \$40,000 to the 1 District, 1 Book project.
- **Daytona Homes** donated \$46,927.25 from the 11<sup>th</sup> annual Backpack Program. The funds will be split between Lethbridge School District No. 51 and Holy Spirit Catholic Schools.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Snacks with the Superintendents – Lakeview 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 Lakeview School have been invited to have Snacks with the Superintendents on Thursday, November 15, 2018 beginning at 7:45 a.m.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

---



**CALENDAR OF EVENTS**

October	24	FNMI Parent Meeting Victoria Park
	25	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
November	5	District School Council 6:30 pm, Education Centre Board Room
	7	Breakfast with the Board Immanuel Christian Secondary School
	12	No School in lieu of Remembrance Day
	13	No School for students District wide Professional Learning Day
	13	Community Engagement Committee 6:00 pm, Education Centre
	14	Take Your Child to Work Day Grade 9 students
	15	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
	15	Rock Your Moc's
	18-20	Alberta School Boards Association (A.S.B.A.) Fall General Meeting
	20	District Student Advisory Council 12:30 pm, Education Centre Board Room
	21	No Kindergarten for students – Parent Teacher Interviews
	21	A.S.B.A. General Meeting 10:00 am, Education Centre Board Room
	21	Policy Advisory Committee 12:30 pm, Education Centre Computer Lab
	21	Administrators' Committee Banquet 6:00 pm, Lethbridge Lodge
	22	NO SCHOOL for students ALL Day for Elementary and AFTERNOON for Middle School (Professional Learning and Parent Teacher Interviews)
	24	NO SCHOOL for students Professional Learning Day
	27	Board Meeting 3:30 pm Education Centre Board Room

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Doug James, Trustee

**RE: District School Council – October 1, 2018**

District School Council meeting minutes are attached.



**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Christine Light, Trustee

**RE: Community Engagement Committee – October 9, 2018**

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Doug James, Heather Paul, Allison Pike, Lyvia Hughes, Hollie Tarasewich, Amber Johansen, Cynthia Young

1. Committee Terms of Reference
  - Approved with no recommendation for changes
2. ICE Scholarship Breakfast
  - Speaker – Marty Park (Garrett)
    - Video and background information provided (Marty Park).
    - Timeline/process for choosing speaker explained.
    - Recommended that during Marty's presentation he could refer to the recipients from the previous year and their projects.
    - Idea that a video of the recipients from the previous year could be shown; Garrett has a clip that he could edit for this purpose.

Sub-committees:

- Promotion
    - Committee members: Christine Lee, Garrett Simmons, Cheryl Gilmore
    - Christine sent out promo letters in the spring/summer. To date, have 6 tables confirmed (\$52000), 3 likely and more as potential. Cheryl has a list of contacts for tables she will be pursuing. Event is on the website; Garrett will activate the purchase on-line button once the push for table sponsorship is done. Doug recommended that high schools have the opportunity to buy a table so that they can invite guests and/or place students at the tables.
  - Scholarship Application/Selection Committee
    - Committee members: Christine Light, Hollie Tarasewich
    - Christine indicated that some changes would be made that made the term 'innovation' clearer; it was evident that some students may have been intimidated or deterred from applying because of assumptions made around the word innovation.
    - Christine will start promoting the scholarship by visiting different student groups.
    - Committee structure with some of the sponsors as part of the judging worked well (brought some good expertise).
  - Event Planning
-

- Committee members: Jan Foster, Heather Paul, Lyvia Hughes, Allison Pike
  - Venue secured – need to find out if space is flexible (can there be more seats?).
  - Jan has sent letter seeking support for Chocolates (Callebaut) as table gift.
  - Committee will determine what type of entertainment they want for pre-breakfast time.
3. Town Hall
- The February 2018 Town Hall had 2 questions: What is the District doing well? What can the district do better?
  - Advice – communicate what has been done from the recommendations made the previous year (e.g. this is what we heard last year... this is what has been accomplished).
  - Noted that some community members dominated conversations in some groups – have facilitator remind audience what collaborative participation looks like.
4. Other areas of pursuit for the Community Engagement Committee
- Topic of how to make Board meetings more accessible raised (more public friendly)
  - Time (e.g. evening)
  - Board meeting Q&A
  - Communication to parents regarding Board meetings (eg. In report that Board members give to School Council; school newsletters)
  - Timing of public forum (e.g. end of meeting)
  - Other idea for Board engagement of public/parents – Coffee Time with Trustees

NEXT MEETING – Tuesday, November 13 at 6:00

---

**MEMORANDUM**

October 23, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

**RE: District Wellness Committee – October 15, 2018**

Highlights:

1. Review of the Terms of Reference – these will be brought to the Board to ratify changes.
2. Wellness Grants - \$20,000.00 has been allocated out primarily for self-regulation. A mid-year grant review is scheduled for December.
3. Wellness Throw Down – To promote staff wellness in response to the Wellness Survey in the spring of 2018. The Health Champs first challenge October 15 to 30, 2018 is Get Outside. November is the month of Gratitude and December the month of Social Communication.
4. Nutrition Update – 11 schools are sharing \$252,000.00. This fall started a Universal Program – Fruits and Vegetables for all. In October apples were delivered to our schools, November will see Mandarins and December Bananas.
5. Policy – A subcommittee was formed to create a Wellness Policy.
6. A local student leadership conference will be held November 14, 2018. Featuring the Seven Dimensions of Wellness.
7. District Counseling Teams update - Cayley King outlined some of the work carried out by the teams. The Theme for the year is “Slow it down”.

Respectfully Submitted

Donna Hunt

---