
IN ATTENDANCE:

Trustees: Mich Forster; Donna Hunt; Tyler Demers; Jan Foster; Keith Fowler; Don Lacey; Lola Major

Administrators: Cheryl Gilmore; Morag Asquith; Don Lussier; Sharon Mezei; Michelle Loxton (Recorder)

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

Two additions under Correspondence – Received

- Thank you Card
- Boys and Girls Club

1. Approval of Agenda
   Trustee Keith Fowler moved:
   “that the agenda be approved.”
   CARRIED UNANIMOUSLY

2. Approval of Minutes of the Regular Meeting
   Trustee Donna Hunt moved:
   “that the minutes of the Regular Meeting of October 25, 2016 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

   Approval of Minutes of the Organizational Meeting
   Trustee Jan Foster moved:
   “that the minutes of the Organizational Meeting of October 25, 2016 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

3. Business Arising from the Minutes
   There was no business arising from the previous minutes.

4. Presentations

   4.1 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 our 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.

Director of Curriculum Karen Rancier and Bev Smith Literacy Lead Teacher, who are responsible for the purchasing of the resources were in attendance and provided an update around the Literacy Work Plan and shared some of the resources purchased with these funds.

The Board thanked Karen and Bev for the work they have completed with the Literacy Work Plan to date, the Board was very impressed.

4.2 2016-2017 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, analysing, 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.

Public Forum

5. Action Items

5.1 Approval of International Trips
Chinook High School (CHS) is requesting approval to take a group of students on a tour of Switzerland and Italy from March 29th, 2018 to April 7th, 2018. The trip would be organized with EF Tours, the largest and most reputable student travel company in the world. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $3,900.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Vice Principal Mike Myndio, and Katrina Hurdle were in attendance to share the itinerary and answer questions of the Trustees with regard to the tour of Switzerland and Italy.

Trustee Keith Fowler moved: “that the Board approve Chinook High School's tour of Switzerland and Italy from March 29th, 2018 to April 7, 2018, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 2015-16 Audited Financial Statement
Director of Finance, Christine Lee along with Will Zobell (CA Partner) and Tim Koba of BDO Canada LLP attended the meeting to speak to the audited financial statements and answer questions of the Board. The Board applauded Christine Lee and BDO Canada staff members for the great work they have done.
Trustee Keith Fowler moved: “that the Board approve the Audited Financial Statements for the 2015-2016 fiscal year and be signed by the Secretary Treasurer, Superintendent and the Board Chair.”

CARRIED UNANIMOUSLY

5.3 2016-17 Budget Update
Director of Finance, Christine Lee provided an overview of the Budget and responded to questions of the Board.

Trustee Donna Hunt moved: “that the Board receive the 2016-2017 Budget update as presented.”

CARRIED UNANIMOUSLY

5.4 District Three Year Education Plan and Annual Education Results Report
Alberta Education requires that each school jurisdiction develop a Three Year Education Plan (3YEP) which incorporates the vision, priorities, and strategies developed by the Board in consultation with stakeholders in the District. Alberta Education requires that the formally approved 3YEP is to 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 by the Board subsequent to input received at the annual Town Hall Meeting and from consultation with District and school administration.

The results contained in the report contain Information from the provincial 2015-16
Accountability Report as well as the Provincial Achievement Tests and Diploma Exams. Teresa Loewen will attend the Board meeting to highlight both the 3YEP and the AERR.

Trustee Keith Fowler moved:
“that the Board approve the Three Year Education Plan and the 2015-16 Annual Education Results Report as presented.”

CARRIED UNANIMOUSLY

5.5 Locally Developed Course Approval
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees.

Winston Churchill High School would like to use Chemistry (IB) 25 for 3 credits acquired from Calgary Roman Catholic Separate School District No. 1 from November 10, 2016 to August 31, 2020 to enhance program offerings to students.

Trustee Jan Foster moved:
“that the Board approve the use of locally developed senior high school course, Chemistry (IB) 25 for 3 credits from November 10, 2016 to August 31, 2020 and any learning resources detailed in the course outline for use at Winston Churchill High School.”

CARRIED UNANIMOUSLY

5.6 Policy Review:
The policies listed below were reviewed by the Policy Advisory Committee. Subsequently, the policies were distributed to school and District administration, staffs and school councils for input.

Policy # Policy Name
201 Guiding Principles
203.1 Policy Development
600.3 Poverty Intervention
601.1 School Three Year Education Plan and Annual Education Results Report

Teresa Loewen was in attendance to provide the Board with an overview of the policy, share any
feedback that had been received and responded to questions of the trustees.

Trustee Lola Major moved: 
“that the Board approve Policy 201 Guiding Principles as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: 
“that the Board approve Policy 203.1 Policy Development as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major Moved: 
“that the Board approve the addition of 2.1 to Policy 600.3 Poverty Intervention to read, Identifying the unique needs within each school pertaining to vulnerable student populations.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: 
“that the Board approve Policy 600.3 Poverty Intervention as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: 
“that the Board approve Policy 601.1 School Three Year Education Plan and Annual Education Results Report as amended.”

CARRIED UNANIMOUSLY

5.7 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.

Trustee Keith Fowler moved:
“that the Board approve the implementation of a Spanish Bilingual Program at Coalbanks Elementary School commencing the 2017-18 school year.”

CARRIED UNANIMOUSLY

6. District Highlights
- Keith Fowler - Stinky Cheese Man – WCHS – very funny
- Jan Foster – Grease at Chinook – very impressive lots of talent
- Lola Major - Speech Competition she attended – get info from Lola
- Don Lacey – Fleetwood Remembrance Day Ceremony

7. Information Items
7.1 Board Chair Report
7.1.1 Breakfast with the Board – December 14, 2016 - Education Centre
Breakfast with the Board has been scheduled at the Education on Wednesday, December 14, 2016 at 8:00 a.m.

7.2 Superintendent Report
7.2.1 Board Priorities Report
Superintendent Cheryl Gilmore provided the Board with a report on the progress in Board priority areas.

7.2.2 Acknowledgements of Excellence
District Speech Language employees Robyn Henderson, Lacey Mueller, Hailee Virostek and Christy Bates 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, was appointed President of the board of directors of Choir Alberta for a 2-year term.

GS Lakie Grade 8 teaching team and students 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 came in 1st in Zones and 3rd in Provincial competitions.

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

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

South Zone High School Volleyball Most Valuable Players were recognized recently and they are Colm Guyn (LCI) and Danielle Price (Chinook).

Agnes Davidson School Council 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, 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, 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 captured the LSAA City Championships in all age divisions in both girls and boys’ competitions. They then traveled to Cardston and won the 1J Zone Team banner. The 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, 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 Gotgiff, Adam Campbell, and Catherine Brown 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.

Congratulations to 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.

Congratulations to 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.

7.2.3 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 and attached 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.

7.2.4 Christmas Celebrations

Superintendent Cheryl Gilmore shared the 2016 Christmas season schedule with the Board.
7.2.5 **Snacks with the Superintendents December 7, 2016 – Agnes Davidson**  
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.

7.2.6 **Enrolment Summary, October 31, 2016**  
Superintendent Cheryl Gilmore shared the enrolment summary for the District schools, broken down by grade, as of October 31, 2016.

7.2.7 **Calendar of Events**  
The Calendar of Events was reviewed for the period of December 14, 2016 to January 24, 2017.

8. **Reports**

8.1 **ATA Local Council – November 2, 2016**  
Trustee Donna Hunt provided an oral report on the District School Council Meeting held on October 3, 2016.

8.2 **District School Council – November 7, 2016**  
Trustee Keith Fowler provided a written report on the District School Council Meeting held on November 7, 2016.

8.3 **Healthy Schools – November 7, 2016**  
Trustee Donna Hunt provided a written report on the Healthy Schools Committee Meeting held on November 7, 2016.

8.4 **Community Engagement Committee – November 8, 2016**  
Trustee Jan Foster provided a written report on the Community Engagement Committee Meeting held on November 8, 2016.

8.5 **ASBA – November 9, 2016**  
Trustee Donna Hunt provided a written report on the ASBA Meeting held on November 9, 2016.
8.6 **Policy Advisory Committee – November 16, 2016**
Trustee Lola Major provided a written report on the Policy Advisory Committee Meeting held on November 16, 2016.

8.7 **District Student Advisory Council – November 23, 2016**
Trustees Lola Major and Donna Hunt provided a written report on the District Student Advisory Council Meeting held on November 23, 2016.

8.8 **Audit Committee – November 23, 2016**
Trustee Keith Fowler provided a written report on the Audit Committee Meeting held on November 23, 2016.

9 **Correspondence – Received**
- Thank you card from Immanuel Christian School
- Letter from the Boys and Girls Club

10 **Correspondence – Sent**
None at this time

**Adjournment**
Trustee Keith Fowler moved:
“that the meeting be adjourned at 5:45 p.m.”

**CARRIED UNANIMOUSLY**

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Mich Forster,                                 Don Lussier,
Chair                                              Associate Superintendent

Business Affairs  

6537/16