1. **Literacy Work Plan and Resources**

   In the springtime of 2016 a Literacy Work Plan was developed under the Division of Instructional Services to enhance student reading levels (grades K-9) in Lethbridge School District No. 51.

   This goal of building literacy rich learning environments and instruction in our District will be accomplished through targeted funds allocated to enhance instructional support, building resources and providing opportunities for professional learning.

   In October 2016 the Board determined that additional funds to the sum of $350,000 could be allocated to purchasing resources directly associated to literacy enhancement. Karen Rancier, Director of Curriculum and Bev Smith, Literacy Lead Teacher have been working closely with school teams to support the Literacy Work Plan mandate and most recently to determine what resources to buy.

   Karen Rancier and Bev Smith were in attendance at the meeting and provided an update around the Literacy Work Plan and resources purchased.

2. **2016-17 Meritorious Budget Award (MBA)**

   The Association of School Business Officials (ASBO) International has awarded Lethbridge School District No. 51 its Meritorious Budget Award (MBA) for excellence in budget presentation during the 2016–2017 budget year.
The Meritorious Budget Awards (MBA) program promotes and recognizes excellence in school budget presentation and enhances school business officials' skills in developing, analyzing, and presenting a school system budget. After a rigorous review by professional auditors, the award is conferred only on school districts that have met or exceeded the program’s stringent criteria.

Director of Finance, Christine Lee, has led the development and submission of the district budget to ASBO International’s MBA Program for the last 12 years. This is the 11th year in a row that Lethbridge School District No. 51 has received the MBA. The District received its first MBA in 2006-2007, being the first Canadian school district to receive the award.

The Board congratulated the Business Affairs department and specifically Christine Lee.

3. Approval of International Trips
   The Board approved the Chinook High School tour of Switzerland and Italy from March 29th, 2018 to April 7th, 2018.

4. 2015/2016 Audited Financial Statement
   School jurisdictions are required to submit an audited financial report to Alberta Education. Will Zobell, Partner and Tim Koba from BDO Canada LLP were in attendance to speak to the audited financial statement. The Board approved the Audited Financial Statements for the 2015-2016 fiscal year.

5. 2016/2017 Budget Update
   Director of Finance Christine Lee was in attendance to provide a review of the 2016/2017 Budget Update and responded to questions from the Trustees. The Board approved the Budget for the 2016-17 fiscal year.

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

   The Education Plan serves as a template for implementation of strategies, professional learning activities, and financial planning in the District. District
Administrator Teresa Loewen has been instrumental in coordinating the production of the 3YEP / AERR document.

Teresa received input from all the departments within District administration. The priorities identified in the plan were developed from input received at the annual Town Hall Meeting, and from consultation with District and school administration.

The results included in the report contain information from the provincial 2015-2016 Accountability Report as well as the Provincial Achievement Tests and Diploma Exams.

Teresa Loewen was in attendance at the Board meeting to highlight both the 3YEP and the AERR.

The Board approved the 3YEP and the 2015-16 AERR as presented and or as amended.

7. **Locally Developed Courses**
   District high schools are continually looking for courses to enhance program offerings to students. The Board approved the use of Chem 25 (IB) for 3 credits from November 10th, 2016 to August 31st, 2020 for use at Winston Churchill High School to enrich program offerings to students.

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

   - Finish review of policies in the 600, 800, 900, 1000, 100 sections which were held over from last year.

   - Ensure that the policy manual is current, according to June 2015 changes to the current School Act and impending changes to the Education Act currently tabled by government.

   The policy listed below was reviewed by the Policy Advisory Committee. Subsequently, the policy was distributed to school and District administration, staffs and school councils for input.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Guiding principles</td>
<td>Amended</td>
</tr>
</tbody>
</table>
Teresa Loewen was in attendance at the Board meeting and provided an overview of the policy, shared feedback that had been received and responded to trustee questions.

The Board adopted the revisions of the policy as presented by the Policy Advisory Committee, or as amended.

9. **Spanish Bilingual Program**
   In September and October 2016, the District solicited District wide parent interest in starting a Spanish Bilingual Program at Coalbanks Elementary. This program would start in September 2017 for Kindergarten and Grade 1 students. Currently we have 25 grade 1 students whose parents have pre-registered their children for this program and 17 Kindergarten students who have pre-registered.

   The next steps will involve working closely with the new Principal at Coalbanks to determine staffing, training and resources to ensure that the program will be successful. It is anticipated that we may experience a slight increase in registrations if the decision is made to support this endeavor. Currently based upon numbers we would be looking at a half day Kindergarten class and a grade 1 class, if numbers change Human Resources will work with School administration to ensure staffing allocations are appropriate.

   The Board approved the implementation of a Spanish Bilingual Program at Coalbanks Elementary School commencing the 2017-18 school year.

10. **Breakfast with the Board**
    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 at least 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 the Education Centre on Wednesday, December 14th, 2016 at 8:00 a.m.

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

<table>
<thead>
<tr>
<th>2016-17 DISTRICT PRIORITIES REPORT TO THE BOARD</th>
</tr>
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<tbody>
<tr>
<td>PRIORITY ONE</td>
</tr>
<tr>
<td>Supporting Student Achievement and closing the achievement gap.</td>
</tr>
<tr>
<td>Literacy/ Numeracy (Karen, Cynthia, Morag)</td>
</tr>
<tr>
<td>• The Literacy Work Plan has provided the framework for making literacy an ongoing priority.</td>
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<tr>
<td>• Conversations initiated with administrators about strategies for maximizing class/schedule structure and numeracy instruction to improve achievement in mathematics. Also exploring transition strategies for grade 8 to 9.</td>
</tr>
<tr>
<td>• Lists of literacy resources are in the process of being finalized for order.</td>
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<tr>
<td>• Elementary schools are sharing their school-based literacy work plans with one another to glean ideas for furthering understanding around effective practice in literacy instruction and resource use.</td>
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<tr>
<td>• Further explore viability for parent tutorial night for mathematics starting at G.S. Lakie in January.</td>
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<tr>
<td>Middle School Re-Visioning (Cheryl)</td>
</tr>
<tr>
<td>• Middle School Administrator collaborative community session on November 10 developed plan and timeline for furthering middle school vision and mission. Plan begins with building capacity (knowledge about best practice of middle schools in contemporary times), sharing knowledge, visioning, and building community.</td>
</tr>
<tr>
<td>Administrator Mentorship Program (Teresa)</td>
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<tr>
<td>• Admin mentorship event on November 3rd focusing on school management (facilities, budget, risk management, transportation, and communication) with Christine Lee and Garrett Simmons facilitating.</td>
</tr>
<tr>
<td>District Professional Learning and District Collaborative Communities (Karen/ Rhonda/ All)</td>
</tr>
<tr>
<td>• November 10th marked the first of two District-wide PL days where teachers participated in one of 54 teacher-created and teacher-chosen Collaborative Communities that focused on student learning needs in such themes as literacy, numeracy, technology, and mindfulness.</td>
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<tr>
<td>• The November 10 PL Day was also a success for support staff PL with many different sessions including: PowerSchool, Supporting Students experiencing LD, Supporting students that exhibit difficult behaviours, and even an ASEBP benefit session.</td>
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<tr>
<td>Parent Education (all)</td>
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<tr>
<td>• Learning session provided to parents prior to October District School Council meeting: Mental Health and Support Services in Lethbridge School District No. 51</td>
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<tr>
<td>• Had parent participation and feedback at our Healthy Schools Forum November 8th</td>
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<tr>
<td>Teacher Induction Support for Quality Teaching (Sharon/ Teresa)</td>
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<tr>
<td>• The Teacher Induction Program is well underway, having had three sessions already. Each session covers areas of the Teacher Quality Standard document.</td>
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Early Learning (Isabelle)

- The executive functioning project in our Early Education Program at Westminster has shown significant increase in executive functioning skills in children in the program – Dr. Robbin Gibb from the U of L Neuro-science department recently shared her findings of the research from last spring.
- District 51 is embarking in a pilot of the Early Years Evaluation (EYE) with 3 kindergarten teachers. Thus far, it has been a positive venture with helpful information regarding the strengths and needs of children within their kindergarten classes using a classroom-based assessment.
- Alberta Education announced last week that the results of the Early Development Instrument (EDI), completed by most kindergarten teachers across the province last spring, will be released the beginning of December. Information specific to District 51 should be available at that time which will provide detailed information on kindergarten children across 5 domains.
- Early Education Programs will start accessing support from Making Connections this month, which has not occurred previously. Making Connections will assist in the delivery of Family Oriented Programming which is a component of Program Unit Funding (PUF), among other supports.

FNMI (Jackie/Morag)

- “Capturing our power” Literacy Program every Wednesday p.m. at the Public Library for targeted FNMI Learners partnership with Public Library, RCMP, Lethbridge College, and Lethbridge School District
- Reviewing strategic plan for FNMI, Rock your Moc’s November 15th.
- Trip scheduled to Red Crow College with District professionals to discuss transitions for students and programs offered.

Other Improvement Initiatives (all):

- Explore math assessment tool
- Researching early start times versus later start times for high school students
- Human Resources - addressing shortage of subs
- Sub/Casual Work Board- will enhance our existing Absence Entry or Automated Dispatch modules to provide dispatch job offers over the web to replacement employees. It provides each qualified replacement an easy way to view and accept available dispatch jobs, 24x7x365. This will be active for Sub/Casuals by December 12
- Hire10 Career Fair - November 29 - A new and innovative career fair, this is a Hiring Event in Lethbridge being held at the Casa Art Centre! Hire10 is an initiative that endeavors to move the focus away from the doom and gloom surrounding Alberta’s challenging economy and focus on something more useful. Events have been hosted in Calgary, Edmonton, Red Deer and Medicine Hat with great success. This event is an opportunity for candidates to meet Recruiters and Hiring Managers from companies that are committed to helping the candidates find work and have pledged to hire 10 local people within the next 3 months. Many companies will hire much more than the ten they pledge!

PRIORITY TWO

Supporting the implementation of initiatives designed to develop innovative thinkers.

High School re-design (Cheryl)

- School and Education Centre representatives met with Alberta Education to review plans and priorities for 2016-17
- High Schools planning a collaborative community professional learning morning focused on the theme of "Most Likely to Succeed"
### Engagement in provincial curriculum development (Karen)
- Alberta Education's Curriculum Survey closed on November 18th. The content from this survey will go directly to teacher working groups to provide direction in the creation of the scope and sequences for the new curriculum.

### Build the capacity of teachers and administrators: technology, online learning and digital learning (Rik)
- The following sites will see upgrades to their wireless infrastructure, in total 150 Access Points will be replaced:
  - Park Meadows Elementary
  - Fleetwood Elementary
  - Chinook High School
  - Gilbert Paterson
  - Lethbridge Christian School
  - Westminster
- Office 365 is now available to all Students and Staff and can be accessed at: webmail.lethsd.ab.ca
- Planning to equip Coalbanks Elementary School continues, the new Elementary School will be outfitted with today's latest technologies including Epson Multi-Touch Projectors, HP Laptops and carts as well as ubiquitous wireless coverage.

### Program Development
- Education Technology Lead Teacher Jesse Sadlowski continues to work with classroom teachers to develop innovative ways to integrate technology into everyday lessons. Popular applications include:
  - Kahoot
  - Poll Everywhere
  - Microsoft SWAY
  - Discovery Education
- The Digital Citizenship Curriculum Committee will be meeting on December 22nd to discuss possible scope and sequence options for all grades.

### Supporting Student Diversity

### PRIORITY THREE

### Wellness for All program (Morag)
- November 9th - Division of Instructional Services had first meeting of two to develop strategic plan, develop common vision and understanding of each portfolio under the "DIS" umbrella. Service mapping and understanding of overlap/efficiencies in services. Reviewing communication and collaboration within the division.
- Making Connections Coordinator has been hired. Focus is to promote positive mental health in children, youth, families and individuals in the community who interact with children and youth.

### Inclusive Education (Cynthia)
- SWRCSD (Southwest Regional Collaborative Service Delivery) is reviewing strategic priorities and allocation of resources to support priorities;
- PAT and Diploma Exam Request for accommodations in progress;
- Programming for students with complex learning needs;
- Reviewing allocations of supports and services within the Learning Support budget at all levels
- Reviewing allocation of individual iPads and process for tracking of iPads.

### ESL (Cynthia)
• Working extensively with students in ESL LFS program at Wilson to provide social, emotional and behavioural supports
• Collaborative Community focusing on course framework for English Language Leaners (ELL)
  o Build an ESL framework for Limited Formal Schooling Middle and High School
  o Develop Middle School ESL framework that creates general leaner outcomes for ESL Transition
  o Develop a High School Framework for Expository English 15, 25 and ESL Canadian Studies 15, 25

Healthy Lifestyles (Morag)

• November 8th- Healthy Schools Forum – Determined a new direction for the next three years for Healthy Schools Committee- priorities identified "Mental Wellness Promotion" and "Review Structures within schools to support Wellness"
• Next steps- share the Mural created by artist Eric Dyck on line and at the Education Centre profiling the day and the priorities identified
• Review RISC system process and procedure with HR, Cynthia to streamline communication and follow up regarding safety incidents
• Nurses presenting their final projects following their practicums in LCI, Chinook, GS Lakie
• November 17th- Positive Spaces meeting, developed a "Belief Statement" for the group-“As a leadership group we believe that our role is to advocate for our LGBTQ community within our school context. We are committed to having conversations and seeking feedback that lead to growth, as we learn more about issues/topics related to creating positive spaces for our LGBTQ community.”

2016-17 DISTRICT PRIORITIES

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

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

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

OUTCOMES:
1. Students demonstrate the attributes of innovation, creativity and critical thinking.
2. Learning is process-based supported by instructional practices that engage students in creative and critical thinking.
3. All learners effectively use technology as creative and critical thinkers capable of understanding digital information and creating knowledge.
4. All learners are responsible digital citizens.
5. A breadth of high quality programs within and outside the classroom foster innovative thinking.
6. The education system demonstrates collaboration and engagement.

**PRIORITY THREE: Supporting Student Diversity**

**OUTCOMES:**
1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments.
3. Schools are learning environments that promote healthy lifestyles.
4. Students with diverse learning and social needs are supported.

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12. **Donations and Support**

Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below are the donations and support received by the district:

- **LCI** received $5,000 from **Boardwalk Rentals** at WE Day to supplement the $5,000 raised by the school for a school-build project in Ecuador.
- **Wilson Middle School** received $7,000 from **Lethbridge Host Lions Club** for their breakfast and lunch programs.
- **Park Meadows School** received $1,000 from **The Gord Laurie Foundation** towards their new all access playground.
- **Park Meadows School** received $5,000 from the **Scotiabank Bright Future Foundation** towards their new all access playground.

13. **Snacks with the Superintendents**

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

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

All the staff of École Agnes Davidson have been invited to have snacks with the Superintendents on Wednesday, December 7, 2016 beginning at 7:45 a.m.

14. Board Reports

- ATA Local Council – November 5, 2016
- District School Council – November 7, 2016
- Healthy Schools – November 7, 2016
- Community Engagement Committee – November 8, 2016
- ASBA – November 9, 2016
- Policy Advisory Committee – November 16, 2016
- District Student Advisory Council – November 23, 2016
- Audit Committee – November 23, 2016

Congratulations!

To...

District Speech Language employees Robyn Henderson, Lacey Mueller, Hailee Virostek and Christy Bates who were recognized by the National Hanen School as the Hanen Champions. As Champions, they received free resources for their program.

LCI students Tanner LaPointe, Emma Arnell, Jessica Hanson, Claire McMahon, and Nicky Swidninsky who represented LCI, Lethbridge School District No. 51 and Lethbridge in the Alberta Wind Symphony or the Alberta Honour Choir in Banff in October. Students worked under the direction of international guest conductors.

LCI choir teacher, Karen Hudson, who was appointed President of the board of directors of Choir Alberta for a 2-year term.

GS Lakie Grade 8 teaching team and students who initiated the We Scare Hunger school-wide through the Me to We group to collect food items for families and members of the community that have a hard time putting food on the table. Donations went to the Interfaith Food Bank of
Lethbridge. The initiative aimed at collecting food items during the Halloween “season”, and we asked our grade eight students to “trick or treat” for food items while they were in costume for our Halloween day on October 28th. Students collected food items from around the school neighbourhood and nearby communities and, with bags donated from Friesen Plastics, collected 2335 lbs. of food which is a shelf value of $5837.50! This is in addition to the food items that students in their advisor classes also collected and donated for the initiative.

Chinook Golf Team who came in 1st in Zones and 3rd in Provincial competitions.

Chinook Cross Country Team who earned 1st place in Zones competition.

Coyote Junction, a Chinook staff rock/country band for making the rounds in the local music scene.

South Zone High School Volleyball Most Valuable Players Colm Guyn (LCI) and Danielle Price (Chinook).

Agnes Davidson School Council who hosted their inaugural Turkey Bingo! It was a huge success raising over $6,000 for their playground project. Special guests attending were Superintendent Dr. Cheryl Gilmore, Mayor Chris Spearman, country singer Trevor Panczak, former Principal Carolle Babin, and School Resource Officer Constable Peter Wigand.

Gilbert Paterson Middle School Grade 8 student, Aidan Lazenby, who won the Ontario and Quebec Open Judo tournaments recently and is currently training with the National Team.

Gilbert Paterson Middle School Grade 8 student, Nali Richards, who was recently selected from dancers across the province to take part in the Alberta Ballet’s summer training institute next year.

Gilbert Paterson Middle School Cross Country Teams who captured the LSAA City Championships in all age divisions in both girls’ and boys’ competitions. They then travelled to Cardston and won the 1J Zone Team banner.

The GPMS Girls Rep Volleyball Team recently captured the 1J Zone title as well.

Randy Bardock, Gilbert Paterson Middle School Grade 6 Math, Science and Soccer Academy teacher, who led his University of Lethbridge Pronghorn Men’s Soccer Team to the Canada West playoffs this fall with their most successful season in team history.
Galbraith Grade 5 Team **Brenda Ridder, Josie Rahim, Anna Gotgilf, Adam Campbell, and Catherine Brown** who did an amazing job making learning Canadian History fun. They dressed the part, created the environments, and tried the foods that are part of our history.

The **Churchill Interact Club** and teacher-supervisor **Kevin McBeath** on their We Scare Hunger food drive campaign. The club joined forces with College Ford to collect non-perishable food donations for the Lethbridge Food Bank. Churchill students donated 1,112 pounds of food items, completely filling a pickup truck, including the back seat.


Teacher **Greg Wolcott** (director), VP **Morgan Day** (vocal director and choreographer) and the 23 Churchill students that presented the play, The Stinky Cheese Man and Other Fairly Stupid Tales, November 16-19 at the Sterndale-Bennett Theatre. The cast and crew put on a well-received show for all ages.

**Just a reminder...**

Everyone is welcome to attend the Board Meetings. They begin at 3:30 p.m. and are held in the Education Centre Board Room located at 433 - 15 St. S. If you can’t make it at 3:30, you can drop by at any time during the meeting. They usually end at around 6:00 p.m.