



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, October 22, 2019

Board Room

4:00 P.M.

4:00 p.m. **1. Approval of Agenda**

4:02 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular meeting of September 24, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

4:05 p.m. **3. Business Arising from the Minutes**

4:05 p.m. **4. Presentations**

4.1 Student Engagement Consultant Presentation Enclosure 4.1

5. Action Items

4:15 p.m. 5.1 International Trip Approval Enclosure 5.1

5.2 Voluntary Retirement – Alberta Teachers’ Retirement Fund
and Local Authorities Pension Plan Members Enclosure 5.2

5.3 Alberta Teachers’ Association (ATA Local 41) Council
Meeting Schedule Enclosure 5.3

5.4 Community Engagement Committee Terms of Reference Enclosure 5.4

4:35 p.m. **6. Division Highlights**

7. Information Items

4:40 p.m. 7.1 Board Chair Report

7.1.1 Breakfast with the Board-Education Centre Enclosure 7.1.1

4:45 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

5:00 p.m. 7.3 Superintendent Report

7.3.1	51-25 Club Banquet	Enclosure 7.3.1
7.3.2	Acknowledgements of Excellence	Enclosure 7.3.2
7.3.3	Board Priorities Report	Enclosure 7.3.3
7.3.4	Donations and Support	Enclosure 7.3.4
7.3.5	Snacks with the Superintendents – Immanuel Christian Secondary School	Enclosure 7.3.5
7.3.6	Calendar of Events	Enclosure 7.3.6

8. Reports

5:15 p.m.	8.1	Poverty Intervention Committee – October 1, 2019	Enclosure 8.1
	8.2	Division School Council – October 7, 2019	Enclosure 8.2
	8.3	Community Engagement Committee – October 10, 2019	Enclosure 8.3
	8.4	Policy Advisory Committee – October 16, 2019	Enclosure 8.4
	8.5	A.S.B.A. General Meeting – October 16, 2019	Enclosure 8.5

9. Correspondence - Received

5:20 p.m.

10. Correspondence - Sent

5:25 p.m.	10.1	Education Minister LaGrange - September 18, 2019	Enclosure 10.1
	10.2	City of Lethbridge – September 25, 2019	Enclosure 10.2
	10.3	Education Minister LaGrange - September 25, 2019	Enclosure 10.3

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

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Morag Asquith, Associate Superintendent,
Division of Instructional Services

Re: Approval of International Trips

Background

Winston Churchill High School (WCHS) is requesting approval to take a group of students on a study tour of Central Europe during Easter break of 2021. The trip would be organized with *Explorica*, one of the largest and most reputable student travel companies in North America. The educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$3,500.00. Fundraising opportunities will be explored to offset the cost of the trip.

Recommendation

That the WCHS study tour of Central Europe during Easter break of 2021 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

**RE: Voluntary Retirement – Alberta Teachers’ Retirement Fund Members and
Local Authorities Pension Plan Members**

Background:

For the past several years, the Board has approved a Voluntary Retirement Plan for the Alberta Teachers’ Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees. This opportunity for staff members has facilitated the hiring process for the following year.

This plan allows staff members of the Alberta Teachers’ Association Retirement Fund Members and Local Authorities Pension Plan to retire as of January 31, 2020 and then begin a temporary contract with the Board effective February 1, 2020– June 30, 2020 (or the end date as per the appropriate employee calendar).

Recommendation:

That the Board extend the Voluntary Retirement Package to all employees who are members of the Teacher Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 6, 2019, submit a letter of retirement effective January 31, 2020. Such employees will be offered a temporary contract effective February 1, 2020 – June 30, 2020 (or the end date as per the appropriate employee calendar).

Respectfully submitted,

Rik Jesse

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Alberta Teachers' Association (ATA) Local Council Meeting Schedule

Background

An excellent relationship exists between the Board of Trustees and its employee groups. Two examples of this collaborative relationship are the attendance by a member of the ATA Local Executive at all Board meetings and the open invitation that the ATA Local Executive to the Board to have a Trustee attend Local Council meetings.

The meeting dates for the balance of the year are shown below:

- November 6 - Attwell Building
- December 4 – Christmas Dinner Meeting – Sandman Signature Lethbridge Lodge
- January 8 – Attwell Building
- February 5 - Attwell Building
- March 4 - Attwell Building
- April 1 - Attwell Building
- May 6 - Attwell Building
- June 3 – Dinner Meeting – location TBD

Recommendation

It is recommended that the Board receive this report as information and that a trustee be identified for each month to attend the remaining 2019-2020 ATA Local Council meetings.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Community Engagement Committee Terms of Reference

Background

The Community Engagement Committee had their first meeting and made changes to the Terms of Reference which are attached with changes marked in red.

Recommendation

It is recommended that the Board approve the Community Engagement Committee Terms of Reference as presented.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – Education Centre

Background

Lethbridge School Division trustees have a long-standing practice of visiting division 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 division 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 division initiatives and respond to questions staff members may have.

Breakfast with the Board has been scheduled at the Education Centre on Wednesday, November 6, 2019 from 8:00 to 8:30 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The October 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

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The October 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

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The October 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

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: 51-25 Celebration Banquet held September 25, 2019

Background

Each year the Board recognizes staff members who have served with the Division for 25 years or more. The Board hosts a dinner for all the members of the 51-25 club and their guest and takes the opportunity to formally congratulate the staff members who have completed their 25th year with the Division.

The 51-25 celebration was held on September 25, 2019 at the Sandman Signature Lethbridge Lodge.

The new members of the 51-25 club are:

Jacquie Lowe	Johny Mantello	Alana McClain
Jackie Motokado-Bryant	Jennifer Robinson	Donna Stodolka
LeeAnne Tedder		

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

October 22, 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 Division staff and students:

Immanuel Christian Secondary School grade 7 student, **Moriah Van't Land**, has had the chance to work with Kaetlyn Osmond and Elvis Stojko at Lethbridge Skating Club seminars. Rock the Rink was in Lethbridge October 17 and Moriah was the Special Olympics guest skater.

A student was exhibiting unusual behaviours, staff member **Martine Rollingson** communicated to parents right away to express her concern and the parents then took the child to the eye doctor and was immediately taken to Children's Hospital and operated on the next day for a condition that was life threatening.

Chinook High School staff **Leta Layton**, **DeAndra Sullivan**, and **Billy Baum** engaged in a learning project with **John Chief Calf** that focused on the infusion of Indigenous perspective in different curriculum areas. The project truly models the kind of thinking and growth that will lead to the realization of Indigenous understandings as an integral part of teacher and student learning. A video capturing reflection on the project can be found on the Lethbridge Division website at: <https://www.lethsd.ab.ca/our-district/news/post/chinook-participates-in-innovative-learning-shared-project>

Gilbert Paterson Cross Country team won all six LSAA Divisions and the South Zone 1J championship this month.

Ruth Vanden Heuvel, teacher at ICES who is a very busy and dedicated homeroom teacher and organized an awesome Terry Fox run / walk.

WCHS student, **Manga Bukuru** won the U15 Boys Outdoor Social Nationals in mid-October. The event was held in Edmonton, Alberta. Manga scored the winning penalty kick to send Alberta to the finals against Foothills. Alberta won 2-1 in the final.

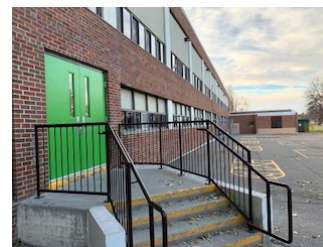
WCHS student, **Jack Harding** was selected to the boy's U18 Team Alberta Francophone Volleyball team, which will represent the province at the Canadian Francophone Games in July in Victoria.

Westminster School renovations are making a difference. Upstairs hallway have new lights, heating and air conditioning, new teaching walls, and every student has their own locker. Teaching staff (photo), parents and students are very appreciative of the upgrades, and it really creates a sense of care and support for our community directly to the students of Westminster School. The bright, temperature controlled teaching spaces are making a real difference to learning. No more sweating (or freezing) impacting the people of the upstairs hallway!



Outside, the covered structure that surrounded our backdoor was taken down and our bright welcoming doors have completely eliminated the community traffic that used this area for less sanitary activities. It is a change that has solved a daily problem for us and is so appreciated.

The new lights along the back of our building light up our school yard and the surrounding park area like an airport at night. The foot traffic that found shadowy shelter in this area are not frequenting here as a result and it makes those attending the Westminster Hall, the pool area and the park feel much safer during the shorter and darker days of winter. This is an improvement that has school, and community impact and is making a real difference. Overall our improvements



send a message of care and expectation for good things to come in our community. It has literally solved much of the needle, loitering, littering, and public sanitation issues that impacted our building. A true example of Universal Design for Learning! Design changes that impact the use of public space and improve opportunity and access for all. Thank you to **Daniel Heaton** and **Chris Chapman** and to the Division team that has helped finance and vision these improvements to Westminster School. They are making a difference to our school, students and community.

Karen Rancier, Director of Curriculum and Instruction, **Ann Muldoon**, Director of Inclusive Education, and their team for the organization of a learning day for teachers in middle and elementary school, as well as support staff. High quality sessions were delivered at three different venues targeting the learning priorities developed collectively. Thank-you to the school site administrators at G.S. Lakie, Senator Joyce Fairbairn, and Gilbert Paterson for ensuring the facilities were prepared for the sessions.

Staff who delivered sessions at the Elementary Learning Day: **Erin Hurkett** for an indepth, practical and informative session on ELL Benchmarking; **Jenn Giles** for an engaging session that inspires interactive math strategies that can be integrated seamlessly; École Agnes Davidson staff (**Megan Cummins, Matt Vanden Dungen, Chris Firth, Tom Scott, Brandon Morrison**) on behalf of all school staff, for sharing their literacy journey.

Lakeview teacher, **Lara Hall** is competing in the upcoming New York marathon. The training and commitment going into this challenge is certainly noteworthy.

Registered Apprenticeship Program (RAP)/ Career and Technology Studies (CTS) student(s) **Hannah Robidoux-Toker** and **Kim Perry** will be receiving the 2019 High School Apprenticeship Scholarship from the Apprenticeship and Industry Training board.

Fleetwood Bawden grade 5 student, **Cole Jeremias** received the Gord Laurie Junior Golf Scholarship for \$500. The award was given in honour of showing outstanding sportsmanship, leadership and a positive attitude.

Congratulations to **Lakeview School** on their 25th anniversary of Feed the Bug! This initiative has helped raise over \$500,000 for local food banks.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

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

Recommendation

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

Respectfully submitted,

Cheryl Gilmore



2019-2020 DIVISION 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 Division 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.

**2019-2020 DIVISION PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.
- The Literacy Lead teacher provided support for the elementary Learning Day, and Year 2 Mentorship Program sessions.

Numeracy

- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations 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.
- As a result of the Numeracy Institute this summer, SAPDC has booked Jenn to host a full-day session in January based on the first two mornings of content from that Institute. LSD teachers will pay half-price to attend.
- All schools had students complete the MIPI this fall with Jenn collating and analyzing the data, comparing it to PAT results, and then reviewing it with teachers and administrators. An “action plan” is to be created by each school to address areas of concern.

Curriculum Implementation

- Alberta Education has released the current and drafts of future curricula on the New Learn Alberta website. Curricular documents can now easily be access by staff, students, parents, and all other stakeholders.

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

- A variety of dual credit courses on the cue for 2019-20: Cinema 1000 and Management 1070 for the first semester; Liberal Education 2200, Liberal Education 1000 and Genetically Engineered Machines 1850 for the second semester.

Middle School Initiatives

- The Middle School Learning Day held on October 15th focused on concept-based teaching and learning. Teachers listened to a speaker who conveyed some of the fundamental aspects of concept-based learning, engaged in an activity applying the pedagogy, and then had time to work together across school to collaborate and plan for implementation of one concept or unit this year.

Early Learning

- The September 30 count showed fewer children accessing Program Unit Funding (PUF) than last year at the same time. This is the first time in many years that PUF numbers on September 30 have been lower than the previous year. We had 215 children accessing PUF on September 30 as compared to 236 last year at this time. By February 1, 2019 we hit an all-time division high of 265 children accessing PUF (having severe delays) in Early Education Programs and Kindergarten.
- Enrolment in Early Education Programs is seeing a similar trend with the number of children attending lower than last year. We currently have 479 children enrolled in Early Education Programs on the September 30th count as compared to 507 last year at the same time.
- Kindergarten numbers are up from last year. On the September 30 count, it showed 814 children attending kindergarten programs across the division as compared to 766 last year on the September 30 count.

- Kindergarten teachers will start the Early Years Evaluation (EYE) assessment October 16 and finish up data entry by November 6. This is a classroom-based observational assessment that provides excellent formative assessment information in time for parent-teacher interviews. This is year 3 in the 5-year commitment from the board for the Early Years Evaluation in kindergarten.

FNMI

- KBE and LSD51 staff have met twice to discuss a Professional Learning exchange next year - we are looking at offering 2 learning opportunities throughout the 2019/20 school year.
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive.
- FNMI Policy will be ready for October 2019.

Administrator Professional Learning

- Fall administrators retreat was held September 26th and 27th. Administrators spent the first day with Shelley Moore exploring Inclusive Education practices (instructional pedagogy that supports inclusive classrooms). The second morning was spent with the University of Lethbridge further developing understandings of Inquiry based professional learning and linking generative dialogue to classroom instruction.
- New administrators for the 2019-2020 school year had their second learning session on October 10 focusing on School Management practices (finance, facilities, risk management and communication).

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

- An elementary Learning Day was hosted on October 15th with Jenn Giles, Bev Smith, and Erin Hurkett presenting content on numeracy, literacy, and ELL Benchmarks, respectively. All Elementary teachers rotated through each of the sessions so that everyone was able to access the same information. In the afternoon, elementary schools updated their Literacy and Numeracy school-based plans.
- A middle school Learning Day was hosted on October 15th Information regarding the day is described above under the Middle School section.
- First Aid Certification offered in three sessions beginning October 16 – 26.
- First Aid Recertification offered October 28/29 and November 2.
- New Hire Orientations (including substitutes):
 - October 22, 23, 24
- PowerSchool Training provided to all the Administrative Professional Group –September 23.
- A support staff PL Day was held on October 15 at Gilbert Paterson Middle School for elementary and middle school staff (over 300 participants). The focus was on mental health and supporting students with ADHD.
- SIVA training is being provided for approximately 40 educational assistants during the week of October 15.
- Starting on October 17, working with Alberta Health Services, we are hosting a literacy in-service for students with complex communication needs. Follow-up literacy sessions will take place on October 22, November 7 and November 14.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- TIP Year 1 participants attended a full day session on September 23rd with sessions focusing on inclusion, Parent/teacher interviews, tips for first year teachers from a principal panel, followed by time with their mentors.
- Year 2 Tip participants attending sessions on September 25th, the focus was on Board Priority 1: Achievement. Lead teachers Bev Smith (Literacy) and Jenn Giles (Numeracy) provided sessions.

Parent Engagement

- The first Division School Council meeting was held on Monday, October 7th. The agenda included Board committee representation, brainstorming for parent learning topics for the rest of the year, inclement weather guidelines, and sharing of roundtable reports.

Community and Business/Industry Engagement

- Human Resource Team is attending Career Fairs:
 - Medicine Hat College - October 23.

PRIORITY TWO: INCLUSION

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

- The district RTI framework has been finalized and shared with administrators at principal meetings. Schools are asked to use the framework and the principles of RTI as a guide in developing systems, structures, and instructional practices that ensure all students have the supports/interventions needed for certain access to the programs of study.
- In addition to the new Limited Formal Schooling program at GS Lakie to meet the needs of middle school students, we have also added a teacher at Winston Churchill High School to provide additional support to the high number of newcomer/refugee students registered since early September.
- As of October 5, we have 151 students who are new to Canada this school year. Of that number, 82 (54%) are refugee students, most of whom have limited formal schooling.
- Our ESL lead teacher, Heather Willms, is currently away on leave, so Bev Smith and Ann Muldoon have been doing intakes for new students.
- In Heather's absence, Erin Hurkett, principal at Mike Mountain Horse School, provided PL on completing Alberta Education K-12 Proficiency Benchmarks for all elementary teachers on October 15.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Inquiry and project-based learning, while related, are two different types of teaching and learning. Both are related to concept-based teaching and learning, and Grades 1-9 teachers and administrators had the opportunity to learn more about them with Sue Jackson on September 16th and 17th.

Breadth of Program Options

- A number of dual credit programs being offered as identified above in the high school program section. The Division is working with Career Transitions to offer an Iron Workers program this spring (would be the 3rd year of delivery). The first evening information session regarding the program was held October 16th.

Technology

- Lethbridge School Division will be presenting at ALTE on how interactive globes are being utilized in our schools. The Lethbridge School Division received a grant last year for the globes from ATLE and the globes have been successfully implemented into our Learning Commons.
- Chinook High School and Winston Churchill High School have ever-greened school laptops. The Tech Team is currently finishing setting up and building 200 laptops at Chinook with the help of some of the grade 9 students.

- The Technology Department is working with maintenance to roll out a new online ticket system for the Maintenance Department to use. Currently, the new system will be fully functional and in use starting January 2020.
- The Technology Department will be away October 16 and 17 for a Department Retreat. During the retreat, team members will review procedures, create new projects, set department goals and review the departments mission and vision statement.
- On October 9, 2019 at 6:00 p.m., Wilson Middle School hosted a parent information session on Social Media and the Impact on Youth. The presentation was well attended with over 30 parents in attendance.

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Donations and Support

Background

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division 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 Division.

- **Telus** employees donated \$3,000 toward the Making Connections Weekends and More (WAM bag) program for local families. Local Telus employees contribute money per paycheque to a community initiative.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – Immanuel Christian Secondary School

Background

At the beginning of each school year, Executive Council members are designated as school liaisons for each of the Division schools. As a liaison, the Executive Council members represent the Division 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 Division initiatives and respond to questions staff members may have.

All the staff of Immanuel Christian Secondary School have been invited to have Snacks with the Superintendents on Thursday, November 14, 2019 beginning at 7:45 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

Calendar of Events for Board of Trustees

October	29	Team Lethbridge Meeting 12:00 pm, Sandman Hotel
	30	Team Lethbridge Kick-Off Event 5:00 pm, Sandman Signature Lethbridge Lodge
November	1	Boundary Review Committee 3:30 pm, Education Centre Conference Room
	4	Division School Council 6:30 pm, Education Centre Board Room
	6	Breakfast with the Board Education Centre
	6	Take Your Child to Work Day for Grade 9 students
	11	Remembrance Day
	12	No School for students Division-wide Professional Learning Day
	12	Board Committee of the Whole 3:00 pm, Education Centre
	13	Education Centre Leadership Team Meeting 9:00 am, Education Centre
	13	Policy Advisory Committee 12:30 pm, Education Centre Computer Lab
	13-15	Rock Your Moc's
	14	Administrators' Committee Meeting 1:15 pm, Education Centre Board Room
	17-19	Alberta School Boards Association (A.S.B.A.) Fall General Meeting
	20	No Kindergarten for students – Parent Teacher Interviews
	20	A.S.B.A. General Organizational Meeting 10:00 am, Holy Spirit School Division
	20	Administrators' Committee Banquet 6:00 pm, Sandman Signature Lethbridge Lodge
	21	NO SCHOOL for students ALL Day for Elementary and AFTERNOON for Middle School (Professional Learning and Parent Teacher Interviews)
	22	NO SCHOOL for students Professional Learning Day
	26	Division Student Advisory Council 12:30 pm, LCI Small Lecture Theatre
	26	Board Meeting 3:30 pm Education Centre Board Room

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – October 1, 2019

Trustee Christine Light will provide an oral report.

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Division School Council – October 7, 2019

The Division School Council meeting minutes are available on the Division website:
<https://www.letbsd.ab.ca/download/208238>

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – October 10, 2019

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Christine Light, Jan Foster, Heather Paul, Holly Debnam

1. Committee Terms of Reference

Terms of Reference read, and the following changes have been made:

- 'District' to 'Division'
- 'Director of Finance' to 'Department of Business Affairs'
- Adding to Annual Objectives: Determine school community and Lethbridge community interest and passion for continuing the legacy of the One District One Book (2018-19) project every 6 to 7 years. The Committee will gauge interest two years prior to potential implementation date.

2. ICE Scholarship Breakfast

- Promotional information on Judy Trinh, this year's keynote speaker, was reviewed.
- Christine Lee indicated that 6 of the 7 previous sponsors have committed for this year and anticipates the 7th will be forthcoming. We have two new event sponsors: Spiritus (\$600) and MRG/ Xerox (\$300). We have \$12,000 in table sales to date with these sponsors. Ticket sales will be starting in November.
- Holly Debnam will sit on the Scholarship Application/Selection Committee with Christine Light. Heather Paul will sit on the Event Planning Committee with Jan Foster.
- Brainstorming: how to capture the theme of 'Diversity' throughout the event given Judy Trinh's message (i.e. students greeting guests from various ethnic backgrounds wearing cultural dress).
- Ask students to have their displays set up the night before
- Student Performance: smaller group ensemble followed by a brief dance performance?
- Jan indicated that Flowers on 9th will be donating the flowers for the center- pieces again.

3. Legacy of 1D1B – Community Engagement role?

The committee discussed role in keeping the legacy of the 1D1B project alive. It was recognized that it would not be the committee's role to organize such a large initiative or be responsible for raising the funds. The committee's role would be to gauge interest. It was emphasized and

understood that the interest had to be heightened and articulated with passion for such a large project to have a chance of success. This new role was added to the Annual Objectives of the Committee Terms of Reference so that it would be remembered.

4. Other areas of pursuit for the Community Engagement Committee

Q: What are other ways to generate relationships?

- Holly made the point that at the school level thinking should be more centered on students “interacting and connecting” with off-campus experiences rather than going into the community or on excursions for the experience in isolation. Perhaps emphasis on showcasing and recognizing students and schools when they have projects that engage community.
- Continued branding of the Division

NEXT MEETING - Thursday, December 5th at 6:00

Agenda Topics:

ICE scholarship progress

Communication Plan review

Town Hall

Respectfully Submitted,

Christine Light

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – October 16, 2019

The Policy Advisory Committee met on October 16, 2019. Terms of Reference were reviewed.

The following policies were reviewed:

- Policy 902.1 Repair and Maintenance
- Policy 902.2 Security of Equipment and Facilities
- Policy 902.3 Audio and Video Surveillance
- Policy 902.5 Disposal of Property
- Policy 903.1 School Closure
- Policy 904.1 Surplus Space
- Policy 603.1 Animals in Schools

The next meeting will be held November 13, 2019.

Respectfully submitted,

Lola Major

MEMORANDUM

October 22, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – October 16, 2019

A.S.B.A. General Meeting October 16, 2019

1. ASBA President Lori Jess and CEO Dr. Vivian Abboud presented - Strategic Plan and Choice in Education.
2. SAPDC Curriculum Presentation by Rick Gilson - What is concept based learning?
3. Zone fees will be reduced by \$500.00
4. Next General Meeting will be November 20, 2019 at the Holy Spirit Board Office.

Respectfully Submitted,

Donna Hunt