



# AGENDA

Lethbridge School District No. 51  
School Board  
Regular Meeting

Tuesday, April 30, 2019

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular Meeting of March 26, 2019 and the Special Meeting of April 15, 2019, it is recommended that the minutes be approved by the Board and signed by the Chair.

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

**4. Presentations**

4.1 Ready Set Go Donation

Enclosure 4.1

4.2 ESL Presentation

Enclosure 4.2

**5. Action Items**

4:00 p.m. 5.1 Approval of International Trip

Enclosure 5.1

5.2 Policy Review:

*Policy 402.8.1 Harassment and Discrimination*

*Policy 604.3 Locally Developed Courses*

*Policy 605.1 Inclusive Learning Supports*

*Policy 1002.4 School Councils*

Enclosure 5.2

4:20 p.m. **6. District Highlights**

**7. Information Items**

4:25 p.m. 7.1 Board Chair Report

7.1.1 Art's Alive and Well in Schools

Enclosure 7.1.1

7.1.2 Breakfast with the Board – Mike Mountain Horse School

– May 1, 2019

Enclosure 7.1.2

4:30 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. Public Forum**

|           |       |  |                 |
|-----------|-------|--|-----------------|
| 5:05 p.m. | 7.3   | Superintendent Report                                    |                 |
|           | 7.3.1 | Board Priorities Report                                  | Enclosure 7.3.1 |
|           | 7.3.2 | Snacks with the Superintendents<br>Attwell – May 2, 2019 | Enclosure 7.3.2 |
|           | 7.3.3 | Education Week, April 29 to May 3, 2019                  | Enclosure 7.3.3 |
|           | 7.3.4 | Acknowledgements of Excellence                           | Enclosure 7.3.4 |
|           | 7.3.5 | Calendar of Events                                       | Enclosure 7.3.5 |

## **8. Reports**

|           |     |  |               |
|-----------|-----|--|---------------|
| 5:20 p.m. | 8.1 | District School Council – April 1, 2019        | Enclosure 8.1 |
|           | 8.2 | ATA Local Council – April 3, 2019              | Enclosure 8.2 |
|           | 8.3 | Community Engagement Committee – April 9, 2019 | Enclosure 8.3 |

## **5:30 p.m. 9. Correspondence - Received**

|     |  |               |
|-----|--|---------------|
| 9.1 | Canadian Student Tobacco, Alcohol and Drugs Survey | Enclosure 9.1 |
|-----|--|---------------|

## **10. Correspondence – Sent**

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

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD MARCH 26, 2019.

### IN ATTENDANCE:

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

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

Regrets: Doug James

The Chair called the meeting to order at 3:40 p.m.

1. Approval of Agenda *Approval of Agenda  
6840/19*  
Trustee Donna Hunt moved:  
“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**
2. Approval of Minutes *Approval of Minutes  
6841/19*  
Trustee Jan Foster moved:  
“that the minutes of the Regular Meeting of February 26, 2019 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  
  - 4.1 Provincial Champions *Presentations  
Provincial Champions  
ICSS Basketball  
LCI Wrestling*  
Immanuel Christian Secondary School boys basketball team won the 2A Provincial Championships.  
LCI Wrestling student won the Provincial Championship.  
Winners were recognized by the Board.
  - 4.2 Disaster Recovery Plan *Disaster Recovery Plan*  
Technology Director, Jesse Sadlowski, presented the Disaster Recovery Plan to the Board. Our team are seen as experts in the area with recent Microsoft certification.
  - 4.3 Technology Presentation *Technology  
Presentation*  
Educational Technology Lead Teacher, Michael Krokosh provided an update on his work with schools in the District.

5. Action Items

*Action Items*

5.1 Policy Review

District Principal, Teresa Loewen, reviewed Policy 1003.5 Conducting Research for second reading.

Trustee Lola Major moved:

“to approve Policy 1003.5 Conducting Research, for second reading, as presented.” **CARRIED UNANIMOUSLY**

*Policy Review  
1003.5 Conducting  
Research  
6842/19*

Trustee Lola Major moved:

“to approve Policy 1003.5 Conducting Research, as final reading.” **CARRIED UNANIMOUSLY**

*1003.5 Conducting  
Research  
final reading  
6843/19*

5.2 Second Quarter Financial Report

Director of Finance, Mark DeBoer presented the 2018-19 Second Quarter Financial Report.

Trustee Tyler Demers moved:

“to approve the Second Quarter Financial Report, as presented.” **CARRIED UNANIMOUSLY**

*Second Quarter  
Financial Report  
6844/19*

5.3 Board Budget Belief Statements

Board Budget Belief Statements were reviewed at the Board Retreat.

Trustee Donna Hunt moved:

“to approve the Board Budget Belief Statements for 2019-20, as presented.” **CARRIED UNANIMOUSLY**

*Board Budget Belief  
Statements  
6845/19*

5.4 2020-2022 Capital Plan

Associate Superintendent, Christine Lee, presented the Executive Summary to the 2019-2020 to 2021-2022 Capital Plan.

Trustee Tyler Demers moved:

“to approve the three year (2020-2022) Capital Plan, as presented.” **CARRIED UNANIMOUSLY**

*2020-2022 Capital  
Plan  
6846/19*

5.5 Board Budget Presentation and Budget Debate – 2019-2020 Budget

The Minister of Education has extended the deadline to submit the 2019-2020 budget to June 30, 2019.

A short budget briefing will be held for the Board on June 18,

2019 at 5:30 pm, public presentation at 6:30 pm. The budget will be posted to the District website and the public will be invited to provide comment up to June 21, 2019. The Board will debate and approve the 2019-2020 budget on June 25, 2019 at 1:00 pm.

Trustee Donna Hunt moved:

“to approve the changes in timelines for development and approval of the 2019-2020 budget presentation and debate.”

**CARRIED UNANIMOUSLY**

*Board Budget  
Presentation and  
Budget Debate –  
2019-2020 Budget  
6847/19*

**Public Forum** - none

*Public Forum*

6. District Highlights

*District Highlights*

- Lola – IOOP Speech Competition winners Clara Lebon-Volia (LCI) and Dewuni De Silva (WCHS); runner up Mathieu Lebon-Volia (LCI), École Agnes Davidson Science and Heritage Fair.
- Tyler – thanks to the Spirit of 51 Committee for a great event and ATA Induction.
- Donna – Lakie production of Mulan Jr, Family Centre Gala, Spirit of 51, Science Fair, and ATA Induction.
- Jan – Family Centre Gala, 1D1B launch at Dr. Probe.
- Christine – Breakfast with the Board, Heritage and Science Fair at Agnes Davidson, Chicago ASCD conference and Senator Joyce Fairbairn Fringe Festival.
- Clark – ATA Induction (32 teachers were inducted).

7. Information Items

*Information Items*

7.1 Board Chair Report

7.1.1 Breakfast with the Board

All staff at Immanuel Christian Elementary School have been invited to attend Breakfast with the Board on Wednesday, April 3, 2019 followed by a tour of the school by Principal Jay Visser.

*Breakfast with the  
Board*

7.2 Associate Superintendent Reports

*Associate  
Superintendent  
Reports  
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

*Human Resources*

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

7.2.3 Instructional Services

Associate Superintendent Morag Asquith presented the Instructional Services report.

*Instructional Services*

7.3 Superintendent Reports

*Superintendent Report  
Board Priorities*

7.3.1 Board Priorities Report

2018-19 District Priorities report of actions was shared.

7.3.2 Acknowledgements of Excellence

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 Snacks with the Superintendents

Staff at École Agnes Davidson School have been invited to attend the Snacks with the Superintendent on Wednesday, April 10, 2019.

*Snacks with the  
Superintendents*

7.3.4 Calendar of Events

The Calendar of Events was reviewed for the period March 26 to April 30, 2019.  
Add: Skills Canada March 30, 2019 @ Lethbridge College

*Calendar of Events*

8. Reports

*Reports  
District Wellness  
Committee*

8.1 District Wellness Committee – March 4, 2019

Trustee Donna Hunt provided a written report from the District Wellness Committee meeting held March 4, 2019.

8.2 District School Council – March 4, 2019

Trustee Christine Light provided a written report for the District School Council meeting held March 4, 2019.

*District School Council*

8.3 Facilities Committee – March 4, 2019

Trustee Doug James provided a written report from the Facilities Committee meeting held March 4, 2019.

*Facilities Committee*

8.4 District Student Advisory Council – March 5, 2019

Trustee Doug James provided a written report from the District Student Advisory Council meeting held March 5,

*District Student  
Advisory Council*

2019.

8.5 Policy Advisory Committee – March 6, 2019

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held March 6, 2019.

*Policy Advisory  
Committee*

8.6 Community Engagement Committee – March 11, 2019

Trustee Christine Light provided a written report on the Community Engagement Committee meeting held March 11, 2019.

*Community  
Engagement  
Committee*

8.7 Poverty Intervention Committee – March 11, 2019

Trustee Christine Light provided a written report on the Poverty Intervention Committee meeting held March 11, 2019.

*Poverty Intervention  
Committee*

8.8 A.S.B.A. Zone 6 General Meeting – March 20, 2019

Trustee Donna Hunt provided a written report on the A.S.B.A. Zone 6 General Meeting held March 20, 2019.

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

8.9 Community and Social Development Committee – March 22, 2019

Trustee Jan Foster provided an oral report on the Community and Social Development Committee meeting held March 22, 2019.

*Community and Social  
Development  
Committee*

Trustee Donna Hunt moved:

“to continue the meeting beyond 6:00 p.m. “ **CARRIED UNANIMOUSLY**

*Extend meeting  
6848/19*

9. Correspondence – Received:

9.1 Alberta Motor Association

9.2 Public School Boards Association of Alberta

*Correspondence –  
Received  
AMA  
PSBAA*

10. Correspondence – Sent: none

*Correspondence – Sent*

The meeting adjourned at 6:17 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

## MINUTES FROM THE SPECIAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD APRIL 15, 2019.

### IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:02 p.m.

1. Approval of Agenda

*Approval of Agenda  
6849/19*

Trustee Jan Foster moved:

“to approve the agenda, as presented.” **CARRIED UNANIMOUSLY**

2. Action Items

*Action Items*

2.1 International Trip Approval

WCHS requests approval to take their Robotics Team to the  
FIRST Robotics Competition in Houston, Texas, USA from April  
16 to April 21, 2019.

Trustee Donna Hunt moved:

“to approve the WCHS FIRST Robotics Competition Trip to  
Houston, Texas, USA from April 16<sup>th</sup> to April 21<sup>st</sup>, 2019 be  
approved, on the condition that all district policies and  
procedures are strictly followed.” **CARRIED UNANIMOUSLY**

*International Trip  
Approval  
6850/19*

The meeting adjourned at 3:05 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs



**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Ready Set Go Donation**

**Background**

The Ready Set Go program will be presented with a cheque from the Community Foundation and Knights of Columbus.

**Recommendation**

That the Board receive the presentation as information.

Respectfully submitted,  
Cheryl Gilmore

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: ESL Presentation**

**Background**

ESL Lead Teacher, Heather Willms will provide a presentation on the work being done within the District.

**Recommendation**

That the Board receive the presentation as information.

Respectfully submitted,  
Cheryl Gilmore

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Division of Instructional Services

**RE: Approval of International Trip**

**Background**

Winston Churchill High School (WCHS) is requesting permission to take a group of students on an exchange trip to Weilburg, Germany from April 9<sup>th</sup> to April 20<sup>th</sup>, 2020. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$2,500.00. Fundraising opportunities will be available to students to offset the cost of the trip.

**Recommendation**

That the WCHS exchange trip to Weilburg, Germany from April 9<sup>th</sup> to April 20<sup>th</sup>, 2020 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,  
Morag Asquith

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# Winston Churchill High School

1605-15th Avenue North Lethbridge, Alberta Canada T1H 1W4

Voice (403) 328-4723 Fax (403) 329-4572

Email: wchs@lethsd.ab.ca



March 22<sup>nd</sup>, 2019

## Request for Board Approval of an International Trip:

### Weilburg, Germany

We would like to offer an incredible educational experience to the students of Winston Churchill High School. Winston Churchill High School would like to organize an exchange with Weilburg, Hessen, Germany.

I have made contact with a German teacher, Henrik Riesen, whose wife originates from the Coalhurst area. The initial plan is to host his group of students in September of 2019. The German students would be hosted by families of WCHS students. The German students would visit WCHS for a morning or afternoon to see how a Canadian school is run, visit the U of L and then visit some cultural sights (Head Smashed In Buffalo Jump, Waterton) during the time they are here.

The WCHS contingent would then travel to Frankfurt, Germany area and stay with the same host family as established from the offset of the exchange. We would be in Germany around Easter April 9<sup>th</sup>- April 20<sup>th</sup>, 2020 (see proposed itinerary attached).

The benefit of this kind of exchange is students would be able to visit a German school and experience first-hand the many cultural components of Germany. Being integrated into the everyday life of a German family will have a lifelong impact as lasting memories and friendships are formed. This type of short term exchange is less intimidating than a 3 month exchange and travelling together as a WCHS/Canadian group gives students a better sense of comfort while abroad.

There are some costs that would go along with an exchange (hosting fees, flights, ground transportation), but all efforts would be made to keep the cost under \$2500 (in 2018 our cost was just over \$2000). We would be coordinating a basic fundraising effort through the school via corporate sponsorships (past efforts have raised close to \$6,000) and explore other options within the community. Students would also be able to access funds through our grocery coupon fundraiser.

I would like to be put on the Board agenda for April 30<sup>th</sup>, 2019. Thank you for your time and I look forward to hearing your decision soon.

Sincerely,

Kevin McBeath

# Proposed ITINERARY

for the visit of Canadian students from LETHBRIDGE, Alberta  
April 9 – April, 20 2020

| date / time                                    | activity   | responsible              |
|--|--|--------------------------|
| <b>Thursday,<br/>April 9</b>                   | arrival of Canadian students, International airport Frankfurt  | Henrik Riesen            |
| <b>Friday,<br/>April 10</b><br>(Good Friday)   | attend school for about four hours visit at Hadamar Euthanasia Center (alternatively, Limburg => old town and cathedral)                       | Henrik Riesen            |
| <b>Saturday,<br/>April 11</b>                  | visit at school (only three lessons because of Easter break)<br><br>city tour in <b>Weilburg</b> : castle, old city, river Lahn etc., shopping | Henrik Riesen            |
| <b>Sunday,<br/>April 12</b><br>(Easter Sunday) | spending time in/with host families – individual trips to interesting sights   | students + host families |
| <b>Monday,<br/>April 13</b><br>(Easter Monday) | spending time in/with host families – individual trips to interesting sights   | students + host families |
| <b>Tuesday,<br/>April 14</b>                   | zoological garden in <b>Weilburg</b> castle in <b>Braunfels</b> (English guided tour)  | Henrik Riesen            |
| <b>Wednesday,<br/>April 15</b>                 | trip to <b>Rhine valley (Ruedesheim)</b> : gondola + walking tour, visit of Niederwalddenkmal (monument), shopping                             | Henrik Riesen            |

|                               |  |  |
|-------------------------------|--|--|
| <b>Thursday,<br/>April 16</b> | trip to <b>Frankfurt</b> : old city including St. Paul's Church + Römer (city hall), English guided tour, museums + shopping. visit of show at English theatre Frankfurt | Henrik Riesen<br>(train + host parents)          |
| <b>Friday,<br/>April 17</b>   | trip to <b>Wetzlar</b> : old city including the cathedral, museums + shopping  | Henrik Riesen<br>(train)                         |
| <b>Saturday,<br/>April 18</b> | trip to <b>Trier</b> (Germany's oldest city) then drive to Luxembourg, city tour)  | Henrik Riesen<br>(coach)                         |
| <b>Sunday,<br/>April 19</b>   | trip to <b>Weilburg</b> : crystal cave and SolmsNiederbiehl: Grube Fortuna (former mine)   | Henrik Riesen<br>(train/bus)                     |
| <b>Monday,<br/>April 20</b>   | departure of Canadian students, International airport Frankfurt  | Henrik Riesen +<br>students and host<br>families |

- activities may change due to weather conditions etc. -

**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Policy Review**

**Background**

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

- Finish review of 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> |
|-----------------|-------------------------------|---------------|
| 402.8.1         | Harassment and Discrimination | Amended       |
| 604.3           | Locally Developed Courses     | Amended       |
| 605.1           | Inclusive Learning Supports   | Amended       |
| 1002.4          | School Councils               | Amended       |

Respectfully submitted,  
Cheryl Gilmore

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## LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: November 26, 2002

Amended: April 20, 2010

Amended: April 19, 2011

Amended: May 24, 2016

### 402.8.1 Harassment ~~and~~, Discrimination, and Violence

#### Prevention in the Workplace

##### Policy

The Board believes that acts of harassment, sexual harassment, ~~and~~ discrimination, and violence are unacceptable and will not be tolerated. The Board commits to outlining the processes for reporting incidents and/or lodging a complaint of harassment, sexual harassment, ~~and~~ discrimination, and or violence, and to investigating such incidents.

##### Regulations

1. The District is committed to a culture of respect and trust in support of student learning.
2. The District supports the prevention of harassment, sexual harassment, ~~and~~ discrimination, and violence, and promotes an abuse-free environment in which all people respect one another and work together to achieve common goals.
3. Harassment, sexual harassment, ~~or~~ discrimination, or violence by any employee, parent, or volunteer against an employee, parent, volunteer, or student is strictly prohibited, ~~and~~ will not be tolerated, ~~and~~ are-is expected to be reported according to procedure 402.8.1.
4. Investigations regarding incidents will occur in an objective and timely manner. See procedure 402.8.1.
- 4.5. A Harassment and Violence Prevention Plan will be readily available to workers at the work site.

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

##### References

Alberta School Act:

Sections 12, 16.2, 45.1(1), 105, 106, 107

Other Statutes:

Alberta Labour Relations Code, Employment Standards Code, Canadian Charter of Rights and Freedoms – Section 15, Alberta Human Rights Citizenship and Multiculturalism Act, Occupational Health and Safety Code





## LETHBRIDGE SCHOOL DISTRICT NO. 51

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District Policies: 400.1 Welcoming, Caring, Respectful and Safe Work  
Environments; 502.1 Welcoming, Caring, Respectful, and Safe  
Learning Environments

Other: ATA Code of Conduct

Policy



## LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: February 24, 1999  
Amended: May 13, 2008  
Amended: February 26, 2013

### 604.3 Locally Developed/Acquired Courses

#### Policy

Locally developed/acquired courses shall be designed and delivered in accordance with Alberta Education requirements.

#### Regulations

1. Approval of locally developed/acquired courses shall be by Board resolution.

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- 1.1. Requests shall be dealt with on a course by course basis.
- 1.2. A detailed course description and a list of learning resources to be used must accompany requests for approval.
- 1.3. Approval shall be for a maximum of ~~three~~four years, and then is subject to renewal.
- 1.4. Approval may be withdrawn at the discretion of the Board.

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

#### References

School Act: 39  
District Policies: 600.1 Guiding Principles for Educational Programming in School, 802.2 Student Fees, ~~Fines and Charges~~

Policy



Approved: May 26, 1999  
Amended: February 10, 2004  
Amended: May 13, 2008  
Amended: February 26, 2013

## 605.1 Inclusive Learning Supports

### Policy

The District shall provide a continuum of supports to enable all students to access the most appropriate learning environments and opportunities for them to achieve their potential.

### Regulations

1. Inclusive learning supports shall be provided such that they are consistent with Alberta Education regulations and guidelines.
2. Decisions regarding supports shall be made by District staff following ~~collaboration~~ collaborative decision-making with the parents/guardians, teachers, the student where appropriate, and other members of the student's learning team.
  - 2.1. Wherever possible, inclusive learning supports shall be provided in the student's neighbourhood school. In some situations, a student may be required to access supports at a location other than the student's neighborhood school, in which case transportation is provided.
3. Each school shall develop a ~~Pyramid of Interventions~~ school-wide system of supports within the framework of Response to Instruction and Intervention (RTI), that identifies universal, targeted and ~~specialized~~ individualized supports to help students be successful.
4. District staff shall work together, in partnership, with the parents/guardians and community to meet the needs of students.
5. The District shall ensure that inclusive learning supports and services include strategies for:
  - 5.1. early intervention;
  - 5.2. a variety of levels of assessment;
  - 5.3. collaborative planning and programming;
  - 5.4. transition planning;



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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5.5. coordination of services; and

5.6. disputes resolution and appeals in accordance with District policy.

### **605.1 Inclusive Learning Supports...**

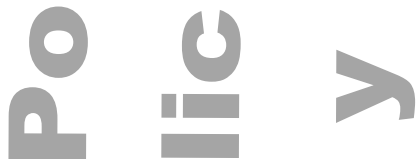
6. ~~Funding for inclusive learning supports shall be identified within the school's annual budget.~~ Schools shall identify funding for inclusive learning supports within their annual budgets.
7. The Associate Superintendent Instructional Services, or designate, is responsible for the allocation of funding for staffing related to inclusive learning supports.

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

### **References**

School Act: 8, 39, 47-, 48-, 60-, 124

District Policies: 605.2 Inclusive Learning Supports – Out of District Placements, ~~605.4 Inclusive Learning Supports—Placement Appeal~~, 609.5 Student Records, 505.9 Appeals, 805.6 Access to Information, 1003.1 Channels of Communication and Disputes Resolution





## **1002.4 School Councils**

### **Policy**

The Board shall support individual School Councils which function in accordance with the School Act, Alberta Education Regulations and the following regulations. Further, the Board shall establish and support a District School Council for the purpose of providing a forum for the exchange of information and discussion of issues of mutual interest to School Councils.

### **Regulations**

1. Each school shall have a School Council unless exempted by the Minister. The School Council must be established in accordance with the School Council regulations.
2. School Councils shall deal with matters of general concern to the school community.
  - 2.1. The school community consists of:
    - 2.1.1. students enrolled in the school and their parents/guardians;
    - 2.1.2. children enrolled in an early childhood services program at the school and their parents/guardians;
    - 2.1.3. the school staff; and
    - 2.1.4. other persons who have an interest in the school.
3. The School Council shall be accountable to the school community.
  - 3.1. The Board recommends that each School Council establish a schedule of meetings for members of the school community.
  - 3.2. The Board recommends that each School Council develop a procedure for regularly reporting to the school community.
4. School Council actions shall be consistent with District policy and regulations.
5. A School Council may, at its discretion,
  - 5.1. advise the principal and Board respecting any matter relating to the school;
  - 5.2. perform any duty or function delegated to it by the Board;
  - 5.3. consult with the principal to ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
  - 5.4. consult with the principal to ensure that the fiscal management of the school is in accordance with the requirements of the Board and the Superintendent; and
  - 5.5. take any actions authorized under the School Council regulations.



## LETHBRIDGE SCHOOL DISTRICT NO. 51

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### **1002.4 School Councils, cont'd**

6. School Councils are encouraged to make provision for the in-service training of new and executive members.
7. School Councils should have procedures for dealing with internal disputes.
8. The Board shall establish a process to deal with disputes between the principal and School Council. See Procedure 1002.4.
9. Principals shall provide the School Council with an opportunity to provide advice on the development of the school's:
  - 9.1. mission/vision/philosophy;
  - 9.2. policies;
  - 9.3. Annual Education Plan/Annual Results Report; and
  - 9.4. budget.

10. A School Council may receive donations on behalf of a board but no School Council shall raise funds or otherwise solicit donations in any manner that would require a gaming licence under the Gaming and Liquor Act.

9.4.10.1. A School Council must handle and report all money it receives, if any, in accordance with applicable policies and procedures of the Board (see forms 1002.4.2 and 1002.4.3).

~~10.11.~~ The Board and Executive Council liaisons assigned to the school may be invited to attend School Council meetings.

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

### **References**

|                      |  |
|----------------------|--|
| Alberta School Act:  | 22   |
| District Policies:   | 600.2 School-Based Decision Making, 1003.1 Channels of Communication and Disputes Resolution, 1003.2 – Partnerships and Sponsorships |
| District Procedures: | 1002.4 School Councils   |
| Other:               | Planning Resources for School Administrators, School Councils Regulation, <u>Liquor and Gaming Act of Alberta</u>                    |

Policy

**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Art's Alive and Well in Schools**

**Background**

Art's Alive and Well in Schools student art exhibition will run from Saturday, May 11 to Saturday, June 16, 2019. Approximately 360 pieces of student art, representing thirty-four schools within the city of Lethbridge, will be on display. All Lethbridge School District No. 51 schools participate in this event, along with Holy Spirit city schools, and École la Verendrye. Lethbridge School District No. 51 and Holy Spirit collaborate to present two awards of merit for the junior high/middle school students. The Allied Arts Council and University of Lethbridge will be sponsoring awards again this year. All participating schools contribute financially to support the other awards and prizes given out at the opening ceremony. This year we have a new project that is being directed by artist, David Hoffos, and contributed to by five students from various high schools. It will be unveiled at the opening ceremony.

District staff member Kathy Knelsen coordinates this annual event and has extended an invitation to all trustees and District staff members to attend. The opening ceremony will be held on Saturday, May 11, beginning at 1 p.m. at the Southern Alberta Art Gallery (601 – 3 Avenue South). Karen Rancier will serve as MC for the opening ceremony and Board Vice-Chair, Christine Light, will bring greetings on behalf of the District.

**Recommendation**

It is recommended that the Board receive this report as information and extend appreciation to Kathy Knelsen for her efforts to coordinate this celebration of student art in Lethbridge.

Respectfully submitted,  
Cheryl Gilmore

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – Mike Mountain Horse School – May 1, 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 Mike Mountain Horse School on Wednesday, May 1, 2019 from 7.30 – 8.00 a.m. Following the breakfast, Principal Erin Hurkett 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

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Christine Lee

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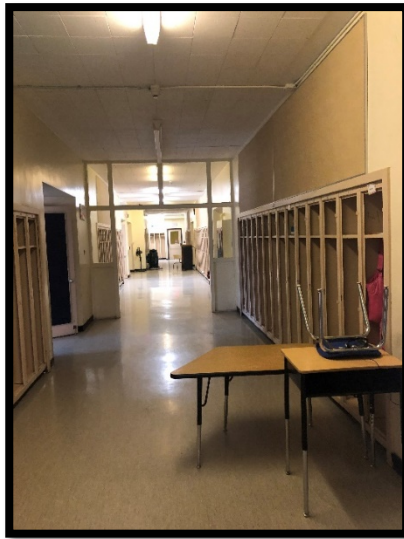
## Associate Superintendent, Business Affairs

### Report to the Board of Trustees

April 30th, 2019

#### Facilities

- Work continues on the Westminster and Senator Buchanan upgrades: Phase one is completed in both schools. Lots of excited students and staff as they moved into newly renovated spaces in the upper floors (see picture below).



Westminster Elementary second floor wing prior to renovation



Westminster Elementary second floor wing after renovation

- South Lethbridge Elementary School: Construction contract executed and site work will be commencing. The school is scheduled to open in September 2021.

#### FACILITIES DEPARTMENT MISSION & VISION

##### Vision

Lethbridge School District No. 51 facilities are the best spaces for teaching and learning.

##### Mission

The Maintenance and Caretaking teams work collaboratively to facilitate and support safe and clean learning environments for students and staff.

##### Values

The Maintenance team values:

|                        |                                 |
|------------------------|---------------------------------|
| <b>Collaboration:</b>  | With the team, with our schools |
| <b>Accountability:</b> | To the team, to our schools     |
| <b>Trust:</b>          | In each other                   |
| <b>Respect:</b>        | For each other                  |



## Facility Services Stats

### About our Facilities:

**24** Buildings + 1 under construction for 2021

**1.4 million** Square feet of space = **1000** average sized houses

**112** modular classrooms, **156,700 square feet** = **5** Coalbanks Elementary Schools

School grounds = **10.3 million** Square ft. of space



In **last 8 years** increased square footage by 226,600 or **18.6%** which is equal to **186 homes**

### About the Team:

**54 FTE** - Caretaking staff with **each FTE** cleaning the equivalent of **24 homes each day**

**13 FTE** Maintenance staff:



1- **Electrician:** estimated **26,000** light fixtures and **7000** outlets

1- **Plumber:** estimated **1000** toilets and **1200** sinks + boilers and more

2- **Carpenters:** wall repairs, floors, ceilings, door windows, whiteboards. Exterior walls and roofs of the equivalent of 1000 houses

4-**Grounds Crew:** mow the equivalent of **200 house yards** each week in summer, remove snow, shovel the walks in winter, and is a small moving company that transports items from school to school throughout the year

4-**Office Team:** planning, designing, contracting, scheduling, supporting and directing traffic

1-**Courier:** picks up and delivers mail, parcels, and supplies to and from all our buildings

**1436 Service Tickets** September to March for service requests placed by building sites. Service tickets **do not include** all the services provided to address **emergency calls**, and routine maintenance (mowing, snow removal, parking lots, fertilizer, landscaping, painting, boiler system checks, equipment servicing, inspections, consultation, and door and hardware upkeep).

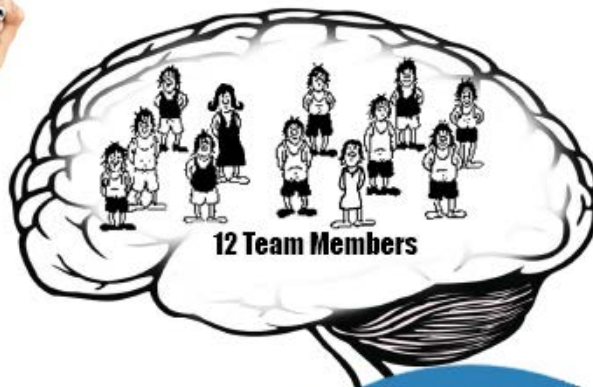


Responding to emergency calls or school based concerns before 8:00 am and after 4:30 pm weekdays and 24 hours on weekends and holidays. This includes anything from alarm system calls, vandalism, police matters, equipment failure, system alerts and other emergencies. Call-out phone shared between Director of Facility Services, and the two Coordinators.

Approximately **200 + IMR Projects** contracted and managed each school year to upgrade our facilities.

## Technology

- Secondary Interactive technology replacement (projectors and white boards) ordered and planning work begins on replacement.
- Technology department supporting Secondary Schools with timetabling in PowerSchool for 2019-2020 school year.
- Work on preparing for digital student records for 2020



# The Tech Department



### Tech Work Ticket Stats from Sept 1, 2018 - April 1, 2019

301999

2757 Trouble Tickets reported  
1500 phone calls answered at the help desk  
90% of all tickets are closed within a week  
25% of resolved issues are not placed in the ticket system  
636 Purchase orders submitted to the Tech Department

301999

## Finance



- Work continues on reviewing information in preparation of the 2019-2020 budget. Budget deadline for submission of the 2019-2020 budget to Alberta Education has been extended to June 30<sup>th</sup>, 2019. Budget development timelines have been amended for the new June 30<sup>th</sup> budget submission deadline.
- Finance and Human Resources have begun planning work with PowerSchool-Atrieve for the re implementation of HR and Payroll software.

## Transportation

- A Request for Proposal for Special Needs and Early Learning Transportation Services released and responses will be evaluated in May. This RFP is to provide specialized busing services for the 2019-2020 school year.



## Occupational Health and Safety

- *Safe Work Service Procedures* developed and reviewed with Head Caretakers relative to Storage, Use, Decanting and Dispensing of Chemicals and Caretaking Cart Operation by Safety Officer, Blaise Mac Neil.
- Annual thorough building safety inspections currently underway. Safety Officer will provide each site with a detail report of findings with recommendations for corrective action and priority level.

## Other matters

- Work related to Insurance, legal, and labour relations matters.
- CUPE negotiations are in process.
- 2019-2020 Instructional Budget Committee meetings
- Work with leadership team and schools through generative dialogue process.
- Attended Module 1 of Lead Negotiator Training

**Kids are our Business**

**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Rik Jesse





## Associate Superintendent, Human Resources

### Report to the Board of Trustees

April 28, 2019

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

#### *Events and Career Fairs:*



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

Open to job seekers from all walks of life, this event is free to attend and an inclusive arena for all. With more than 6,000 previous attendees, Opportunity Knocks is the premier job and Career fair for all Southern Albertans. We are looking for volunteers! If you're interested in helping out, please contact Jolayne for available times. Trustee Schedule: **Doug James 11:00 – 12:00, Donna Hunt 12:00 – 1:00.**



#### **Workplace Investigation Training ~ April 9, 10 & 11 (Rhonda Aos)**

If a complaint of workplace harassment is made, do you know how to respond, investigate, and report on it — legally and correctly? If you don't, you aren't alone. This 3-day course is a crucial primer for today's climate. Investigate mock complaints (inspired by our work across the country) from start to finish, build your investigation skills, and learn how to avoid costly pitfalls. The third day focuses on mastering report writing. All participants will have the opportunity to practice their investigation skills by conducting a live interview of the complainant, the respondent or witnesses.

- Which legal requirements and human resources considerations trigger an investigation
- Whether an investigation should be conducted internally or externally
- How to plan your investigation and set up your process
- How to determine your mandate
- What to include in pre-investigation communication to the parties
- Who to interview, and in what order
- How to prepare for and conduct investigation interviews
- How to collect and record evidence
- How to approach decision making
- How to avoid common investigation pitfalls
- How to write a thorough and defensible report that will “stick”
- How to organize your report and what to include in it
- How to deal with credibility issues
- How to deal with tricky evidentiary issues
- How to avoid common reporting pitfalls



Annual Meeting with Jennifer Contreras, School Jurisdiction Liaison, Stakeholder Relations to discuss LethSD current status and an opportunity to discuss new initiatives. Date: TBA



## **Sexual Harassment in the Workplace Seminar 2-hour workshop over breakfast on May 15, 2019 on Tackling Sexual Harassment in the Workplace.**

Sexual Violence Action Committee (SVAC) SVAC is pleased to introduce Derek Warwick a violence prevention educator with over 10 years of experience and a consultant at Haubner Motashaw. He has served various organizations with diverse needs, including the Women's Legal Education and Action Fund (LEAF), the City of Edmonton, the Canadian Red Cross, the Sexual Assault Centre of Edmonton, MacEwan University, and the Centre for Global Education.

## **Recognition Events**

### ***Friends of 51***

This program acknowledges and provides formal recognition to individuals or groups who have provided significant service or contributions to Lethbridge School District No. 51.

#### **2018-2019 Award Recipients**

- Ryan Peterson & Advantage Financial Services Ltd.
- Autovance
- Ladybug Arborist
- Mrs. Lynn Lowe
- Belinda Tomiyama, Canadian Blood Services
- Cinnamon Meldrum, Canadian Blood Services
- Bakers Appliances
- Lethbridge Food Bank
- Frontier College
- Lethbridge RV and Motors
- Bert and Mac's Source for Sports
- Tiffany Mills & Colleen MacKey
- Vincent & Angie Brooke
- Dr. Carmen Mombourquette & Dr. Pamela Adams, University of Lethbridge
- Costco Readers
- Mary & Bob DeLong
- Ron & Joyce Sakamoto
- Michelle Dimnik
- Natalie Snyder
- Lethbridge College
- City of Lethbridge



### ***Reimplementation Goals & Update:***

- Convert Support from average to hourly paid to be able to:
  - Pay actual vs average
  - Show details of pay on earning statements (Statement Overlay modification required)
  - Eliminate manual calculations for override grids when FTE changes
  - Eliminate manual ROE's
  - Have Payroll and HR in sync: grids, positions, assignments, function lines
  - Automate accurate storage bank adjustments
  - Be able to use Staffing Notifications System as designed



- Eliminate am/pm rates for replacement
- Reduction of calendars
- Streamline and standardize
- Implement Schedule Entry Web (School Administration)
- Implement Schedule Interface to Payroll
- Implement Timesheet Entry Web for extra time
- Implement Summer Savings Program
- Clean up Databases in Core Products

### Reimplementation & New Product estimated effort hours

| Product                      | Focus & Objectives  | atrive (Hours)          | SDS1 (hours) |
|------------------------------|---|-------------------------|--------------|
| atrive Payroll               | <ul style="list-style-type: none"> <li>Convert Support from average to hourly paid to be able to: <ul style="list-style-type: none"> <li>Pay actual vs average, Show details of pay on earning statements, Eliminate manual calculations for override grids when FTE changes, Eliminate manual ROE's, Have Payroll and HR in sync: grids, positions, assignments, function lines, Automate accurate storage bank adjustments</li> </ul> </li> <li>Clean up old database codes, standardize the setup across payrolls</li> <li>Implement Summer Savings</li> <li><b>New</b> Schedule Entry Interface and Timesheet Entry Web for Extra Time</li> </ul> | (113 hrs SEI/TEW) + 450 | 400          |
| SEI & TEW (New)              | Clean up old database codes, implement best practice database management, implement schedule use for interface to payroll   | 150                     | 40           |
| atrive HR                    |   |                         |              |
| Report Writers               | New install of HR and Payroll report writers, import standard reports, customize reports  | 25                      | 10           |
| Dashboard                    | Build out HR Admin, Principal, Secretary, Payroll and Superintendent dashboards   | 25                      | 15           |
| Staffing Notification System | Implement SNS full with new payroll changes   | 50                      | 25           |
| Attendance Management Web    | Review best practice approach. Implement and train on changes.  | 20                      | 10           |
| Staffing Information Web     | New menu rollout for staff - Reimplement  | 20                      | 4            |
| Schedule Entry Web (New)     | <b>New</b> Product Implementation   | 42                      | 40           |
| Automated Dispatch Web       | Database and callout order review and restructure   | 40                      | 20           |
| Leave Management Web         | Leave form and routing rebuild  | 50                      | 25           |
| Job Posting Web              | Posting layout review and customization   | 20                      | 10           |
| HR Workflows                 | Standard form rebuild including on-boarding   | 50                      | 25           |
| Staffing Requisition Web     | Process review and optimization   | 20                      | 10           |
| Sub/Cas Workboard            | Database and configuration review   | 20                      | 5            |
| Security                     | Full usage review and optimization for user experience  | 60                      | 10           |

### Hiring at a Glance:

#### ATA Staffing

- VP19005 NS - Vice Principal Ecole Nicholas Sheran School
- VP19006 GL - Vice Principal G.S. Lakie
- VP19007 WM - Vice Principal Westminster

#### ATA (Teachers) Substitute Lists:

- **218** Teacher Substitutes as of April 17, 2019 ~ Last month **215**
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 8 are in the offer stage and have been sent onboarding and have been invited to an orientation, 12 are currently in the reference stage, 1 is in the phone screen/interview stage. Next Substitute orientation is April 17, 2019

#### Support Staff Hiring – March 19 – April 17

- CUPE 2843 - 1 – ~ Last month 9
- Non-Union- 14 ~ Last month 3
- Caretaking/Maintenance – 0 ~ Last month 1

#### Support Staff Vacancies – March 19 – April 17

- CUPE 2843 – 3 ~ Last month 6
- Non-Union – 0 ~ Last month 0

- Caretaking/Maintenance – 3 ~ Last month 1

#### **Support Staff Resignation**– February 21 – March 19

- CUPE 2843 – 3 ~ Last month 6
- Non-Union – 0 ~ Last month 0

#### **CUPE 2843 – EA**

- 64 EA Substitutes as of April, 2019 ~ Last month 71
- 2 are currently in the interview stage, 4 are in the reference stage and 5 moved to proof of certification
- Next Substitute orientation will be April 17, 2019

#### **ATA (Teachers)**

- 1 New medical leaves for a total of 17 active maternity leaves to date
- 2 Confirmed return to work from maternity leave
- 1 New Teacher maternity leaves for a total of 28 to date

#### **Support Staff**

- 2 New Medical leaves as April 17 for a total of 17
- 1 New maternity leaves for a total of 16



#### **TEACHER STAFFING PROCESS 2019-2020 ~ PAUSED**

#### **Support Staffing Timelines**

##### **April 30<sup>th</sup>, 2019 -How to Use the Job Application System/ Q & A on Staffing Process**

*3:45 pm–4:45pm – Education Centre – Computer Lab*

- Staff can access support on how to use WORKABLE
- Staff can ask questions regarding the staffing process

##### **May 1<sup>st</sup>, 2019**

##### **Posting Round #1**

All **Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner** employees are invited to apply for any vacancies they feel that they are qualified for. Round #1 will close Wednesday, May 8<sup>th</sup>, 2019 at 10:00am

##### **May 10, 2019 – Shortlisting Round #1**

- 9:30 – 11:00 **Secondary Principals** or designate to Shortlist (Board Room)
- 10:30 – 12:00 **Elementary Principals** or designate to Shortlist (Board Room)

##### **May 13 – May 20<sup>th</sup>, 2019 - Interviews**

- Interviews may take place May 13-20<sup>th</sup>
  - Meet for Placements May 21<sup>st</sup> –12:30pm – 4:30pm Board Room

- *Job Offers May 22<sup>nd</sup>*
- Note any vacancies that are still vacant are posted in round #2

**May 29<sup>th</sup>, 2019**

**Posting Round #2**

All **Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner** employees are invited to apply for any vacancies they feel that they are qualified for. Round #2 will close Wednesday, *June 5<sup>th</sup>, 2019 at 10:00am*

**June 5, 2019 – Shortlisting Round #2**

- 1:00 – 2:30 **Secondary Principals** or designate to Shortlist (Board Room)
- 2:00 – 3:30 **Elementary Principals** or designate to Shortlist (Board Room)

**June 6 – June 12, 2019 - Interviews**

- Interviews may take place May June 6- 12<sup>th</sup>
  - Meet for Placements June 13<sup>th</sup> - 8:00am – 12:00pm Board Room
  - *Job Offers June 14<sup>th</sup>*

**June 19, 2019**

**Continue Posting and Hiring for Available Positions**

- Any remaining positions posted and staffed
- Possible closing dates of June 26<sup>th</sup> and if needed run adds over the summer.

# ALL SCHOOLS ENROLLMENT BY GRADE: March 31, 2019

| SCHOOL                                   | Early Education |        |      | Kindergarten |        |      | Grades 1 - 12 |      |      |      |      |      |      |      |      |       |       |       |        |        |      | Total  | Total FTE |
|--|-----------------|--------|------|--------------|--------|------|---------------|------|------|------|------|------|------|------|------|-------|-------|-------|--------|--------|------|--------|-----------|
|  | Mar 31          | Sep 30 | Diff | Mar 31       | Sep 30 | Diff | Gr 1          | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | Mar 31 | Sep 30 | Diff | Mar 31 | Mar 31    |
|  | 2019            | 2018   |      | 2019         | 2018   |      |               |      |      |      |      |      |      |      |      |       |       |       | 2019   | 2018   |      | 2019   | 2019      |
|  |                 |        |      |              |        |      |               |      |      |      |      |      |      |      |      |       |       |       | 1-12   | 1-12   |      | EE-12  | EE-12     |
| Victoria Park                            |                 |        |      |              |        |      |               |      |      |      |      | 2    | 2    | 9    | 18   | 41    | 59    | 176   | 307    | 230    | 77   | 307    | 307.0     |
| Chinook High                             |                 |        |      |              |        |      |               |      |      |      |      |      |      |      | 298  | 268   | 307   | 293   | 1166   | 1176   | -10  | 1166   | 1166.0    |
| Immanuel Christian Secondary             |                 |        |      |              |        |      |               |      |      |      |      | 41   | 48   | 42   | 42   | 52    | 45    | 54    | 324    | 316    | 8    | 324    | 324.0     |
| LCI - Total Students                     |                 |        |      |              |        |      |               |      |      |      |      |      |      |      | 234  | 214   | 209   | 222   | 879    | 902    | -23  | 879    | 879.0     |
| LCI - French Immersion                   |                 |        |      |              |        |      |               |      |      |      |      |      |      |      | 36   | 44    | 49    | 42    | 171    | 171    | 0    | 171    |           |
| WCHS                                     |                 |        |      |              |        |      |               |      |      |      |      |      |      |      | 242  | 186   | 204   | 188   | 820    | 848    | -28  | 820    | 820.0     |
| G S Lakie                                |                 |        |      |              |        |      |               |      |      |      |      | 153  | 161  | 153  |      |       |       |       | 467    | 469    | -2   | 467    | 467.0     |
| Gilbert Paterson - Total Students        |                 |        |      |              |        |      |               |      |      |      |      | 255  | 263  | 198  |      |       |       |       | 716    | 718    | -2   | 716    | 716.0     |
| Gilbert Paterson - French Immersion      |                 |        |      |              |        |      |               |      |      |      |      | 65   | 65   | 54   |      |       |       |       | 184    | 182    | 2    | 184    |           |
| Lethbridge Christian                     |                 |        |      | 30           | 29     | 1    | 29            | 25   | 19   | 25   | 23   | 20   | 20   | 7    |      |       |       |       | 168    | 163    | 5    | 198    | 183.0     |
| Senator Joyce Fairbairn                  |                 |        |      |              |        |      |               |      |      |      |      | 200  | 142  | 140  |      |       |       |       | 482    | 478    | 4    | 482    | 482.0     |
| Wilson                                   |                 |        |      |              |        |      |               |      |      |      |      | 213  | 248  | 200  |      |       |       |       | 661    | 658    | 3    | 661    | 661.0     |
| Coalbanks Elementary                     | 43              | 43     | 0    | 86           | 87     | -1   | 108           | 88   | 72   | 74   | 59   |      |      |      |      |       |       |       | 401    | 398    | 3    | 530    | 401.0     |
| Coalbanks - Spanish                      |                 |        |      | 45           | 45     | 0    | 41            | 26   |      |      |      |      |      |      |      |       |       |       | 67     | 67     | 0    | 112    |           |
| Dr. Probe                                | 43              | 43     | 0    | 81           | 84     | -3   | 100           | 91   | 87   | 120  | 93   |      |      |      |      |       |       |       | 491    | 496    | -5   | 615    | 553.0     |
| École Agnes Davidson - Total Students    | 61              | 57     | 4    | 65           | 66     | -1   | 89            | 72   | 74   | 87   | 87   |      |      |      |      |       |       |       | 409    | 406    | 3    | 535    | 472.0     |
| École Agnes Davidson - French Immersion  |                 |        |      | 45           | 46     | -1   | 67            | 43   | 50   | 54   | 52   |      |      |      |      |       |       |       | 266    | 267    | -1   | 311    |           |
| École Nicholas Sheran - Total Students   | 39              | 37     | 2    | 74           | 74     | 0    | 97            | 90   | 81   | 101  | 68   |      |      |      |      |       |       |       | 437    | 439    | -2   | 550    | 493.5     |
| École Nicholas Sheran - French Immersion |                 |        |      | 41           | 42     | -1   | 50            | 45   | 26   | 27   | 29   |      |      |      |      |       |       |       | 177    | 180    | -3   | 218    |           |
| Fleetwood Bawden - Total Students        | 43              | 41     | 2    | 45           | 49     | -4   | 56            | 63   | 63   | 69   | 64   |      |      |      |      |       |       |       | 315    | 312    | 3    | 403    | 359.0     |
| Fleetwood Bawden - Montessori            |                 |        |      |              |        |      | 26            | 29   | 26   | 35   | 23   |      |      |      |      |       |       |       | 139    | 140    | -1   | 139    |           |
| Galbraith                                | 41              | 42     | -1   | 68           | 68     | 0    | 66            | 58   | 76   | 94   | 77   |      |      |      |      |       |       |       | 371    | 375    | -4   | 480    | 425.5     |
| General Stewart                          | 50              | 48     | 2    | 20           | 20     | 0    | 21            | 23   | 20   | 25   | 21   |      |      |      |      |       |       |       | 110    | 108    | 2    | 180    | 145.0     |
| Immanuel Christian Elementary            | 22              | 22     | 0    | 42           | 40     | 2    | 57            | 26   | 57   | 46   | 45   |      |      |      |      |       |       |       | 231    | 223    | 8    | 295    | 263.0     |
| Lakeview                                 |                 |        |      | 58           | 58     | 0    | 99            | 80   | 89   | 90   | 89   |      |      |      |      |       |       |       | 447    | 436    | 11   | 505    | 476.0     |
| Mike Mountain Horse                      | 78              | 78     | 0    | 76           | 75     | 1    | 100           | 72   | 79   | 116  | 90   |      |      |      |      |       |       |       | 457    | 457    | 0    | 611    | 534.0     |
| Park Meadows                             | 40              | 42     | -2   | 37           | 37     | 0    | 44            | 56   | 51   | 53   | 43   |      |      |      |      |       |       |       | 247    | 245    | 2    | 324    | 285.5     |
| Senator Buchanan                         | 25              | 26     | -1   | 49           | 49     | 0    | 50            | 41   | 37   | 53   | 43   |      |      |      |      |       |       |       | 224    | 230    | -6   | 298    | 261.0     |
| Westminster                              | 28              | 27     | 1    | 35           | 29     | 6    | 37            | 21   | 35   | 29   | 29   |      |      |      |      |       |       |       | 151    | 150    | 1    | 214    | 200.0     |
| SUB TOTALS                               | 513             | 506    | 7    | 766          | 765    | 1    | 953           | 806  | 840  | 982  | 831  | 884  | 884  | 749  | 834  | 761   | 824   | 933   | 10281  | 10233  | 48   | 11560  | 10873.5   |
|  |                 |        |      |              |        |      |               |      |      |      |      |      |      |      |      |       |       |       |        |        |      |        |           |
| Stafford Ridge                           |                 |        |      |              |        |      |               |      |      |      |      |      |      |      | 1    |       | 4     | 2     | 7      | 3      | 4    | 7      | 7.0       |
| Harbour House                            |                 |        |      |              |        |      |               |      |      |      |      |      |      |      |      |       |       |       | 0      | 0      | 0    | 0      | 0.0       |
| Pitawani                                 |                 |        |      |              |        |      |               |      |      |      |      |      | 1    |      |      | 4     | 1     | 2     | 8      | 10     | -2   | 8      | 8.0       |
| CAMP                                     |                 |        |      |              |        |      |               |      |      |      |      |      |      | 1    |      |       | 1     |       | 2      | 5      | -3   | 2      | 2.0       |
| SUB TOTALS                               |                 |        |      |              |        |      |               |      |      |      |      |      |      |      |      |       |       |       | 17     | 18     | -1   | 17     | 17        |

|  |       |         |
|--|-------|---------|
| TOTAL STUDENTS / FTE ENROLLED AS OF MARCH 31, 2019     | 11577 | 10890.5 |
| TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018 | 11522 | 10901   |

**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,  
Morag Asquith



## **Associate Superintendent – Instructional Services - April 2019**

### **First Nations, Metis and Inuit**

Highlights of the FNMI teamwork this month has involved:

- FNMI Parent Advisory occurred in late March, scheduled again in May
- Restructuring of staffing process continues to be collaborated on
- Smudging Guidelines are currently being consulted on and likely to be shared in June 2019
- Planning is underway for the FNMI Graduation, more than 50 students of FNMI ancestry will be graduating this year (May 16<sup>th</sup>)
- District Pow Wow planning is also underway (May 31<sup>st</sup>) it will be hosted at Galbraith
- FNMI Committee May 2<sup>nd</sup>

### **Wellness**

The staff “Wellness Throw Down 2018/19” is now in the month of “Connection”. Staff are encouraged and supported to embark upon “face-to-face” connections with a friend, family and someone they have meant to connect with but have not yet connected. This initiative is directly connected to Alberta Health Services and their initiative related to Mental Health Awareness Week (May 5-11<sup>th</sup>). Congratulations to Mike Mountain Horse Elementary for winning the “Sleep Challenge” in March.

Wellness Sub-Committee met March 18<sup>th</sup> and finalized Wellness Policy and Procedures that will be shared with Administrators before they are submitted to Policy Committee.

Wellness Grant Applications for the 2019/20 school year have been circulated and the deadline is in June. We are still waiting to hear about any decisions regarding the Alberta Education Nutrition Program funding that impacted all our schools over the last year for the upcoming 2019/20 school year.

Through the AHSCWF funding grant Laura Paiement will be visiting 5 schools April 29<sup>th</sup>- May 2<sup>nd</sup> working on Self- Regulation and universal programming.

Rik Jesse, Rhonda Aos and Morag will be meeting with Brian Andjelic a CASS representative to discuss “Supporting a Focus on Wellness Across Alberta School Authorities”. This is an exciting initiative that CASS is supporting that involves deep conversations around:

1. Learning about the diversity in context background, successes and challenges related to the wellbeing of teachers, staff and students across Alberta
2. Collecting information that may be helpful to other school authorities with similar contexts
3. Providing the background for a framework of support for future wellness and mental wellbeing work as requesting by the school authority
4. Exploring how wellness and mental wellbeing strategies may be embedded into the SLQS and the SELQS Practice profiles

### **Dual Credit**

Our first cohort of high school students for Dual Credit Automotive Services in Lethbridge College started April 23<sup>rd</sup>!! CASSIX met as a group April 15<sup>th</sup> to discuss efficiencies and more effective ways to best promote Dual Credit as a collaborative given the application process, Alberta Education communication and PASI work. Lethbridge School District is exploring Bow Valley College and S.A.I.T. opportunities. CASSIX members (Livingstone, Holy Spirit, Horizon, Palliser) will be meeting collaboratively with the College and University in Lethbridge in June to discuss further.

## **Kindergarten and Early Education Programming**

- a) **Kindergarten** - Our numbers continue to grow, we are approximately 60 students higher than we were last year, at this time last year. Senator Buchanan has sufficient numbers for 2 full-day kindergarten programs and Westminster is still at approximately 15 students (which generates one full-day program).

## **Student Engagement**

Jim Kerr, Student Engagement Consultant, High School Administration and Morag Asquith, Associate Superintendent Instructional Services have been visiting with grade 9 students hosting a conversation on Cognitive Engagement at each high school. We have one more visit to make in early May and we will be sharing the preliminary findings with the Board. We look forward to tracking these amazing grade 9 students through the next 4 years of their education career with Lethbridge School District.

***“Describe a moment in school when you were so deeply involved in learning that you lost track of time”***

### **Objectives of Grade 9 Engagement Conversation visits:**

- 1) To host a conversation with a group of grade 9 high school students, their administration at each high school. This student group will genuinely represent the total population of the school
- 2) To track these students through the next 4 years of their career and record the observations, feedback, and ideas that are shared in these 1.5 hour sessions to develop a better understanding of cognitive engagement District wide and School wide
- 3) To enhance our understanding of how we as school staff may be able to better support, understand and enhance learning experiences and academic success for our students

### **Activity Description:**

Jim Kerr, Student Engagement Consultant, Morag Asquith Associate Superintendent, Instructional Services and a School Based Administration designate at each high school site, will be booking 1.5 hour session in March to facilitate this face to face learning opportunity.

Twenty students in grade 9 at each high school campus (Immanuel Christian Secondary School, LCI, Victoria Park, Winston Churchill, Chinook) will be invited to participate in this focus group process. The students selected will be a fair representation of school community (i.e. diverse populations, gender balance), it is intended that this will be a longitudinal process where we track the feedback from these 20 students over their 4 year high school career. This is an activity for students who may not typically have a regular opportunity to share their voice.

**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Board Priorities Report**

**Background**

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

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent







## **2018-19 DISTRICT PRIORITIES**

### **PRIORITY ONE: Achievement**

#### **OUTCOMES:**

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

### **PRIORITY TWO: Inclusion**

#### **OUTCOMES:**

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

### **PRIORITY THREE: Innovation**

#### **OUTCOMES:**

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

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

**PRIORITY ONE: ACHIEVEMENT**

**Literacy**

- Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies, a presentation to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- A document has been created that demonstrates how our literacy teaching methodologies and resources align with the new English Language Arts curriculum.
- Additional Levelled Literacy Intervention (LLI) kits have been purchased for elementary schools.

**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, a presentation to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her areas of foci include the use of manipulatives, “Number Talks” and math vocabulary.
- The Provincial Math Bursary program continues to be promoted with our teachers.
- A home-grown Numeracy Summer Institute is being created for August 2019.

**Curriculum Implementation**

- Because of the election, SAPDC has had to pause their support on sessions pertaining to the current or new curriculum. As a result, the Curriculum Administrators’ PL session on April 16<sup>th</sup> was postponed.
- The school-based Curriculum Administrators continue to share consistent, District-based information with their teachers regarding concept-based teaching.

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

- The second semester of off-campus placement is well under way.
- Dual credit courses Liberal Education 1000 and Cinema 1000 are complete. Management 1850, Liberal Education 2020, and Automotive Services are being delivered this semester.
- A new dual credit course, Bioengineering is in the process of being approved. It will be offered at Churchill second semester in the 2019-2020 school year. The course prepares students for participation in the iGEM (International Genetically Engineered Machine) competition for high school and university students. Lethbridge School District has had students participating in the iGEM competition for a few years.
- Morag and Jim are working on Grade 9 Engagement Conversations schedule with HS Administrators- starts the week of March 25<sup>th</sup>.

**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**

- Registrations for 2019-2020 are continuing for Early Education Programs and Kindergarten.
  - Early Education Pop-ins have started where new incoming children go through a screening process with their parent. The Ages and Stages Questionnaire (ASQ) is used where parents complete activities with their child to determine their development in five different areas – Communication, Fine Motor, Gross Motor, Problem Solving and Personal/Social skills. District 51 Speech Language Pathologists
-

screen children for speech and language. A hearing screen is also administered by the District 51 Program Unit Funding Consultant.

- For the first time, District 51 will be running a screening for new incoming kindergarten children that have not previously attended a District 51 Early Education Program. There are 5 dates in June where families can access the screening process at various locations across the city. This will allow us to have a better idea of where children's development is at prior to the start of the school year. This assists in program development and also allows families to follow up with assessments at Children's Allied Health if there are areas where the child may require additional support or programming. Again the Ages and Stages Questionnaire (ASQ) is being used in this process. The hope is that kindergarten teachers can get into programming in September rather than spend extensive time exploring where children are at with their skills. This kindergarten screening in June also allows us to be more proactive with EA placement where needs dictate.
- Welcome to Kindergarten evenings are also starting up at each elementary school. These evenings present a great opportunity for families with children coming into kindergarten in the fall to meet the school staff, tour the school and get a bit of a sense of what kindergarten is all about. District 51 supports, and community agencies participate in this venture as well so that families can become more informed on supports available to them both at the school and community level.

**FNMI**

- Smudging Guidelines are currently being developed and will be ready for the start-up of 2019/20.
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive.
- Planning is now happening for graduation, Pow Wow and staffing for next year.
- Art program and Gilbert Paterson continues, Senator Joyce Fairbairn and Dr. Probe just finished hosting a six week visit with Monte and Winter Wolf Child where students learned to drum/dance and make dancing regalia.
- District attendance on the "Reconciliation Lethbridge City Committee" monthly, assisting in developing a Strategic Plan for the City.

**Administrator Professional Learning**

- We are continuing the "Inquiry-based Professional Learning" project with University of Lethbridge.
- Ann and Morag presented the fourth session on UDL (Universal Design for Learning) on April 4<sup>th</sup> modeling a UDL lesson focused on Zones of Regulation. aligning Concept-Based curriculum and UDL and sharing promising practices.

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

- The second District-wide PL day occurred on Monday, April 1<sup>st</sup>. Thirteen Collaborative Communities have requested another day to work together in addition to the two District-wide PL days in November and April.
- District psychologists continue to provide PL sessions at school staff meetings.
- Eight educational assistants participated in a Community of Practice organized by South West Regional Collaborative Service Delivery (SWRCSD) in March, a second is offered on May 3.
- On April 1, Advanced Educational Support staff continued to learn about trauma-informed practice, with a focus on practical implementation in schools.
- Laura Paiement has one last visit to Lethbridge School District No. 51 this year April 29<sup>th</sup>-May 3.
- Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs. These events include: SIVA, Students at Risk Conference, Childhood Anxiety Helping Children Heal, Improving Workplace Mental Health.
- New Hire and New Substitute Orientations – April 9<sup>th</sup>, 17<sup>th</sup> and May 14<sup>th</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>
- Payroll and HR began training for PowerSchool Reimplementation April 8 & 9

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

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- Year 1 and Year 2 TIP formal sessions are completed for this school year. Year-end wrap up is set for May 14<sup>th</sup>, after school.
- Participants are accessing release time to observe or be observed by their mentors.

**Parent Engagement**

- Jesse Sadlowski provided a learning session for the District School Council April 1 on the topic of social media.
- A Digital Citizenship presentation for parents was held the evening of March 26<sup>th</sup>

**Community and Business/Industry Engagement**

- Human Resources attended the U of L PSIII Fair – April 5<sup>th</sup>
- Human Resources was present at the Opportunity Knocks Career Fair (Chamber of Commerce) April 24<sup>th</sup> @ the Lethbridge Lodge
- Human Resources is attending the CYC Advisory Committee with Lethbridge College on May 2<sup>nd</sup>

**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.
- Lethbridge School District was approved for three modular classrooms on the westside – 2 at Dr. Probe and 1 at Coalbanks.
- A review is currently underway to review enrolment growth and capacity concerns in West Lethbridge.
- The 2019-2020 to 2021-2022 Capital Plan has been completed and is posted to the District website. The District's #1 priority is a new elementary school in West Lethbridge.
- Early Education Programming on the west side had to be facilitated using a lottery process due to the limited capacity in Coalbanks.

**Other School Improvement Initiatives**

- Author of *Wishtree*, Katherine Applegate, will be featured in two assemblies on May 1<sup>st</sup>. LCI is hosting Katherine at 9:15 and Chinook is hosting at 12:20. Other schools have the opportunity to send some students. The assemblies will also be streamed so that all students can watch Katherine's address.
- Associate Superintendent and Jim Kerr, Student Engagement Consultant have initiated a conversation with groups of high school students about "Grade 9 Student Engagement". The objective is to build a deeper understanding of how we can engage more students in their learning.

**Classroom Improvement Fund Updates**

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

**PRIORITY TWO: INCLUSION**

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

- Lethbridge School District is hosting a GSA Conference on April 30<sup>th</sup>.
  - Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
  - Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
  - Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.
  - Positive Spaces subcommittee is working on developing "Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools".
  - May is "Connections Month" for staff wellness. The challenge is to make three face-to-face connections with someone the staff member has not spent a lot of time with but has been meaning to. It is connected to the well-being that is grounded in relationships.
-

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

- Learning Support Teachers at all district schools were given the opportunity to complete SCERTS training on April 15 and 16 to help support students with autism. Several of our itinerant AES staff also took the training.
- Staffing visits to schools were completed and information provided to HR for AES placements and postings for next year.
- Decisions are being made about prioritizing students with complex needs for staffing for the 2019-20 school year.
- ESL middle school teacher, Emily Glawe, is completing her placement at Gilbert Paterson and will be assigned to Senator Joyce Fairbairn for the rest of the school year.
- ESL lead teacher, Heather Willms, has recently completed residencies at Lakeview and Senator Buchanan as well as writing lessons targeted for ELLs at Galbraith School.
- Plans for the ESL professional learning day on May 8 are well under way.
- ESL work experience has also been a recent focus of Heather's work.

**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 instructional purposes.

**Breadth of Program Options**

- We are once again promoting a southern wide film festival, to be held this year in Fort Macleod. This year, the competition is open to all grades to enter films. Selected films that are entered in the competition, will be viewed at a Gala evening on June 7, 2019.
- Robotics teams from Chinook High School and Winston Churchill High School competed in the First Robotics Challenge in Calgary from April 3-5. The Winston Churchill team did very well at the event and have qualified for world's in Texas.
- We have been busy promoting the dual credit opportunities in the district for next year. We have met with all the school career councillors to inform them of the different opportunities. We have also been invited to Winston Churchill and LCI to present to students on the different opportunities.
- We are also promoting that if any students have any digital artwork that they would like printed, to be displayed at the Arts Alive Art Show, we will gladly print it or the artwork to be displayed at this year's art show.

**Technology**

- The Technology Team is busy working on supporting schools with scheduling for the 2019/2020 school year. The scheduling process is a celebrative effect to reflect on best practice and prepare for next school year.
  - The provincial Microsoft licencing is set to expire on May 31, 2019. We have been in contact with Microsoft and they have ensured us that due to the new government, that if a new contract is not in place, ours will be extended until a deal may be reached.
  - The Technology Department along with Business Affairs and Human Resources have been reviewing a number of options to move towards a complete digital records management system. The indicative would require a secure repository of all records that we are legally required to retain. With proper support, we hope to have a full operational system in place in 2020.
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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Snacks with the Superintendents – Attwell – May 2, 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 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 Attwell have been invited to have Soup with the Superintendents on Wednesday, May 2, 2019 beginning at 12:00 pm.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Education Week, April 29 to May 3, 2019**

**Background:**

Education Week provides all Albertans with an opportunity to highlight the important role education plays in shaping the future of our province.

The theme for Education Week is *“Learning is a Journey.”*

To celebrate Education Week at the District level this year, Lethbridge School District No 51 will feature a web gallery on the website comprised of student representation endeavours. Learning is expressed in a variety of ways, including representations created by students. One way students express thinking and their humanity is through representation. Creative thinking is highlighted as a core competency in the developing Alberta K-12 curriculum and an attribute recognized as essential by education futurist thinkers and authors.

A call for submissions has been put out to schools. Schools can submit representations of student work to be posted on a Lethbridge School District No. 51 “Web Gallery” launching April 29, 2019. Representations may include the following: visual art, photos, or videos of performance –music – drama – dance, class projects associated with any subject, students working on assignments in a practical arts context such as automotive, foods, auto body, cosmetology, fashion, computer design, or construction .... the ideas are limitless – anything that can be described as a visual representation of thinking or expression fits.

**Recommendation:**

It is recommended that the Board receive this report as information and deliver apples to each district location for staff to enjoy.

Respectfully submitted,  
Cheryl Gilmore

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**MEMORANDUM**

April 30, 2019

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:

Lethbridge School District No. 51 Skills Canada medallists:

|                            |        |                           |                           |
|----------------------------|--------|---------------------------|---------------------------|
| Fashion Technology         | Gold   | <b>Samantha Steynen**</b> | Chinook High School       |
| Fashion Technology         | Silver | <b>Emily Bright</b>       | Chinook High School       |
| Fashion Technology         | Bronze | <b>Sierenna Chang</b>     | Chinook High School       |
| Photography                | Silver | <b>Isaiah Mason</b>       | Chinook High School       |
| Hairstyling - Intermediate | Silver | <b>Cera Webster**</b>     | LCI                       |
| Baking                     | Gold   | <b>Kiara Ylioja</b>       | Victoria Park High School |

\*\* Students will be moving on to Provincials

Immanuel Christian Secondary School student, **Mason Brussee** (Grade 10), was honoured by Fort Macleod Minor Hockey as the top young referee. He is also the goal tender for the Fort Macleod Mavericks who won the Alberta Midget D Provincial Championship in March.

**Hannah Stephenson** (WCHS) was awarded as a 2019 Leader of Tomorrow.

**Wilson Middle School Grade 6 Band** received a SUPERIOR rating from the adjudicator at the Lethbridge & District Music & Speech Arts Festival.

**Wilson Middle School Grade 7 - 8 Band** received a SUPERIOR rating from the adjudicator at the Lethbridge & District Music & Speech Arts Festival.

G.S. Lakie student **Katie Baker** placed second in Level 2 Piano at the Lethbridge & District Music & Speech Arts Festival.

Churchill grade 11 students **Adrienne Daroczi** and **Amina Farah** have been selected to attend IB United World College programs for the next two years. Adrienne will be studying at UWC

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Maastricht in the Netherlands, and Amina at the Pearson College UWC in Victoria, BC. UWC's bring together young people from all backgrounds on the basis of their shared humanity, to engage with the possibility of social change through courageous action, personal example and selfless leadership. These colleges teach the International Baccalaureate (IB) Diploma as their formal curriculum, while also emphasising the importance of experiential learning, community service and outdoor activities.

Churchill Tae Kwon Do athletes **Amrita Gurung** (gold medal), **Alisha Gurung** and **Reshma Gurung** (bronze medals) in patterns competition at the Kootenay Tae Kwon Do tournament in the Crowsnest Pass in March.

Churchill grade 9 student **Ryker Morrell** recognised as the Lethbridge Sport Council's Servus Credit Union Outstanding Sport Citizen for 2018. Following the tragic bus crash involving the Humboldt Bronco's organization in 2018, Ryker, a then 8th-grade student at Wilson Middle School, created a non-profit charity in memory of local Humboldt victim Logan Boulet. With the blessing of Logan's parents, he started the "Bottles-4-Boulet" bottle drive. To date, Bottles-4-Boulet has raised \$2500, which has been donated in Logan's name to KidSport.

Churchill grade 11 student **Dewuni De Silva** awarded as a co-winner of the Independent Order of Odd Fellows annual speech competition. Contestants presented 8-minute speeches on International Affairs themes. The winners join other high school students from across Alberta for the week long SUNIA (Seminar on United Nations and International Affairs) Conference in August at Camp Goldeneye, near Nordegg.

Churchill grade 11 students **Matthew Ryabov** and **David Basil** recently won the overall Regional Science Fair. As Regional winners, they will travel to Fredericton, NB in May to present their work at the National level. Their winning project was the creation of an artificial neural network capable of performing classification problems, and applied it to a dataset about traits of phishing websites. The neural network can collect and classify data elements based on correlations found in the data to detect phishing websites.

Churchill CANstruction team on winning the "Best Meal" award at the recent CANstruction event!! The team of **Jessica Van Gaalen, Jessica White, Emma Bauman, Eden Steele, Megan Mitchell, and Julien Todd** created a Wizard of Oz design that could be made into a tuna casserole. The team donated nearly 700 items to the food bank in their creation. The overall competition saw over 14 thousand pounds of food donated to Lethbridge and area food banks last month.

The **Churchill Skill Development Program** hosted community agencies and services April 11 supporting our students and their families with connections and transition planning to independence and adulthood.

Churchill grade 9 student **Amy Quan** on being accepted to the Centre for Education and Computing (CEMC) Workshop in Computer Science for Young Women. Amy was one of 36

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students selected from over 400 applicants from across Canada to participate in the workshop at the University of Waterloo. The goal of this workshop is to spark the interest of female students and those of other genders who are underrepresented in the field.

**Churchill bands** for picking up 2 Superior ratings at the Lethbridge & District Music Festival last week! The **Churchill Chorus** also received an Excellent rating for their performance two weeks ago.

**Churchill Robotics team** on winning the Rocky Mountain Regional Robotics competition April 4-7 in Calgary. The team was part of the winning alliance gaining the right to compete at the FIRST Robotics World Championships in Houston, TX April 17-20. 16 students from Churchill along with 3 Chinook students will travel with mentor/coaches **Nevin Morrison, Stef Desrochers** and **Koreen Klassen** to the competition.

Wilson students medalled in the Grade 7 City Badminton Finals: **Nathan Hawkins** (bronze in boys singles), **Sharlize Lopez** (silver in girls singles), and **Jaxson Johnson** and **Ty Mabin** (silver in boys double). Silver winners will be moving on to represent Wilson at Zones.



District students who made the Hockey Alberta Peewee Prospects Cup program are **Nathan Hawkins** (Wilson) and **Terik Parascak** (Gilbert Paterson) made Team Black while **Carter Klippenstein** (Senator Joyce Fairbairn) and **Alex Westlund** (GS Lakie) made Team Yellow.

Respectfully submitted,  
Cheryl Gilmore

**Calendar of Events for Board of Trustees**

|       |       |   |
|-------|-------|---|
| April | 29    | Education Week begins   |
| May   | 1     | Breakfast with the Board @ Mike Mountain Horse                            |
|       | 2     | Snacks with the Superintendents @ Attwell                                 |
|       | 6     | District School Council<br>6:30 p.m., Education Centre                    |
|       | 8     | Education Centre Leadership Team Meeting<br>9:00 a.m., Education Centre   |
|       | 8     | Policy Advisory Committee<br>12:30 p.m., Education Centre                 |
|       | 14    | District Student Advisory Council<br>12:30 p.m., Education Centre         |
|       | 15    | Edwin Parr Award Presentation<br>Heritage Inn, Taber                      |
|       | 16    | Administrators' Committee Meeting<br>1:15 p.m., Education Centre          |
|       | 20    | Victoria Day - NO SCHOOL  |
|       | 22    | Joint School Boards and City of Lethbridge<br>9:00 a.m., Education Centre |
|       | 22    | Poverty Intervention Appreciation<br>12:00 p.m., Education Centre         |
|       | 23-24 | CASSIX Meetings<br>Medicine Hat   |
|       | 28    | Board Meeting<br>2:00 p.m., Education Centre                              |



**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Christine Light, Trustee

**RE: District School Council – April 1, 2019**

1. Learning Session
  - Presentation on Social Media (Jesse Sadlowski, Director of Technology)
2. Business arriving from the minutes
  - Feminine Hygiene Supplies: The process of how young girls can access this product was discussed. All middle schools have a plan in place and share this plan with students so they know how to access feminine hygiene products.
3. Reports
  - All reports delivered can be found on the District web site.

Next Meeting: Monday, May 6, 2019.

Respectfully submitted,  
Christine Light

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**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Clark Bosch, Board Chair

**RE: ATA Local 41 – April 3, 2019**

Board Chair Clark Bosch will provide an oral report.



**MEMORANDUM**

April 30, 2019

To: Board of Trustees

From: Christine Light, Trustee

**RE: Community Engagement Committee – April 9, 2019**

**Executive Staff, Trustees & Parents Present:** Cheryl Gilmore, Garrett Simmons, Christine Light, Jan Foster, Allison Pike, and Pauline Hall.

1. ICE Scholarship Breakfast Debrief

- Scholarship Application/Selection Committee:
  - Deadline extended to April 15. To date, 6 applications have been submitted.
  - Christine will contact Selection Committee to review applications (Holly, Pauline, Cynthia)
  - Christine will email successful applicants with an invitation to present in front of a judging panel on May 30 in the Board room. Judges will also be contacted.
  - Garrett will feature successful applicants with photos and brief descriptions of their projects. Scholarship winners will be featured on the District web site.
- Event Planning & Speaker Ideas
  - Lethbridge Sandman Signature will be booked for next year.
  - Keep decorations simple (e.g. chocolates in organza bags).
  - Feedback cards – put ‘Thank you for joining us’ on one side and feedback card on the other.
  - Potential speaker: Trudy Trinh - Churchill Wall of Fame. CBC news person who has an interesting story of her family moving to Canada.
  - Potential follow-up: business owners in Lethbridge who are newcomers to Canada to speak about the challenges they faced in establishing businesses as newcomers. Talk show style?

2. Town Hall Debrief

- Gathered feedback distributed
- Discussion points:
  - o Being more purposeful engaging a more diverse population
  - o Allison conveyed some parents expressed that the follow-up online feedback loop would be better received if it was anonymous
- Feedback will be included with agenda in future so members can read them thoroughly before discussion.

NEXT MEETING – Monday, June 10 @ 6:00

Respectfully submitted, Christine Light

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April 23, 2019

Dr. Gilmore  
Lethbridge School District No. 51  
433 - 15 Street S.  
Lethbridge, AB T1J 2Z4

Dear Dr. Gilmore:

We would like to thank your district for the assistance we received in implementing the *2018/2019 Canadian Student Tobacco, Alcohol and Drugs Survey*.

The administrators, teachers and students in schools across the country were instrumental in the success of the survey. In appreciation of their efforts, each participating school will have access to a *School Health Profile* with one-page *Summaries* detailing their schools' results. Details regarding youth smoking, drug and alcohol use, bullying and sleep are summarized in each *School Health Profile*.

We appreciate the time and effort each school contributed to the project to facilitate data collections. In your district, the following school(s) participated in the project:

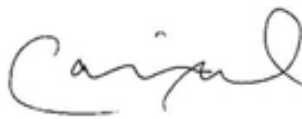
- Immanuel Christian Secondary School

Schools have been encouraged to share their results with your district and local health unit to assist in targeting, planning and evaluation of efforts with youth, and to facilitate teamwork between schools, districts and public health departments.

On behalf of the University of Alberta and the Propel Centre for Population Health Impact at the University of Waterloo, we thank you very much for supporting our research activities. Results from CSTADS 2018/2019 will be available upon Health Canada's release of the data. To view results from previous implementations, please visit our project website at **cstads.ca**. If you have any questions regarding the study, please do not hesitate to contact us.



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