



# AGENDA

**Lethbridge School Division  
School Board  
Regular Meeting**

**Tuesday, December 17, 2019**

**Board Room**

**3:30 P.M.**

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

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

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

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

**4. Presentations**

3:35 p.m.	4.1	Cross Country Provincial Champions	Enclosure 4.1
	4.2	2A Boys Volleyball Provincial Champions	Enclosure 4.2
	4.3	WCHS Finland Trip	Enclosure 4.3

4:10 p.m. **5. Action Items**

4:10 p.m. **6. Division Highlights**

**7. Information Items**

4:15 p.m.	7.1	Board Chair Report	
	7.1.1	Board Donations in Lieu of Christmas Treats	Enclosure 7.1.1
	7.1.2	Breakfast with the Board	
		LCI – Wednesday, January 8, 2020	Enclosure 7.1.2
4:20 p.m.	7.2	Associate Superintendent's 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
4:35 p.m.	7.3	Superintendent Report	
	7.3.1	Board Priorities Report	Enclosure 7.3.1
	7.3.2	Acknowledgements of Excellence	Enclosure 7.3.2
	7.3.3	Snacks with the Superintendents – Immanuel Christian Elementary School – Wednesday, January 8, 2020	Enclosure 7.3.3
	7.3.4	Donations and Support	Enclosure 7.3.4

**5:00 p.m. Public Forum****8. Reports**

- |           |     |  |               |
|-----------|-----|--|---------------|
| 5:05 p.m. | 8.1 | Division School Council – December 2, 2019           | Enclosure 8.1 |
|           | 8.2 | Poverty Intervention Committee<br>– December 4, 2019 | Enclosure 8.2 |
|           | 8.3 | Community Engagement Committee<br>– December 5, 2019 | Enclosure 8.3 |

**9. Correspondence – Received**

- |           |     |                              |               |
|-----------|-----|------------------------------|---------------|
| 5:10 p.m. | 9.1 | City of Lethbridge           | Enclosure 9.1 |
|           | 9.2 | Lethbridge Police Commission | Enclosure 9.2 |

**5:15 p.m. 10. Correspondence – Sent**

None at this time

**5:15 p.m. Adjournment**

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD NOVEMBER 26, 2019.

### IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:39 pm.

1. Approval of Agenda

Trustee Donna Hunt moved:

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

*Approval of Agenda  
6927/19*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of October 22, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6928/19*

Trustee Donna Hunt moved:

“that the minutes of the Organizational Meeting of October 22, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Organizational  
Meeting  
6929/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations

4.1 All Day Kindergarten

Associate Superintendent Morag Asquith provided an update on the All Day Kindergarten being piloted (Coalbanks, Park Meadows, Agnes Davidson, Galbraith and Fleetwood Bawden).

*Presentations  
All Day Kindergarten*

5. Action Items

5.1 Approval of International Trip

Aaron Becking and Omar Kadir proposed the Griffins basketball team go to Honolulu, Hawaii from December 16<sup>th</sup> to December 24<sup>th</sup>, 2020.

*Action Items*

Trustee Donna Hunt moved:

“that the WCHS Griffins Basketball trip to Honolulu, Hawaii from December 16<sup>th</sup> to December 24<sup>th</sup>, 2020 be approved, on the condition that all division policies and procedures are

*Approval of  
International Trip  
WCHS to Honolulu,  
Hawaii  
6930/19*

strictly followed.”

**CARRIED UNANIMOUSLY**

5.2 Approval of International Trip

Don Ponech proposed taking a group of Grade 7 and 8 band students to Magic Music Days 2021 in Anaheim California in April or May of 2021.

Trustee Jan Foster moved:

“that the Senator Joyce Fairbairn Middle School band trip to Magic Music Day 2021 in Anaheim, California in April or May of 2021 be approved, on the condition that all division policies and procedures are strictly followed.”

*Approval of  
International Trip  
SJFMS to Anaheim,  
California  
6931/19*

**CARRIED UNANIMOUSLY**

5.3 Sock It to ‘Em Campaign

The 17<sup>th</sup> annual Sock It To ‘Em Campaign is a tradition in Lethbridge School Division by collecting new socks to be donated to local charities for Christmas.

Trustee Doug James moved:

“that the Board make a \$100 donation to the Sock It To ‘Em Campaign.”

*Sock It To ‘Em  
Campaign  
6932/19*

**CARRIED UNANIMOUSLY**

5.4 Policy Review

Policies for review are:

Policy 500.1 Student Rights and Responsibilities

Policy 501.6 Resident Students

Policy 903.1 School Closure

*Policy Review*

Trustee Lola Major moved:

“that the Board of Trustees approve Policy 500.1 Student Rights and Responsibilities, as amended.”

*Policy 500.1 Student  
Rights and  
Responsibilities  
6933/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:

“that the Board of Trustees approve Policy 501.6 Resident Students, as amended.”

*Policy 501.6 Resident  
Students 6934/19*

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:

“that the Board of Trustees approve Policy 903.1 School Closure, as amended.”

*Policy 903.1 School  
Closure 6935/19*

**CARRIED UNANIMOUSLY**

5.5 Three Year Education Plan and 2018-19 Annual Education Results Report

The Board reviewed the combined Three-Year Education Plan and 2018-19 Annual Education Results Report.

Trustee Doug James moved:

“that the Board of Trustees approve the combined Three-Year Education Plan and 2018-19 Annual Education Results Report as amended.”

**CARRIED UNANIMOUSLY**

*Combined 3YEP and  
AERR  
6936/19*

5.6 2018-19 Audited Financial Statements

School jurisdictions are required to submit an audited financial report to Alberta Education. Will Zobel, Partner and Mina Church, Senior Accountant from BDO Canada LLP spoke to the audited financial statements.

Trustee Donna Hunt moved:

“that the Board approve the Audited Financial Statements for the 2018-19 fiscal year.”

**CARRIED UNANIMOUSLY**

*Community  
Engagement  
Committee Terms of  
Reference  
6937/19*

5.7 2019-20 Budget Update

Director of Finance Mark DeBoer reviewed the 2019-20 Budget Update with the Board.

Trustee Doug James moved:

“that the Board of Trustees approve the Budget Update for the 2019-20 fiscal year.”

**CARRIED UNANIMOUSLY**

*2019-20 Budget  
Update  
6938/19*

**Public Forum** – Brooke Culley attended Lethbridge School Division and never had to ride a school bus. He expressed his concern over recent announcements from the City of Lethbridge. He hopes that the public can help support the Division regarding transportation. This is a community issue that is not easily dismissed. Lethbridge is unique and school division participation in Team Lethbridge is important. It shows how our community operates. The transportation concern shows a lack of respect for governance. Our partnership should be celebrated.

*Public Forum*

5.8 City of Lethbridge Operational Review Recommendation Re: Transportation

The City of Lethbridge shared their Operational Review recommendation that they sever their partnership with the two school divisions in the delivery of school bus services.

Trustee Tyler Demers moved:

“that the Board of Trustees and the Lethbridge School Division endeavor to engage the City of Lethbridge and Holy Spirit

*City of Lethbridge re:  
Transportation  
6939/19*

School Division in conversations regarding the safe and efficient transportation of students in conjunction with a reasonable timeline to explore our partnership and possibilities.” **CARRIED UNANIMOUSLY**

6. Public Forum Response

Public Forum response was included in the agenda.

*Public Forum Response*

7. Division Highlights

*Division Highlights*

- Christine attended Team Lethbridge, ASBA, Alberta Opera’s Sleeping Beauty hosted by elementary schools and Dr. Carrington’s presentation.
- Donna attended Chinook awards ceremony, Team Lethbridge, ASBA and Turkey Bingo.
- Doug attended Administrators’ banquet, Newsies musical, and Park Meadows School Council.
- Lola attended Newsies and WCHS awards night.
- Clark spent time watching volleyball at a few schools, GS Lakie dance performance, and WCHS Escape from Peligro Island.

8. Information Items

*Information Items*

8.1 Board Chair Report

8.1.1 Breakfast with the Board

Breakfast with the Board will be held at G.S. Lakie on Wednesday, December 4, 2019 at 8:00 am.

*Breakfast with the Board*

8.2 Associate Superintendent Reports

*Associate Superintendent Reports Business Affairs*

8.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

8.2.2 Human Resources

*Human Resources*

Associate Superintendent Rik Jesse provided a written Human Resources report.

Trustee Jan Foster moved:

“to extend the meeting beyond 6:00 pm.” **CARRIED UNANIMOUSLY**

*Meeting extension 6940/19*

8.2.3 Instructional Services

*Instructional Services*

Associate Superintendent Morag Asquith provided a written Instructional Services report.

8.3 Superintendent Reports

*Superintendent Report*

- |       |   |  |
|-------|---|--|
| 8.3.1 | <u>Board Priorities</u><br>2019-20 Division Priorities report of actions was shared.  | <i>Board Priorities</i>                  |
| 8.3.2 | <u>Acknowledgements of Excellence</u><br>Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the students and staff when visiting schools. | <i>Acknowledgements of Excellence</i>    |
| 8.3.3 | <u>Christmas Season Schedule</u><br>The Christmas season schedule of school events was shared.  | <i>Christmas Season Schedule</i>         |
| 8.3.4 | <u>Snacks with the Superintendents</u><br>Snacks with the Superintendents will be held at Galbraith School on December 5, 2019 at 7:45 am.  | <i>Snacks with the Superintendents</i>   |
| 8.3.5 | <u>Donations and Support</u><br>Panago Pizza donation to ATA Local 41 towards the Division Nutrition Program in the amount of \$475.  | <i>Donations and Support</i>             |
| 8.3.6 | <u>Calendar of Events</u><br>The Calendar of Events was reviewed for the period October 29 to November 26, 2019.<br>Committee of the Whole change to January 27, 2020.  | <i>Calendar of Events</i>                |
| 9.    | <u>Reports</u>  | <i>Reports</i>                           |
| 9.1   | <u>First Nations Métis and Inuit (FNMI) Advisory Committee</u><br>Trustee Doug James provided a written report from the FNMI Advisory Committee meeting held October 29, 2019.                                    | <i>FNMI Advisory Committee</i>           |
| 9.2   | <u>Division Student Advisory Council</u><br>Trustee Doug James provided a written report from the Division Student Advisory Council meeting held October 29, 2019.  | <i>Division Student Advisory Council</i> |
| 9.3   | <u>Division School Council</u><br>Trustee Lola Major provided a written report from the Division School Council meeting held November 4, 2019.  | <i>Division School Council</i>           |
| 9.4   | <u>Facilities Committee</u><br>Trustee Doug James provided a written report from the Facilities Committee meeting held November 5, 2019.  | <i>Facilities Committee</i>              |

9.5 ATA Local Council

Trustee Lola Major provided an oral report from the ATA Local Council meeting held November 6, 2019.

*ATA Local Council*

9.6 Policy Advisory Committee

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held November 20, 2019.

*Policy Advisory Committee*

10. Correspondence – Received

10.1 Alberta Health

*Correspondence – Received  
Alberta Health*

11. Correspondence – Sent

11.1 Lethbridge Police Service re: SRO Support

*Correspondence – Sent  
SRO Support*

The meeting adjourned at 6:23 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Cross Country Provincial Champions - LCI**

**Background**

LCI Cross Country Provincial Champions will be in attendance.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: 2A Boys Volleyball Provincial Champions - ICSS**

**Background**

Immanuel Christian Secondary School Provincial Volleyball Champions will be in attendance.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: WCHS Finland Trip**

**Background**

WCHS students and staff travelled to Finland in the fall and will share what they learned with the Board of Trustees.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

**RE: Board Donations in Lieu of Christmas Treats**

**Background**

For the past number of years, the Board has made donations on behalf of each staff to charities identified by each school. This practice was put into place in lieu of some form of token of appreciation from the Board such as chocolate to acknowledge the efforts of staff. The Board continued with this practice, making a \$50 donation on behalf of each staff to a charitable organization identified by the staff.

Below is a list of the charitable organizations that the Board will make donations to on behalf of the respective staff groups:

Chinook High School	Streets Alive
Coalbanks School	KidSport
Dr. Probe School	KidSport
École Agnes Davidson School	KidSport
École Nicholas Sheran School	Lethbridge Food Bank
Education Centre / Attwell	Victoria Park Christmas Hamper
Fleetwood Bawden School	Lethbridge Food Bank
G S Lakie Middle School	MyCityCares
Galbraith School	Foothills Hospital, Oncology Unit
General Stewart School	Lethbridge Humane Society
Gilbert Paterson Middle School	Lethbridge Food Bank
Immanuel Christian Elementary School	Compassion Canada
Immanuel Christian Secondary School	Street Alive
Lakeview School	Lethbridge Food Bank
LCI	Lethbridge Food Bank
Lethbridge Christian School	Compassion Canada
Mike Mountain Horse School	Boys & Girls Club
Park Meadows School	Youth One
Senator Buchanan School	Lethbridge Food Bank
Senator Joyce Fairbairn Middle School	Woods Homes
Victoria Park / LASP	Victoria Park Christmas Hamper
WCHS	Woods Homes
Westminster School	Westminster Breakfast Program
Wilson Middle School	Lethbridge Soup Kitchen

**Recommendation**

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

Respectfully submitted, Cheryl Gilmore

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – LCI – January 8, 2020**

**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 LCI on Wednesday, January 8, 2020 from 7.30 – 8.00 a.m. Following the breakfast, Principal Wayne Pallett will provide a tour of the school for trustees.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore  
Superintendent

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent Business Affairs

**RE: Business Affairs Report**

**Background**

The December report of the Associate Superintendent Business Affairs is attached.

**Recommendation**

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

Respectfully submitted,  
Christine Lee

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## Facilities

- South Lethbridge Elementary School. Outer shell of the school is under construction. A few weather delays in schedule, but still progressing as anticipated and on budget.
- The Division has requested more modular classrooms for the 2020-2021 school year to address enrolment pressures in West Lethbridge. Modular classrooms requested for Coalbanks Elementary, Dr. Gerald Probe Elementary and Chinook High School. The Division will be notified in early 2020 regarding our modular classroom request.
- Work continues on Senator Buchannan and Westminster Schools on the lower floor of the schools under Phase 2 of the project. Staff and students have been excellent to work with during the renovation.

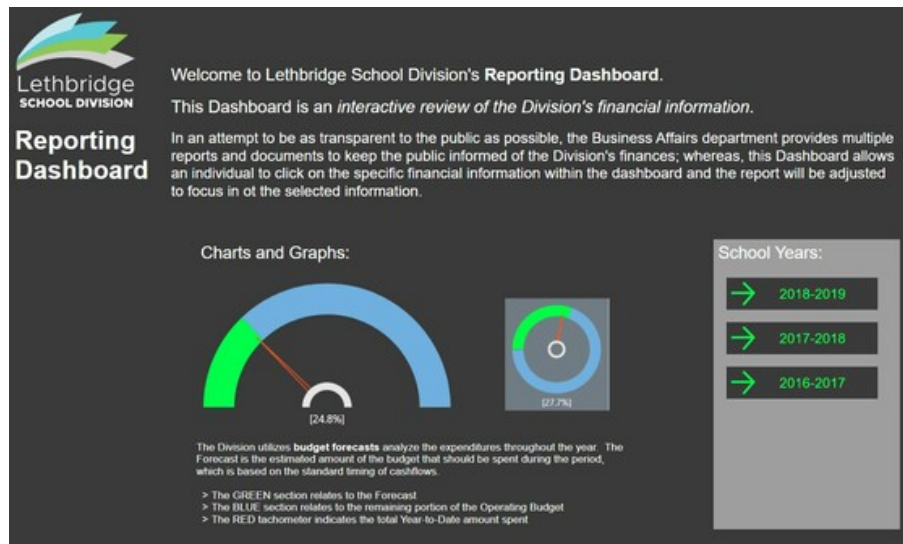
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## Transportation

- City of Lethbridge resolution to adopt the recommendation of KPMG Operational Review released on November 18<sup>th</sup> to transition busing back to both Lethbridge School Division and Holy Spirit Catholic School Division by the end of the school year on November 25<sup>th</sup>.
- Both School Boards presented to City Council on December 2<sup>nd</sup> about the benefits to the community of the over 50 year partnership that is provided on cost recovery basis. The presentation also highlighted areas of concern raised by the Operational Review that could be addressed through collaborative discussion with both parties. As busing operations are complex, 6 months is not enough time to find a cost effective partnership which may result in contracting for a for profit provider.
- The Division has posted a question and answers document regarding bussing on the Divisions' website. See: [Have questions about school bus transportation? We have answers!](#)



## Finance



- Finance Director Mark DeBoer has provided another means for the Division to provide clear and concise financial information to the public. Through a new Reporting Dashboard on the Division website. See the [Financial Reporting](#) section in the Division website.

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## Technology

- The Technology department co-hosted a coding workshop for 25 teachers from Southern Alberta with Kids Code Jeunesse. The free, full-day workshop provided educators with the tools to explore and learn computational thinking, basic coding and artificial intelligence, while providing ideas for how to bring these into the classroom.



- If you let them build it they will come! The technology department hosted another successful 3D printer workshop through SAPDC. Teachers provided with a 3D printer to build and set up as part of the workshop cost. Participants then learned to design and construct a 3D project. An excellent example of project based learning.




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## Community Engagement Committee

- We are pleased to announce that all table sponsors have returned from last year for the 2020 ICE Scholarship Breakfast on February 14<sup>th</sup>, 2020. The ICE Breakfast also has three new sponsors including MRG/Xerox has agreed to be the event sponsor with a sponsorship of \$3000. To date we have collected \$14,000 in sponsorship for the event. 23 of the 26 tables are considered sold with only 3 tables (24 tickets) left.

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## Occupational Health and Safety

- Division Workplace Health and Safety Committee meeting held on December 9<sup>th</sup>. Site based safety representatives meet to discuss site safety inspections, incident reports and hazards in the workplace that need to be addressed.
- As per legislation, another 8 hours of training will be required for our Division Health and Safety Committee representatives. Training has been planned on Hazard Identification and conducting workplace inspections that will occur on January 30<sup>th</sup> and February 6<sup>th</sup> for committee members.

## Other matters

- Work related to Insurance, legal, and labour relations matters
- Work with leadership team and schools through generative dialogue process
- South Lethbridge Elementary School construction meetings
- ATA Local #41 Negotiations
- School Education Plan review meetings
- Various meetings with Holy Spirit related to transportation matters
- Beginning work on review of demographic data, boundaries, and capital planning
- Attended the following events/meetings:
  - City Council Community Issues Committee, Dec 2<sup>nd</sup>
  - ASBOA/ Alberta Education Issues Forum, Calgary, December 5th
  - Education Centre/ Attwell Team Building Day- Resiliency and Effective Communications, December 6<sup>th</sup>
  - Galbraith Christmas Concert, December 7<sup>th</sup>
  - Division Workplace Health and Safety Committee, December 9<sup>th</sup>
  - Baragar planning and demographics software training, December 11<sup>th</sup>-12<sup>th</sup>, White Rock, BC

*Wishing everyone a very Merry Christmas and a  
happy and healthy New Year!*

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent Human Resources

**RE: Human Resources Report**

**Background**

The December report of the Associate Superintendent Human Resources is attached.

**Recommendation**

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

Respectfully submitted,  
Rik Jesse

## Associate Superintendent, Human Resources

### Report to the Board of Trustees

December 17, 2019

**Recruitment:** Lethbridge School Division is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

#### Voluntary Retirement Plan Update as of December 17, 2019

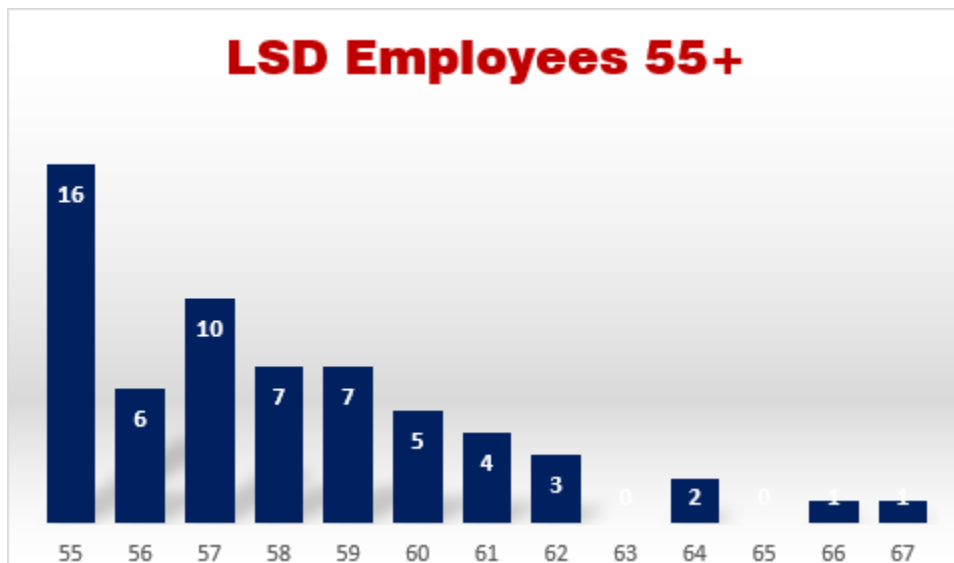
—	Alberta Teachers' Association Retirement Fund Members
—	Canadian Union of Public Employees (CUPE) 290
—	Canadian Union of Public Employees (CUPE) 2843
—	Non-Union Employees

Eligible employees must submit a letter indicating their intention to retire effective January 31, 2020 on or before ~~December 6, 2019~~. **December 13, 2019**

#### Historical Data: ATA Retirements

- 16/17 – 23 Retirements
- 17/18 – 11 Retirements
- 18/19 – 16 Retirements

#### Eligible for Retirement



#### HR Events:

#### University of Lethbridge PS III On-Campus Seminar ~ **150 Interns**



The Faculty of Education at the University of Lethbridge is planning another PS III On-Campus Seminar in conjunction with the Professional Inquiry Project Symposium for our graduating Intern Teachers on:

**When:** Friday, December 6, 2019

#### Administrators' Panel – How to Get Hired!

1. From Graduation to (Substitute) Teaching in Alberta
2. **School District Walk About** (a mini-job fair for our partner school districts)

#### *Hiring at a Glance:*

##### **Substitute Teacher**

- 201 Teacher Substitute
- 10 Hired
- 11 New Offers
- 16 Video interview requests have been made
- 5 awaiting reference checks

VP19001 CHS - Acting Vice Principal Chinook High School

#### *H.R. Innovation*

##### CASSIX HR Group Document Repository

- Medical Document Templates
- Calendars
- Evaluation Forms



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

Work continues on our core system software (Atrieve/ADW), the following processes will be completed in the coming weeks:

- Eliminate manual calculations for override grids when FTE changes
- Eliminate manual ROE's
- Have Payroll and HR in sync: grids, positions, assignments, function lines
- Automate accurate storage bank adjustments
- Be able to use Staffing Notifications System as designed
- Eliminate am/pm rates for replacement
- Reduction / Revision of Employee calendars
- Streamline and standardize leave management module
- Implement Schedule Entry Web (School Administration)
- Implement Schedule Interface to Payroll
- Implement Timesheet Entry Web for extra time
- Clean up of 61 HR Databases in the Core Product
- Review, clean up and deletions made to 480 reports within the web-based HR system (HR Report Writer)

# ALL SCHOOLS ENROLLMENT BY GRADE: November 30, 2019

SCHOOL	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
	Nov 30 2019	Sep 30 2019	Diff	Nov 30 2019	Sep 30 2019	Diff	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Nov 30 2019 1-12	Sep 30 2019 1-12	Diff	Nov 30 2019 EE-12	Nov 30 2019 EE-12
Victoria Park												1	4	4	13	36	58	171	287	258	29	287	287.0
Chinook High															316	280	264	310	1170	1181	-11	1170	1170.0
Immanuel Christian Secondary												45	42	47	42	38	50	44	308	305	3	308	308.0
LCI - Total Students															220	242	200	235	897	894	3	897	897.0
LCI - French Immersion															53	37	43	51	184	185	-1	184	
WCHS															214	252	202	222	890	892	-2	890	890.0
G S Lakie												133	157	158					448	450	-2	448	448.0
Gilbert Paterson - Total Students												273	255	252					780	780	0	780	780.0
Gilbert Paterson - French Immersion												77	64	66					207	199	8	207	
Lethbridge Christian				32	31	1	30	28	28	20	28	23	20	20					197	194	3	229	213.0
Senator Joyce Fairbairn												174	214	151					539	531	8	539	539.0
Wilson												217	212	254					683	684	-1	683	683.0
Coalbanks Elementary	42	40	2	116	115	1	104	108	94	71	80								457	452	5	615	457.0
Coalbanks - Spanish				48	48	0	47	39	23										109	109	0	157	
Dr. Probe	41	41	0	86	86	41	95	99	101	97	119								511	511	0	638	574.5
École Agnes Davidson - Total Students	58	54	4	92	93	-1	80	97	76	72	83								408	413	-5	558	483.0
École Agnes Davidson - French Immersion				68	68	0	52	64	42	46	51								255	260	-5	323	
École Nicholas Sheran - Total Students	37	38	-1	77	78	-1	78	90	77	75	101								421	423	-2	535	478.0
École Nicholas Sheran - French Immersion				41	41	0	49	47	37	27	28								188	188	0	229	
Fleetwood Bawden - Total Students	24	25	-1	36	36	0	58	56	61	60	71								306	305	1	366	336.0
Fleetwood Bawden - Montessori							33	27	29	23	32								144	146	-2	144	
Galbraith	41	39	2	39	39	0	61	63	64	78	88								354	355	-1	434	394.0
General Stewart	51	52	-1	18	18	0	23	22	20	19	23								107	110	-3	176	141.5
Immanuel Christian Elementary	30	30	0	43	44	-1	44	57	29	59	50								239	240	-1	312	275.5
Lakeview				72	72	0	77	97	75	97	89								435	438	-3	507	471.0
Mike Mountain Horse	73	68	5	86	82	4	76	104	68	83	128								459	460	-1	618	538.5
Park Meadows	44	45	-1	53	55	-2	37	48	61	57	52								255	253	2	352	303.5
Senator Buchanan	23	23	0	43	44	-1	64	50	36	41	49								240	242	-2	306	273.0
Westminster	28	25	3	24	23	1	27	37	21	34	32								151	149	2	203	189.0
SUB TOTALS	492	480	12	817	816	42	854	956	811	863	993	866	904	886	805	848	774	982	10542	10520	22	11851	11129.5
Stafford Ridge																4	2	2	8	6	2	8	8.0
Harbour House									1								1		2	1	1	2	2.0
Pitawani													1		1	1	3	1	7	7	0	7	7.0
CAMP												1		1	1				3	4	-1	3	3.0
SUB TOTALS																			20	18	2	20	20

TOTAL STUDENTS / FTE ENROLLED AS OF NOVEMBER 30, 2019	11871	11149.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent Instructional Services

**RE: Instructional Services Report**

**Background**

The December report of the Associate Superintendent Instructional Services is attached.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith

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

### **Important Dates- December**



**Positive Spaces Committee-** December 10<sup>th</sup>, 1-3 p.m., Education Centre

**Shelley Moore “What is Inclusion and UDL”?-** January 21<sup>st</sup>, Wilson Middle School 6:30- 8 p.m.

**Wellness Committee Meeting #2-** January 30<sup>th</sup>, 2020 at 1 p.m.

**Wellness Committee Meeting #3-** May 25<sup>th</sup>, 2020 at 1 p.m.

**Health Champ Meeting #2-** February 26<sup>th</sup>, 2020 at 1 p.m.

**Health Champ Meeting #3-** May 13<sup>th</sup>, 2020 at 1 p.m.

**First Nations, Metis and Inuit Education Committee-** March 4<sup>th</sup>, 9-12 p.m.

### **Curriculum and Instruction**

Bev Smith, Literacy Lead Teacher is hosting “Getting Started with Writing” workshops on Monday, December 2 (for grades K-2 teachers) and Tuesday, December 3 (for grades 3-5 teachers) in the Board Room. These sessions are intended for teachers who are new to or want a “refresher” on the Units of Study or the Workshop Model.

The Elementary and Secondary Numeracy Steering Committee have been collaborating in the past month. The secondary committee met on November 20 while the elementary committee met on December 5. Conversations involved transitions (5/6 and 8/9) and data.

A professional reflection upon inquiry work has inspired Morag to commit to participating in classroom learning at least once every two weeks. For January Morag is scheduled to be at Fleetwood Bawden and Dr. Probe Elementary school. A special thank you to Carly Goruk and Sharon Willms-Laing for inviting me to be a part of their classrooms I am looking forward to being a part of their learning experience!

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

#### **Strategic Plan- F.N.M.I. Education**

John Chief Calf and Morag have completed the Strategic Plan for F.N.M.I. Education. It is now available on line connected to the 3 year Annual School Division Plan. It is John’s intention to share this document with Administrators directly via a presentation in February to the Admin Committee where he will introduce three teachers who will be sharing their learning journey with respect to TQS5 and infusing Indigenous Ways of Knowing into their teaching.

### **Early Education and Program Unit Funding**

After working closely with Human Resources, Early Education and School Administrators we realized scheduling with the current 4 day work week for Kindergarten presented some challenges with the new

Labor Law that mandates 30 minute breaks in the first five hours of work. As a result, notice was given to Kindergarten teachers (with the exception of Lethbridge Christian and Immanuel Christian as they currently include Fridays) that effective September 2020 Kindergarten programming will include Fridays. Each school schedule will be slightly different and reflect either all day Alternating Kindergarten scheduling that will include alternating Fridays or a half day programming schedule.

It is anticipated that Kindergarten registration will commence early February and EEP "Intent to register" process will also occur at this time. The West side EEP registrations will again follow a lottery process.

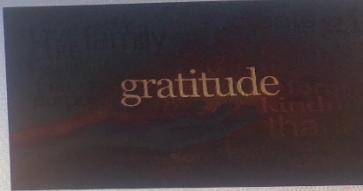
### Wellness

The Wellness Committee is excited to share the successful submission of a Comprehensive School Health grant to support Outdoor Learning in our Middle Schools. Morag is working with Admin Teams to determine the most effective and efficient way to support more outdoor learning experiences in our Middle Schools.


The Staff Wellness Throw Down theme for December is Gratitude. Each day of December staff are encouraged to show gratitude in a variety of ways:

#### Attitude of Gratitude Challenge

We challenge you to complete all the gratitude tasks on the advent calendar. If 50 per cent of your staff complete this challenge your Health Champ will report this accomplishment to Deb Bosch by Friday, December 20<sup>th</sup> and your school's name will be entered into our monthly healthy initiative draw. GOOD LUCK!!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6
8	9	10	11	12	13
	Say thank you to someone	Tell someone you love them	Donate things you don't use	Call a friend	Get a treat
15	16	17	18	19	20
	Take 5 minutes to pause and be thankful	Send a thank you note	Hold the door for a stranger	Give someone a small gift	Make a list of all the good qualities you have



**MEMORANDUM**

December 17, 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  
Superintendent



## 2019-2020 DIVISION PRIORITIES

<b>PRIORITY ONE: Achievement</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.</li><li>2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.</li><li>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.</li><li>4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.</li><li>5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard</li><li>6. Teachers are highly skilled in all areas of the Teaching Quality Standard.</li><li>7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments.</li><li>8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.</li><li>9. A comprehensive wellness approach promotes well-being and fosters learning.</li><li>10. The education system demonstrates collaboration and engagement to further Division priorities:<ol style="list-style-type: none"><li>a. Parents feel welcome, included and possess agency to be full partners in their child's education;</li><li>b. Community members feel ownership as collaborative partners in the education of children;</li><li>c. Community minded organizations are engaged in collaborative delivery of programs and services to students.</li></ol></li><li>11. Effective management of growth and capacity building to support learning spaces and the provision of programs.</li></ol>
<b>PRIORITY TWO: Inclusion</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Schools are welcoming, caring, respectful and safe learning environments.</li><li>2. Schools are inclusive learning environments where all students are able to grow as learners.</li></ol>
<b>PRIORITY THREE: Innovation</b>
<b>OUTCOMES:</b> <ol style="list-style-type: none"><li>1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.</li><li>2. Breadth of program choice provides opportunities for students to explore and grow as learners.</li><li>3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.</li></ol>

## **2019-2020 DISTRICT PRIORITIES**

### **REPORT TO THE BOARD**

#### **PRIORITY ONE: ACHIEVEMENT**

##### **Literacy**

- Elementary and middle school Literacy Steering Committees met in the month of November. School-based Literacy Plans were reviewed and plans for supporting schools were put in place.
- Bev Smith hosted two days of Writer's Workshop Professional Learning for elementary teachers.
- 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.

##### **Numeracy**

- Elementary and Secondary Numeracy Steering Committees met in the month of November. School-based Literacy Plans were reviewed and plans for supporting schools were put in place.
- 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.

##### **Curriculum Implementation**

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

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

- The University of Lethbridge hosted a stakeholder meeting involving all of the Zone 6 high schools on November 29, Division office personnel and University instructors to a meeting providing opportunity for sharing of experiences and future planning. A variety of dual credit courses are being delivered this year (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**

- Schools continue to extend learning regarding concept-based teaching/ pedagogy.

##### **Early Learning**

- Early Education Programming and Kindergarten registration will proceed in the New Year. We are working through some of the pieces that may be affected by less base instructional funding which has some impacts for EEP, in particular.
- Family Oriented Programming for children accessing Program Unit Funding (PUF) continues to be a popular event for families. On Friday, December 6<sup>th</sup>, we had 21 families with children in kindergarten accessing PUF, learn strategies that will enhance their child's executive functioning and communication. This event was held at the Lethbridge Public Library.

#### FNMI

- KBE Administrative representatives came and visited Lethbridge School Division Administrators Committee.
- The FNMI Education Department continues to meet with Administrators and assist them with identifying strategies and activities that will assist staff with moving forward. Three high school teachers who worked closely with John Chief Calf last year will be presenting their learning process and path to Administrators in February.

#### Administrator Professional Learning

- We look forward to Shelley Moore returning to Lethbridge School Division January 22<sup>nd</sup> to follow up with specific Administrative Teams to review their UDL plan and next steps at schools. These Admin Teams will be presenting the work they have done at the school level with respect to Universal Design for Learning to other Administrators in May 2020.
- New administrators for the 2019-2020 school year had their third learning session on December 5<sup>th</sup> focusing on Vision and School Culture, and Inclusive Learning.

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

- Concept-based Professional Learning opportunities will be offered to elementary teachers in the New Year with a focus on using current curriculum.
- A Literacy session will be held for all Kindergarten, Grade 1 teachers, and one administrator for each elementary school in the New Year.
- The final session of our literacy in-service with Alberta Health Services for students with complex communication needs took place on December 5<sup>th</sup>.
- The final SIVA session for the first term was completed on December 2<sup>nd</sup> and 3<sup>rd</sup>.
- With the increased demand for SIVA training, we are increasing the number of division trainers to 10 by accessing a Train-the Trainer session in January 2020.
- Train the Trainer PL was offered to Caretaking and Maintenance staff on November 12<sup>th</sup>.
- HR and Payroll Teams continue to learn and have PL sessions.

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

- TIP Year 1 participants have already met four times this year. Trish visited with them all at their schools with their mentors and admin team. So far, we have certainly received very positive feedback on the timing of our sessions and the quality of our sessions. The protégés have also appreciated time spent with mentors during the sessions. The November 25<sup>th</sup> session focused on FNMI Best Practices, Being Well, Self-Regulation, and Best Practices using Numeracy and Literacy.
- TIP Year 2 participants have met twice this year working on our Division Priority 1: Achievement, with Jenn Giles and Bev Smith and Risk Management with Blaise McNeil and a timely conversation on 'Being Well', with Kathy Mundell.

#### Parent Engagement

- The third Division School Council meeting was held December 2<sup>nd</sup>. The agenda included a learning session for parents focused on mental health related services in Lethbridge 51 schools as well as strategies focusing on anxiety. Kathy Mandell, Counselling Coordinator, delivered the session.

- The Diversity and Inclusion Parent Table (DIPT) is hosting an Information event for parents on January 21<sup>st</sup> by Shelley Moore, “What is Inclusion?”, the DIPT is also looking to plan an event in April/May related to Student Voice as it relates to Inclusion.

#### Community and Business/Industry Engagement

- Human Resource Team is attending Career Fairs:  
U of L PS III Seminar and mini career fair- Dec 6, 2019

#### Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns, December specifically was focusing on “Gratitude”. Lethbridge School Division was fortunate to secure Comprehensive School Health funding. This grant is focused on the promotion of Outdoor Learning in our Middle Schools.
- Monte Wolf Child and his wife Winter have been offering place-based learning opportunities for staff and students at our schools.

### **PRIORITY TWO: INCLUSION**

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

- The aligned approach our Division of Instructional Services has taken, supports UDL (Universal access or curricular entry for all students), thereby using the inclusive lens with all initiatives - achievement (literacy/numeracy), social emotional supports, nutrition programs, physical activity.

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

- Over the past few months, Inclusive Education has partnered with Alberta Health Services to offer specialized support to teachers and EAs in promoting literacy development for students with complex communication needs in middle and high school. The last of five sessions took place at Gilbert Paterson School on December 5<sup>th</sup>.
- The behaviour support team has been extremely busy meeting the needs in elementary schools.
- During the week of December 9<sup>th</sup>, we are completing intakes for three newcomer/refugee families with students due to start in January 2020.
- Work has been completed on developing updated procedures for seclusion, physical restraint and time-out, as required by new standards issued by Alberta Education.
- Through a SW Regional Collaborative Service Delivery sub-committee, Ann is working with other school divisions and community partners to plan PL on supporting children and young people with autism. Next planning meeting is on December 11<sup>th</sup>, and we will be finalizing plans to bring autism specialist, Layne Pethick, to Lethbridge.
- The work of looking at core instruction and supports in schools through the lens of the division RTI<sup>2</sup> framework continues.
- We have recently developed guidelines to address students running from school.

- Positive Spaces Committee hosted their first meeting of the year December 10<sup>th</sup>, reviewing the new document “Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation” determining next steps.

### **PRIORITY THREE: INNOVATION**

#### **Breadth of Program Options**

- Several 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 3<sup>rd</sup> year of delivery). The first evening information session regarding the program was held October 16<sup>th</sup>.

#### **Technology**

- On December 6, 2019, one technology representative from each school met at the Education Centre to discuss and review several items related to the technology in schools. A few key outcomes that came from the meeting was, schools agreeing to remove local student drives for elementary aged students and completing a plan for password resets in schools.
- The Technology Team, along with Kids Code Jeunesse offered a free kid coding workshop at Coalbanks Elementary School for teachers. Thanks to the great workshop, several schools have committed to start coding clubs to enhance computer science and computational thinking.
- On November 29, 2019, the Technology Department, along with SAPDC hosted a 3D Printer Workshop. The workshop was a great hands-on professional learning opportunity for teachers. Due to the positive feedback after the event, we will be hosting another workshop in the spring along with a level 2 training that will focus on using 3D printer software.
- The Tech Team has been working on creating a positive email phishing campaign that is intended to help inform and educate users about fraudulent emails. After the short positive campaign, we hope to send out some sample internal emails to help bring awareness to the types of emails people may receive.
- The Technology Team has been supporting the copyright discloser. Our team spent significant time performing email searches and providing data of our district Moodle.
- The Technology Department sent out surveys to parents, teachers and students at Senator Joyce Fairbairn School around the laptop initiative. The surveys close on December 14, 2019.

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Acknowledgements of Excellence**

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:

Senator Joyce Fairbairn students who won Gold at Wickfest in Calgary recently (pee wee girls hockey team the Cylones), are: **Brook Many Grey Horses, Jenna Arlett, Atley Ross, and Aaliyah Fantazir.**

Westminster Educational Assistant, **Sandi Zam**, completed course work in Learning Commons and Library Services through Mohawk College.

**Dasan Shillington**, Westminster Grade 4 student, recently skated as the 7<sup>th</sup> player before a Hurricanes hockey game.

Gilbert Paterson Middle School choir program under the direction of **Tyler Leavitt** was chosen for the Southern Alberta Children's Choir. Choir members are **Alexis Jones, Maeve Jensen, Victor Motte, Marlow Hendry, Anna Skretting, Melora Bowie, Sariah Still, Nyla Butler, and Macee Hall.**

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Snacks with the Superintendents  
Immanuel Christian Elementary School – January 8, 2020**

**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 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 Division initiatives and respond to questions staff members may have.

All the staff of Immanuel Christian Elementary School will be invited to have Snacks with the Superintendents on Wednesday, January 8, 2020 beginning at 11:45 a.m.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

December 17, 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.

- **Lowe's Canada** donated \$6,164.00 to Wilson Middle School in support of their outdoor classroom project.
- **Daytona Homes Lethbridge** donated \$27,567.50 to Holy Spirit Catholic School Division and Lethbridge School Division in support of the annual Ready, Set, Go school fair.

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent

## **Calendar of Events for Board of Trustees**

December	21	Christmas break begins
January	6	Classes Resume
	8	Breakfast with the Board 7:30 a.m. LCI
	8	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	13	Division School Council 6:30 p.m. Education Centre Board Room
	15	Joint City of Lethbridge / School Boards Committee 9:00 a.m. Holy Spirit RC Separate Regional Division No. 4
	15	A.S.B.A. Zone 6 General Meeting 10:00 a.m. Palliser Learning Centre
	24	Administrators Committee Meeting 1:15 p.m. Education Centre Board Room
	27	Board Committee of the Whole 3:30 p.m. Education Centre Conference Room
	28	Board Meeting 3:30 p.m. Education Centre Board Room

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Doug James, Trustee

**RE: Division School Council – December 2, 2019**

Division School Council meeting minutes are available on the Division Website:  
<https://www.lethsd.ab.ca/download/222664>

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Christine Light, Vice Chair

**RE: Poverty Intervention Committee – December 4, 2019**

**Committee Members Present:** Karen Rancier, Christine Light, Curtis Chatters (CUPE 290), Leanne Turner (CUPE 2843), Stasha Donahue (AHS), Ali Koganow, Dean Hawkins, Rod Dueck, Donna Stodolka, Jamie MacCormack, Brian Palsky, Alison Alma-North

1. WAM Bag Presentation

- Ann Kish gave a brief presentation to the committee on the Division's Weekend and More Program. To date >650 bags have been distributed.
- Ann said that they receive great feedback from families who access WAM Bags. She discussed that emergency needs have increased and there are some key times that are especially hard for families. Typically, needs are increased between December and February and there is a slow drop off in March when jobs are more abundant.
- Ann Kish asked the Committee to consider supplying funds for 250 bags to meet the current year needs.
- When asked if WAM could accept donations, Karen Rancier shared that cash donations are made directly to the Poverty Intervention Committee. CUPE 290 representative, Curtis Chatters said the Union may contribute \$500.00 in the form of gift cards for WAM Bags. Food donations are greatly appreciated and some schools do food drives to help stretch dollars further. When there are extra supplies, there are extra treats included in the WAM Bags.
- Ann Kish shared that a recent partnership has developed with the Lethbridge Soup Kitchen. The Soup Kitchen is donating meats, produce, frozen foods, canned goods, pastry & breads, etc. Community Member representative, Brian Palsky, was involved in facilitating this connection and Karen Rancier thanked him for this work.

2. Alberta Education School Nutrition Program

- Terra Leggat, Inclusive Education Coordinator, shared a special presentation regarding the Alberta Education School Nutrition Program.
- Lethbridge School Division was pleased that the program was renewed for the 2019-2020 school year. The program provides students in participating schools with access to foods throughout the day and all students can access the food, ensuring that no one is singled out or labeled.

- Schools interested in participating created a grant proposal and sent it to Terra Leggat. Every school that applied received funds for food. A few schools did not apply because of partnerships with community resources.

3. AHS Special Report

- Committee member, Stasha Donahue, shared a special report from Alberta Health Services. She highlighted census data that was plotted on a radar graph. This is a snapshot of social indicators related to health and educational success.
- Stasha shared some other documents, including the 'Chew on This' campaign. She has a broad network in Lethbridge and area and will bring forward information, as relevant.

4. Advent Conspiracy

- The Evangelical Free Church has selected both the Mindful Munchies program and the Division Poverty Intervention Committee to be the recipients of this year's Advent Conspiracy. The first \$50 000 will go towards renovating the Mindful Munchies' kitchen. All money collected over \$50 000 will go to the Poverty Fund. The Committee is grateful for the continued support.
- Karen also shared a 'Moose on the Loose' fundraiser happening on behalf of PIC. So far >\$2000 has been raised.

5. Financial Report

- Opening Balance as of Sept. 1, 2019: \$68,057.71  
Donations Received: \$19, 475.00  
Board 19/20 Contribution: \$20 000  
Payments to Schools: (\$13, 832.53)  
Closing Balance as of Dec. 3, 2019: \$93, 700.18
- Karen further advised the Committee about some financial commitments made in the previous year. This will include:
  - provision of finances for up to 200 WAM bags,
  - \$3,000.00 for boots, clothing and basic necessities,
  - Breakfast and lunch funds limited to \$1,000.00 per school.
- **MOTION:** Brian Palsky moved that funds for WAM Bags be increased to support 275 bags, restoring the amount to its original level (it currently sits at 220). Seconded by Curtis Chatters. Carried unanimously.

6. Representative Reports.

Our next meeting will be held March 4, 2020.

Respectfully submitted,  
Christine Light

**MEMORANDUM**

December 17, 2019

To: Board of Trustees

From: Christine Light, Vice Chair

**RE: Community Engagement Committee – December 5, 2019**

**Committee Members Present:** Cheryl Gilmore, Christine Light, Jan Foster, Garrett Simmons, Holly Debnam

**1. ICE Scholarship Breakfast**

- It was decided that our keynote speaker, Judy Trinh, will be asked to share her story around the topic of diversity and community support.
- Epiphany Group has come in as a new *Supporter of Entrepreneurship* sponsor (\$1000).
- 22 ½ of the 26 tables are sold.
- Garret will contact ICE Scholarship winners from last year to extend an invitation.
- Welcome cards with evaluations on the back will be placed at each seat.
- Jan will confirm entertainment with the Event Planning sub-committee.
- Student tables will be asked to set up the night before to be ready when guests arrive.
- Christine Light will attend a January staff meeting at LCI to discuss scholarship and innovation. Other high schools will be contacted to see if there can be similar opportunity.

**2. Communication Plan Review**

- Garrett reviewed the Division Communication Plan.

**3. Town Hall**

- The potential change to the Town Hall date and structure was discussed briefly. This topic will be discussed further at our next meeting.

**NEXT MEETING**

Tuesday, January 14th at 6:00

Respectfully submitted,  
Christine Light



OFFICE OF THE MAYOR  
December 5, 2019

# CITY OF *Lethbridge*

Mr. Clark Bosch, Chairperson  
Lethbridge School Division No. 51  
Board of Trustees  
433 – 15 St S  
Lethbridge, AB T1J 2Z5

Dear Mr. Bosch:

**RE: Student Transportation in Lethbridge – Notice of Contract Expiration and Non-Renewal**

Thank you for your school board's presentation at the Community Issues Committee meeting on Monday, December 2, 2019. We were pleased to hear the Superintendents' acknowledgement that transportation is a responsibility of school boards.

Attached is a copy of the resolution that was approved unanimously by Lethbridge City Council at the meeting of Monday, November 25<sup>th</sup>, 2019.

Lethbridge City Council has directed the City Manager and his staff to support your school board in an efficient and expedient transfer of the responsibility for student transportation from the City to the school boards, as is done in all other municipalities in Alberta.

The City of Lethbridge is no longer in a position to accept the risk and liability for student transportation, which correctly belongs to school boards.

Lethbridge City Council encourages your board to examine options of board operated or privately contracted student busing which result in zero or minimal cost to families, as is done in other jurisdictions throughout Alberta.

The City of Lethbridge has opted to not provide student transportation service after the expiration of the existing agreement. We suggest that exploration of alternatives begin immediately as a high priority for your school division.

The City of Lethbridge values the positive and collaborative relationship that we have historically enjoyed with our school systems. We will continue to support our school boards in their efforts to identify sites for new schools, support school site development and play structures, and fund larger gymnasiums in Lethbridge schools to encourage public use, and many other areas.

/ . . 2

We certainly acknowledge that our smallest residents require safe transportation to and from school every day and as such, we are committed to a smooth transition with our school boards for the next school year and respectfully request your full cooperation.

Yours truly,

A handwritten signature in black ink, appearing to read "Chris Spearman". The signature is fluid and cursive, with the first name "Chris" written in a larger, more prominent script than the last name "Spearman".

Chris Spearman, Mayor  
on behalf of Lethbridge City Council

cc. Dr. Cheryl Gilmore, Superintendent, Lethbridge School District #51  
Dr. Chris Smeaton, Superintendent, Holy Spirit School District  
Judy Lane, Chairperson, Holy Spirit School District  
Lethbridge City Council  
Bramwell Strain, City Manager  
The Honourable Ric McIver, Minister of Transportation  
The Honourable Arianna LaGrange, Minister of Education  
Nathan Neudorf, MLA Lethbridge East

## *Excerpt from Minutes*

*City Council Meeting held Monday, November 25, 2019*

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### **5.3(E) Fiscal and Operational Performance Review – Lethbridge Transit Services**

#### **B.A. Crowson:**

WHEREAS Phase One of the Fiscal and Operational Performance Review Report included a recommendation to transition the responsibility of providing School Bus Operations from the City of Lethbridge to the School Boards;

THEREFORE BE IT RESOLVED THAT City Council not renew the School Bus Operations contract when it terminates in 2020 and direct the City Manager to work with the School Boards to transition the responsibility of School Bus Operations from the City of Lethbridge to the School Boards.

In Favour: C.A. Spearman, B.A. Crowson, A.M. Campbell, J.H. Carlson, J.A. Coffman,  
B.E. Hyggen, J.P. Mauro, S.R. Miyashiro, R.K. Parker

----- **CARRIED**

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## LETHBRIDGE POLICE COMMISSION

December 4, 2019

Clark Bosch, Board Chair  
Lethbridge School Division Board of Trustees  
433 – 15 Street South  
Lethbridge, AB T1J 2Z4

Dear Chair Bosch:

RE: School Resource Officer Program

Thank you for your letter, dated November 13, 2019, regarding your concerns about the School Resource Officer Program.

During the Lethbridge Police Commission meeting, scheduled November 27, 2019, your letter, and the School Resources Officer Program, were discussed. After deliberations, your letter was received as information.

Please be assured that the School Resources Officer Program remains an important priority to the Lethbridge Police Commission and to the Lethbridge Police Service. We have heard your concerns and they will be taken into consideration.

Should further information or clarification be required, please do not hesitate to contact us.

Regards,

Peter John Deys  
Chair, Lethbridge Police Commission

cc: Scott Woods, Chief of Police  
Public Complaints Director, Lethbridge Police Commission  
City of Lethbridge City Council