



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, December 18, 2018

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular Meeting of November 27, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations

3:35 p.m. 4.1 Building Brains

Enclosure 4.1

5. Action Items

3:55 p.m. 5.1 Policy Review

- *Policy 402.11.1 Teacher Growth, Supervision & Evaluation*
- *Policy 602.6 Second Language Programs other than English and French*
- *Policy 603.1 Animals in Schools*
- *Policy 609.5 Student Records*

Enclosure 5.1

4:10 p.m. **6. District Highlights**

7. Information Items

4:15p.m. 7.1 Board Chair Report

7.1.1 Board Donations in Lieu of Christmas Treats

Enclosure 7.1.1

7.1.2 Breakfast with the Board

Senator Buchanan School – January 9, 2019

Enclosure 7.1.2

4:20 p.m. 7.2 Associate Superintendent's 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

4:35 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	
	Gilbert Paterson Middle School – January 16, 2019	Enclosure 7.3.3
7.3.4	Donations and Support	Enclosure 7.3.4
7.3.5	Calendar of Events	Enclosure 7.3.5

5:00 p.m. Public Forum

8. Reports

5:05 p.m.	8.1	District School Council – December 3, 2018	Enclosure 8.1
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9. Correspondence – Received

5:10 p.m.	9.1	Ever Active Schools	Enclosure 9.1
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10. Correspondence – Sent

None at this time

5:15 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD NOVEMBER 27, 2018.

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 3:45 p.m.

1. Approval of Agenda *Approval of Agenda
6790/18*
Trustee Christine Light moved:
“that 5.7 Trustee Remuneration be added to the agenda, approve as amended.”
CARRIED UNANIMOUSLY
2. Approval of Minutes *Approval of Minutes
6791/18*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of October 23, 2018 and the Organizational Meeting of October 23, 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*
 - 4.1 Fast Forward *Fast Forward*
Nikki Cale presented the Fast Forward program for the 2017-18 school year.
5. Action Items *Action Items*
 - 5.1 Sock it to ‘em Campaign
The 16th annual Sock it to ‘em Campaign runs from November 1 to December 15, 2018. Caretaking and Maintenance staff in Lethbridge and area schools are collecting new socks to be donated to local charities for Christmas.

Trustee Tyler Demers moved:
“that the Board make a donation in the amount of \$100 to the Sock it to ‘em Campaign.” **CARRIED UNANIMOUSLY** *Sock it to ‘em
Campaign
6792/18*

5.2 Terms of Reference

Terms of Reference were updated for District Wellness Committee and F.N.M.I. Education Committee for the 2018-19 school year.

Trustee Donna Hunt moved:

“that the Board approve the updated Terms of Reference for the District Wellness Committee and the F.N.M.I. Education Committee.”
CARRIED UNANIMOUSLY

*Terms of Reference
District Wellness
FNMI Education
6793/18*

5.3 Policy Review

Teresa Loewen provided an overview of each policy and responded to questions for the following:

Policy 201.2 Mandate

Policy 202.1.1 Confidentiality

Policy 202.1.2 Conflict of Interest

Policy 202.2 Chair of the Board

Policy 202.3 Individual Trustees

Policy 205.1 Trustee Compensation

Policy 206.1 Trustee Training and Development

Policy 303.3 Administrators Growth Supervision and Evaluation

Policy 303.4 School Principal

Policy Review

Trustee Lola Major moved:

“to approve Policy 201.2 Mandate, as amended.”

CARRIED UNANIMOUSLY

*Policy 201.2 Mandate
6794/18*

Trustee Lola Major moved:

“to approve Policy 202.1.1 Confidentiality, as amended.”

CARRIED UNANIMOUSLY

*Policy 202.1.1
Confidentiality
6795/18*

Trustee Lola Major moved:

“to approve Policy 202.1.2 Conflict of Interest, as amended.”

CARRIED UNANIMOUSLY

*Policy 202.1.2 Conflict
of Interest
6796/18*

Trustee Lola Major moved:

“to approve Policy 202.2 Chair of the Board, as amended.”

CARRIED UNANIMOUSLY

*Policy 202.2 Chair of
the Board
6797/18*

Trustee Lola Major moved:

“to approve Policy 202.3 Individual Trustees, as reviewed.”

CARRIED UNANIMOUSLY

*Policy 202.3 Individual
Trustees
6798/18*

Trustee Lola Major moved:
“to approve Policy 205.1 Trustee Compensation, as reviewed.”
CARRIED UNANIMOUSLY

*Policy 205.1 Trustee
Compensation
6799/18*

Trustee Lola Major moved:
“to approve Policy 206.1 Trustee Training and Development,
as amended.”
CARRIED UNANIMOUSLY

*Policy 206.1 Trustee
Training and
Development
6800/18*

Trustee Lola Major moved:
“to approve Policy 303.3 Administrator Growth Supervision
and Evaluation, as amended.” **CARRIED UNANIMOUSLY**

*Policy 303.3
Administrator Growth
Supervision and
Evaluation
6801/18*

Trustee Lola Major moved:
“to approve Policy 303.4 School Principal, as amended.”
CARRIED UNANIMOUSLY

*Policy 303.4 School
Principal
6802/18*

5.4 District Three Year Education Plan and Annual Education
Results Report

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

Trustee Donna Hunt moved:
“to approve the combined Three Year Education Plan and
2017-18 Annual Education Results Report, as presented.”

*District 3YEP and AERR
approval
6803/18*

CARRIED UNANIMOUSLY

5.5 2017-18 Audited Financial Statement

School jurisdictions are required to submit an audited financial report to Alberta Education. Will Zobell and Avice DeKolver, BDO Canada LLP, reported a clean audited financial statement. Mark DeBoer, Director of Finance, provided an overview of the Audited Financial Statements for the year ended August 31, 2018.

Public Forum – none

Public Forum

Trustee Donna Hunt moved:

“to approve the Audited Financial Statements for the 2017-18 fiscal year.”

CARRIED UNANIMOUSLY

*2017-18 Audited
Financial Statement
6804/18*

5.6 2018-19 Budget Update

Director of Finance Mark DeBoer presented the 2018-19 Budget Update.

Trustee Donna Hunt moved:

“to approve the Budget Update for the 2018-2019 fiscal year.”

CARRIED UNANIMOUSLY

*2018-19 Budget
Update
6805/18*

5.7 Trustee Remuneration

Trustee Donna Hunt moved:

“that due to recent changes in income tax regulations effective January 1, 2019, as applied to Trustees, Lethbridge School District No. 51 Board of Trustees increase their honorarium, including per diem rates, to reflect a hold harmless position in after tax dollars.”

In Favour: Tyler Demers, Donna Hunt and Jan Foster

Opposed: Christine Light, Doug James, Lola Major, Clark Bosch

DEFEATED

*Trustee Remuneration
6806/18*

6. District Highlights

- Lola will attend the ceremony where Bill Baum and Craig Findlay will receive a Blackfoot name.
- Tyler was a bingo caller at Lakeview’s Turkey Bingo.
- Doug attended Remembrance Day at General Stewart, breakfast at Immanuel Christian Secondary School, presenter at Chinook (Orlando Bowen) with Bruce Carbert doing an excellent ice breaker.
- Donna attended Remembrance Day at Westminster where a choir performed beautifully, enjoyed the ASBA FGM meeting in Edmonton.
- Christine Light attended the Lakeview Alberta Opera event, Administrators’ Committee banquet went well last week.
- Clark mentioned the WCHS production, Chinook’s dance production, and Remembrance Day ceremonies.

District Highlights

7. Information Items

7.1 Board Chair Report

7.1.1 Breakfast with the Board

All staff at Chinook High School have been invited to

Information Items

*Breakfast with the
Board*

attend Breakfast with the Board on Wednesday, December 5, 2018 followed by a tour of the school by Principal Kevin Wood.

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

*Associate
Superintendent
Reports
Business Affairs*

7.2.2 Human Resources

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

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.3 Superintendent Reports

7.3.1 Board Priorities Report

2018-19 District Priorities report of actions was shared. New curriculum is a huge focus.

*Superintendent Report
Board Priorities*

7.3.2 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.

*Acknowledgements of
Excellence*

7.3.3 2018 Christmas Season Schedule

The 2018 Christmas Season celebrations schedule was shared.

*2018 Christmas
Season Schedule*

7.3.4 Snacks with the Superintendents

Staff at École Nicholas Sheran School have been invited to attend the Snacks with the Superintendent on Wednesday, December 5, 2018.

*Snacks with the
Superintendents*

7.3.8 Calendar of Events

The Calendar of Events was reviewed for the period December 3, 2018 to January 24, 2019.

Calendar of Events

8. Reports

Reports

- | | | |
|-----|--|------------------------------------|
| 8.1 | <u>Policy Advisory Committee – October 24, 2018</u>
Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held October 24, 2018. | <i>Policy Advisory Committee</i> |
| 8.2 | <u>District School Council – November 5, 2018</u>
Trustee Doug James provided a written report from the District School Council meeting held November 5, 2018. | <i>District School Council</i> |
| 8.3 | <u>F.N.M.I. Advisory Committee – November 6, 2018</u>
Trustee Doug James provided a written report from the F.N.M.I Advisory Committee meeting held November 6, 2018. | <i>F.N.M.I. Advisory Committee</i> |
| 8.4 | <u>Facilities Committee – November 6, 2018</u>
Trustee Doug James provided a written report from the Facilities Committee meeting held November 6, 2018. | <i>Facilities Committee</i> |
| 8.5 | <u>ATA Local Council – November 7, 2018</u>
Trustee Donna Hunt provided a written report from the ATA Local Council meeting held November 7, 2018. | <i>ATA Local Council</i> |

Trustee Jan Foster moved:

“to extend the Board meeting beyond 6:00 p.m.”

*Meeting Extension
6807/18*

CARRIED UNANIMOUSLY

- | | | |
|-----|---|--|
| 8.6 | <u>Community Engagement Committee – November 13, 2018</u>
Trustee Christine Light provided an oral report from the Community Engagement Committee meeting held November 13, 2018. | <i>Community Engagement Committee</i> |
| 8.7 | <u>A.S.B.A. Zone 6 General Meeting – November 14, 2018</u>
Trustee Donna Hunt provided a written report from the A.S.B.A. Zone 6 General Meeting held November 14, 2018. | <i>A.S.B.A. Zone 6 General Meeting</i> |
| 8.8 | <u>Poverty Intervention Committee – November 19, 2018</u>
Trustee Christine Light provided a written report from the Poverty Intervention Committee meeting held November 19, 2018. | <i>Poverty Intervention Committee</i> |
| 8.9 | <u>District Student Advisory Council – November 20, 2018</u>
Trustee Doug James provided a written report from the District Student Advisory Council meeting held November 20, 2018. | <i>District Student Advisory Council</i> |

- 8.10 Policy Advisory Committee – November 21, 2018
Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held November 21, 2018.

*Policy Advisory
Committee*

- 8.11 Community and Social Development – November 23, 2018
Trustee Jan Foster provided an oral report from the Community and Social Development meeting held November 23, 2018.

*Community and Social
Development
Committee*

- 9 Correspondence – Received:
9.1 City of Lethbridge

*Correspondence –
Received
City of Lethbridge*

- 10 Correspondence – Sent: none

Correspondence – Sent

Trustee Christine Light moved:
“to adjourn the meeting at 6:21 p.m.”

CARRIED UNANIMOUSLY

*Adjournment
6808/18*

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Building Brains

Background

District Early Childhood Coordinator, Isabelle Plomp, will provide the Board with a presentation on Building Brains.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

December 18, 2018

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 any policies which were last reviewed previous to July 2013
- 200 sections
- 300 sections to comply with the School Leader Quality Standard and the Superintendent Quality Standard documents recently finalized by Alberta Education
- 400 sections to comply with the Teacher Quality Standard document recently finalized by Alberta Education
- Changes required due to the passing of Bill 28
- Assist in the orientation of new members to the policy development process, as necessary

Teresa Loewen will attend the Board meeting and provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

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

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
402.11.1	Teacher Growth, Supervision & Evaluation	Amendment
602.6	Second Language Programs other than English and French	Amendment
603.1	Animals in Schools	First reading
609.5	Student Records	Amendment

Respectfully submitted,
Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT No. 51

402.11.1 Teacher Growth, Supervision and Evaluation

Policy

The Board directs that procedures be developed to ensure the growth, supervision and evaluation of teachers consistent with requirements of the School Act, the Teaching Quality Standard and Alberta Education Policy on Teacher Growth, Supervision and Evaluation.

Regulations

Teacher Growth

1. All teachers on continuing and probationary contracts with the Board shall complete a Professional Growth Plan each year.
2. The Professional Growth Plan shall:
 - 2.1. reflect goals and objectives based on an assessment of learning needs by the individual teacher;
 - 2.2. show a demonstrable relationship to the Teaching Quality Standard; and
 - 2.3. take into consideration the educational plans of the school, the District and Alberta Education.
3. The development and review of growth plans are part of an inquiry based professional growth process.

Teacher Supervision

4. The principal shall provide for on-going supervision of all teachers by:
 - 4.1. providing support and guidance to teachers; and
 - 4.2. observing and receiving information from any source about the quality of a teacher's teaching a teacher provides to students. practice-
 - 4.3. Identifying the behaviours or practices of a teacher that for any reason may require an evaluation.

Teacher Evaluation

5. The principal shall conduct an evaluation of a teacher;
 - 5.1. prior to submitting a recommendation for permanent certification;
 - 5.2. for the purpose of gathering information related to a specific employment decision.
 - 5.3. when, on the basis of information received through supervision, the principal has reason to believe that the teacher's practice may not meet the Teaching Quality Standard

Removed: 5.2 and reordered

6. The principal may conduct an evaluation of a teacher upon the written request of the teacher.



LETHBRIDGE SCHOOL DISTRICT No. 51

402.11.1 Teacher Growth, Supervision and Evaluation

7. Administrators shall be evaluated in accordance with District Policy 303.3 Administrator Growth, Supervision and Evaluation.

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

References

Alberta School Act: ~~20~~, 94, 105, 106, 107, 108, 109

District Policies: 303.3 Administrator Growth, Supervision and Evaluation.

Other: Alberta Education **Teacher Growth, Supervision and Evaluation Policy 2.1.5**, ~~Policy 4.2.1~~ **Alberta Education Teaching Quality Standard**



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 10, 1999
Amended: March 18, 2008
Amended: February 26, 2013
Reviewed:

602.6 Second Language Programs and Courses other than English and French

Policy

The provision of second language programs and courses other than French and English is permitted.

Regulations

1. The decision to provide a second language course other than French ~~and~~ or English for which a provincial curriculum exists shall rest with the principal.
2. Provision of ~~instruction in second languages~~ a second language course for which no provincial curriculum exists requires the development and approval of a locally developed course.
- ~~2-3.~~ The proposal to provide a second language program other than French or English shall be made collaboratively by Executive Council and school administration, as appropriate, in consultation with relevant stakeholders. The final decision for implementation of the program shall rest with the Board.

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

References

School Act: 11, 21, 39, ~~60~~
District Policies: 604.3 Locally Developed Courses



Approved:

603.1 Animals in Schools

Policy

The Board recognizes that the inclusion of animals in schools is an opportunity for significant experiences that enhance learning. The Board believes that the inclusion of animals must take into consideration the health and safety of students, staff, and animals.

Regulations

1. With the approval of the principal, animals are allowed into the school only for instructional purposes.
2. Instructional purposes for the presence of animals in schools may include:
 - a) as subjects for observation and data gathering on body characteristics, habits, movement, feeding behaviours, instinctive reactions;
 - b) talking and writing stories about animals to support language development;
 - c) supporting the development and learning of a sense of responsibility, kindness and concern for other living beings;
 - d) supporting the development and learning of respect for the animals in our local environment; and
 - e) other instructional purposes as approved by the principal.
3. Prior to introducing an animal into a classroom, the teacher must ensure that the following conditions have been met:
 - a) students and school personnel who will be in contact with the animal must not be allergic to, nor afraid of, that type of animal;
 - b) animals must be in good health, free of disease and have no history of aggressive behaviour;
 - c) where appropriate, the owner of the animal must show proof of current vaccinations and licensing;
 - d) the teacher allowing the animal into the school must know the past history of the animal;
 - e) Parents/guardians must be informed.

4. Animals must be leashed, if possible, and under the control of a responsible adult.
5. Animals are not permitted to roam freely in the school building or on the school grounds.
6. Only small animals which are easily confined, caged, maintained, and/or handled may be kept in the classroom.
7. Larger animals such as dogs and cats may not be unattended in the school building beyond regular school hours.
8. Withdrawal of an animal can be made at the discretion of the principal.
9. Accredited service dogs are permitted to accompany a student during regular school hours and activities providing they have met the requirements outlined in Policy 605.6 Service Dogs.
10. The following are not permitted in schools:
 - a) unescorted animals;
 - b) venomous animals;
 - c) indigenous wild animals; and
 - d) rats.
11. The teacher must ensure:
 - a) the ethical and humane treatment of animals is maintained and modeled; and
 - b) any animal that is kept in the classroom receives adequate care and is not abused nor neglected in any way.
12. The teacher is responsible for:
 - a) determining the care and feeding requirements for animals kept in the classroom;
 - b) ensuring appropriate standards of hygiene and sanitation will be met;
 - c) ensuring that animal care procedures are understood by the students; and
 - d) cleaning up after the animal.
13. The teacher must ensure that there is a plan in place to provide care to animals:
 - a) after school hours, including weekends and holidays; and
 - b) in a permanent home when classroom study is completed.
14. In the event of the death of an animal kept in the classroom, the animal must be disposed of safely and in a manner that is sensitive to student emotions and in accordance with current legislation.

- 15.** Dogs are not permitted on school grounds in accordance with the City of Lethbridge bylaw with the exception of accredited Service Dogs accompanying an individual on school property.

References

Statutes:	School Act R.S.A. 2000, c. S-3, section 45(8); City of Lethbridge Bylaw 5956 (20)(b); Service Dogs Act SA 2007, C.S-7.5; Wildlife Act of Alberta
District Policies:	Policy 605.6 Service Dogs



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 12, 1991
Amended: June 24, 2008
Amended: April 23, 2013

609.5 Student Records

Policy

Principals and/or Education Centre administration shall provide for the appropriate management and storage of an official student record for ~~all~~ each students.

Regulations

1. A District Student Records manual ~~Manual~~ for the management and storage of student records shall be ~~developed~~ maintained.
2. ~~This~~ The District Student Records Manual ~~manual~~ shall be considered the primary procedural document for this policy.
3. The District Student Records Manual shall include procedures related to:
 - ~~3.1. type of records~~ information that must be kept in the record for each student;
 - ~~3.1-3.2.~~ information not to be included in the record for each student;
 - ~~3.2. content requirements for a student's cumulative file;~~
 - 3.3. guidance regarding who may have access to student records;
 - 3.4. maintaining student attendance records;
 - ~~3.5. teacher's and administrator's notes and files;~~
 - ~~3.6-3.5.~~ transferring ~~transfer of~~ records;
 - ~~3.7-3.6.~~ disclosure of information to outside agencies or authorities;
 - ~~3.8-3.7.~~ retention of records; and
 - ~~3.9-3.8.~~ release of data to researchers.
4. The District Student Records Manual shall be:
 - 4.1. consistent with all relevant provincial and federal legislation, as well as Alberta Education guidelines;
 - 4.2. reviewed annually by the Associate Superintendent Instructional Services; and
 - 4.3. made available to all District staff.

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

References

- | | |
|--------------------|---|
| Statutes: | Alberta School Act <u>38.1, 40, 41, 43</u> ; <u>Alberta Education Student Record Regulation 2018</u> ; Freedom of Information and Protection of Privacy Act; Youth Justice Act (Alberta); Youth Criminal Justice Act (Canada); Public Health Act; Vital Statistics Act; Child, Youth and Family Enhancement Act |
| District Policies: | 805.7 Preservation & Disposal of Records, 805.6 Access to Information |

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Board Donations in Lieu of Christmas Treats**Background**

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

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

Chinook High School	Streets Alive
Coalbanks School	KidSport
Dr. Probe School	KidSport
École Agnes Davidson School	YouthOne
École Nicholas Sheran School	Lethbridge Food Bank
Education Centre / Attwell	Fast Forward
Fleetwood Bawden School	Lethbridge Food Bank
G S Lakie Middle School	Big Brothers and Big Sisters
Galbraith School	Children's Hospital
General Stewart School	Lethbridge Therapeutic Riding Association
Gilbert Paterson Middle School	Lethbridge Food Bank
Immanuel Christian Elementary School	Compassion Canada
Immanuel Christian Secondary School	Street Alive
Lakeview School	Interfaith Food Bank
LCI	Lethbridge Food Bank
Lethbridge Christian School	World Vision
Mike Mountain Horse School	Boys & Girls Club
Park Meadows School	Harbour House
Senator Buchanan School	Lethbridge Food Bank
Senator Joyce Fairbairn Middle School	Woods Homes
Victoria Park / LASP	VPHS Interact Club
WCHS	Churchill Student in Need Fund
Westminster School	1 District 1 Book Season's Reading
Wilson Middle School	Lethbridge Food Bank

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – Senator Buchanan Elementary School – January 9, 2019

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 Senator Buchanan Elementary School on Wednesday, January 9, 2019 from 7.45 – 8.15 a.m. Following the breakfast, Principal Lenée Fyfe will provide a tour of the school for trustees.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent Business Affairs

RE: Business Affairs Report

Background

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

Recommendation

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

Respectfully submitted,

Christine Lee
Associate Superintendent Business Affairs

Associate Superintendent, Business Affairs

Report to the Board of Trustees

December 18th, 2018

Community Engagement Committee

- Have table sponsorship of 13 tables to date plus 1 table of individual sales for a total of \$10,725 for the 2019 ICE Scholarship Awards on February 14th, 2019.
- Tickets are now on sale to the public. For information, see our web page at: Trustees/Canada 150 Scholarship Breakfast.

Facilities

- South East Lethbridge Elementary School site at the Canals at Fairmont will be tendered with a close date of January 24th, 2019. The Board will hold a Special Board meeting on January 29th 2019 to award the tender pending Alberta Infrastructure approval.
- A new Solar for Schools program offered through the Municipal Climate Change Action Centre. This program will provide a rebate to up to 50% of the cost of putting solar panels on existing facilities. An expression of interest was submitted for Coalbanks Elementary School, as it is identical to the new South East Elementary School that will be built with solar panels. Exploration of feasibility, cost, and potential partnerships before consideration of final funding application. Grants are considered on a first come first served basis until April 2019.
- Planning work and tendering of various components to the Senator Buchanan and Westminster mechanical and ventilation upgrades has occurred. Both projects are phased in construction that will be completed in September 2020. Funding for the project comes from deferred IMR funding allocated for these projects.

Technology

- The technology department in coordination with Maintenance has started to replace all elementary schools starboards with new interactive projectors. We hope to have 220 boards completed by the end of August.

Finance

- Revised 2018-2019 operating budgets entered into the accounting system and the finance department is working on the first quarter report to be presented to the Board in January.
- The Finance Department has a new staff member this month, Krystal Steynen who is the new Accounts Payable Coordinator replacing Pauline Jongeling.

Transportation

- New clarification around S-endorsement requirements provided that appears to lessen the impact of the required training on our volunteer activity bus drivers. The District is working with a provider to arrange the required S-endorsement training in the spring for those volunteers that will require the endorsement by the July 31 deadline.

Occupational Health and Safety

- A variance request filed with the Ministry of Labour in regards to Joint Workplace Health and Safety Committee structure. All three of the District's unions have signed off approval of the terms of reference for the health and safety committees. The district varies slightly due to our site-based committees not having a formalized chair and co-chair structure or stringent reporting requirements. All schools and sites have representation at the District Joint Health and Safety Committee that does adhere to the stringent guidelines.
- The quarterly District Joint Health and Safety Committee held on December 10th, 2019. Safety topic for these months is Winter Slips and Falls.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.
- Attendance at ASBOA Annual Issues Forum, December 6th and 7th in Edmonton.
- Attendance at Employer Bargaining Session, December 11th in Edmonton.
- Meeting with City of Lethbridge to discuss West Lethbridge growth and capacity challenges, December 14th.



Merry Christmas

Kids are our Business

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Rik Jesse
Associate Superintendent Human Resources

RE: Human Resources Report

Background

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

Recommendation

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

Respectfully submitted,

Rik Jesse
Associate Superintendent Human Resources

Associate Superintendent, Human Resources

Report to the Board of Trustees

December 18th, 2018

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

- On December 11, 2018 the Human Resources Department hosted their second ***Hiring Fair*** of the school year.

Goal: to fill a number of positions for teachers and educational assistants.

- 15 Teachers attended the event – 4 of which are already in the process of having reference checks.
 - 11 New Teachers (Pending Reference Checks) could be added to the Sub list.
 - 1 Teacher expressed interest in joining the EA Sub List as they complete their degree.
 - 17 New applicants for the Educational Assistant Sub List - reference checks pending.
- On December 8, 2018 the University of Lethbridge (Faculty of Education), hosted all southern Alberta PS III Interns. Approximately 100 PS III Students attended.

Goal: to provide assistance and information regarding future job opportunities.

- Session #1: How to be a substitute teacher?
- Session #2: How to get hired?
- Session #3: Q and A about graduation requirements for teaching after PS III and beyond.

Hiring at a Glance:

New Hires:

Support Staff Hiring - October 17 – November 20

- CUPE 2843 – 9 ~ Last month 7
- FNMI - 0 ~ Last month 0
- Non-Union - 3 ~ Last month 1
- Caretaking/Maintenance – 1 ~ Last month 1

Open Positions as of November 20, 2018

- CUPE 2843 – 10 ~ Last month 16
- FNMI – 3 ~ Last month 3
- Non-Union – 0 ~ Last month 0
- Caretaking/Maintenance – 4 ~ Last month 0

Resignations/Termination October 17 – November 20:

- CUPE 2843 – 4 ~ Last month 9
- FNMI – 0 ~ Last month 0
- Non-Union- 0 ~ Last month 3
- Caretaking/Maintenance – 0
- Sub List - 1 CUPE 2843 ~ Last month 3 (2 CUPE 290 & 1 CUPE 2843)

Substitute Lists:

ATA (Teachers)

- 167 Teacher Substitutes as of December 11, 2018 ~ Last month 173
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 12 are currently in the interview stage, 12 are in the reference stage and 5 moved to proof of certification

Support Staff

- Support ~ 54 Support Substitutes as of December 12, 2018

CUPE 2843 – EA

- 67 EA Substitutes as of December 11, 2018 ~ Last month 64
- 12 are currently in the interview stage, 18 are in the reference stage and 12 moved to proof of certification

Leaves:

Medical / Maternity Leaves – October

ATA (Teachers)

- 2 New medical leaves for a total of 24 to date
- 1 New Teacher maternity leaves for a total of 30 to date
- 1 Teacher expected to return from maternity leave

Support Staff

- **5 New Medical leaves as December 11 for a total of 30**
- **1 New maternity leave for a total of 7**

Early Retirement Incentive: The Board extended the Voluntary Retirement Package to *All Staff* members who, by December 14 2018, have submitted a letter of resignation (effective January 31, 2018). Eligible employees will be offered a temporary contract effective February 1, 2019 to June 30, 2019. To date, **2 Teachers** have made application.

Teacher Induction Program (TIP): EVENT November 26, 2018 ~ All Year I TIP participants for the 2017-2018 school year, topics included:

- FNMI (Best Practices) ~ Andrea Fox, District Principal of FNMI
- Meeting the Needs of our English Language Learners ~ Heather Willms, ELL Lead Teacher
- Differentiation Strategies
 - Self-regulation ~ Nicole Baker
 - Numeracy vs. Math with Jenn Giles
 - Digital Resources with Michael Krokosh

Next TIP session, for all protégés, is Monday, March 25th from 8:30 AM to 3:30 PM

Negotiations Update (CUPE 290):

- CUPE 290 bargaining will commence in January

ALL SCHOOLS ENROLLMENT BY GRADE: November 30, 2018

SCHOOL	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
	Nov 30 2018	Sep 30 2018	Diff	Nov 30 2018	Sep 30 2018	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	Nov 30 2018 1-12	Sep 30 2018 1-12	Diff	Nov 30 2018 EE-12	Nov 30 2018
Victoria Park												1	1	6	14	32	55	144	253	230	23	253	253.0
Chinook High															290	276	297	301	1164	1176	-12	1164	1164.0
Immanuel Christian Secondary												41	48	41	40	53	44	52	319	316	3	319	319.0
LCI - Total Students															232	212	218	220	882	902	-20	882	882.0
LCI - French Immersion															36	44	51	41	172	171	1	172	
WCHS															240	188	204	196	828	848	-20	828	828.0
G S Lakie												150	164	155					469	469	0	469	469.0
Gilbert Paterson - Total Students												255	258	205					718	718	0	718	718.0
Gilbert Paterson - French Immersion												65	64	54					183	182	1	183	
Lethbridge Christian				29	29	0	31	24	18	24	22	18	20	7					164	163	1	193	178.5
Senator Joyce Fairbairn												196	143	141					480	478	2	480	480.0
Wilson												211	243	201					655	658	-3	655	655.0
Coalbanks Elementary	42	43	-1	87	87	0	109	89	70	73	59								400	398	2	529	400.0
Coalbanks - Spanish				45	45	0	41	26											67	67	0	112	
Dr. Probe	43	43	0	84	84	0	100	90	86	124	95								495	496	-1	622	558.5
École Agnes Davidson - Total Students	59	57	2	65	66	-1	90	72	72	87	85								406	406	0	530	468.0
École Agnes Davidson - French Immersion				45	46	-1	68	43	50	54	52								267	267	0	312	
École Nicholas Sheran - Total Students	35	37	-2	73	74	-1	97	90	81	104	72								444	439	5	552	498.0
École Nicholas Sheran - French Immersion				42	42	0	52	45	26	30	31								184	180	4	226	
Fleetwood Bawden - Total Students	42	41	1	50	49	1	58	60	62	69	65								314	312	2	406	360.0
Fleetwood Bawden - Montessori							26	27	27	35	24								139	140	-1	139	
Galbraith	41	42	-1	67	68	-1	67	58	78	96	77								376	375	1	484	430.0
General Stewart	49	48	1	20	20	0	21	24	19	24	22								110	108	2	179	144.5
Immanuel Christian Elementary	24	22	2	40	40	0	56	25	56	44	42								223	223	0	287	255.0
Lakeview				59	58	1	97	78	87	89	86								437	436	1	496	466.5
Mike Mountain Horse	79	78	1	75	75	0	99	74	80	115	89								457	457	0	611	534.0
Park Meadows	42	42	0	37	37	0	44	55	50	51	42								242	245	-3	321	281.5
Senator Buchanan	26	26	0	49	49	0	47	43	39	52	42								223	230	-7	298	260.5
Westminster	27	27	0	31	29	2	38	22	35	28	29								152	150	2	210	196.5
SUB TOTALS	509	506	3	766	765	1	954	804	833	980	827	872	877	756	816	761	818	913	10211	10233	-22	11486	10799.5
Stafford Ridge																1	2	4	7	3	4	7	7.0
Harbour House								2	2			1		1					6	0	6	6	6.0
Pitawani													1			3	2	4	10	10	0	10	10.0
CAMP									1				1			1			3	5	-2	3	3.0
SUB TOTALS																			26	18	8	26	26

TOTAL STUDENTS / FTE ENROLLED AS OF NOVEMBER 30, 2018	11512	10825.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent Instructional Services

RE: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,

Morag Asquith
Associate Superintendent Instructional Services

Associate Superintendent – Instructional Services- December 2018

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
- Finalizing the Lethbridge School District FNMI Strategic Plan over next three years and meeting with Alberta Education
- Lots of PL and planning for teachers, Christmas mentorship activities, EverActive initiative with 3 schools that had students go to Edmonton for Resiliency Activities
- Principals are completing a 2019/20 FNMI Planning survey to assist the Department in structuring and planning for the upcoming year

Wellness Work

The staff "Wellness Throw Down 2018/19" is now in the month of "Social Media Fast". Staff are encouraged to eschew social media (Instagram, Twitter, Facebook) for the week of December 11-15th. January will be connected to getting active after our Christmas break.

Fifteen schools met the "Gratitude" in November and Senator Joyce Fairbairn won the raffle for proceeds to support a "Staff Wellness Activity".

Schools continue to work on enhancing breakfasts and lunches that are offered at schools where the Alberta Education Nutrition funding has been allocated. We have Alberta Education visiting on December 17th to see these programs in action at Nicholas Sheran, G.S. Lakie and Coalbanks.

Division of Instructional Services has secured a \$25,000 Wellness Grant to support more consult work with our students and classroom teachers around self-regulation and engagement. Jim Kerr, Student Engagement Consultant in connection with High School Administration and the planning efforts of Jay Hansen, Tessa Keenan, Matt Gough are starting a Lethbridge School District pick-up Basketball League to engage students who are not currently on a team but have a direct interest in basketball. This will be running 3:30-5 p.m. on Mondays.

Positive Spaces subcommittee has commenced developing a "Guidelines for Attending to Gender Identity, Gender

Curriculum and Professional Learning

December 5th Karen Rancier, Director of Curriculum and Instruction in tandem with SAPDC, offered a Curriculum Workshop opportunity for Lethbridge School District, School Based Curriculum representatives in response to Alberta Education's curriculum development. The province recently has been informed that Grade 9 Curricula will come out one year from now with Grades 5-8 and we continue to receive ongoing updates and changes on curriculum implementation with Alberta Education. The main goal of the date was for the representatives to come away with the confidence and knowledge to be able to share the information with staff in January. There are definitely some exciting changes on the horizon!

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. The Open House hosted at the College December 7th was very well attended by interested students and

parents. The application deadline is December 21st and registration will be completed by the end of January by the successful applicants.

All Day Kindergarten

As a District we are responding to an increase in requests from parents and families advocating for all day kindergarten versus half day programming. We hosted our All-Day Kindergarten Information session and conversation with Kindergarten Teachers. There were many questions and ideas shared. We were fortunate to have four of our past and current Kindergarten Teachers Reanne Hilgartener, Kathryn Ferrie, Krystal Biesbrook and Lynette Kostiuik there to present on how their day is different from a “half-day” model.

More and more families struggle to organize mid-day pick up and drop offs. Lethbridge demographics are changing, and many new families in Lethbridge do not necessarily have extended families who can assist with transportation and childcare. It is also likely that some vulnerable families opt out of half-day Kindergarten due to this reality.

Currently in many schools we only offer half day Kindergarten. Providing an “all day” option presents new planning and programming for students and their families, teachers, schools and the school district. It also provides exciting opportunities. We have 6 elementary schools who have identified an interest in piloting an all day option for Kindergarten.

Early Education and Kindergarten Registrations

It is that time of year again!

Our Early Education Department will be messaging out to our preschool community, registration deadlines and timelines. This year on the West Side due to the Boundary Review Process, we will be accepting Early Education Programming “indications of interest” through the month of February from any parents at all of our West Side schools. When parents come to “indicate interest” for their child to be registered, they will be responsible for sharing “top 4 preferences” for EEP locations. If we receive more requests (indications of interest) than a location can accommodate we will be utilizing a “raffle system” to determine registration and placement. At the sites where we have more indications of interest than spaces, we will not be able to guarantee first preference for families.

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

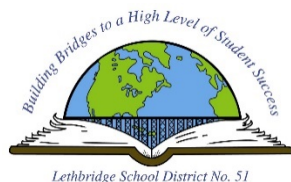
The District Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. An update on progress will be provided in the form of a report each month.

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

- 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 focus are “Number Talks” and math vocabulary.

Curriculum Implementation

- The school-based Curriculum Administrators attended a full day workshop on “Concept-Based” Curriculum in December where they received a PowerPoint slide deck to present to their staffs and spent time on the new Learn Alberta website, where all new curriculum documents are housed.
- 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 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 November 30 PUF application had 258 children showing a severe developmental delay, accessing Program Unit Funding (PUF), in Early Education and Kindergarten programs. This is the highest number ever supported in District 51 with more being added up until February 1.
 - We can no longer accommodate any more children in Early Education Programs accessing PUF in north Lethbridge due to the high numbers of children with severe delays in each class. There is still space to accommodate typically developing children at Westminster and Senator Buchanan. However, children are being screened, using the Ages and Stages Questionnaire, prior to entry, as recently several children registering for typically development spaces have presented with significant delays once in programming. Children identified with severe delays through this process are provided with programming space in Early Education Programs in other parts of the city.
 - District 51 Speech Language Pathologists are providing a focus on social thinking skills in Early Education and Kindergarten programs. They focus on teaching thinking skills for social situations through interactive picture book presentations and practicing social thinking skills with young children. The Speech Language Pathologists provided a two-hour social thinking in-service at the end of November to 60 staff members working in Early Education and Kindergarten programs.
 - Deadlines for Early Education Program “indications of interest” will be going out to schools shortly, as will Kindergarten registration process and timelines. The format for registration has changed on the
-

West Side for Early Education Programming. Through the month of February parents can “indicate interest” at their neighborhood school. Parents will be asked to rank program location preference, as some of the EEP programs may not have the seats to accommodate the students requesting placement at a specific location. We are delighted that parents will not need to line up to access an EEP program for their child as a “first come first served process” will not be endorsed. Rather, a raffle system will be implemented to determine program registration.

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.
- FNMI 3 year Strategic Plan will be shared in January 2019.
- FNMI Student activities have been taking place i.e. Mentorship and Ever Active Opportunity in Calgary.
- Exploring different School Districts methods of FNMI Service Delivery.

Administrator Professional Learning

- We are continuing the “Inquiry-based Professional Learning” project with University of Lethbridge.
- On December 6, all new administrators and their mentors took part in a lunch and learn session on the topics of Vision and School Culture with Cheryl Gilmore and Inclusive Learning with Ann Muldoon.

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

- Ten Collaborative Communities have already booked one or two follow-up days to continue the work they began together on November 13th.
- District psychologists have provided PL sessions at school staff meetings.
- Ann Muldoon presented on Inclusive Education to new administrators on December 6.
- Inclusive Education has facilitated LST involvement in a focus group at Children’s Allied Health to improve SLP services for middle and high school students.
- Support Staff PL 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 - session held December 11.
- HR arranged for 4 Head Caretakers to attend Supervisor Leadership Series (6 Courses) through the Lethbridge College this fall (October 30-December 4th).
- 12 Caretaking and/or Maintenance staff attended “Focus on the 90%” session held on November 21, 2018.
- December 3, 2018, Psychological Safety Seminar hosted by City of Lethbridge- HR sent 3 representatives.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- Year 1 TIP participants met for a full day on November 26th to explore the topics of FNMI and ELL best practices, as well as differentiation strategies. Participants had the opportunity to work with all our lead teachers and our District Principal of FNMI.
- Year 2 TIP participants met for the afternoon of November 28th. They had the opportunity to learn about Inclusion in respect to LGBTQ2S+ students with Cayley King and our ESL population with lead teacher Heather Willms.

Wellness Initiatives

- HR provided resources to all Wellness Committee members for Employee & Family Assistance Program (EFAP) as well as other ASEBP Benefits.

- Laura Paiement has already visited schools and is back in February to consult further on universal self-regulation and staff wellness.
- Morag is working with HR on the “Lethbridge School District Wellness Throw Down” this is 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 the month of December profiled face to face connection by encouraging staff to eliminate social media use for the week of December 11-15th.
- 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.
- Jim Kerr Student Engagement Consultant working with high schools to initiate a “School District Basketball League” for students who love basketball but are not on a team currently.

Parent Engagement

- December 3rd District School Council meeting included a learning session for parents presented by Andrea Fox, Principal of FNMI Education, focusing on how parents can think about the structure of meetings through the lens of FNMI parents, and strategies to encourage participation of FNMI parents with School Council.

Community and Business/Industry Engagement

- The Community Engagement Committee is busy planning the 2019 ICE Scholarship Breakfast to be held on February 14th, 2018. Tickets are on sale now!
- Planning for Town Hall February 5th is underway.

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.

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

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.)

- 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.
-

- 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)

- At a recent CASSIX meeting, Ann provided an overview of recent changes to Lethbridge 51 Dossier for other district Inclusive Education Leads.
- Completed Instructional Support Plans and Behaviour Support Plans are currently being reviewed, and feedback will be provided to schools.
- On December 17th Morag and Ann will begin 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 (e.g. for visually impaired).
- Our Limited Formal Schooling classroom at WCHS has an unusually high number of students this year. This is due to many large families arriving in Lethbridge, and to unrest in Central and South America.
- ESL Lead Teacher, Heather Willms, presented to both TIP 1 and TIP 2 teachers this month, sharing literature resources, assessment tools and teaching strategies.
- With ESL benchmark assessments completed, Heather has been in classrooms and engaging in lesson planning and support for English Language Learners.
- Emily Glawe, middle school ESL teacher, continues to support teachers at GS Lakie School with instructional strategies and assessment techniques to support ELLs.

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

- December 21st is the Dual Credit Automotive Services application deadline for April 2019 at Lethbridge College. There was a tremendous turn out at the December 8th Open House by parents and students of Lethbridge School District No. 51.

Technology

- The Technology Team has been busy training teachers on how to use the new Epson Brightlink projectors. We have been slowly replacing smartboards; as they are replaced, tech support is working with teachers to learn the new workflow and make sure teachers are comfortable using the new boards.
 - We have moved over to a new firewall system on our network. The new system is easier to use, provides stronger protection against online viruses and overall allows us more control over content our students are accessing. Over the next few months, we will be making adjustments to the service, we ask staff to be patient with this process.
 - We have centralized iPads for schools, so now schools will have little to no need for iTunes cards. Apps that are required by schools can be purchased now through the Technology Department. The Technology Department can now add apps to any iPad without schools having to download them, feedback from schools on this new model have been positive.
 - Lethbridge School District No. 51 along with our neighboring School Districts and SAPDC will be hosting several live workshops with Dr. Mike Ribble in mid-March. Dr. Ribble is known for his leadership in
-

Digital Citizenship and has authored several books and papers on the subject. Dr. Ribble has also offered to host a parent evening while he is in the area entitled "Growing up Digital".

- A committee of administrators is currently being formed to address and hopefully create an action plan for technology items that are currently not being evergreened. Currently, laptops, projectors, iPads and other devices in our schools, had been purchased with one-time funding and need to be replaced.
 - The Lethbridge School District No. 51's Disaster Recovery (DR) Plan is almost complete and will continue to be a living document. The Disaster Recovery Project has been a very insightful process, outlining some of the strengths and challenges within our network. Our DR plan also covers and prepares us for several Cyber Security scenarios and provides us with several backup solutions.
 - Currently, the Technology Department along with our communications officer have been reviewing other website providers due to our current website contract expiring May of 2019. We hope to have a selection made prior to the new year and have an announcement shortly.
 - Members of the Technology Department were in Calgary on November 27th for Level 2 Digital Threat Assessment Training. The training is beneficial when we have a request to review students' school online activity.
-

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

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

Gilbert Paterson Middle School student, **Akshara Nagaruru** (Grade 7) won the Lethbridge Public Library Spelling Bee on November 17th by outlasting the competition for 18 rounds.

Congratulations to **Coach Wood** and the **Gilbert Paterson Rep Boy Tigers** who won both the Lethbridge Schools Athletic Association (LSAA) championship and the South Zone 1J volleyball championship titles in November. **Coach Lam** and his **Rep Girl Tigers** captured silver in both of these championships as well, capping a successful year for the Paterson volleyball program.

G.S. Lakie Grade 7 student, **Coen Duda**, earned Gold for his U14 Open Judo Tournament in Red Deer.

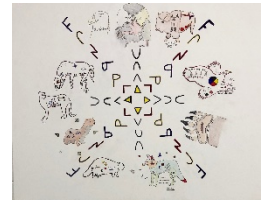
G.S. Lakie Grade 7 student, **Porter Gook**, earned Silver in the 47-50 kilo category at the wrestling tournament in Wetaskiwin.

G.S. Lakie Grade 7 student, **Sol Brewerton**, earned bronze in the 39-40 kilo category at the wrestling tournament in Wetaskiwin.

Congratulations to Churchill staff members **Morgan Day** and **Kade Hogg** who lent their performing arts expertise to the annual Rotary Community Fundraiser production of *It's a Wonderful Life* for the second consecutive year.

Churchill grade 10 student **Raelynn Dyck** had her artwork selected by Western Financial Group to be featured in their 2019 calendar. Raelynn's art was selected through Western Financials Calendar Art Contest for Youth with the 13 winning pieces selected by the Western Communities Foundation board members. The calendar will be distributed at locations across western Canada.

Churchill's **Blackfoot Language and Culture class** from spring 2018 had their traditional Blackfoot themed artwork selected by Alberta Health Services (AHS) to create a colouring book for patients and visitors to Lethbridge Regional Hospital. The artwork came from student created components of a Blackfoot mural displayed in the Churchill Learning Commons. The colouring books will be on display at the Board meeting.



Respectfully submitted,
Cheryl Gilmore Superintendent

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – Gilbert Paterson Middle School – January 16, 2019

Background

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

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

All the staff of Gilbert Paterson Middle School have been invited to have Snacks with the Superintendents on Wednesday, January 16, 2019 beginning at 11:35 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

December 18, 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.

- **Community Foundation of Lethbridge and Southwestern Alberta** made a draw of organizations who shared Random Act of Kindness Day good deeds on social media. **Dr. Gerald B. Probe Elementary School** was one of the recipients of a \$500 grant.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events

December	24	Christmas break begins
January	7	Classes Resume
	9	Breakfast with the Board 7:45 a.m. Senator Buchanan School
	9	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	9	Policy Advisory Committee 12:00 p.m. Education Centre Computer Lab
	14	District School Council 6:30 p.m. Education Centre Board Room
	16	Joint City of Lethbridge / School Boards Committee 9:00 a.m. Holy Spirit RC Separate Regional Division No. 4
	16	A.S.B.A. Zone 6 General Meeting 10:00 a.m. location TBD
	16	Board Committee of the Whole 3:00 p.m. Education Centre Conference Room
	22	Board Meeting 3:30 p.m. Education Centre Board Room
	24	Administrators Committee Meeting 1:15 p.m. Education Centre Board Room

MEMORANDUM

December 18, 2018

To: Board of Trustees

From: Christine Light, Vice Chair

RE: District School Council – December 3, 2018

District School Council meeting minutes are attached.

6:00- 6:30 Pre-Session: Engaging FNMI Parents in School Council ~ Andrea Fox

- Discussion regarding possible reasons why FNMI parents may not be involved.
 - Not feeling welcomed
 - Not comfortable
 - Experiences with racism
 - Historical relationship with Residential Schools
 - Access to transportation
 - Mistrust of education systems
 - Frustration with education systems
- Discussed the top 3 most daunting ideas or perceptions from an Indigenous standpoint about school meetings
- Assembly of First Nations www.afn.ca
- Literature Review <http://www.afn.ca/uploads/files/education2/literaturereview.pdf>

Lethbridge School District #51 **District School Council Minutes** **Monday December 3, 2018**

1. Welcome and Introductions
 - Roundtable introductions of members in attendance
2. Approval of the Agenda
 - Locke Spencer moves to adopt the agenda as amended. Tisha Elford seconds the motion. All in favour.
3. Approval of the minutes from Nov 5, 2018
 - Shannon Pratt moves to adopt the minutes as presented. Cynthia Young seconds the motion. All in favour.
4. Business arising from Minutes
 - 4.1. District School Council Calendar of Events and Shared Opportunities
 - District Calendar is on the district website on the main page of the website.
5. Trustee Report
 - Sock it to 'em Campaign has been taken over by Volunteer Lethbridge Association this year; caretaking and maintenance staff are collecting new socks for local charities Nov 1 – Dec 15.
 - There has been a # of policies that have been reviewed. Feedback was requested via e-mail.
 - The Board approved the combined Three Year Education Plan and 2017-18 Annual Education Results Report.
 - City of Lethbridge sent a letter to Lethbridge School District No 51 thanking the Board for its letter of support to the Provincial Minister of Justice and Solicitor General.
 - A motion of Trustee remuneration, which read, "that due to recent changes in income tax regulations effective January 1, 2019, as applied to Trustees, Lethbridge School District No. 51 Board of Trustees increase their honorarium, including per diem rates, to reflect a hold harmless position in after tax dollars," was defeated.
6. Reports from District Committees
 - 6.1. Policy Advisory Committee (Nov 21)
 - Currently working on a few policies and has already been submitted to school council chairs.

- 6.2. Poverty Intervention Committee (Nov 19)
 - 13/23 schools applied for grants and 12 were approved.
 - Ways to educate community about financial need to be able to raise some funds.
 - Trustees will be filming a 90 sec advertisement to post online to highlight the Poverty Intervention Committee.
- 6.3. Community Engagement (Nov 13)
 - Talked about the scholarship breakfast - tickets will be available online (on the district website).
 - Still looking for sponsorships.
 - Garrett presented his communication plan and how we can connect the community with the district - how can we streamline communication between parents and schools.
 - Touched on Town Hall again this meeting.
7. Alberta School Council Association – Allison Pike
 - Last week there was a curriculum teleconference across the province – plan moving forward.
 - ASCA resolutions deadline have been moved to January.
 - School Engagement Task force - School council rep? Surrounding physical activity within our youth's population.
8. Superintendent's Report- Cheryl Gilmore
 - 8.1. Lethbridge School District #51
 - ICE scholarship breakfast is scheduled for Feb 14 and tickets are available.
9. Roundtable Reports
 - Agnes Davidson had a successful Turkey Bingo and Dragon Days.
 - Coalbanks was able to provide \$250 to each classroom for educational activities. Coalbanks has booked Levi Stanford to speak on January 22; if any other school would like to book him for the same day they would receive \$200 off the cost. Contact Coalbanks school council for more information.
 - General Stewart hosted a Halloween Carnival.
 - Immanuel Christian Elementary held a successful Fall Fundraiser on Nov 17th.
 - Lakeview held a family literacy night with over 300 attendees.
 - Park Meadows Elementary held a Halloween school carnival.
10. Other Business
 - 10.1. Nicholas Sheran
 - Discussion about PD days in Oct/Nov, lots of weeks that are partial weeks and the schedule is rather disruptive. As the university has a week long break, is there way to schedule PD days around the university schedule.
 - Discussion centering around best practice for scheduling PD days.
 - 10.2. Announcement - Joy Morris
 - Parent Math Help Sessions for parents of Middle School children will commence again this year. This year will be at Gilbert Paterson from Jan 10 - Feb 7 from 6:30-7:30.
11. Adjournment at 8:00 p.m.

Next meeting: January 14, 2019



Ever Active Schools

www.everactive.org

November 22nd, 2018

To Chair Clark Bosch:

We are writing to inform you of the upcoming Shaping the Future Conference in Treaty 7, Lake Louise from January 30th, 2019 to February 2nd, 2019. We welcome you and/or a member of your board to participate in the conference and be part of the conversations to support wellbeing in school communities. Sessions will include student mental health, staff wellbeing, Indigenous health, social emotional wellbeing, school active transportation and much more.

At Shaping the Future, provincial school health partners aim to connect various school jurisdictions and organizations to share knowledge around school wellness. Delegates will leave empowered on the power of leadership in wellbeing in their schools and community.

Ever Active Schools is a provincial initiative that supports school communities to address health and learning outcomes. We work alongside school jurisdictions, provincial education and health funders to collectively address wellbeing in Alberta schools.

Understanding the complexities and priorities within today's schools we very much believe that health and wellbeing is integral for learning. Amazing work is happening around the province and we aim to have the event take a pause on our own personal wellness and advance knowledge and action of comprehensive school health in the province.

For registration to the conference go to <https://everactive.org/stf/>. We hope that you can join us for this event. At the event we will also be hosting a trustee and superintendent social on Thursday night at 7:00pm in the Lago Room. Please join us to connect with colleagues from across the province.

If you do have a Board Chair or trustee attend, please RSVP to hayley@everactive.org. Thank you for your time and care to student and staff wellbeing. We hope to see you at the 10th anniversary of Shaping the Future.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brian Torrance".

Brian Torrance, MSc
Director, Ever Active Schools

cc: ~~Superintendent Cheryl Gilmore~~
cc: Associate Superintendent Business Affairs Christine Lee



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