**District SCHOOL COUNCIL**

**Monday, March 7, 2016 - 6:30 – 8:30 p.m.**

6:00 p.m.  **Student Conduct and Discipline (new Student Code of Conduct)**

**Education Centre**

**AGENDA**

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<td>6:00</td>
<td>1. Welcome and Introductions</td>
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<td>6:30</td>
<td>2. Approval of the Agenda</td>
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<td>6:32</td>
<td>3. Approval of the Minutes from January, 2016</td>
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| 6:33 | 4. Business Arising from the Minutes  
Email lists for School Councils  
Procedures for communication regarding lice  
Town Hall results |
| 6:43 | 5. Trustee Report – Keith Fowler |
| 6:47 | 6. Alberta School Councils Association - Allison Pike  
Resolution Process  
Conference and AGM |
| 7:00 | 7. Reports from District Committees:  
*District Policy Advisory Committee*  
*Poverty Intervention Committee*  
*Healthy Schools Committee*  
*Digital Citizenship Committee*  
*SAPDC*:  
*Making Connections*:  
*Community Engagement Committee*: |
| 7:10 | 8. District School Council Calendar of Events and Shared Opportunities |
| 7:12 | 9. New Business  
District School Council Meeting *Highlights*  
Mental Health Survey Outcomes and upcoming action |
| 7:15 | 9. Superintendent’s Report – Cheryl Gilmore  
Online feedback regarding Westside capital projects and programs  
Process for Public Meetings in accordance with the School Act |
| 7:25 | 10. Roundtable Reports |
Reports are included with the agenda: an opportunity to highlight a very significant event or for questions from the representatives about information in a written report

7:35  11.  Adjournment

District School Council Meeting Dates
April 4, 2016
May 2, 2016
June 6, 2016 – Dinner meeting

2015-2016 District School Council Representatives

- Chair – Allison Pike
- Vice Chair – Shanea Nilsson
- Recording Secretary – Lyndsey Spring, Joy Morris
- Policy Advisory Committee – Allison Pike, Brooke Culley (alternate)
- Poverty Intervention Committee – Dayna Tilleman, Joy Morris
- Healthy Schools Committee – Trina Tymko, Lyndsey Spring
- Digital Citizenship Committee – Hollie Tarasewich
- SAPDC – Allison Pike
- Making Connections – Brooke Culley, Hollie Tarasewich
- Community Engagement Committee – Hollie Tarasewich
1. **Welcome.** There was a series of 3 presentations on Career Exploration Opportunities: Career Transitions; Career Practitioners, and Off-Campus RAP. The slides from the presentations will be made available on the District web site.

2. **Approval of Agenda:**
   Moved by Hollie Tarasewich - approved.

3. **Approval of the Minutes from December, 2015:**
   Moved by Joy Morris - approved.

4. **Business Arising from the Minutes:**
   4.1. **Assessment**
   Cheryl presented about the different types of assessments that take place (Provincial Achievement Tests including Diploma Examinations, Student Learning Assessments, Grade Equivalent Tests, Diagnostic Tests), their goals, and what the outcomes of these assessments might look like. Her presentation was based on a document that is attached.

   4.2. **School Registration/FOIP permission forms**
   At the last meeting, the question was raised of collecting email addresses from parents for school councils (along with phone numbers and addresses that are already collected). There has not been an administrators’ meeting since then, but Cheryl contacted some individual administrators for their feedback. There were a variety of opinions, but overall these administrators expressed concerns. They want to be aware of the volume and nature of email communication going out to parents. They would like email communication to be forwarded through the school. Concerns were also raised about parents receiving messages multiple times from different sources.
   Cheryl will bring this question up at the next administrators’ meeting. Trina reported that LCI sends home a form on behalf of the school council, asking all parents for full contact information, and what information they want to receive. Hollie and Allison said that a similar form is provided by Edmonton Public Schools for all their school councils. Cheryl will take both forms to the next administrators’ meeting and ask for feedback. There was general agreement that if school councils are provided with parent email addresses, there are a few general good practices that should be followed in using them:
   - Mass messages should always be sent using blind carbon copy.
   - There should be a regular (perhaps annual, at the beginning of each year) discussion at school council meetings about communication and how it is handled (eg. who on school council should send mass messages; what messages should go from the principal to all parents, and what messages should go from the council to their list), to avoid duplication etc.
   - Principals should be cc’d on every message from school council, so they are aware of the communication since they are usually on the receiving end of phone calls if there are concerns.
5. **District Head Lice Policy**

Some parents at Agnes Davidson were concerned about the fact that District procedure states that cases of head lice are not reported to other families with children in the class, although parents are encouraged to inform their close contacts. Cheryl displayed and reviewed the policy. It is based on the recommendation of Alberta Health representatives, with the intention of de-escalating gossip and preventing over-treatment. There are pros and cons to broader communication, it is a difficult issue.

Points raised in the ensuing discussion included:

- parents may not know the families of all their child’s close contacts.
- hats and coats are close and do overlap, and are sometimes grouped in ways that a parent might not be know about. Plastic bags around coats and hats are sometimes used and can help.
- a parent reported that after she found lice, teachers she spoke with were distressed at being unable to inform other parents until the lice spread to their children.
- letters home can have the effect of inuring parents to the idea of lice and reducing the stigma, but on the other hand if sent home too often they may become treated like background noise. It can be more difficult for parents to tell other parents that their child has lice, than to have a generic letter go home.
- Some schools have cases on a daily basis. For others it is less common. Perhaps some schools should be given more flexibility and autonomy to send notes home at their discretion.
- Parents should act on the assumption that lice are always around, and advise their kids accordingly, not to share hats etc.

Cheryl will ask Wendy Fox to consult with health services about whether or not the current procedure remains appropriate, or should be amended. She will report back via email and to the next meeting.

6. **Trustee Report** - Keith Fowler reported: The school calendar for next year was approved, as presented at our last meeting. The policy on Welcoming, Caring, Respectful, and Safe Learning Environments was unanimously approved (with LGBTQ issues removed). The financial reporting indicates that things are going according to plan in the district. The Board awarded the tender for the new west Lethbridge (Waterbridge) Middle School, and ground should be broken by spring. The Poverty Intervention Committee terms of reference were updated, and additional funding was allocated. There will be an “Opportunity Knocks“ career fair on March 9. Wednesday night there will be an information night at Chinook High School, on West Lethbridge school boundaries and second language programs. Facility designs for the forthcoming schools will be posted by architects at 6, and presentations will begin at 6:30. The first presenters will be the architects, then there will be a presentation about boundaries, and finally the second language programs. There will be a question and answer period at the end, but it may be short, depending on the length of presentations. There will also be a button on the district web site for feedback, in the five categories of: school design, boundaries, language programs (French and Spanish), naming for the new schools.

7. **Alberta School Councils Association Report** – Allison Pike reported: On the [www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca) web site are: a parent survey about grade 3 Student Learning
Assessments (since closed); a survey about elementary school-aged math (https://www.surveymonkey.com/r/PPProject); the results from the parent engagement task force questions about school fees; and the final report of the Truth and Reconciliation Commission. In the ASCA e-newsletter, there is a call for nominations for awards of recognition. The ASCA board has been providing input to the Ministry about standards for school leaders and school teachers. The ASCA conference and AGM will be in April (22-24), more information is also available on the web page. The registration fee (by reimbursement) and $200 (already given to schools up front) towards other costs are provided by the district for one registrant per school council.

Resolutions were emailed out to all school council chairs. We are looking for school council sponsorship, and feedback/amendments, by the end of January.

8. Committee Reports

8.1. Policy Advisory Committee – A Sexual Orientation and Gender Identity draft policy was developed. There will be a meeting on Tuesday January 19 at 6:30 at the district building, for providing feedback to Allison as the parent representative. A district representative will also be at the meeting to answer questions. The committee also looked at the school year policy.

8.2. Poverty Intervention Committee – next meeting will be in March.

8.3. Healthy Schools Committee – next meeting will be on Thursday with Health Champions to determine how to move forward.

8.4. Digital Citizenship Committee – first meeting was last week. They reviewed their accomplishments from last year. These included the survey and other very tangible items. They reviewed infrastructure and hardware: there are 1400 new pieces of hardware, and 1200 new laptops, in addition to software and programs provided to students. The Board has structured the budget to Evergreen every 5 years rather than every 6 years. Some software is also available to parents or to students at home, eg career exploration software (including myBlueprint), office 365 (each student can have 5 copies, accessible through the student’s district email address), and access to learnalberta.ca. They discussed and the district is currently researching and exploring EverFi Digital Literacy and Telus Wise. They suggested that policy or procedures on responsible use of social media and technology should include mention of parents. Recognising that District has no authority over parents’ use of social media, the district does have legal recourse and obligation if a parent acts in a slanderous or otherwise illegal fashion. The next meeting is Feb 9 at 6pm, and they need more members. The list of digital resources needs to be made widely available, and centralising this communication is being worked on (first to ensure that teachers are aware of it, and then that parents are aware of the items that are accessible from home). A parent noted that kids controlling passwords to software used at home can be problematic, especially when they control multiple copies and may change a password.

8.5. SAPDC – next meeting will be in late January.

8.6. Making Connections - Brooke was not present to report.

9. District School Council Calendar of Events and Shared Opportunities:

At Wilson Middle School on Wednesday from 6-7 there will be a motivational speaker (police officer) on bullying. Full information is on the District web site.
10. **Superintendent’s Report:**

   Assessment was covered above, as was the forthcoming meeting on the west side. There are some things missing from the web site that were on there last week; this will be reviewed. The Town Hall meeting will be on February 2 from 6:30-8:30, on the vision and mission for the district. Bring a device (tablet/smart phone) if possible.

11. **Roundtable Reports:**

   Reports were circulated. There were no additional items.

12. **Adjournment at 8:08.**
TRUSTEE report to school councils:
February 23, 2016

1. Provincial budget
Lethbridge School District No. 51 announced PowerSchool has been approved to become the new Student Information System (SIS) for the upcoming 2016/2017 school year. PowerSchool will replace SIRS, TeacherLogic and HomeLogic effective early August, 2016. PowerSchool is the most widely-used SIS in North America, supporting over 13 million students, with 41 divisional implementations and another 40 independent schools in the province of Alberta. PowerSchool is a fully web-based and PASI compliant SIS solution. It includes Alberta Provincial Reporting and provides the functionality needed to help support the District's unique needs. The goal is to be fully immersed in PowerSchool by early August. Training will be key to the successful deployment of the new Student Information System. In the coming weeks the District will announce a detailed transition timeline, highlighting important milestones and specific training dates.

2. Edwin Parr Award
Lethbridge School District No. 51 has its Edwin Parr Award nominee for this year. At the Board of Trustees meeting Feb. 23, Fleetwood-Bawden Elementary School Grade 2/3 teacher Dawson Kennedy was named as the district’s nominee for the 2016 version of the award. On an annual basis, each school jurisdiction is invited to submit the name of one first-year teacher as its nominee for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association. Nominees from Zone 6 jurisdictions will be recognized at the May 11 Zone 6 ASBA meeting in Taber. One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA. With many outstanding beginning teachers in the District, it was certainly not an easy task for Associate Superintendent Sharon Mezei, in consultation with school principals, to select a District nominee. Fleetwood principal Broc Higginson added Kennedy will represent the District well as a Zone 6 nominee. “You find yourself when you walk into his classroom not wanting to leave. Time just flies by.” Kennedy, who grew up in Hanna, Alberta, obtained his Bachelor of Education at the University of Lethbridge. “Since joining Fleetwood, it’s just been an amazing experience,” he said. “I’m just super-honoured to even be considered for something like this.” Mezei added Kennedy is a “district dream,” a teacher who has the skills and flexibility to teach just about any subject, at any grade level. “We’re just really excited and thrilled to have his name come forward,” she said.

3. Roof repair at Mike Mountain Horse School
It’s important to have a good roof over your head. For staff and students at Mike Mountain Horse Elementary School, that won’t be an issue for the foreseeable future, as Lethbridge School District No. 51’s Board of Trustees has given unanimous approval to a roof-replacement project.
3. Roof repair at Mike Mountain Horse School
At the Feb. 23 meeting, the Board awarded the contract for the roof replacement at the school to Charlton and Hill Limited, in the amount of $651,058, plus GST. Funding will come from the Infrastructure Maintenance Renewal Program. Don Lussier, the District’s Associate Superintendent, Business Affairs, said a new roof was needed for the school. “The roof at Mike Mountain Horse is 28 years old, and it’s a tar and gravel roof which has reached its life expectancy.” The new roof will consist of a rolled-roof product called SBS-modified bitumen. Work will be completed in July and August.

4. Learning Commons policy
Policy 608.3 Learning Commons received first reading. Teresa Loewen, District Principal/Executive Director - International Services presented the policy, and added the main intention is to bring about changing the traditional library into an active learning environment. She added some schools have embraced the concept and are further along in the process of developing a learning commons, while other schools are just beginning the process. Loewen mentioned a learning commons does not have to be restricted to traditional library space, and can be incorporated into any area in the school in which students gather. “Every school has to look at it and see how it best fits in with their buildings.” The policy can be viewed inside the Feb. 23 meeting agenda: http://www.lethsd.ab.ca/documents/general/2016-02-23%20Board%20Meeting%20Agenda.pdf

5. Chinook/WCHS team receives approval to attend robotics worlds
The Robotics team, called Cerberus, which includes students from Chinook High School and Winston Churchill High School, has been given the green light to travel to St. Louis, Missouri this spring. At the Feb. 23 Board of Trustees meeting, unanimous approval was given to the potential international trip, which could see team members visit the United States city from April 25-May 1. First, however, the team will need to qualify for the FIRST Robotics Competition (FRC) World Championships, through the regional competition in early April in Calgary. The team qualified for worlds last year, as Chinook student Matthew Drenth was one of the team members who made the journey to worlds. “It was the experience of a lifetime,” he said of the world championships, as he added six team members had the opportunity to attend worlds in 2015, three of whom are eligible to compete this year. “We have a bunch of new kids this year, where it would be great for them to go too. It’s just a great experience.” Drenth said the world championships gave the students an opportunity to meet teams from around the world, as he added those teams displayed a great spirit of collaboration throughout the event. This year, students are developing a robot the team hopes will be able to improve upon last year’s results at regionals. The goal this year involves designing a robot capable of shooting balls into both a low and high-place goal, all while avoiding obstacles and opening doors to reach those goals. With the support of primary sponsors Pratt & Whitney and Alcoa, the hope is a significant portion of the expenses for the proposed trip will be covered. A robust sponsorship package that could be offered to businesses has also been created. According to Kevin Schenk of Chinook High School, the educational benefits of the trip are numerous. The main goal for the students is to make it to the FRC World Championship once again, this time by securing a spot on the podium at the regional competition in Calgary. Students look forward to collaborating with other teams from around the world, specifically learning from those more experienced, and seeing what ideas have come out of the creative process of building a robot. He added this trip would also be a great team builder, as students from the team will need to work well together, with limited supplies and time, to problem solve and achieve a common goal.

6. School Year policy
An amendment to Policy 616.2.1 School Year, was unanimously approved. Teresa Loewen presented the amended document and added the intention was to create a policy which would be broad enough to be used for a number of years.
6. School Year Policy
The policy includes a section which states each school year shall provide for a minimum of 1000 hours of instruction for high school students and a minimum of 950 hours of instruction for students in Grade 1 through Grade 9.

7. Responsible Use of Technology
Policy 607.4 Responsible use of Technology, received second and third reading. It was reported no changed were needed to the policy after first reading.

8. Student Code of Conduct
First reading was approved for Policy 502.1 Appendix A Student Code of Conduct. The policy actually received first reading before Christmas, but since some significant changes had been made to the document, in particular Procedure 9, dealing with the complaint process, Supt. Cheryl Gilmore added it made sense to once again put the Student Code of Conduct back out for first reading.

9. Sexual Orientation, Gender Identity and Gender Expression
Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression, received first reading. Before the vote was taken, Board Chair Mich Forster addressed his fellow trustees and members of the public gathered in the Board Room of the Education Centre, to address a number of misconceptions surrounding the policy. He mentioned the policy was drafted before the Alberta Education document, Guidelines for Best Practices: Creating Learning Environments that Respect Diverse Sexual Orientations, Gender Identities and Gender Expressions, was released. As such, the District policy does not include these guidelines. “There is one jurisdiction which has included the guidelines in their policy, which we have decided not to do,” said Forster, who added the policy does not include bathrooms and washrooms, as he stressed the district was not going to have changerooms accessed by anyone. He also addressed feedback received from parents, concerned their children could join groups like gay-straight alliances without their knowledge. Parents also expressed concerns regarding parental notification in cases where their children confided in teachers or school counsellors. “Students have always been able to expect confidentiality from teachers and school counsellors,” said Forster, who added stating that right to privacy in policy, is no different than the processes which have taken place in schools for a number of years. Forster went on to say considerable feedback on the draft version of the policy was received, as he pointed to the large binders in front of each trustee at the meeting, complete with pages upon pages of community input. “We have paid attention to what you have given us,” said Forster, who listed all the avenues the District made available for public consultation, before first reading of the policy. “You need to know there are many boards that allow for very little input in the development of policy.” The Board Chair added the current group of trustees takes its responsibility to represent the public very seriously. “We are you. Three of us are graduates of the Lethbridge public school system, and all but one of us has had children in the school district. Two of us have grandchildren in the district and two more of us will have grandkids in the system soon.” He added the current board includes two three-term trustees with over eight years on the board, as Forster and Keith Fowler have each served for over 12 years, while Jan Foster has over 17 years of experience. “We are here for you,” said Forster. “We are bringing this policy forward today because we believe it’s the right thing to do.” The Board Chair added according to estimates, the LGBTQ population represents about 5-8 per cent of the Lethbridge School District No. 51 student population, as Forster mentioned 500-800 students is a significant number. Statistics from a wide range of sources reveal LGBTQ students are an at-risk population, Forster added, as he stressed the need for a stand-alone policy.

BOARD OF TRUSTEES
Mich Forster, Jan Foster, Keith Fowler,
Lola Major, Donna Hunt, Tyler Demers,
Don Lacey
School: Fleetwood

School Highlights:

Our annual book exchange was held on Thursday, February 4, in the gymnasium. We had over 4000 gently used books donated to the school. All of the students from Preschool to Grade 5 were able to "shop for free" for up to 10 books each to take home. Teachers were also able to add to their classroom libraries. The remaining books (5 or 6 boxes) are being donated to Lethbridge Family Services - Immigrant Services - Syrian Refugee Resettlement Program. It is the hope of school council that these books will be treasured by our newest Canadians.

We have dedicated a lot of time this school year to reviewing our by-laws and making changes to the by-laws and procedures used by school council. We are trying to ease the transition from school year to school year as parent volunteers leave the school as their child(ren) move on and new parent volunteers become part of school council.

Participation in Decision-Making and/or Advocacy

Fundraising (Do you have a successful event to share?):

School Council has partnered with the Lethbridge Hurricanes for Fleetwood Family Fun Night at the Hurricanes game against the Edmonton Oil Kings on Sunday, March 13. We are selling tickets for $20.00 each and $10.00 from each ticket sold will be given back to the school council. The money will be put towards a year-end school-wide activity.

Are there things your School Council is talking about/questions you have for other School Councils?

Best Practices (program, speaker, or other item at your school that has worked very well)
School: Lethbridge Christian School

School Highlights:

Outdoor School:
Gr. 1 and 5 students have been going to the Elizabeth Hall Wetlands once a month since the fall. The goal is for:
- the students to learn about how the environment changes over the four seasons;
- develop personal connection to the land;
- experience nature first hand instead of just reading about it in books. Students have spotted rodents and porcupines in the river valley – very exciting for them.
- The response from students has been very positive. Students have done formal write-ups about their experience, drew pictures and written poetry.

Collaborative Literacy Team
- LCS Staff is working on consistency in determining the literacy level of all grade levels, including middle school using the Fountas and Pinnell Reading Assessment. They are using a collaborative approach. The staff works with students at different grade levels in a group. This approach has provided mentorship opportunities for some of the students in higher grade levels within the group.

Pink Shirt Day:
- The anti-bullying theme for the day was a continuation of the ongoing anti-bullying program at the school - “how will you take a stand against mean?” Students participated in various activities throughout the day.

Hockey Day
- Tyler Wong and some of his teammates from the Lethbridge Hurricanes visited the school in January and spoke to students during chapel. They played hockey with the students and signed autographs.

Apple Roast:
- Staff members led students in an apple roast in January. All of the students roasted apples along with their reading buddies, while parent volunteers assisted them in scrapping and rolling the apples in brown sugar and cinnamon prior to eating.

After School Family Skate was on January 27, February 3, 10 and 24.

Upcoming events:
- March 10: Celebration of Learning and Art Show. Parent Council will be providing snacks during the celebration as we have done in the last couple of years. It is always an excellent time for families to visit and connect with other parents while the children play in the gym.
- Parent Council Meeting: March 14.
- Parent Council Spring Family Potluck: March 21st.
- Missions Day: April 8.