



AGENDA

Lethbridge School Division
School Board
Regular Meeting

Tuesday, February 25, 2020

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 January 28, 2020, 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	Edwin Parr Nomination	Enclosure 4.1
	4.2	Lap-top Project at Senator Joyce Fairbairn	Enclosure 4.2

5. Action Items

3:55 p.m.	5.1	Memorandum of Agreement with Alberta Teachers' Association Local 41	Enclosure 5.1
	5.2	Policy Review: <ul style="list-style-type: none">• <i>Policy 700.1 Workplace Health & Safety – Leadership Commitment</i>• <i>Policy 700.2 Workplace Health & Safety – Hazard Assessment</i>	Enclosure 5.2

4:15 p.m. **6. Division Highlights**

7. Information Items

4:20 p.m.	7.1	Board Chair Report	
	7.1.1	Breakfast with the Board Fleetwood Bawden School – March 4, 2020	Enclosure 7.1.1
	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
4:40 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	Donations and Support	Enclosure 7.3.3
7.3.4	Snacks with the Superintendents	
	Victoria Park – March 12, 2020	Enclosure 7.3.4
7.3.5	Calendar of Events	Enclosure 7.3.5

5:00 p.m. Public Forum

8. Reports

5:10 p.m.	8.1	Division Wellness Committee – January 30, 2020	Enclosure 8.1
	8.2	ATA Local Council – February 5, 2020	Enclosure 8.2
	8.2	Policy Advisory Committee – February 5, 2020	Enclosure 8.3

9. Correspondence - Received

5:20 p.m.	9.1	Evangelical Free Church of Lethbridge	Enclosure 9.1
	9.2	Alberta Education	Enclosure 9.2

10. Correspondence - Sent

5:25 p.m.	None
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5:30 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD JANUARY 28, 2020.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:43 p.m.

1. Approval of Agenda

Addition of 5.5 School Bus Transportation

Trustee Jan Foster moved:

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

*Approval of Agenda
6493/20*

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of December 17, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –
Regular Meeting
6494/20*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 Making Connections Update

Morag Asquith, Associate Superintendent, provided the Board with an update on Making Connections. Trustees acknowledged the loss of these positions and the support they provide to families and student learning. Trustees would like to have a conversation on where to advocate for these programs.

*Presentations
Making Connections
Update*

5. Action Items

5.1 Policy Review

Trish Syme, Coordinator of Learning and International Education, reviewed the following policies:
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
Policy 904.1 Surplus Space
Policy 905.1 Disposition of Property
Policy 1002.5 Parent/Guardian Responsibilities

*Action Items
Policy Review*

Trustee Lola Major moved:

*Policy 502.1
Welcoming, Caring,*

“to approve Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, as amended.”

CARRIED UNANIMOUSLY

*Respectful and Safe
Learning Environments
6495/20*

Trustee Lola Major moved:

“to approve Policy 904.1 Surplus Space, as amended.”

CARRIED UNANIMOUSLY

*Policy 904.1 Surplus
Space 6496/20*

Trustee Lola Major moved:

“to approve Policy 905.1 Disposition of Property, first reading.”

CARRIED UNANIMOUSLY

*Policy 905.1
Disposition of Property
6497/20*

Trustee Lola Major moved:

“to approve Policy 1002.5 Parent/Guardian Responsibilities, first reading.”

CARRIED UNANIMOUSLY

*Policy 1002.5
Parent/Guardian
Responsibilities
6498/20*

5.2 First Quarter Financial Report

Mark DeBoer, Director of Finance, reviewed the First Quarter Financial Report.

Trustee Donna Hunt moved:

“to approve the 2019-2020 First Quarter Financial Report, as presented.”

CARRIED UNANIMOUSLY

*First Quarter Financial
Report 6499/20*

5.3 2020-2021 School Year Calendar

The 2020-2021 school year calendar was reviewed by the Board.

Trustee Doug James moved:

“to approve the 2020-2021 School Year Calendar, as presented.”

CARRIED UNANIMOUSLY

*2020-2021 School Year
Calendar 6500/20*

5.4 Fee Increase for Early Education Programming

A fee increase for Early Education Programming was presented to the Board.

Trustee Jan Foster moved:

“to approve a \$10.00 monthly increase in EEP fees for all Division EEP programs from \$175.00 to \$185.00 for the 2020-2021 school year.”

CARRIED UNANIMOUSLY

*Fee Increase in EEP
6501/20*

5.5 School Bus Transportation

Following the City of Lethbridge decision to extend our contract to July 2021, the Board of Trustees discussed a

feasibility study on school bus transportation in conjunction with Holy Spirit Catholic School Division.

Trustee Tyler Demers moved:

“to approve the contracting of a feasibility study to explore school bus transportation options in conjunction with the Holy Spirit Catholic School Division.” **CARRIED UNANIMOUSLY**

*School Bus
Transportation
6502/20*

6. Division Highlights

- Christine Light is thankful for the school bus transportation extension, Breakfast with the Board and Christmas concerts.
- Doug James thankful for Blaine Hyggen for working with the Division for the transportation extension, Lakie basketball tournament, and Nicholas Sheran school council.
- Tyler Demers attended the ICES chapel and shared information on funds raised for Compassion Canada.

Division Highlights

7. Information Items

Information Items

7.1 Board Chair Report

7.1.1 Breakfast with the Board

Breakfast with the Board will be held at Westminster School on Thursday, February 6, 2020 at 7:45 a.m.

*Breakfast with the
Board*

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

*Associate
Superintendent
Reports
Business Affairs*

7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Instructional Services

7.3 Superintendent Reports

Superintendent Report

7.3.1 Board Priorities

2019-20 Division Priorities report of actions was shared.

Board Priorities

7.3.2 Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were

*Acknowledgements of
Excellence*

encouraged to congratulate the students and staff when visiting schools.

7.3.3 Snacks with the Superintendents

Snacks with the Superintendents will be held at Mike Mountain Horse School on Wednesday, February 12, 2020 at 7:45 a.m.

Snacks with the Superintendents

7.3.4 Donations and Support

Southern Chiropractic donated services to Westminster School. Best Buy School Tech Grant was awarded to WCHS. Save-On-Foods donated turkeys to Victoria Park Christmas hampers.

Donations and Support

7.3.5 Calendar of Events

The Calendar of Events was reviewed.

Calendar of Events

7.3.6 Transportation

Lethbridge School Division and Holy Spirit Catholic School Division brought a motion to the January 27th City Council meeting which was carried.

Transportation

7.3.7 Town Hall

Town Hall Meeting will be held on Tuesday, February 11, 2020 at Victoria Park High School at 6:30 pm.

Town Hall Meeting

Public Forum

Public Forum – none

8. Reports

*Reports
Policy Advisory
Committee*

8.1 Policy Advisory Committee

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held January 8, 2020.

8.2 A.T.A. Local 41 Council

A.T.A. Local 41 Council

Trustee Doug James provided an oral report from the A.T.A. Local 41 Council meeting held January 8, 2020.

8.3 Division School Council

Division School Council

Trustee Christine Light provided a written report from the Division School Council meeting held January 13, 2020.

8.4 Community Engagement Committee

*Community
Engagement
Committee*

Trustee Christine Light provided a written report from the Community Engagement Committee meeting held January 14,

2020.

8.5 Joint City of Lethbridge / School Boards

Trustee Lola Major provided a written report from the Joint City of Lethbridge / School Boards meeting held January 15, 2020.

*Joint City of
Lethbridge/School
Boards*

8.6 A.S.B.A. Zone 6 General Meeting

Trustee Donna Hunt provided a written report from the A.S.B.A. Zone 6 General Meeting held January 15, 2020.

*A.S.B.A. Zone 6
General Meeting*

9. Correspondence – Received

9.1 Lethbridge Police Service

*Correspondence
Lethbridge Police
Service*

10. Correspondence – Sent

10.1 Minister of Education

Minister of Education

The meeting adjourned at 5:33 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Edwin Parr Nomination

Background

On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association (ASBA). Nominees from Zone 6 jurisdictions will be recognized at the May 20, 2020 Zone 6 ASBA meeting. One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA.

With many outstanding beginning teachers in the Division, it was certainly not an easy task for Associate Superintendent Rik Jesse, in consultation with school principals, to select a Division nominee.

The Lethbridge School Division nominee for the 2020 Edwin Parr Award is Jenelle Macdonald, a teacher at Fleetwood Bawden Elementary School.

Some highlights regarding Jenelle are as follows:



Principal Craig Dejong at Fleetwood Bawden Elementary School describes Jenelle as an exemplary beginning teacher. Possessing teaching abilities well beyond that expected at her level of experience, there is no doubt that Jenelle has a bright future and there will be many years of students who are well served in her classroom. She is relationship-centred and an integral piece of the teaching team at Fleetwood.

Janelle conveyed that, "As a Grade 3/ 4 teacher, I am passionate about inclusive, concept-based education that promotes collaboration, inquiry and engagement in the classroom. I try to make sure that I teach with different modalities so that all students can feel success and celebrate their diverse learning needs. At the beginning of this year, building a respectful and accepting classroom community was a priority and I have been able to witness the positive impact that this has had. My students are so welcoming to everyone and I love watching them develop and grow into leaders."

Recommendation

It is recommended the Board receive this report as information and take the opportunity to have Jenelle share her experiences during this year.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Lap-top Project at Senator Joyce Fairbairn

Background

Principal Bill Bartlett and Technology Director Jesse Sadlowski will provide an update on the lap-top project at Senator Joyce Fairbairn Middle School.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Memorandum of Agreement on Local Table Matters between the Board and ATA Local #41

Background

The Board negotiating committee reached a Memorandum of Agreement with the negotiating committee of ATA Local #41 on December 18th, 2019.

ATA Local #41 members ratified the agreement on February 3, 2020.

Recommendation

It is recommended that the Memorandum of Agreement between the Board of Trustees of Lethbridge School Division and the Alberta Teachers Association Local #41 dated the 18th day of December 2019 be approved.

Respectfully submitted,
Christine Lee

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Policy Review

Background

Division policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, Division School Council, each of the employee groups, and Division and school administration. Coordinator of Learning and International Education, Trish Syme coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed in the 2018-2019 school year
- Policy review (including procedures, forms, and exhibits) of the 700, 800, 900, 1000, 100 series
- Changes required due to the passing of the Education Act July 2019 and updated provincial regulations
- Assist in the orientation of new members to the policy development process, as necessary

Trish Syme will attend the Board meeting and provide an overview of each policy, share any feedback that has been received and respond to questions trustees may have.

Recommendation

It is recommended that the Board adopt the revisions to the policies as presented by the Policy Advisory Committee, or as amended.

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
700.1	Workplace Health & Safety – Leadership Commitment	Amendment
700.2	Workplace Health & Safety – Hazard Assessment	Amendment

Respectfully submitted,
Cheryl Gilmore



700.1 Workplace Health and Safety: Leadership Commitment

Policy

The Board operates a workplace health and safety management system that is designed to prevent injuries and property damage in all workplace operations.

Regulations

The Division wide workplace health and safety management system delineated through policy shall:

1. meet legislative requirements, specifically the Alberta Occupational Health and Safety Act, Regulation and Code;
2. be reviewed and updated on a regular basis;
3. recognize that it is the responsibility of all Division employees at every organizational level including supervisory and senior management to:
 - 3.1. be aware of all policies and procedures within the Division workplace health and safety management system, as they relate to the employee's work assignment;
 - 3.2. create a work atmosphere in which health and safety is implemented with every day operations;
 - 3.3. protect themselves and others by adhering to the Division's workplace health and safety management system; and
 - 3.4. promote health and safety as a value associated with every priority in the Division.
4. include policies and procedures that address:
 - 4.1. a commitment to health and safety by senior leadership and the Board;
 - 4.2. identification of workplace hazards;
 - 4.3. methods of hazard control;
 - 4.4. ongoing workplace inspections;
 - 4.5. qualifications, orientations and training of employees;
 - 4.6. an emergency response plan;
 - 4.7. protocols for accident/incident reporting and investigation; and
 - 4.8. program administration.
5. include a declaration of commitment to health and safety signed annually by the Superintendent and the Chair of the Board, copies of which shall be posted in all Division schools, the Attwell Building, and the Education Centre; and

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LETHBRIDGE SCHOOL DIVISION

6. include a description of general responsibilities of all Division employees and contractors regarding health and safety.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Division Policies: 700.1 – 700.10

Other: Alberta Occupational Health and Safety Act, Regulation and Code
Division Safety Plan

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700.2 Workplace Health and Safety: Hazard Assessment

Policy

Hazard assessments shall be completed for all job roles. Hazard assessments for Division worksites and work processes will be completed based on level of risk.

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Regulations

1. Hazard assessment documentation shall be completed
 - 1.1. for all Division worksites in which any Division employees are expected to carry out their duties;
 - 1.2. by involving representative worksite employees;
 - 1.3. whenever a new work process or new worksite is established; and
 - 1.4. whenever a work process or work site condition changes.
2. Hazard assessments shall be:
 - 2.1. reviewed on a regular basis by administrators, supervisors or managers;
 - 2.2. utilized as part of an ongoing hazard control process;
 - 2.3. utilized as part of an employee safety training process; and
 - 2.4. included as part of new employee orientation.
3. It is the objective and standard practice of the Division to:
 - 3.1. assess the hazards of the worksite;
 - 3.2. control the assessed hazards to reduce risk of injury and property damage;
 - 3.3. ensure all employees understand the nature of the worksite hazards;
 - 3.4. utilize the applicable safe work practices and procedures, and applicable professional codes of practice; and
 - 3.5. cease work activities if dangerous conditions cannot be eliminated or controlled.

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The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Other: Alberta Occupational Health and Safety Act, Regulation and Code

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – March 4, 2020 at Fleetwood Bawden School

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 Fleetwood Bawden School on Wednesday, March 4, 2020 from 7:45 to 8:15 a.m. followed by a tour of the school with Principal Craig Dejong.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The February 2020 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

Facilities



- South Lethbridge Elementary School is 38% complete. The floor slab is scheduled to be poured starting on February 26th. Several cement trucks are scheduled to arrive to pour flooring in four stages over the week.



- Work continues at Senator Buchanan 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.
- The new maintenance work ticket system **eBASE** has now been implemented with all maintenance staff and head caretakers trained in using this new system. Early reports indicate that the system is working well and is an improvement over the simple electronic system used last year. In the first month of usage over 350 work tickets have been created. Training will begin with administrators to learn how to review site orders and place request for special school-based projects.
- Work has begun on the Division's Capital Plan. The Facilities Committee will review the draft Capital Plan in early March and submit to the Board of Trustees at the March Board meeting for approval prior to submission to Alberta Education by April 1st. A new elementary school in west Lethbridge is the Divisions greatest capital need.

Transportation

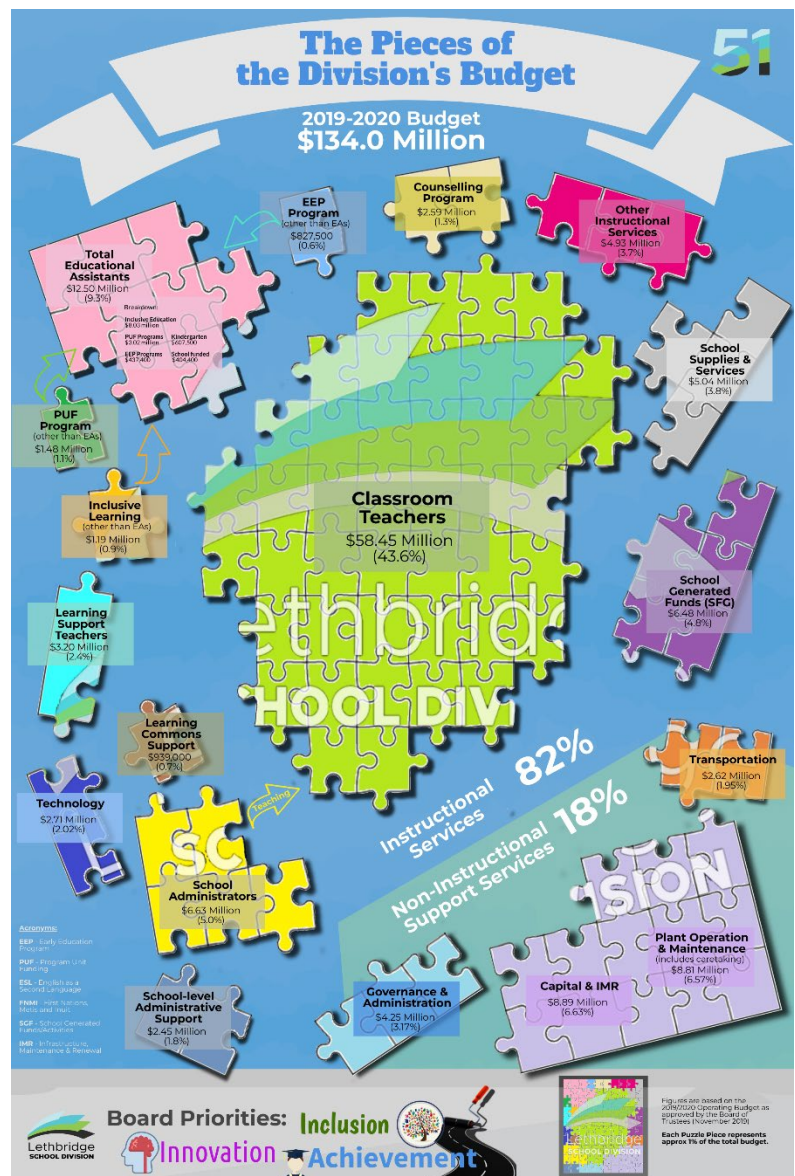
- The process has begun to seek a consultant to conduct a transportation feasibility study on behalf of Lethbridge School Division and Holy Spirit Roman Catholic School Division now that the City of Lethbridge has granted an extension to the busing contract up to July 2021. The feasibility study will look at the cost and operational implications of starting school division busing operations from the ground up versus contracting a third-party transportation contractor to provide school bus transportation.

Finance

- The Board of Trustees held their annual Town Hall on February 11th. This year's Town Hall provided information to attendees of how the school division is currently funded in 2019-2020 and sought input on resource allocation priorities in advance of the 2020 Provincial Budget.
- The Province of Alberta will announce the 2020 Budget on February 27th. Full details will be provided about the new funding framework and funding allocations after the budget has been tabled in the Legislature. The Board and administration will then consider priorities and information provided by administrators and the Town Hall to guide the development of the 2020-2021 budget.

Note: All division financial information and financial information graphics may be found on the [Division website](#).

- Finance department was able to fill the Payroll Support vacancy internally. This leaves a vacancy in the Division's purchasing department. The purchasing department position is not being filled at this time pending development of the 2020-2021 budget.



Technology

- Evergreening technology at secondary schools as per the Division's established evergreening cycle has started. The technology team is performing this work during school breaks and during times that are the least disruptive to classrooms.
- The technology team continues to work on the digital student records plan, supporting the test pilot school and set up and usage of *Laserfiche* software to facilitate this process. A training session for school administrative assistants will be held this week.
- The technology department and Senator Joyce Fairbairn Middle School conducted a survey regarding the Senator Joyce Fairbairn Middle School Laptop Project. A presentation will be provided to Trustees regarding the results and the first-year success of this new initiative.



Students

When students were asked how they use the laptop outside of class, 81% said they used they used their laptops to work on assignments.



81%

support the new model

271 Parents Surveyed

335 Students Surveyed

13 Teachers surveyed

Community Engagement Committee



SCHOLARSHIP BREAKFAST



BREAKFAST SPONSORS:



SUPPORTERS OF ENTREPRENEURSHIP:



SCHOLARSHIP SUPPORTERS:



FIVE-YEAR SCHOLARSHIP SUPPORTERS:



IN-KIND SPONSORS:

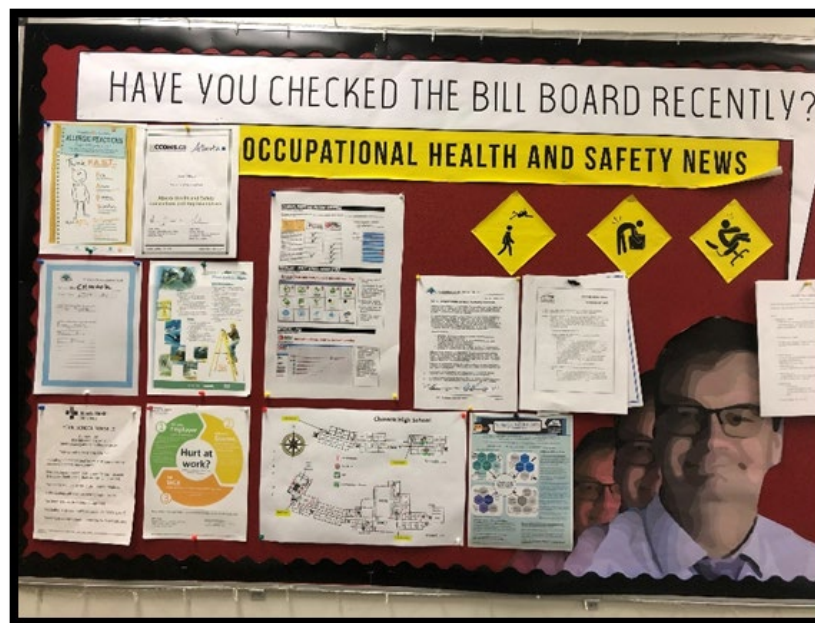


- The 2020 ICE Scholarship Breakfast held on February 14th, 2020 was **SOLD OUT!** Many thanks to all our sponsors, volunteers, and supporters. \$18,800 was collected for the event.



Occupational Health and Safety

- **Health and Safety Committee Reps:** Just completed another 8 hours of training in **Workplace Inspections** and **Hazard Assessment of Control**. Committee Reps participated in a mandatory of 8 hours of OHS Committee Representative training in the fall.
- **Facilities:** A committee has completed a review and revision of Caretaking and Maintenance job descriptions. Hazard Assessments will be reviewed and updated based on the updated job descriptions. A committee is updating the Caretaking manual. Maintenance team has implemented the new *eBase* work ticket system to track maintenance requests. The team is working on the development of Field Level Hazard Assessment forms.
- **Shop Equipment Safety:** Shop teachers are meeting to develop schedules, processes and procedures for inspecting shop equipment.
- **Safety for staff working with students with complex needs:** The highest instance of staff injuries relates to contact with students (intentional or unintentional). A committee has been formed to develop work practices and procedures for staff when working with students with complex needs.
- School Inspections, safe work practices and policy and procedure work continues with the OHS Officer.
- Great work by our schools making their safety board interesting and engaging!



Other matters

- Work related to Insurance, legal, and labour relations matters
- South Lethbridge Elementary School construction meetings
- Various meetings with Holy Spirit School Division related to transportation
- Work on review of demographic data, boundaries, and capital planning
- Attended the following events/meetings:
 - AERR review with Alberta Education, January 29th
 - Heather Hadford, retirement celebration, Dr. Probe Elementary, January 29th
 - General Stewart School Council meeting, January 29th
 - World Read A-loud Day at Coalbanks Elementary, Grade 2/3, 4/5, February 5th
 - Chinook High School Council meeting, February 5th
 - OHS Training- Workplace Inspections and Hazard Assessment, February 6th
 - LCI Dance Academy production of *Kouros*, February 6th
 - School Bus Partnership meeting, February 7th
 - Town Hall Meeting, February 11th
 - Snacks with Mike Mountain Horse School staff, February 12th
 - GS Lakie production, *Luna*, February 13th
 - 2020 ICE Scholarship Breakfast, February 14th



2020 Town Hall



2020 World Read A-loud Day at Coalbanks Elementary



LCI Dance Academy Kouros



GS Lakie Middle School LUNA

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The February 2020 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

Report to the Board of Trustees

February 25, 2020



Rik Jesse



Rhonda Aos



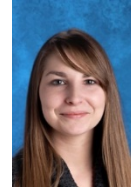
Stacey Wichers



Katie Guccione



Amber Ruest



Jolayne Prus



Carrie Fahl

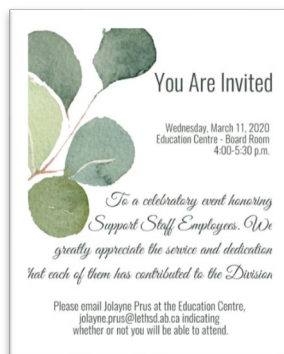


Lethbridge School Division ~ Human Resources



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.

HR Events – (2019/2020)



Spirit of 51 – Employee Recognition - *Date of event: March 11, 2020*

This program acknowledges the amazing contributions that our non-teaching staff members make to Lethbridge School Division. Employees are nominated when they have provided extra services beyond the normal parameters of their position or who have gone above and beyond the call of duty in creating a positive work environment. Employees are nominated by other employees or supervisors and then invited to a recognition event. At the event the employee is provided with their nomination, a certificate and a flower.

Friends of 51 - *Date of event: May 2020*

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to Lethbridge School Division. Recognition will take place at the nominating location's assembly where the individual or group will be presented an Apple of Recognition.

Years of Service - *Date of event: June 2020*

Employees are recognized in 5 year intervals. Certificates and gifts are organized and prepared by the Human Resources Department for delivery to each school. School administration at each school along with a Trustee and Executive Council member acknowledge the employee and presents the award.

Retirement Banquet - *Date of event: June 3, 2020*

All employees are invited to a banquet, hosted by the Board of Trustees thanking them for their service with the School Division. Each employee receives a card with a gift certificate to a restaurant and a floral centerpiece.

Assignable Time / Instructional Hours Calculator

School Type Choose type...

School Choose school type

Daily Hours Calculator

Update start and end times for the school's typical work schedule. "Minutes" and "Hours" will automatically calculate.

	Full Days								Calculation	
	Start of Day	Break 1 (if applicable)		Lunch		Break 2 (if applicable)		End of Day	Minutes	Hours
Monday	8:30 AM	10:30 AM	10:40 AM	12:15 PM	1:00 PM	2:00 PM	2:11 PM	3:15 PM	359	5.65
Tuesday	8:30 AM	10:30 AM	10:40 AM	12:15 PM	1:00 PM	2:00 PM	2:11 PM	3:15 PM	359	5.65
Wednesday	8:30 AM	10:30 AM	10:40 AM	12:15 PM	1:00 PM	2:00 PM	2:11 PM	3:15 PM	359	5.65
Thursday	8:30 AM	10:30 AM	10:40 AM	12:15 PM	1:00 PM	2:00 PM	2:11 PM	3:15 PM	359	5.65
Friday	8:30 AM	10:30 AM	10:40 AM					12:15 PM	115	1.92

Half Days		Calculation	
Start of Day	End of Day	Minutes	Hours
1/2 day(s)	8:30 AM - 10:40 AM - 12:15 PM	115	1.92

Vacation (if applicable)		Calculation	
Start of Day	End of Day	Minutes	Hours
AM	8:30 AM - 11:55 AM	185	3.08
PM	12:15 PM - 3:30 PM	190	3.17

Special thank you to Mark DeBoer, Joey Gentile, Craig DeJong and Broc Higginson for updating and testing the 2020 Assignable Time Calculator.

Assigned Time is defined as the amount of time that school jurisdictions assign teachers and within which they require teachers to fulfill various professional duties and responsibilities. 1,200 hour Assignable Cap.

What are some examples of assigned time?

- Staff Meetings
- Time between instructional classes/breaks
- Supervision
- Professional Learning Days
- Parent / Teacher Conferences without demonstration of student learning
- District Professional Learning Day
- Teachers' Convention
- Lunch Breaks/Nutrition Breaks
- Christmas/school concerts
- FOPs
- Welcome to Kindergarten

Workable Anniversary - 2019 Data



We are now into our 2nd year of using a product called Workable as our Applicant Tracking System. Below are some general stats representing the volume of work that has been completed in the last 12 months.

2019 – Year in Review



Calendars, Calendars, Calendars

1. Administrative Assistant Elementary School
2. Administrative Assistant High School
3. Administrative Support Elementary, Administrative Support Middle, Advanced Educational Support, Career Practitioner, Learning Commons, Student Support Workers
4. Administrative Support High School, Administrative Assistant Middle School
5. Business Support
6. Educational Assistant
7. Mental Health Capacity Building Wellness Coach
8. Family Support Worker
9. Early Education Program Manager
10. First Nations Metis Inuit
11. Speech Language Pathologist, Family School Liaison Counsellor, Psychologist
12. Caretaking and Maintenance
13. Non-Union



Mental Health First Aide Training



As part of ASEBP's mental health strategy, we offer a Mental Health First Aid (MHFA) training program to provide you and your employees with an opportunity to improve mental health literacy and gain skills and knowledge to better manage existing or developing mental health problems in themselves, colleagues or family members. This training program better positions, those who take it, to recognize signs and symptoms of potential mental health problems in co-workers.

Dates: TBA

University of Lethbridge PS II Practicum Placements

University of
Lethbridge



63 University of Lethbridge practicum students received their placement information for the upcoming practicum: March 2 to April 8, 2020.

Chinook = 5
Coalbanks = 4
Davidson = 3
Fleetwood = 3
Lakie = 4
Galbraith = 2

ICES = 1
LCS = 1
LCI = 7
NCCS = 2
PM = 3
SB = 4

VP = 1
Westminster = 1
Wilson = 6
Churchill = 6
Paterson = 4
SJF = 5

2020 Edwin Parr Nominee ~ Lethbridge School Division



As I was preparing for my career in education, I always wondered what kind of school would accept me for the teacher that I am. I knew that I needed to be in an environment that prioritized teamwork, innovation and exploration. I am happy to say that I have found that community at Fleetwood Bawden Elementary. Having the support and acceptance of my colleagues and administrators has allowed me to navigate my first year of teaching. I would not be able to be the teacher that I am today without them.

As a Grade 3/4 teacher, I am passionate about inclusive, concept-based education that promotes collaboration, inquiry and engagement in the classroom. I try to make sure that I teach with different modalities so that all students can feel success and celebrate their diverse learning needs. At the beginning of this year, building a respectful and accepting classroom community was a priority and I have been able to witness the positive impact that this has had. My students are so welcoming to everyone and I love watching them develop and grow into leaders.

~ Jenelle

February 2020 ATA Contracts

Andy Davies	Coalbanks Elementary
Camilla Pagliericci	Immanuel Christian Elementary School
Jan Maaren	Gilbert Patterson
Danica Tolhuysen	Dr. Gerald B. Probe
Erica Thompson	Galbraith Elementary School
Jacob Verhesen	Ecole Agnes Davidson
Erin Wallace	GS Lakie
Kelsey Morrison	Fleetwood Bawden
Keith Miller	LCI
Jena Ursel Semach	Winston Churchill
Kimmy Orr	LCI (0.4)
Rachael Heise	Immanuel Christian Secondary School (0.5)

ALL SCHOOLS ENROLLMENT BY GRADE: January 31, 2020

SCHOOL	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
	Jan 31	Sep 30	Diff	Jan 31	Sep 30	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	Jan 31	Sep 30	Diff	Jan 31	Jan 31
	2020	2019		2020	2019														2020	2019		2020	2020
																			1-12	1-12		EE-12	EE-12
Victoria Park												1	4	4	13	37	59	182	300	258	42	300	300.0
Chinook High															316	275	262	298	1151	1181	-30	1151	1151.0
Immanuel Christian Secondary												46	42	48	42	38	49	44	309	305	4	309	309.0
LCI - Total Students															218	245	202	239	904	894	10	904	904.0
LCI - French Immersion															53	37	43	51	184	185	-1	184	
WCHS															216	249	201	220	886	892	-6	886	886.0
G S Lakie												137	157	162					456	450	6	456	456.0
Gilbert Paterson - Total Students												270	254	250					774	780	-6	774	774.0
Gilbert Paterson - French Immersion												76	64	66					206	199	7	206	
Lethbridge Christian				31	31	0	29	28	27	20	27	23	20	20					194	194	0	225	209.5
Senator Joyce Fairbairn												174	216	148					538	531	7	538	538.0
Wilson												215	209	252					676	684	-8	676	676.0
Coalbanks Elementary	44	40	4	117	115	2	106	109	94	74	83								466	452	14	627	466.0
Coalbanks - Spanish				48	48	0	47	39	24										110	109	1	158	
Dr. Probe	42	41	1	82	86	-4	95	96	100	99	118								508	511	-3	632	570.0
École Agnes Davidson - Total Students	60	54	6	92	93	-1	80	98	76	73	84								411	413	-2	563	487.0
École Agnes Davidson - French Immersion				68	68	0	51	65	42	46	51								255	260	-5	323	
École Nicholas Sheran - Total Students	41	38	3	77	78	-1	79	90	77	74	100								420	423	-3	538	479.0
École Nicholas Sheran - French Immersion				38	41	-3	49	47	37	26	28								187	188	-1	225	
Fleetwood Bawden - Total Students	25	25	0	35	36	-1	58	57	60	61	69								305	305	0	365	335.0
Fleetwood Bawden - Montessori							33	27	26	23	32								141	146	-5	141	
Galbraith	41	39	2	40	39	1	62	62	64	78	89								355	355	0	436	395.5
General Stewart	53	52	1	18	18	0	23	20	21	19	21								104	110	-6	175	139.5
Immanuel Christian Elementary	31	30	1	42	44	-2	44	57	28	60	49								238	240	-2	311	274.5
Lakeview				72	72	0	78	96	75	97	89								435	438	-3	507	471.0
Mike Mountain Horse	74	68	6	86	82	4	77	104	69	83	130								463	460	3	623	543.0
Park Meadows	44	45	-1	53	55	-2	36	48	59	56	52								251	253	-2	348	299.5
Senator Buchanan	24	23	1	44	44	0	61	51	36	40	49								237	242	-5	305	271.0
Westminster	29	25	4	24	23	1	28	36	22	33	33								152	149	3	205	190.5
SUB TOTALS	508	480	28	813	816	-3	856	952	808	867	993	866	902	884	805	844	773	983	10533	10520	13	11854	11125.0
Stafford Ridge																3	1	4	8	6	2	8	8.0
Harbour House														1					1	1	0	1	1.0
Pitawani													1		1	2	3	1	8	7	1	8	8.0
CAMP												1			1				2	4	-2	2	2.0
SUB TOTALS																			19	18	1	19	19

TOTAL STUDENTS / FTE ENROLLED AS OF JANUARY 31, 2020	11873	11144.0
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The February 2020 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

Associate Superintendent – Instructional Services- February 2020

Dates:

February 26th- Pink Shirt Day

February 26th- Health Champ Meeting

March 3rd- Secondary Numeracy Steering Committee- Ed Centre

March 4th- Poverty Intervention Committee-Ed Centre

March 4th- FNMI Education Committee- Ed Centre

First Nations, Metis and Inuit Work

Highlights of the FNMI teamwork this month has involved:

- FNMI staffing- hiring of Elementary Teacher FNMI Education and starting her work at Park Meadows and Galbraith
- Teachers Craig Findlay, Kenny Fuglerud, Billy Baum, and Brad Robert presented to Administrators about their “F.N.M.I. Education Learning Journey” February 13th
- Kainai Board of Education and LSD are meeting February 25th to host further discussions about sharing PL and collaborating
- Staffing planning structure for next year
- Continuing to offer PL and learning opportunities at each school site connecting to level of need

Curriculum and Instruction

Karen Rancier and her team of Lead Teachers have been busy developing and implementing learning opportunities for staff for the month of January and February around concept based instruction. February 10th the Literacy and Numeracy Lead Teachers provided Concept Based PL to Kindergarten and grade 1 Teachers.

Early Education

Isabelle Plomp and Rochelle Neville have been working with schools to organize and structure registration process for Kindergarten and intent to register process for Early Education Programming. Because Alberta Education has indicated a possible shift in funding to Program Unit Funding we are waiting to see the new budget and funding model prior to officially taking registrations for Early Education Programming.

February 3rd- “intent to register” process for EEP programs in the North and South side.

February 28-28th- “expression of interest” begins for EEP in west side Lethbridge schools. This will be the same process as last year with a lottery process to determine spaces at schools where we do not have sufficient EEP spaces to meet the demand.

March 3-6th the lottery for placement of children that have a completed “expression of interest” for west side Early Ed Programs, pending funding announcement.

March 9th-27th- west side families will be contacted regarding EEP placement, then registration can follow.

Kindergarten numbers are a little higher than average for this time of year compared to other years:

School	Programs	5 year act	20-02-04	20-02-14
Agnes French	3	67	69	66
Agnes English	1	23	16	21
Coalbanks English	3	66	59	64
Coalbanks Spanish Bilingual	2	37	52	52
Probe	3	83	60	62
Fleetwood	1	41	15	20
Galbraith	2	54	45	55
G. Stewart	1	23	14	17
I. Christian	2	43	15	40
Lakeview	3	77	60	63
L. Christian	1	27	15	19
MM Horse	2	89	45	46
N. Sheran French	2	42	33	33
N. Sheran English	1	34	20	26
P. Meadows	1	51	26	28
S. Buchanan	1	42	23	26
Westminster	1	29	14	15
Totals	27	828	581	660

Wellness Work

The staff "Wellness Throw Down for February is "Whatcha' drinkin'" staff are encouraged to be mindful of what they consume through beverage choice and are encouraged to consume 9-12 cups of liquids a day.

Health Champ meeting will be occurring Feb 26th for school reps who are supporting Wellness work at the school level. The second Wellness Committee meeting is January 30th. Two of our Health Champs from Senator Buchanan and Fleetwood Bawden will be attending the EverActive Conference January 30th.

Diversity and Inclusion

The Diversity and Inclusion Parent Table work has inspired Shelley Moore, Universal Design for Learning and Inclusion "guru" to come and present to Parents on "What is Inclusion", 40 parent/guardians attended this fun and informative event February 4th. On the 5th Shelley spent some time working side by side with staff at Winston Churchill High School and Galbraith Elementary School looking at designing lessons around student profiles and modifying a progression (lesson plan, assignment, assessment) on a concept and how they might improve this practice to create access points for all learners.

Safety and Crisis Management

After meeting with Lethbridge Police in January, it was decided that our schools would benefit from articulating a clearer "perimeter secure" process. This practice is supported due to the number of incidents recently our schools have responded to that have not required a full lockdown, but has required the school to keep students and staff in school away from a potential safety issue that presents outside.

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

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

PRIORITY ONE: Achievement
OUTCOMES: <ol style="list-style-type: none">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 Standard6. 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:<ol style="list-style-type: none">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: <ol style="list-style-type: none">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: <ol style="list-style-type: none">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 is spearheading the creation of a “Writing Continuum” tool that teachers will be able to refer to in assessing writing. Members of the creation committee include elementary teachers and principals.
- Bev facilitated a “Thin Slicing of Data” workshop that allows teachers to do a quick, overall assessment of their students’ writing to help guide their next steps in instruction.
- 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

- Jenn continues to work with a sub-committee of elementary and middle school teachers to scaffold understanding of the Foundational Skills Interview that teachers use when MIPI data indicates there are larger gaps in comprehension.
- 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 area of focus is effective teaching practices in mathematics.

Curriculum Implementation

- Jenn Giles, Bev Smith, Cynthia Parr, and Karen Rancier have provided three PL sessions for Kindergarten through Grade 5 teachers on what concept-based teaching and learning is while modeling best practices in acquiring this knowledge. The workshop for Grades 6-8 teachers will occur on March 16th.

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

- The Division is in the process of working with the University of Lethbridge regarding delivery of dual credit for the 2020-2021 school year. 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

- Kindergarten teachers from across the division gathered on January 22 for a full day. Bev Smith, Jenn Giles, Cynthia Parr and Isabelle Plomp provided the morning portion on literacy which also included attendance by Grade One teachers and one administrator from each elementary school. The afternoon was an opportunity for Isabelle Plomp to meet with the kindergarten teachers around several different areas including Program Unit Funding (PUF) requirements, the Early Years Evaluation (EYE) results, etc. The afternoon concluded with an information session, hosted by Morag, Rik and Rhonda around programming changes in the 2020-2021 school year which includes the addition of Friday mornings for kindergarten children.
- The Building Brains Together (BBT) project, which Lethbridge School Division Early Education Programs are involved with, continues to expand its horizons in order to reach more parents and community members around the importance of early brain development and how it impacts everyone’s future. The efforts behind BBT are to increase adult capabilities in promoting healthy

brain development in young children, which in turn, provides optimal outcomes in the future for learning and life. Online parent modules are now in development and the BBT project was featured at the February 13th U of L Donor Appreciation Gala. The U of L funds a portion of the project, with the Neuroscience department leading the project, along with the research to support it.

FNMI

- Shawnee Big Bull hired as our Elementary Teacher of FNMI Education.
- Staffing model is being revised.
- 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 presented their learning process and Indigenous Ways of Knowing personal journey to Administrators on February 13th at the Administrators Committee.

Administrator Professional Learning

- Shelley Moore's time with Lethbridge School Division schools and the parent evening originally scheduled for January 21 and 22 was re-scheduled for February 4 and 5. Shelley followed 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 fourth learning session on January 9, focusing on how to support staff, hiring practices and instructional supervision.

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

- Concept-based Professional Learning opportunities are being offered to elementary and middle school teachers and administrators with a focus on using current curriculum.
- A SIVA session was held on January 27 and 28.
- Shelley Moore's parent evening on inclusion was well attended on February 4, and teachers at Winston Churchill and Galbraith had an opportunity to spend half a day with Shelley on February 5 discussing how best to support students in inclusive classrooms.
- Division SIVA trainers will be offering an additional training opportunity for teachers and administrators at Teachers' Convention on February 20 and 21.
- Inclusive Education is working with SWRCS to plan a two-day community of practice for school and community teams working with students with autism. This joint PL will take place on March 10 and 11 at the Italian Canadian Club.
- HR and Payroll Teams continue to learn and have PL sessions for reimplementation.

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 25th session focused on FNMI Best Practices, Being Well, Self-Regulation, and Best Practices using Numeracy and Literacy. Next session will be on March 23, 2020.
- 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 Mac Neil and a timely conversation on 'Being Well', with Kathy Mundell. Next session is on March 25, 2020.

Parent Engagement

- A Division School Council meeting was not held in February because the Board hosts Town Hall.
- Parent representatives from each of the schools attended the annual Board Town Hall. This year the Board focused on questions connected to effective resource distribution.
- The Diversity and Inclusion Parent Table (DIPT) hosted an Information event for parents on February 4 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.

Management of Growth and Capacity Building learning spaces)

- Continued advocacy for a new school on the West side of Lethbridge.
- Submission for modular classrooms was made a number of months ago; anticipate that modular allocations will be announced in the near future.

Other School Improvement Initiatives

- We continue to support Staff Wellness Throwdowns, February is supporting Drinking Water and building awareness of the health risks of sugary drinks. 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.
- Nutrition Programs continue to support breakfasts, lunches and snacks for students throughout the day.

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)

- The behaviour support team continues to be busy in our elementary schools.
- We have completed intakes and welcomed 7 newcomer/refugee students in February.
- New procedures for seclusion, physical restraint and time-out, as required by standards set by Alberta Education, have been shared with administrators.
- The work of looking at core instruction and supports in schools through the lens of the division RTI² framework continues.
- Three school teams have been chosen to attend the autism workshop on March 10 and 11 – Nikki's Den, GS Lakie and Lakeview. Nikki's Den and GS Lakie are attending together to support the transition of a student in the 2020-21 school year.
- The next Learning Support Teachers'/Admin meeting takes place on March 17.
- Schools are currently working on support projections for 2020-21, after which Inclusive Education and HR will complete staffing visits to schools.
- Erin Hurkett and Ann Muldoon will provide PL for new teachers on ESL supports and strategies at an upcoming TIP session.
- Inclusive Education and Human Resources is starting to develop a process that supports safety in schools, a division “Think Tank” involving many different individuals in different roles will be struck in April.

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 3rd year of delivery).

Technology

- Recently, we have had a few learning opportunities for teachers to learn about STEAM (Science, Technology, Engineering, Art, Math). We have partnered with SAPDC to offer a full day teacher workshop on April 2nd that focuses on the importance of STEAM in the classroom and how to effectively use STEAM in the classroom.
- 17 Students from Lethbridge School Division will be participating in a Hack-a-thon taking place on February 25th hosted by Palliser Regional Schools and sponsored by Cybera. A Hack-a-thon is an event that allows students to show off some of their computer programming skills in a fun and unique way.
- Several of our teachers attending a Minecraft for Education workshop hosted by Westwind School Division. Teacher feedback from the workshop was very positive from staff who attended.

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Acknowledgement 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:

Cathy Kitagawa, teacher counsellor in Lethbridge School Division, for being recognized as one of the YWCA Women of Distinction this year. It is a very prestigious award recognizing achievement (Cathy is being recognized in the Education and Mentorship category) and all that they do as positive role models in the community.

Wilson Middle School grade 6 student, **Guet Dot**, earned a Gold Medal in the LCI wrestling club tournament in Medicine Hat.

Wilson Middle School Robotics Team placed 2nd in the recent Edmonton Robotics Competition. Wilson is currently in 3rd place in Southern Alberta amongst High School and Middle Schools.

Wilson SV Boys and Girls basketball teams brought home two Gold Medals from their Red Deer tournament.

GPMS Fine Arts recently completed their production – ***Alice in Wonderland Junior*** – which ran from February 10-13 with over 60 cast and crew under the direction of **Mr. Leavitt, Mrs. Bryden, Mr. Proulx and Mrs. Froese**. Congratulations on a wonderful show!

Gilbert Paterson Tiger Rep Basketball teams won the LSAA league championship in both boys and girls play. **Mr. Dekens'** boys defeated St. Francis in an overtime thriller and **Mrs. Valgardson's** girls won the title over RI Baker in the finals. Thanks to our staff and parent coaches, we had over 120 students playing basketball at either the rep, development, or club level this year.

Gilbert Paterson Middle School Grade 8 band members **Silas Klassen, Walter Figueroa, Zitong Wu** and **Tavis Dueck** were all selected to play with the Southern Alberta Honor Band in Calgary on February 14.

Gilbert Paterson Middle School Leadership 7 students sold Valentine candygrams with all the proceeds going to Australian Wildfire Relief. Their initiative raised over \$260 for the cause.

Wilson Middle School Vice Principal **Brad Dersch** was honoured as a Fountain Tire Unsung Community Hero for going above and beyond to make the Lethbridge Community a better place at a recent Lethbridge Hurricanes Game.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 28, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

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 are the donations and support received by the Division.

- **Panago Pizza** topped up the Galbraith School pizza fundraiser held in January to ensure they reached the \$1,000 mark.
- **Evangelical Free Church** donated \$87,966.16 to the Poverty Intervention Committee.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Snacks with the Superintendents – March 12, 2020 @ Victoria Park

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 Victoria Park and Lethbridge Alternative Schools will be invited to have Snacks with the Superintendents on Thursday, March 12, 2020 beginning at 8:00 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events for Board of Trustees

March	2	Division School Council 6:00 – 8:00 p.m., Education Centre Board Room
	5	Breakfast with the Board 7:45 a.m., Fleetwood Bawden School
	6-7	Board Retreat
	10	Division Student Advisory Council 12:30 p.m., Education Centre
	11	Education Centre Leadership Team Meeting 9:00 a.m., Education Centre
	18	No Kindergarten for students – Parent Teacher Interviews
	18	A.S.B.A. Meeting 10:00 a.m., Education Centre Board Room
	19	No Kindergarten for students – Parent Teacher Interviews Elementary – no school in the afternoon for Parent Teacher Interviews High School – evening Parent Teacher Interviews
	20	No School for students Parent Teacher Interviews / School based Professional Learning
	24	Board Meeting 3:30 pm, Board Room

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Donna Hunt, Trustee

Re: Division Wellness Committee – January 30, 2020

At the January 30, 2020 meeting of the Division Wellness Committee the following topics were discussed:

1. Nutrition
2. AHSCWF – Middle Schools Outdoor Initiatives – Funding \$20,800.00.
3. Healthy Champs meetings - learning opportunities.
4. Indoor recess – idea sharing
5. Parent Wellness
6. Physical Activities Initiatives
7. Wellness Website
8. Smudging Guidelines for Division Buildings
9. Changes Impacting Wellness

The next meeting of the Wellness Committee will be May 25, 2020 at 1:00 pm.

Respectfully submitted,
Donna Hunt

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Christine Light, Trustee

Re: ATA Local 41 Council – February 5, 2020

Trustee Christine Light will provide an oral report.

MEMORANDUM

February 25, 2020

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – February 5, 2020

Policy Advisory Committee reviewed the following policies:

- 905.1 Disposition of Property
- 1002.5 Parent/Guardian Responsibilities
- 700.1 Leadership Commitment
- 700.2 Hazard Assessment
- 700.3 Hazard Control
- 700.3.1 Use of Private Vehicles and Volunteer Drivers
- 700.4 Ongoing Inspections
- 700.5 Orientations and Training

The next meeting will be held March 11, 2020.

Respectfully submitted,
Lola Major



February 3, 2020

To our Partners in Addressing Child Poverty,

I want you to know that our church, the Evangelical Free Church of Lethbridge, is delighted to support the initiatives you are involved with that address child poverty in our city. Our congregation was deeply moved by reports that 1 in 5 children in our community lives in poverty; Consequently, we decided to make the Mindful Munchies program and the Poverty Intervention Fund the focus of our annual Advent Conspiracy Campaign – A campaign that encourages our congregation to resist consumerism and redirect some of their Christmas spending towards a significant cause.

We look forward to delivering the cheques this week that came out of this campaign, and that will support your efforts to address child poverty. We deeply appreciate the partnership between the Lethbridge Food Bank and MyCityCare in providing the Mindful Munchies program, and are confident the \$50,000 contribution to install a fully functioning kitchen at the Food Bank will enhance the delivery of this service. We also value the work of the Lethbridge School Division's Poverty Intervention Committee and know that the \$87,966 being contributed to this fund will make a significant difference in the lives of many children.

As I mentioned in conversations leading up to the 2019 Advent Conspiracy campaign, our church does not want this to be a one-off event; Rather, our hope is that this will be the beginning of our ongoing involvement in the response to child poverty. I look forward to having further conversation with you about potential points of engagement and possible volunteer opportunities.

Thank you for the important work that you do for our city. May God bless your efforts, and our efforts, to care for the children who call Lethbridge home.

Grace & Peace,


Myron Krause

Minister of Community Engagement
Evangelical Free Church of Lethbridge

Phone: 403-329-3125 (ext 218)

E-mail: myron.krause@efreelethbridge.ca

Website: www.efreelethbridge.ca



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EDUCATION

Office of the Minister

FEB 04 2020

AR109450

Mr. Clark Bosch
Board Chair
Lethbridge School District
433 - 15 Street South
Lethbridge AB T1J 2Z5

Dear Mr. Bosch:

Thank you for your January 20, 2020 letter sharing your board's concern regarding the need for a new elementary school in west Lethbridge.

Our government is committed to building new schools and modernizing existing ones to support educational opportunities for Alberta students. I am aware of the need for a new school in the west Lethbridge subdivision of Garry Station, and per our discussion on September 18, 2019, I recognize that this is a source of concern for your school division.

As you know, in order for government to best allocate capital resources, Alberta Education relies on the annual three-year capital plan submissions from school boards to understand their capital priorities. The department thoroughly reviews and analyzes the submissions and recommends projects with the highest need for approval as part of the provincial capital plan. These decisions are made based on the availability of provincial funding.

I want to assure you that your division's request is being carefully reviewed and considered during the development of Alberta Education's capital plan submission for Budget 2020, along with the capital requests of other school divisions from across the province.

I appreciate you taking the time to share your advocacy for this project on behalf of the school board, student and families.

Sincerely,

Adriana LaGrange
Minister

cc: Honourable Prasad Panda, Minister of Infrastructure
Nathan Neudorf, MLA, Lethbridge-East