



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, January 22, 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 December 18, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations

3:35 p.m. 4.1 Counselling Services – Cayley King Enclosure 4.1

5. Action Items

3:50 p.m. 5.1 International Trip Approval Enclosure 5.1
5.2 Locally Developed Courses Enclosure 5.2
5.3 Policy Review - *Policy 603.1 Animals in Schools* Enclosure 5.3
5.4 First Quarter Financial Report Enclosure 5.4

4:20 p.m. 6. District Highlights

7. Information Items

4:25 p.m. 7.1 Board Chair Report
7.1.1 Breakfast with the Board
Park Meadows School – February 7, 2019 Enclosure 7.1.1

4:30 p.m. 7.2 Associate Superintendent Reports
7.2.1 Business Affairs Enclosure 7.2.1
7.2.2 Human Resources Enclosure 7.2.2
7.2.3 Instructional Services Enclosure 7.2.3

4:45 p.m. 7.3 Superintendent Report
7.3.1 Board Priorities Report Enclosure 7.3.1
7.3.2 Acknowledgments of Excellence Enclosure 7.3.2
7.3.3 Snacks with the Superintendents
General Stewart School – February 13, 2019 Enclosure 7.3.3

- 7.3.4 Donations and Support
- 7.3.5 Calendar of Events

Enclosure 7.3.4
Enclosure 7.3.5

8. Response to December Public Forum

Enclosure 8.1

5:00 p.m. Public Forum

9. Reports

- | | | | |
|-----------|-----|---|---------------|
| 5:10 p.m. | 9.1 | Policy Advisory Committee – January 9, 2019 | Enclosure 9.1 |
| | 9.2 | District School Council – January 14, 2019 | Enclosure 9.2 |
| | 9.3 | A.S.B.A. Zone 6 General Meeting – January 16, 2019 | Enclosure 9.3 |
| | 9.4 | Joint City of Lethbridge/School Boards – January 16, 2019 | Enclosure 9.4 |
| | 9.5 | Community Engagement Committee – January 17, 2019 | Enclosure 9.5 |

10. Correspondence - Received

- | | | | |
|-----------|------|--------------------------------|----------------|
| 5:25 p.m. | 10.1 | City of Lethbridge | Enclosure 10.1 |
| | 10.2 | Alberta Health Deputy Minister | Enclosure 10.2 |

11. Correspondence - Sent

- | | |
|-----------|--------------------|
| 5:28 p.m. | None at this time. |
|-----------|--------------------|

5:30 p.m. Adjournment



MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD DECEMBER 18, 2018.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:42 p.m.

1. Approval of Agenda *Approval of Agenda
6809/18*
Trustee Jan Foster moved:
“to approve the agenda with the addition of 5.2 Trustee
Remuneration, as amended.” **CARRIED UNANIMOUSLY**
2. Approval of Minutes *Approval of Minutes
6810/18*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of November 27, 2018 be
approved and signed by the Chair.” **CARRIED UNANIMOUSLY**
3. Business Arising from the Minutes *Business Arising from
the Minutes*
There was no business arising from the minutes.
4. Presentations *Presentations
Building Brains*
 - 4.1 Building Brains
Isabelle Plomp shared a presentation on the Core Story of
Brain Development.
5. Action Items *Action Items
Policy Review*
 - 5.1 Policy Review
Teresa Loewen provided an overview of each policy and
responded to questions for the following:
Policy 402.11.1 Teacher Growth, Supervision & Evaluation
Policy 602.6 Second Language Programs other than English and
French
Policy 603.1 Animals in Schools
Policy 609.5 Student Records

Trustee Lola Major moved:
“to approve Policy 402.11.1 Teacher Growth, Supervision &
Evaluation, as amended.” **CARRIED UNANIMOUSLY** *Policy 402.11.1
Teacher Growth,
Supervision &
Evaluation
6811/18*

Trustee Lola Major moved:
“to approve Policy 602.6 Second Language Programs and Courses other than English and French, as amended.”
CARRIED UNANIMOUSLY

*Policy 602.6 Second Language Programs and Courses other than English and French
6812/18*

Trustee Lola Major moved:
“to approve Policy 603.1 Animals in Schools, first reading, as amended.”
CARRIED UNANIMOUSLY

*Policy 603.1 Animals in Schools
6813/18*

Trustee Lola Major moved:
“to approve Policy 609.5 Student Records, as amended.”
CARRIED UNANIMOUSLY

*Policy 609.5 Student Records
6814/18*

5.2 Trustee Remuneration

*Trustee Remuneration
6815/18*

Trustees discussed remuneration.

Trustee Donna Hunt moved:
“that due to recent changes in income tax regulations effective January 1, 2019, as applied to Trustees, Lethbridge School District No. 51 Board of Trustees increase their honorarium, including per diem rates, to reflect a hold harmless position in after tax dollars.”
CARRIED UNANIMOUSLY

6. District Highlights

District Highlights

- Christine Light attended LCI’s Star Catcher production, SJF health fair, and Christmas season concerts.
- Jan Foster enjoyed the concerts and likes that most of the students are happy to be showing off for family. The work put in by staff is commendable.
- Donna Hunt thanked staff for all the special events put on this month.
- Doug James attended concerts, LCI was amazing, invited to be Santa Claus for photos at a school.
- Lola Major shared that the ATA banquet at the Lodge was appreciated. Park Meadows concerts at the Baptist Church, students were great. Lethbridge Christian School concert was amazing.
- Clark Bosch gave a shout out to staff for what they do for kids at this time of year. Christmas brings energy in schools.

Information Items

7. Information Items

7.1 Board Chair Report

7.1.1 Board Donations in Lieu of Christmas Treats

Donations in lieu of Christmas treats

A list of Board donations on behalf of each staff to charities identified by each school is listed below. The donations are made in lieu of Christmas treats such as chocolate.

Breakfast with the Board

7.1.2 Breakfast with the Board

All staff at Senator Buchanan School will be invited to attend Breakfast with the Board on Wednesday, January 9, 2019 followed by a tour of the school by Principal Lenée Fyfe.

Associate Superintendent Reports Business Affairs

7.2 Associate Superintendent Reports

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

Human Resources

7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report including enrolment.

Instructional Services

7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

Public Forum

Public Forum:

Coalbanks parent, Kathi Burnett, brought questions as a representative of parents of the school:

Two day program, why was two day selected rather than four day.

Morag responded that we do not have confirmation of programs being offered at this time. The survey was for indication of parent interest in full day or half day. The District is collating this parent feedback to guide decisions around implementing an “all day” twice a week program versus four half days 4 times a week. The reason for exploring this option is based on interest expressed by parents and the challenge many parents have to pick up their children half way through their day of work. We want to ensure kindergarten is accessible to all children. Lethbridge demographics are changing and there are less extended families able to assist in the pick up/drop off of their child half way through the day.

Was it purely about childcare concerns or educational benefits.

Morag indicated that there are many researched benefits. This endeavor is a pilot, not full implementation at all schools. Only some schools indicated interest this first pilot year. Feedback on the two-day full day pilot will be helpful as we explore the possibility of expanding this

process.

What is the plan for PUF students, learning disabilities and speech delays if Coalbanks goes to two day program, if they are sick or have a PL day – how does it benefit those students if they only attend one day.

Morag responded that we would have to work on a case-by-case basis. Isabelle will work very closely with school teams on what works best at the school and ensure the mandatory hours are met.

If a student went two full days and with PL on Monday, how does that work for a student who is only in attendance one day.

Instructional time for all kindergarten programs must be met in the school year, so this is calculated and accounted for in advance.

An email concern from Mandy Butler regarding needles found in educational places was shared. A response will be prepared and sent to Ms. Butler with a copy provided at the January Board meeting.

*Superintendent Report
Board Priorities*

7.3 Superintendent Reports

7.3.1 Board Priorities Report

2018-19 District Priorities report of actions was shared.

*Acknowledgements of
Excellence*

7.3.2 Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the staff and students when visiting schools.

7.3.3 Snacks with the Superintendents

Staff at Gilbert Paterson Middle School will be invited to attend the Snacks with the Superintendent on Wednesday, January 16, 2019.

*Snacks with the
Superintendents*

7.3.4 Donations and Support

Dr. Probe School received a \$500 grant from the Community Foundation of Lethbridge and Southwestern Alberta for sharing their Random Act of Kindness Day good deeds.

Donations and Support

7.3.5 Calendar of Events

The Calendar of Events was reviewed for the period December 24, 2018 to January 24, 2019.

Calendar of Events

8. Reports

*Reports
District School Council*

8.1 District School Council – December 3, 2018

Vice Chair Christine Light provided an oral report and meeting minutes from the District School Council meeting held December 3, 2018.

9 Correspondence – Received:

- 9.1 Ever Active Schools – let LeeAnne know if you are interested in attending.
- 9.2 Field Battery invitation to attend the annual New Year's day event
- 9.3 Indigenous Governance Forum invitation

*Correspondence –
Received
Ever Active Schools*

10 Correspondence – Sent: none

Correspondence – Sent

The meeting was adjourned at 5:26 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

January 22, 2019

To: Board of Trustees

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

Re: Approval of International Trips

Background

Winston Churchill High School (WCHS) is requesting approval to take their girls volleyball team to San Diego, California, USA to compete in the Southern California Invitational Women's Volleyball Tournament from October 9th to October 13th, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$1,200.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation

That the WCHS girls volleyball trip to San Diego, California, USA from October 9th to October 13th, 2019 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith



January 14, 2019

Re: International travel request from the Winston Churchill High School Girls Volleyball Program

Please accept this letter and attached documentation as the formal application to Lethbridge School District #51 from the Winston Churchill High School Girls Volleyball Program for the proposed international educational volleyball trip to San Diego, California from Oct 9th to Oct 13th, 2019.

This would be a unique opportunity for many female student athletes from WCHS. Derek Usman (teacher at Gilbert Paterson) has been helping coach in our volleyball program for nine seasons and I have been the head of the program for ten years now. This would be a great opportunity to travel with our student athletes and give them the chance to experience a different culture of volleyball as well as learn about an international city. An estimated total of 12 young female student athletes, two staff, and a possible two parent volunteers would embark on an adventure to San Diego, California to play in the Southern California Women's Varsity Invitational Volleyball tournament as well as tour various attractions in the San Diego area.

I have attached the proposed itinerary for your review. The cost per student for this trip would be \$1,200.00 and we would offer fundraising opportunities to offset the costs.

I look forward to the presentation.

Sincerely,

Stacey Bolton

WCHS Griffins San Diego General Itinerary

Wednesday October 9th

TRAVEL DAY- Calgary to San Diego

5:45am Leave from Lethbridge for Calgary International Airport via parent drivers

Depart Calgary 9:55am

WS flight

Arrive San Diego 12:05pm

12:25pm Pick up pre-booked rental vans from airport and travel to grocery store and hotel

Check in at Holiday Inn Express



17065 West Bernardo Drive
San Diego, California 92127
United States

3-7pm San Diego Zoo



7:30pm Dinner

9:30pm Return to hotel

11pm Curfew

Thursday October 10th

8:45am Breakfast at hotel

10am-3pm Sea World



3:30pm Dinner/walk about at pier

7pm-10pm San Diego State University NCAA Aztec volleyball game vs. TBD



Friday October 11th

8:15am- Breakfast at hotel

Compete in Southern California Invitational Women's Volleyball Tournament

Times to be determined

Saturday October 12th

8:15am Breakfast at hotel

Second day of volleyball tournament

Times TBD

3pm Shopping at

7pm Dinner at Bluefin or Mexican

10:30pm Curfew

Sunday October 13th

TRAVEL DAY – San Diego to Calgary

9:30am Breakfast at hotel

10:15am Leave for San Diego International Airport

Depart San Diego 12:50pm

WS flight

Arrive Calgary International 5:02pm

Return to Lethbridge via parent drivers

MEMORANDUM

January 22, 2019

To: Board of Trustees

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

Re: Authorization of Locally Developed Courses

Background

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

District high schools would like to use **Directing 25 and 35 for 5 credits** acquired from *Edmonton School District No. 7 from December 10th, 2018 to August 31st, 2020* to enhance program offerings to students.

Previously acquired courses, **Musical Theatre, 15, 25 and 35 for 5 credits** have had their end dates extended by Alberta Education for one further year *from August 31st, 2019 to August 31st, 2020* to align with other versions of Musical Theatre developed by other school authorities.

Recommendation:

That the Board of Trustees approve the use of locally developed senior high school courses, **Directing 25 and 35 for 5 credits** from *December 10th, 2018 to August 31st, 2020* and any learning resources detailed in the course outline for use in all of our District High Schools.

The Board of Trustees approve the end date extension of previously acquired courses **Musical Theatre 15, 25, and 35 for 5 credits** to August 31st, 2020 as authorized by Alberta Education.

Respectfully submitted,

Morag Asquith

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

District 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, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of any policies which were last reviewed previous to July 2013
- 200 sections
- 300 sections to comply with the School Leader Quality Standard and the Superintendent Quality Standard documents recently finalized by Alberta Education
- 400 sections to comply with the Teacher Quality Standard document recently finalized by Alberta Education
- Changes required due to the passing of Bill 28
- Assist in the orientation of new members to the policy development process, as necessary

Teresa Loewen 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>
603.1	Animals in Schools

<u>Action</u>
2 nd Reading

Respectfully submitted,

Cheryl Gilmore



Approved:

603.1 Animals in Schools

Policy

The Board recognizes that the inclusion of animals in schools is an opportunity for significant experiences that enhance learning. The Board believes that the inclusion of animals must take into consideration the health and safety of students, staff, and animals.

Regulations

1. With the approval of the principal, animals are allowed into the school only for instructional purposes.
2. Instructional purposes for the presence of animals in schools may include:
 - a) as subjects for observation and data gathering on body characteristics, habits, movement, feeding behaviours, instinctive reactions;
 - b) talking and writing stories about animals to support language development;
 - c) supporting the development and learning of a sense of responsibility, kindness and concern for other living beings;
 - d) supporting the development and learning of respect for the animals in our local environment; and
 - e) other instructional purposes as approved by the principal.
3. Prior to introducing an animal into a classroom, the teacher must ensure that the following conditions have been met:
 - a) students and school personnel who will be in contact with the animal must not be allergic to, nor afraid of, that type of animal;
 - b) animals must be believed to be in good health, free of disease and have no known history of aggressive behaviour;
 - c) where appropriate, the owner of the animal must show proof of current vaccinations and licensing;
 - ~~d) the teacher allowing the animal into the school must know the past history of the animal;~~
 - ~~e)d) Parents/guardians of the population impacted~~ must be informed.

~~4.~~ Animals must be leashed, if possible.

~~4.5.~~ and Animals must be under the control of a responsible adult.

~~5.6.~~ Animals are not permitted to roam freely in the school building or on the school grounds.

~~6.7.~~ Only small animals which are easily confined, caged, maintained, and/or handled may be kept in the classroom.

~~7.8.~~ Larger animals such as dogs and cats may not be unattended in the school building beyond regular school hours.

~~8.9.~~ Withdrawal of an animal can be made at the discretion of the principal.

~~9.10.~~ Accredited service dogs are permitted to accompany a student during regular school hours and activities providing they have met the requirements outlined in Policy 605.6 Service Dogs.

~~10.11.~~ The following are not permitted in schools:

- a) unescorted animals;
- b) venomous animals;
- c) indigenous wild animals; and
- d) rats.

~~11.12.~~ The teacher must ensure:

- a) the ethical and humane treatment of animals is maintained and modeled; and
- b) any animal that is kept in the classroom receives adequate care and is not abused nor neglected in any way.

~~12.13.~~ The teacher is responsible for:

- a) determining the care and feeding requirements for animals kept in the classroom;
- b) ensuring appropriate standards of hygiene and sanitation will be met;
- c) ensuring that animal care procedures are understood by the students; and
- d) cleaning up after the animal.

~~13.14.~~ The teacher must ensure that there is a plan in place to provide care to animals:

- a) after school hours, including weekends and holidays; and
- b) in a permanent home when classroom study is completed.

~~14.15.~~ In the event of the death of an animal kept in the classroom, the animal must be disposed of safely and in a manner that is sensitive to student emotions and in

accordance with current legislation.

15.16. Dogs are not permitted on school grounds in accordance with the City of Lethbridge bylaw with the exception of accredited Service Dogs accompanying an individual on school property.

References

Statutes:	School Act R.S.A. 2000, c. S-3, section 45(8); City of Lethbridge Bylaw 5956 (20)(b); Service Dogs Act SA 2007, C.S-7.5; Wildlife Act of Alberta
District Policies:	Policy 605.6 Service Dogs

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

Re: First Quarter Financial Report

Background

The 2018/19 First Quarter Financial Report for the District is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any questions trustees may have.

Recommendation

It is recommended that the Board receive the 2018/19 First Quarter Financial Report as presented.

Respectfully submitted,

Christine Lee

Lethbridge School District No. 51

First Quarter Report

November 30th

2018

This document is Management's Discussion and Analysis of the First Quarter for the period September 1, 2018 to November 30, 2018. *This financial information contained herein has not been audited.*

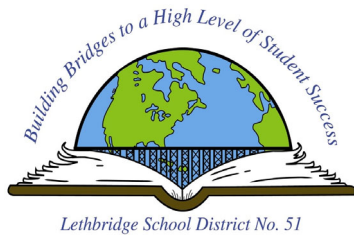
Report to the Board of Trustees

January 22nd, 2019



Lethbridge School District No. 51

Lethbridge School District No. 51
433 – 15th Street South
Lethbridge, AB T1J 2Z4
Phone: 403-380-5300
www.lethsd.ab.ca

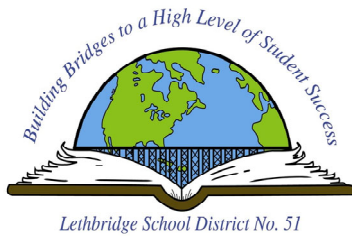


Lethbridge School District No. 51

**First Quarter Report
September 1, 2018 to November 30th, 2018**

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Operations	Pages 11-25
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Lethbridge School District No. 51

Management Discussion and Analysis Report

First Quarter Report

Executive Summary

Lethbridge School District No. 51 has a total budget of \$135.75 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

The School District was established in 1886 and has proudly served our community for over 130 years. Lethbridge School District No. 51 serves over 11,502 students from early education (pre-school) to grade twelve. The District provides high quality learning experiences for students through a broad range of educational programs in twenty one schools and four institutional programs.

The District has experienced overall enrolment growth in 2018-2019 of 228 students (2.02 %) over 2017-2018 enrollment.

Lethbridge School District No. 51 believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under *Policy 801.1 System Budgeting*, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated District or school-based administrator. The executive summary presents highlights of the school district's financial operations for the period September 1, 2018 until November 30th, 2018 to provide fiscal accountability within the established guidelines.



Grand Opening of Senator Joyce Fairbairn Middle School



NOVEMBER 2018 FINANCE AT A GLANCE

2018-2019 - First Quarter Reporting - Sept 1/18 to Nov 30/18

Overview:

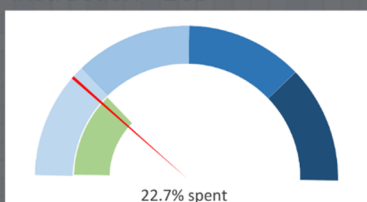
The following is an overview of the yearend reporting on the operations of Lethbridge School District No. 51. This report is the 1st quarter of the year (up to November 30, 2018).

The graphs/charts compare the year-to-date amounts to the budget for the period. The budget included in this report is the District's 2018/2019 operating budget (updated fall budget - may differ from legally adopted budget as included in the financial statements)

The blue half-circle represents the total budget for the year (divided into four quarters). The green section below represents the projected forecast of the budget. The red line indicates the total year-to-date amount recorded.

DEPARTMENTS

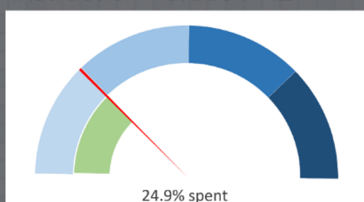
Instruction - ECS



Budget: \$ 9,224,458
Forecast: \$ 2,306,114 (25.0%)
Year-to-date: \$ 2,093,790 (22.7%)



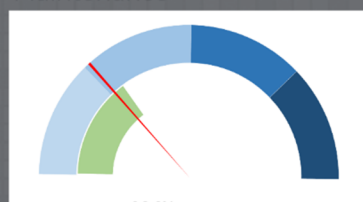
Instruction - Grade 1 - 12



Budget: \$ 102,437,562
Forecast: \$ 25,862,788 (25.2%)
Year-to-date: \$ 25,475,328 (24.9%)



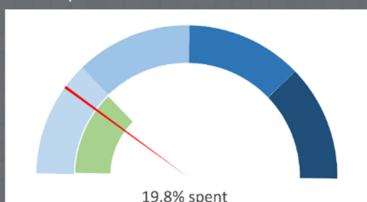
Plant Operation & Maintenance



Budget: \$ 16,855,261
Forecast: \$ 4,992,814 (29.6%)
Year-to-date: \$ 4,480,213 (26.6%)



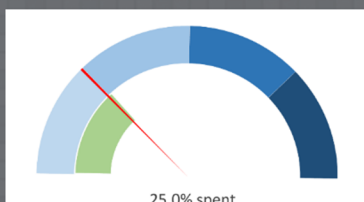
Transportation



Budget: \$ 2,468,779
Forecast: \$ 617,195 (25.0%)
Year-to-date: \$ 489,587 (19.8%)



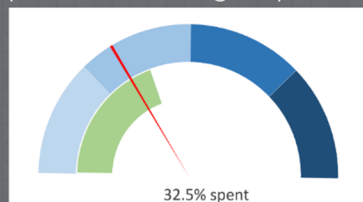
Board & System Administration



Budget: \$ 4,342,263
Forecast: \$ 1,132,441 (26.1%)
Year-to-date: \$ 1,084,577 (25.0%)



External Services (International Program)

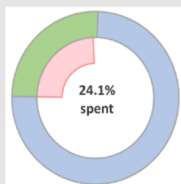


Budget: \$ 315,500
Forecast: \$ 121,962 (38.7%)
Year-to-date: \$ 102,513 (32.5%)



Salaries, Benefits & Professional Development

For all the Departments

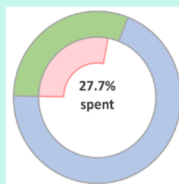


Budget: \$ 104,341,010
Forecast: \$ 26,283,975 (25.2%)
Year-to-date: \$ 25,158,953 (24.1%)



Contracted Services

Audit/legal, Consulting, Utilities, Transportation, Maintenance, Safety/Wellness

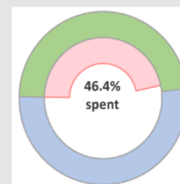


Budget: \$ 7,399,316
Forecast: \$ 2,270,266 (30.7%)
Year-to-date: \$ 2,048,224 (27.7%)



Other Services

Insurance, International Programs, Memberships, Printing/Rentals, Advertising

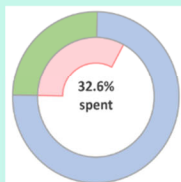


Budget: \$ 2,189,142
Forecast: \$ 1,050,485 (48.0%)
Year-to-date: \$ 1,014,768 (46.4%)



Supplies

General supplies, Technology, Maintenance, Small Equipment

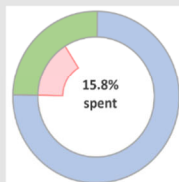


Budget: \$ 5,808,472
Forecast: \$ 1,452,118 (25.0%)
Year-to-date: \$ 1,893,777 (32.6%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

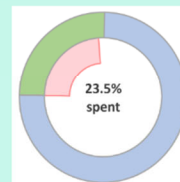


Budget: \$ 1,613,150
Forecast: \$ 403,288 (25.0%)
Year-to-date: \$ 254,801 (15.8%)



Transfers, SGF, & Capital/IMR

Bank Charges, SGF Expenses, Amortization, IMR expenditures, Modular/Capital



Budget: \$ 14,292,732
Forecast: \$ 3,573,183 (25.0%)
Year-to-date: \$ 3,355,486 (23.5%)



TYPES OF EXPENSES

For details on the above information and other financial reporting, please see the November 30, 2018 Quarterly Report.



Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School District No. 51](#) is operating financially as anticipated based on the approved budget and the forecasted budget for November 30th, 2018.



As shown in this report, all of the departments have kept their total expenditures within their forecasts. In relation to the types of expenses, all of the major types are also within their forecasts (other than Bank Charges & Transfers). The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** are less than the forecasted budget. This is somewhat due to the actual average costs of teachers being slightly less than the budgeted average teaching costs. There are also some staffing positions throughout the District that are still being filled. Overall, professional development is typically higher than the forecast in the 1st quarter (forecasted at 25%) as for many schools/departments have a large portion of the professional development that occurs at the beginning of the school year.
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted transportation services being less than forecast in the 1st quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period).
- **Other Services** are less than the forecasted budget. This is mostly related to that rentals costs are less than projected and membership costs are still to be received.
- **Supplies** are greater than the forecasted budget. This is mostly due to that the technology supplies have increased with the evergreening of projectors/boards and the purchase of general school supplies at the beginning of the year.
- **Other Expenditures** are significantly less than the forecasted budget. This is due to a large portion is for the contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.
- **Bank Charges & Transfers** are less than the forecasted budget. This mostly relates to the IMR expenditures being less than the forecasted amount (due to the timing of projects). These reductions are somewhat offset by increases in the forecasted SGF expenditures.

Financial Position

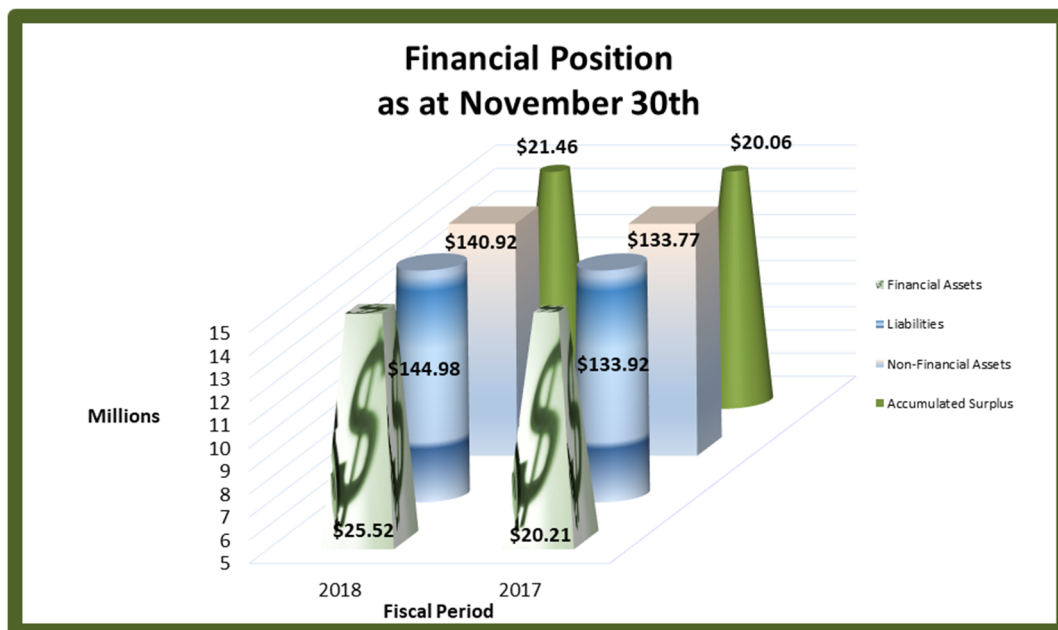
As at November 30, 2018 [Lethbridge School District No. 51](#) has total financial assets of \$25.52 million and liabilities of \$144.98 million for net financial debt of \$119.46 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes \$134.88 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$15.4 million. Of this \$15.4 million, \$9.0 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to \$1.08 million of unrestricted reserves, \$5.27 million of capital reserves and \$320,000 of endowment funds.

There is \$140.92 million of non-financial assets (tangible capital assets, other non-financial assets and prepaid expenses) which is represented mostly by Deferred Expended Capital Revenue of \$134.88 million as explained above, the District's investment in capital assets of \$5.79 million, prepaid expenses, and other non-financial assets.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of \$21.46 million. The chart below compares the financial position of November 30th with the prior year.



Lethbridge School District No. 51
STATEMENT OF FINANCIAL POSITION
As at November 30th, 2018

	November 30th, 2018	November 30th, 2017
FINANCIAL ASSETS		
Cash and cash equivalents	\$19,149,677	\$16,754,885
Accounts receivable (net after allowances)	\$6,295,756	\$3,369,563
Portfolio investments	\$74,540	\$83,918
Other financial assets		
Total financial assets	\$25,519,973	\$20,208,366
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$3,357,014	\$4,697,832
Deferred revenue	\$141,408,161	\$129,157,674
Employee future benefit liabilities	\$217,648	\$15,539
Other liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$46,853
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$144,982,823	\$133,917,898
Net Financial Assets (Net Debt)	(\$119,462,850)	(\$113,709,532)
NON-FINANCIAL ASSETS		
Tangible Capital assets		
Land	\$1,715,118	\$1,715,118
Construction in progress	\$25,318,461	\$47,955,229
Buildings	\$169,241,637	
Less: Accumulated amortization	(\$59,232,395)	\$110,009,242
Equipment	\$7,543,866	
Less: Accumulated amortization	(\$4,826,374)	\$2,717,492
Vehicles	\$1,213,894	
Less: Accumulated amortization	(\$679,645)	\$534,249
Computer Equipment	\$932,444	
Less: Accumulated amortization	(\$560,200)	\$372,244
Total tangible capital assets	\$140,666,806	\$133,458,606
Prepaid Expenses	\$106,957	\$165,034
Other Non-Financial Assets	\$149,320	\$145,058
Total non-financial assets	\$140,923,083	\$133,768,698
ACCUMULATED SURPLUS		
Unrestricted Surplus	\$1,076,554	\$953,012
Operating reserves	\$9,005,250	\$11,216,453
Accumulated Surplus from Operations	\$10,081,804	\$12,169,465
Investment in capital assets	\$5,790,395	\$5,648,315
Capital reserves	\$5,268,160	\$1,921,512
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$21,460,233	\$20,059,166

The statement above compares the Financial Position of the 1st quarter of 2018/2019 to the 1st quarter of the prior year for comparative purposes.

Lethbridge School District No. 51
Notes to the Statement of Financial Position
As at November 30th, 2018

FINANCIAL ASSETS:

Financial assets consist of assets that are readily converted to cash.

Cash and Cash Equivalents

Cash at November 30th, 2018 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at November 30th, 2018 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the District.

Portfolio Investments

Portfolio investments represent one-year term savings certificates held at the school level for school generated activities.

Total Financial Assets of the District at November 30, 2018 are \$25.52 million dollars.

**Westminster Elementary
Schools
Christmas Concert**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at November 30, 2018 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

Deferred Revenue

Included in Deferred Revenue is Unexpended Capital Revenue and Expended Capital Revenue. See the Statement of Capital Revenue.

Deferred revenue, excluding capital revenue noted above, is mainly unspent Infrastructure Maintenance and Renewal (IMR) grant funding. Funding is allocated to revenue as funds are expended. Deferred revenue also includes externally restricted School Generated Funds, such as student travel group deposits or school activity fees.

Employee Future Benefits

Consists of benefits earned but not utilized that relate to banked time that will or may be utilized in a future period.

Debt

Debt is debt supported by the Province of Alberta on school facilities. All debenture debt has been fully repaid.

Total financial liabilities at November 30, 2018 are \$144.98 million.

NET FINANCIAL ASSETS (DEBT):

Net financial assets (debt), which is the funds available (owing) after discharging the District's financial obligations, is a **net debt position of \$119.46 million.**

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes \$134.88 million of deferred revenue related to supported capital from the Province of Alberta. These funds are related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported tangible capital assets. Supported tangible capital assets are those assets that have been funded by the Province of Alberta.

As at November 30, 2018:

Total Financial Assets

\$ 25.52 Million

Total Liabilities

144.98 Million

Net Financial Assets (Debt)

\$ (119.46) Million

Non-Financial Asset

140.92 Million

Accumulated Surplus

\$ 21.46 Million

Excluding \$134.88
Million expended
Deferred Capital

Results Net Asset
\$15.4 Million

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$15.4 million as at November 30th, 2018.



**Wilson Middle School
Staff vs. Students hockey game**

NON-FINANCIAL ASSETS:

Non-financial assets are tangible assets that are used in the operations of the district and are not readily converted to cash.

Tangible Capital Assets

Tangible capital assets include land, buildings, equipment and vehicles used in the operations of the District. These assets are amortized over their estimated useful lives to arrive at a net value of \$140.67 million as of November 30, 2018.

Capital activity during the period included construction costs associated with the construction of the Senator Joyce Fairbairn Middle School and installation of modular structures at Coalbanks Elementary School. Since the beginning of the school year a total of \$1.03 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the Senator Joyce Fairbairn Middle School.

**Senator Joyce Fairbairn
Middle School****Opened for the 2018/2019
school year****See our website for the Virtual
Tour of the new middle school.****Prepaid Expenses**

Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

Other Non- Financial Assets

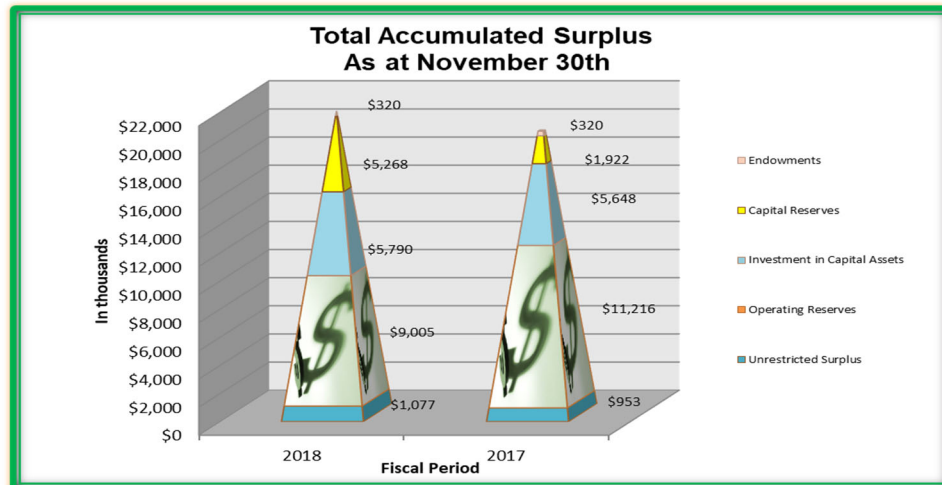
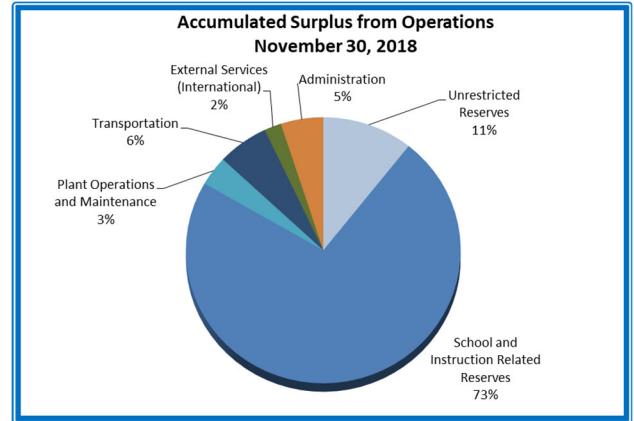
Other financial assets represent inventories of supplies and materials on hand to be used in a subsequent fiscal period.

Total non-financial assets as of November 30th, 2018 are \$140.92 million.

ACCUMULATED SURPLUS:

Accumulated surplus is represented by accumulated surplus from operations which is made up of unrestricted reserves and operating reserves. Also included in accumulated surplus are capital funds which include investment in capital assets and capital reserves. Funds held by the District, where the principal must be maintained permanently, called endowments, are also included in accumulated surplus.

The restricted operating reserves consist of 73% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



Unrestricted surplus are funds that are not designated for a specific purpose and operating reserves are funds that have been designated for a specific program of the District.

Investment in capital assets represents the net book value of capital assets that have been paid from District revenues and are not supported by the Province or external contributions.

Capital reserves are funds that have been set aside for future replacement of District assets that are not supported by the Province or external contributions. The District contributes the budgeted amount of amortization on unsupported assets into the capital reserve fund, as per the approved budget, to fund future asset replacement.

The total accumulated surplus for the District which consists of both operating and capital funds is \$21.46 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at November 30th, 2018.

Operations

Budget Update as of September 30th

The revised budget for the 2018-2019 school year reflects changes to the District budget as of September 30th, 2018, based on the additional information received since the preliminary budget.

Revenue in the revised budget increased by \$3.2 million over preliminary budget projections developed in May 2018. This majority of increase is due to the utilization of operating reserves for the carryforward of school-based and other instructional surpluses. Subsequent to the approval of the September budget, it was also determined that the Program Unit Funding (PUF) program grant increased by \$321,520 and the Lease Grant was received for \$509,582; these updates are include in the "September 30th operating budget".

An additional 28.3 full time equivalent teachers were hired as well as an additional 5.7 full time equivalent support staff positions in the revised budget.

In budget 2018-2019, \$4.10 million of one-time reserves will be utilized for various priorities including: the West Lethbridge Middle school start-up costs, full-day kindergarten pilot project, an Elementary Literacy Assessment, staffing increases and school based priorities.



Budget Adjustments:	Revenues	Expenses
Approved Expenses - "September 30th Budget"	130,813,083	134,742,720
Transfers to Reserves		70,000
Total "September 30th "Expenses and Transfers	130,813,083	134,812,720
 <i>Updates from Approved "September 30th Budget":</i>		
Increased PUF Grant/Expenditures	321,520	321,520
Lease Grant Received	509,582	509,582
Updated Operating Budget	131,644,185	135,643,822
Transfers from Reserves/Capital	4,104,637	105,000
	135,748,822	135,748,822

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2018/2019 Operating Budget.

Lethbridge School District No. 51
STATEMENT OF OPERATIONS
For the three (3) months ended November 30th, 2018

	Budget Information		Forecast	Actual Results	Variances		Projection	
	Preliminary Budget 2018-2019 (May 2018)	Updated "September 30th" budget 2018-2019 (Sept 30th 2018)	Forecasted To November 30th	Actual Year Ended November 30th	% Expended Revised Budget	% Expended Forecast to November 30th	August 31st Projection	Change from Updated Budget
REVENUES								
Alberta Education	\$115,955,687	\$122,772,058	\$31,075,201	\$29,757,386	24.24%	95.76%	\$122,772,058	\$0
Other - Government of Alberta	\$478,734	\$798,367	\$199,592	\$325,408	40.76%	163.04%	\$798,367	\$0
Federal Government and First Nations	\$268,928	\$248,128	\$124,064	\$216,875	87.40%	174.81%	\$413,547	\$165,419
Fees	\$1,880,049	\$3,399,581	\$936,427	\$715,034	21.03%	76.36%	\$3,399,581	\$0
Other sales and services	\$1,060,926	\$1,374,347	\$493,680	\$319,568	23.25%	64.73%	\$1,374,347	\$0
Investment income	\$193,000	\$193,000	\$48,250	\$99,910	51.77%	207.07%	\$399,640	\$206,640
Gifts and donations	\$363,000	\$363,000	\$90,750	\$347,242	95.66%	382.64%	\$363,000	\$0
Rental of facilities	\$34,704	\$34,704	\$8,676	\$7,176	20.68%	82.71%	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$615,250	\$803,969	32.67%	130.67%	\$2,461,000	\$0
Total Revenues	\$122,696,028	\$131,644,185	\$33,591,890	\$32,592,568	24.76%	97.03%	\$132,016,244	\$372,059
EXPENSES								
Instruction-Early Childhood Services	\$7,836,226	\$9,224,458	\$2,306,114	\$2,093,790	22.70%	90.79%	\$9,224,458	\$0
Instruction - Grades 1-12	\$93,914,522	\$102,437,562	\$25,862,788	\$25,475,328	24.87%	98.50%	\$100,241,887	(\$2,195,675)
Plant operations and maintenance	\$15,641,805	\$16,855,261	\$4,992,814	\$4,480,213	26.58%	89.73%	\$16,855,261	\$0
Transportation	\$2,774,000	\$2,468,779	\$617,195	\$489,587	19.83%	79.32%	\$2,468,779	\$0
Administration	\$4,054,544	\$4,342,263	\$1,132,441	\$1,084,577	24.98%	95.77%	\$4,342,263	\$0
External services <i>(International Services)</i>	\$253,000	\$315,500	\$121,962	\$102,513	32.49%	84.05%	\$315,500	\$0
Total Expenses	\$124,474,097	\$135,643,823	\$35,033,314	\$33,726,008	24.86%	96.27%	\$133,448,148	(\$2,195,675)
Operating surplus (deficit)	(\$1,778,069)	(\$3,999,638)	(\$1,441,424)	(\$1,133,440)			(\$1,431,904)	
Accumulated Surplus from Operations beginning of Year	\$11,087,872	\$11,087,872	\$11,087,872	\$11,087,872			\$11,087,872	
Transfers to/from capital reserves, endowments, & capital		\$70,000	\$70,000	\$127,372				
Accumulated operating surplus (deficit) at end of period	\$9,309,803	\$7,158,234	\$9,716,448	\$10,081,804			\$9,655,968	
AOS as a % of budgeted expenditures (includes SGF accounts)	7.48%	5.28%	7.16%	7.43%			7.24%	

About The Statement

The above statement includes four main areas:

- The first area highlighted in **GREEN** is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in May 2018. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year; whereas, the following are some of the significant transactions that impact the forecast:
 - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
 - Insurance premiums and international program revenues/expenses are typically paid/received in the 1st quarter.
 - Billing for FNMI students are done in the 1st and 3rd quarter.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2019. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

OPERATION RESULTS:

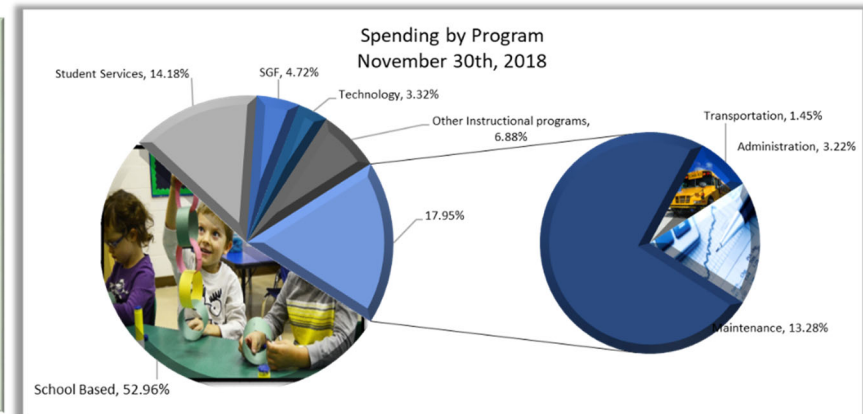
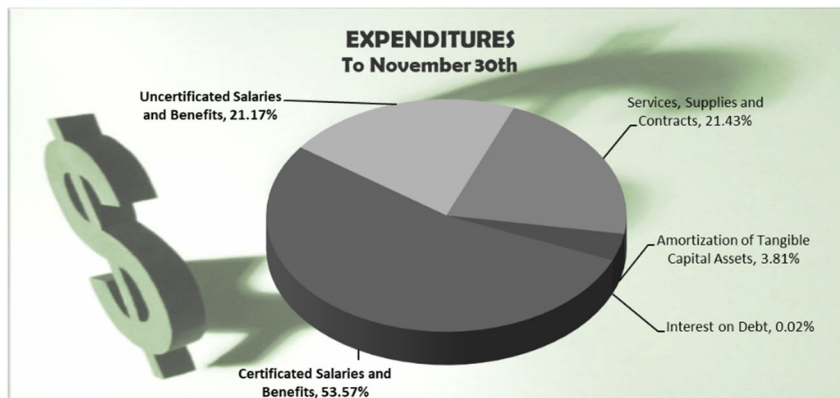
For the three months ended November 30th, 2018, \$32.59 million of revenues have been recorded which is 24.76% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$33.59 million would have been received in the reporting period; whereas, the actuals were less than forecasted, specifically in the funding received from Alberta Education. The reduction in Alberta Education funding from actual is due to that the forecast are based on 25% per quarter; whereas, the actual funding received can vary between the different types of grants. Overall the revenues recorded are consistent with the forecasted budget as it accounts for 97.03% of the forecast.

Expenditures are \$33.73 million as of November 30th, 2018 which is 24.86% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$35.03 million would have been incurred in the reporting period; whereas, the actuals were less than forecasted. Overall the expenditures recorded are consistent with the forecasted budget as it accounts for 96.27% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the District to ensure that the departments are not incurring cost overruns.

Lethbridge School District No. 51
Schedule of Program Operations

For the three (3) months ended November 30th, 2018

	Instruction (ECS)	Instruction (Grades 1-12)	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
REVISED BUDGET 2018-2019 (September 30th)	\$9,224,458	\$102,437,562	\$16,855,261	\$2,468,779	\$4,342,263	\$315,500	\$135,643,823		
FORECAST - November 30th	\$2,306,114	\$25,862,788	\$4,992,814	\$617,195	\$1,132,441	\$121,962	\$35,033,314		
EXPENSES									
Certificated salaries and benefits	\$725,034	\$17,088,639	\$0	\$0	\$226,144	\$23,204	\$18,063,021	\$79,665,832	22.67%
Non-certificated salaries and benefits	\$1,321,948	\$4,106,941	\$1,137,755	\$19,933	\$553,308	\$5,153	\$7,145,038	\$24,858,409	28.74%
SUB - TOTAL	\$2,046,982	\$21,195,580	\$1,137,755	\$19,933	\$779,452	\$28,357	\$25,208,059	\$104,524,241	24.12%
Services, contracts and supplies	\$46,808	\$4,058,090	\$2,310,564	\$466,474	\$270,446	\$74,156	\$7,226,538	\$25,981,397	27.81%
Amortization of capital assets	\$0	\$214,794	\$1,031,894	\$3,180	\$34,679	\$0	\$1,284,547	\$5,138,184	25.00%
Interest and charges	\$0	\$6,864	\$0	\$0	\$0	\$0	\$6,864	\$0	100.00%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
TOTAL EXPENSES	\$2,093,790	\$25,475,328	\$4,480,213	\$489,587	\$1,084,577	\$102,513	\$33,726,008	\$135,643,822	24.86%
Total unexpended funds period to date	\$7,130,668	\$76,962,234	\$12,375,048	\$1,979,192	\$3,257,686	\$212,987	\$101,917,815	\$135,643,822	75.14%
% Expended of Budget	22.70%	24.87%	26.58%	19.83%	24.98%	32.49%	24.86%		



Lethbridge School District No. 51
Notes to the Statement of Operations
For the three months ended November 30th, 2018

REVENUES:

Revenues are reported by type for the District. For further information on types of revenues please see the Appendices for charts on these functional areas.

Government of Alberta

Government of Alberta (Alberta Education) funding represents approx. 91% of the District's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 1st quarter, the District has received 95.76% of the forecasted funds received (or 24.24% of the total budget).

Other Government of Alberta

Other Government of Alberta Revenue includes interest on supported debenture debt, and grant funding for the Making Connections program.

Federal Government and First Nations

Represents amounts billed for tuition for students living on the Kainai reserve. Funds are as anticipated at the first quarter.

Fees

Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year.

Other Sales and Services

Other sales and services are mainly from school generated activities. Also includes funds received for staff that are seconded to the University of Lethbridge.

**Lethbridge
Collegiate
Institute
basketball
tournament**



Investment Income

Interest earned on operating revenue which is performing better than forecasted.

Gifts and donations

Gifts and donations that have been received for school generated activities and donations for the Ready Set Go programs.

Rental of Facilities

Rental of facility space for external programs and operations such as the Southern Alberta Professional Development Consortia and the Boys and Girls Club of Lethbridge.

Fundraising

Funds raised for the benefit of school generated activities that are co-curricular in nature. Fundraising may include a-thons, and fundraising sales.

Overall, revenues are comparable to the forecasted budget at November 30, 2018.

EXPENDITURES:

Expenditures are reported as a total for each functional area within the District. For further information on types of expenditures and spending in these functional areas please see the *Schedule of Program Operations* and Appendices for charts on these functional areas.

Instruction - ECS

Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding (PUF) for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 22.7% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to the PUF program as many of the staff are still being hired.

Instruction- Grades 1 - 12

Instruction Grades 1 – 12, represent expenditures from grade one to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 24.9% of the total budget (compared to 25.2% forecast). See the *Statement of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Mike Mountain Horse
Elementary School
Students join in the
annual Terry Fox
walk**



Plant Operations and Maintenance

Plant operations and maintenance expenditures represent spending on operating and maintaining the District's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 26.6% of the total budget (compared to 29.6% forecasted).

Transportation

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses, cost sharing arrangements between the City of Lethbridge and Holy Spirit Catholic Schools, and the future replacement of yellow school buses. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 19.8% of the total budget (compared to 25.0% forecasted).

Administration

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 25.0% of the total budget (compared to 26.1% forecasted).

External Services

An external service represents costs that are outside regular provincially mandated instruction and operations. For the District, the International Services program provides programming to students who attend District schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 32.5% of the total budget (compared to 38.7% forecasted).

Overall, expenditures are lower than the forecasted figures at November 30, 2018

Lethbridge School District No. 51
Schedule of Instructional (Grades 1-12) Program Expenditures
For the three (3) months ended November 30th, 2018

PROGRAM	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecasted To	Actual Year Ended	% Expended	% Expended	August 31st	Change from
	2018-2019 (Sept 30th 2018)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Updated Budget
School Based Instruction	\$64,600,208	\$16,204,727	\$16,036,752	24.82%	98.96%	\$64,209,552	(\$390,656)
Inclusive Learning Supports	\$9,311,856	\$2,327,964	\$2,118,623	22.75%	91.01%	\$9,311,856	\$0
Shared Instructional Services	\$11,527,683	\$3,080,643	\$2,677,998	23.23%	86.93%	\$9,722,664	(\$1,805,019)
School Generated Funds Activities	\$6,129,088	\$1,532,272	\$1,590,845	25.96%	103.82%	\$6,129,088	\$0
Technology	\$2,707,150	\$676,787	\$1,118,683	41.32%	165.29%	\$2,707,150	\$0
Institutional Programs	\$998,278	\$249,570	\$228,885	22.93%	91.71%	\$998,278	\$0
Division of Instructional Services	\$837,437	\$209,359	\$210,531	25.14%	100.56%	\$837,437	\$0
FNMI Programming	\$707,164	\$176,791	\$150,211	21.24%	84.97%	\$707,164	\$0
Counselling Program	\$2,595,395	\$648,849	\$646,302	24.90%	99.61%	\$2,595,395	\$0
Other Instructional Programs	\$3,023,304	\$755,826	\$696,497	23.04%	92.15%	\$3,023,304	\$0
Total Instructional (Grades 1 -12) Program Expenditures	\$102,437,562	\$25,862,788	\$25,475,328	24.87%	98.50%	\$100,241,887	(\$2,195,675)

Other Instructional Programs:

Community Outreach School
Downtown LA
High School Off Campus
Distance Learning Program
Poverty Committee
Making Connections
Classroom Improvement Fund (CIF)

Institutional Programs:

Harbor House School
CAMP (Lethbridge Regional Hospital School)
Pitawani School
Stafford Ridge School (AADAC)

Inclusive Learning Supports:

Inclusive Education
English as a Second Language

Lethbridge School District No. 51

Notes to the Schedule of Instructional (Grade 1-12) Program Expenditures

For the three months ended November 30th, 2018

This statement provides further information about expenditures in programs that are within the Instruction (Grades 1-12) functional area that is shown on the *Statement of Operations* and the *Schedule of Program Operations*.

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 24.8% of the total budget (compared to 25.1% forecasted). See the *Statement School Based Instruction Expenditures* for details of the each of the schools.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 22.8% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to that many of the educational assistant staff are still being hired.

Shared Instructional Services

Shared Instructional Services includes programs and expenditures that provide support to schools within the District. Expenditures include administrative allowances, the provision for sick leave, elementary counseling, staff professional development and the employer share of teacher retirement fund costs that are supported by the Province.

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 1st quarter. Shared Instructional Services expenditures are at 23.2% of the total budget (compared to 26.7% forecasted). The expenditures are less than forecast mostly relates to the savings on average teacher costs.



**Ecole Agnes
Davidson
Elementary School
wins CBC's 2018
Canadian Music
Class Challenge**

School Generated Funds Activities

School Generated Funds (SGF) activities includes activities at the school level for students that are not of a curricular nature, such as clubs, international travel, groups, athletics, and the arts. These activities are normally funded through user fees, fundraising, and donations. SGF activity expenditures are at 26.0% of the total budget (compared to 25.0% forecasted).

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school district for the implementation of information and communication technology. Technology expenditures are at 41.3% of the total budget (compared to 25.0% forecasted). The increase in technology costs relates to evergreening of projectors and boards.

Institutional Programs

Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 22.9% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to that some of the staffing is for summer programming and will not incur until the summer.

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 25.1% of the total budget (compared to 25.0% forecasted). The increase in the expenditure relative the forecast is due to increased contracted services and that more supplies are purchased at the beginning of the year.

First Nations Métis and Inuit (FNMI) Program

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 21.2% of the total budget (compared to 25.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI Liaisons staff are still being hired.



FNMI – Feather
Ceremony & Metis
Sash Celebration

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 24.9% of the total budget (compared to 25.0% forecasted).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Classroom Improvement Fund (CIF). Other Instructional Program expenditures are at 23.0% of the total budget (compared to 25.0% forecasted).

Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at November 30, 2018



Lethbridge School District No. 51
Schedule of School Based Instruction Expenditures
For the three (3) months ended November 30th, 2018

	Budget	Forecast	Actual Results	Variances		Projection	
	Updated Budget	Forecast To	Actual Year Ended	% Expended	% Expended	August 31st	
	2018-2019 (Sept 30th 2018)	November 30th	November 30th	Updated Budget	Forecast to November 30th	Projection	Change from Updated Budget
SCHOOL							
High Schools:							
Lethbridge Collegiate Institute	\$4,853,209	\$1,224,552	\$1,286,498	26.51%	105.06%	\$4,853,209	\$0
Winston Churchill High School	\$5,059,270	\$1,264,817	\$1,226,203	24.24%	96.95%	\$4,959,854	(\$99,416)
Chinook High School	\$7,046,494	\$1,761,624	\$1,716,317	24.36%	97.43%	\$7,046,494	\$0
Victoria Park High School	\$2,002,133	\$500,533	\$471,169	23.53%	94.13%	\$1,999,713	(\$2,420)
Immanuel Christian Secondary School	\$2,019,037	\$508,509	\$505,228	25.02%	99.35%	\$2,019,037	\$0
Middle Schools:							
GS Lakie Middle School	\$2,966,413	\$745,803	\$721,115	24.31%	96.69%	\$2,895,149	(\$71,264)
Wilson Middle School	\$4,006,241	\$1,001,560	\$994,280	24.82%	99.27%	\$3,985,357	(\$20,884)
Gilbert Paterson	\$4,034,920	\$1,008,730	\$1,012,048	25.08%	100.33%	\$4,034,920	\$0
Lethbridge Christian School	\$1,268,675	\$317,169	\$316,951	24.98%	99.93%	\$1,256,859	(\$11,816)
Senator Joyce Fairbairn Middle School	\$2,767,744	\$699,436	\$684,918	24.75%	97.92%	\$2,765,676	(\$2,068)
Elementary Schools:							
Senator Buchanan	\$1,886,032	\$471,508	\$480,562	25.48%	101.92%	\$1,886,032	\$0
Immanuel Christian Elementary School	\$1,652,819	\$413,205	\$427,446	25.86%	103.45%	\$1,652,819	\$0
Ecole Agnes Davidson	\$3,207,171	\$801,793	\$761,857	23.75%	95.02%	\$3,130,599	(\$76,572)
Fleetwood-Bawden	\$2,187,609	\$546,902	\$555,686	25.40%	101.61%	\$2,187,609	\$0
Galbraith	\$2,696,690	\$683,923	\$667,669	24.76%	97.62%	\$2,679,514	(\$17,176)
Lakeview	\$3,141,125	\$789,781	\$763,814	24.32%	96.71%	\$3,091,241	(\$49,884)
General Stewart	\$873,973	\$220,818	\$219,295	25.09%	99.31%	\$873,973	\$0
Westminster	\$1,504,036	\$376,009	\$375,921	24.99%	99.98%	\$1,504,036	\$0
Coalbanks Elementary School	\$2,776,087	\$694,397	\$703,170	25.33%	101.26%	\$2,776,087	\$0
Ecole Nicholas Sheran	\$3,267,128	\$823,907	\$802,173	24.55%	97.36%	\$3,253,704	(\$13,424)
Park Meadows	\$1,987,444	\$497,011	\$500,866	25.20%	100.78%	\$1,987,444	\$0
Mike Mountain Horse	\$3,136,839	\$784,210	\$776,154	24.74%	98.97%	\$3,111,107	(\$25,732)
Dr. Probe Elementary School	\$3,213,929	\$807,232	\$806,114	25.08%	99.86%	\$3,213,929	\$0
Allocation of ECS Teachers included in Schools	(\$2,954,810)	(\$738,702)	(\$738,703)	25.00%	100.00%	(\$2,954,810)	\$0
Total School Based Instruction Expenditures	\$64,600,208	\$16,204,728	\$16,036,752	24.82%	98.96%	\$64,209,552	(\$390,656)

Lethbridge School District No. 51

Schedule of School Generated Funds (SGF)

For the three (3) months ended November 30th, 2018

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to November 30th	Expenses up to November 30th	November 30th	Increase (Decrease)
REVISED BUDGET 2017-2018 (September 30th)	N/A	\$5,995,088	(\$6,129,088)	N/A	N/A
FORECAST - November 30th	N/A	\$1,498,772	(\$1,532,272)	N/A	N/A
High Schools:					
Lethbridge Collegiate Institute	\$151,208	\$144,258	(\$155,371)	\$140,095	(\$11,113)
Winston Churchill High School	\$289,116	\$225,509	(\$159,907)	\$354,718	\$65,602
Chinook High School	\$236,528	\$315,492	(\$213,922)	\$338,098	\$101,570
Victoria Park High School	\$232,297	\$30,099	(\$28,852)	\$233,544	\$1,247
Immanuel Christian Secondary School	\$65,264	\$97,576	(\$86,343)	\$76,497	\$11,233
Middle Schools:					
GS Lakie Middle School	\$255,317	\$75,279	(\$95,034)	\$235,561	(\$19,755)
Wilson Middle School	\$319,457	\$157,119	(\$227,622)	\$248,954	(\$70,503)
Gilbert Paterson	\$125,405	\$202,799	(\$94,501)	\$233,703	\$108,298
Lethbridge Christian School	\$41,162	\$14,666	(\$10,026)	\$45,803	\$4,641
Senator Joyce Fairbairn Middle School	\$0	\$53,461	\$5,352	\$58,813	\$58,813
Elementary Schools:					
Senator Buchanan	\$27,079	\$7,472	(\$7,191)	\$27,360	\$281
Immanuel Christian Elementary School	\$10,074	\$10,960	(\$3,163)	\$17,871	\$7,797
Ecole Agnes Davidson	\$80,814	\$44,420	(\$10,038)	\$115,197	\$34,382
Fleetwood-Bawden	\$17,497	\$20,446	(\$10,851)	\$27,092	\$9,595
Galbraith	\$56,624	\$1,650	(\$16,440)	\$41,834	(\$14,790)
Lakeview	\$182,764	\$247,031	(\$398,250)	\$31,545	(\$151,219)
General Stewart	\$4,439	\$1,936	(\$3,399)	\$2,976	(\$1,463)
Westminster	\$85,987	\$3,921	(\$9,434)	\$80,473	(\$5,514)
Coalbanks Elementary School	\$8,130	\$25,369	(\$6,129)	\$27,370	\$19,240
Ecole Nicholas Sheran	\$33,156	\$25,058	(\$25,696)	\$32,518	(\$637)
Park Meadows	\$14,723	\$25,433	(\$6,565)	\$33,591	\$18,868
Mike Mountain Horse	\$39,915	\$17,594	(\$6,977)	\$50,532	\$10,617
Dr. Probe Elementary School	\$72,980	\$29,693	(\$20,487)	\$82,187	\$9,206
School Generated Funds	\$2,349,937	\$1,777,242	(\$1,590,845)	\$2,536,333	\$186,396
Total SGF investment accounts (GICs)	\$74,541			\$74,541	\$0
Total School Generated Funds	\$2,424,478	\$1,777,242	(\$1,590,845)	\$2,610,874	\$186,396
% Expended of Budget		29.64%	25.96%		
% Expended of projected		118.58%	103.82%		

PROJECTED OPERATIONS:

The projected operations are the expected yearend results based on the current financial information (will likely change each quarter on best estimates). The following are projected changes to the yearend results:

Lethbridge School District No. 51
SCHEDULE OF PROJECTED OPERATIONS
For the three (3) months ended November 30th, 2018

	Budget Information	Projection	
	Updated "September 30th" budget 2018-2019 (Sept 30th 2018)	August 31st Projection	Change from Updated Budget
REVENUES			
Alberta Education	\$122,772,058	\$122,772,058	\$0
Other - Government of Alberta	\$798,367	\$798,367	\$0
Federal Government and First Nations	\$248,128	\$413,547	\$165,419
Fees	\$3,399,581	\$3,399,581	\$0
Other sales and services	\$1,374,347	\$1,374,347	\$0
Investment income	\$193,000	\$399,640	\$206,640
Gifts and donations	\$363,000	\$363,000	\$0
Rental of facilities	\$34,704	\$34,704	\$0
Fundraising	\$2,461,000	\$2,461,000	\$0
Total Revenues	\$131,644,185	\$132,016,244	\$372,059
EXPENSES			
Instruction-Early Childhood Services	\$9,224,458	\$9,224,458	\$0
Instruction - Grades 1-12	\$102,437,562	\$100,241,887	(\$2,195,675)
Plant operations and maintenance	\$16,855,261	\$16,855,261	\$0
Transportation	\$2,468,779	\$2,468,779	\$0
Administration	\$4,342,263	\$4,342,263	\$0
External services [International Services]	\$315,500	\$315,500	\$0
Total Expenses	\$135,643,823	\$133,448,148	(\$2,195,675)

*More details available on Schedule of Instructional (Grades 1-12) Program Expenditures and Schedule of School Based Instructional Expenditures

Projected Revenues:

- **Federal Government and First Nations** - increase in projections of \$165,419 for the billings to Kainai Board of Education students attending our schools. The projection is based on the final billings for the number of students attending our District.
- **Investment Income** – increase in projections of \$206,640 based on the total investment income received to date. The projection is based on the amount of interest received in the first three quarters of the year should be similar to the expected amount for the last quarter of the year.

Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of \$2,195,675 due to the following factors (as shown in the Schedule of Instructional (Grades 1-12) Program Expenditures):
 - **School Based Instruction** has a projected reduction of \$390,656 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.
 - **Shared Instructional Services** has a projected reduction of \$1,805,019 for cost savings from the average salaries. The actual average costs of teachers have been slightly less than the budgeted average teaching costs. The projection is based on these cost savings from average salaries for all teaching staff across the district (schools are allocated based on the budgeted costs).

Lethbridge School District No. 51

Appendices

For the three months ended November 30th, 2018

The Appendices include charts and graphs for the revenues and expenditures at November 30th, 2018. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

Revenues:

- **Summary of Revenues**
Compares the types of revenues

Expenditures:

- **Summary of Expenditures**
Compares the types of expenditures
- **Instruction – ECS**
Reviews the total ECS instructional expenditures, including the breakdown by the types of expenditures.
- **Instruction – Grade 1-12**
Reviews the total Grade 1-12 instructional expenditures, including the breakdown by the types of expenditures.
- **Plant Operations and Maintenance**
Reviews the total Plant Operations and Maintenance expenditures, including the breakdown by the types of expenditures.
- **Transportation**
Reviews the total Transportation expenditures, including the breakdown by the types of expenditures.
- **Board & System Administration**
Reviews the total Board & System Administration expenditures, including the breakdown by the types of expenditures.
- **External Services**
Reviews the total External Services (international program) expenditures, including the breakdown by the types of expenditures.



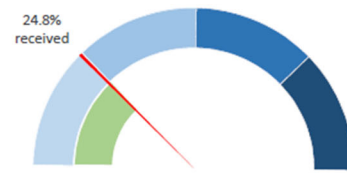
Lethbridge School District No.51 Summary of Revenues Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	122,772,058	31,075,201	29,757,386	1,317,815	24.2%
Government of Alberta	798,367	199,592	325,408	(125,816)	40.8%
Federal & First Nations	248,128	124,064	216,875	(92,811)	87.4%
Fees	3,399,581	936,427	715,034	221,393	21.0%
Other Sales & Services	1,374,347	493,680	319,568	174,112	23.3%
Investment Income	193,000	48,250	99,910	(51,660)	51.8%
Gifts & Donations	363,000	90,750	347,242	(256,492)	95.7%
Rental of Facilities	34,704	8,676	7,176	1,500	20.7%
Fundraising	2,461,000	615,250	803,969	(188,719)	32.7%
	131,644,185	33,591,890	32,592,568	999,322	24.8%

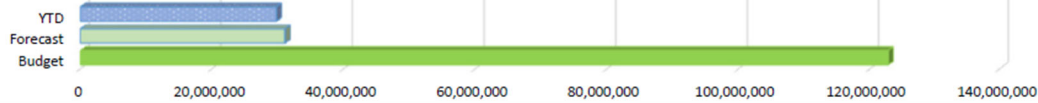
25.5%

Total Revenue Tachometer:

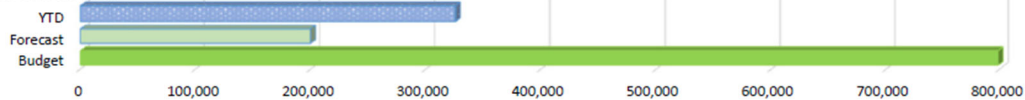


Year-to-date (YTD) compared to budget and forecast, including

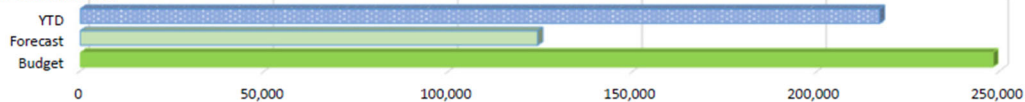
Alberta Education



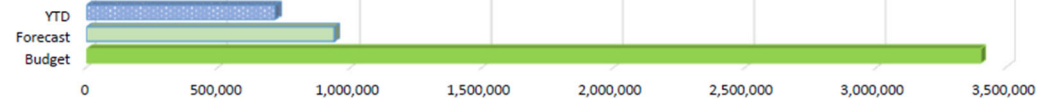
Government of Alberta



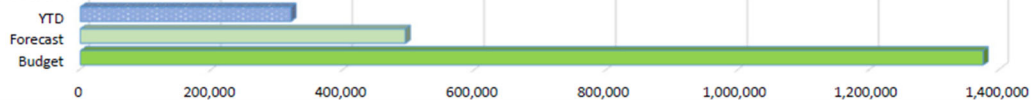
Federal & First Nations



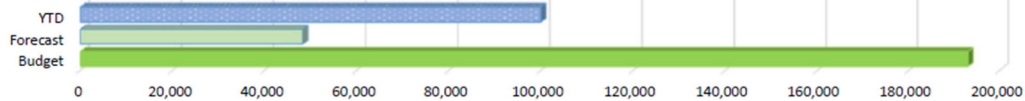
Fees



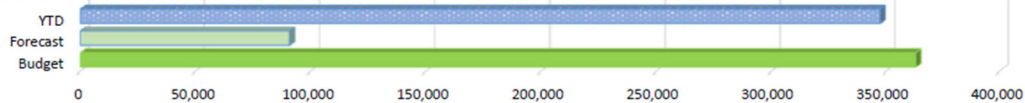
Other Sales & Services



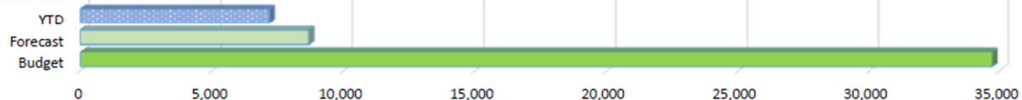
Investment Income



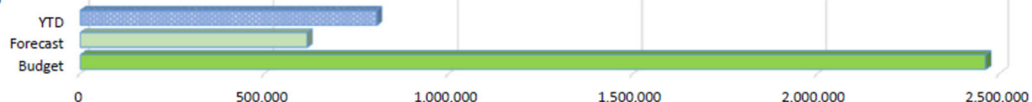
Gifts & Donations



Rental of Facilities



Fundraising





Lethbridge School District No.51

Summary of Expenses

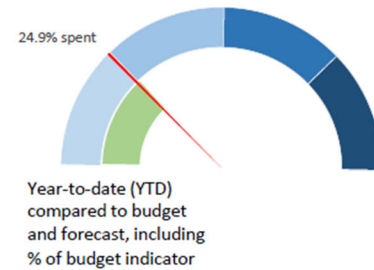
Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

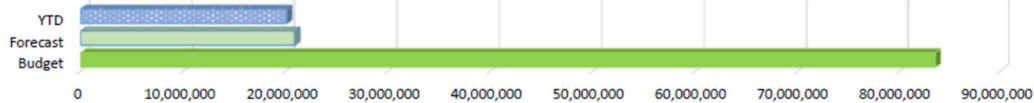
	Budget	Forecast	YTD	Variance	YTD %
Salaries	83,563,107	20,890,777	20,099,912	790,865	24.1%
Benefits	19,948,890	5,185,945	4,804,393	381,552	24.1%
Professional Development	829,013	207,253	254,649	(47,395)	30.7%
Contracted Services	7,399,316	2,270,266	2,048,224	222,042	27.7%
Other Services	2,189,142	1,050,485	1,014,768	35,717	46.4%
Supplies	5,808,472	1,452,118	1,893,777	(441,659)	32.6%
Other Expenditures	1,613,150	403,288	254,801	148,487	15.8%
Bank Charges and Transfers	14,292,732	3,573,183	3,355,486	217,697	23.5%
	135,643,822	35,033,314	33,726,008	1,307,306	24.9%
		25.8%			

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

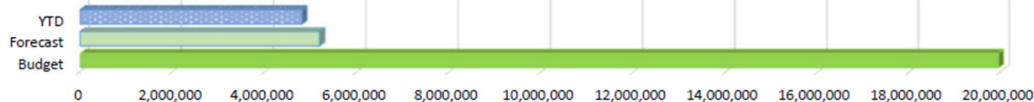
Total Expense Tachometer:



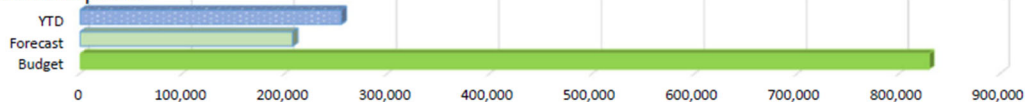
Salaries



Benefits



Professional Development



Contracted Services



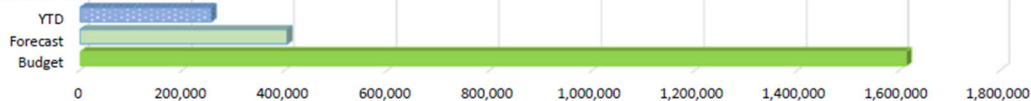
Other Services



Supplies



Other Expenditures





Instruction - ECS Summary Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

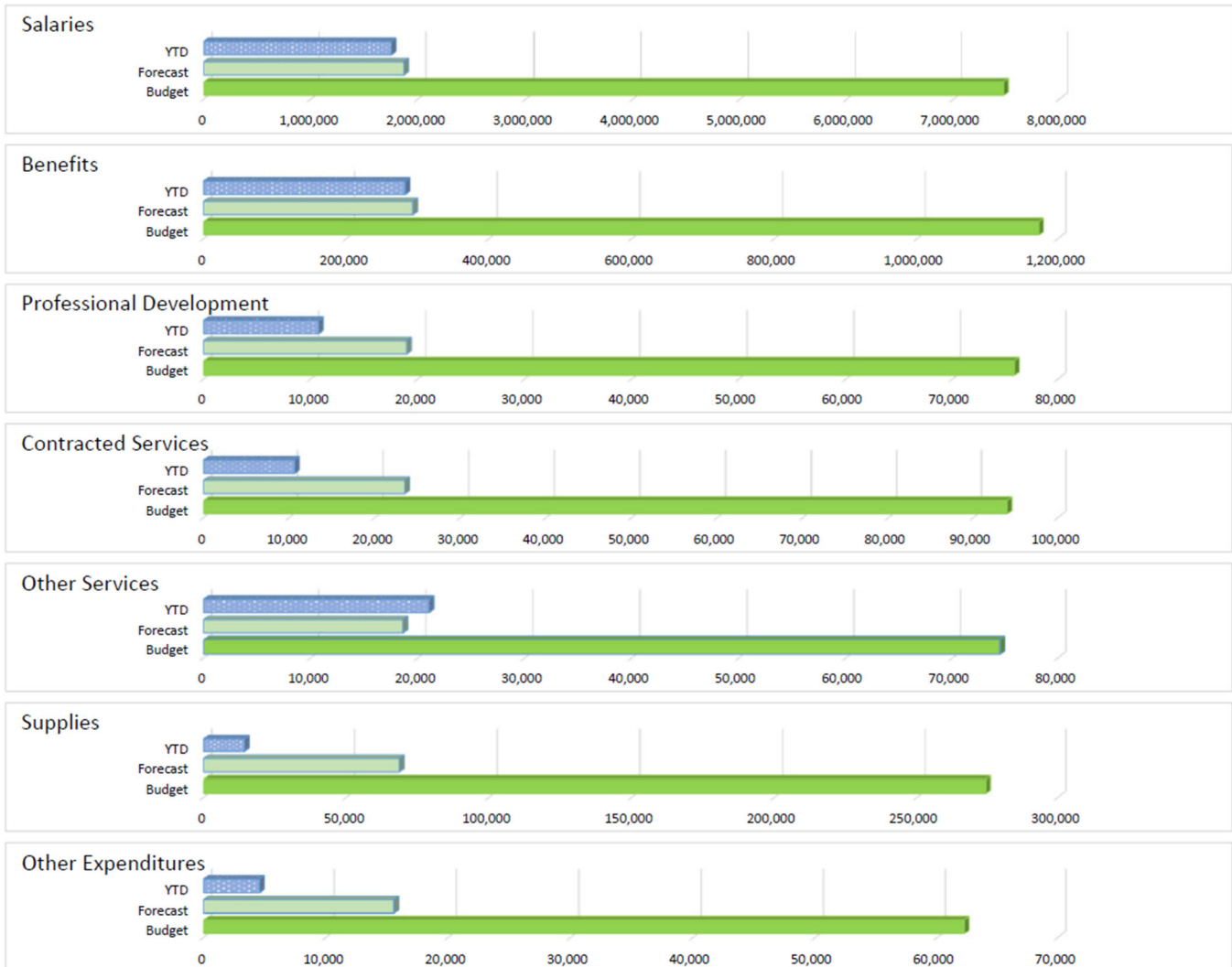
	Budget	Forecast	YTD	Variance	YTD %
Salaries	7,470,981	1,867,745	1,750,188	117,557	23.4%
Benefits	1,172,628	293,157	282,359	10,798	24.1%
Professional Development	75,864	18,966	10,734	8,232	14.1%
Contracted Services	93,973	23,493	10,617	12,876	11.3%
Other Services	74,500	18,625	21,050	(2,425)	28.3%
Supplies	274,294	68,574	14,274	54,299	5.2%
Other Expenditures	62,217	15,554	4,568	10,986	7.3%
Bank Charges and Transfers	0	0	0	0	0.0%
	9,224,458	2,306,114	2,093,790	212,324	22.7%
		25.0%			

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:



Year-to-date (YTD) compared to budget and forecast, including % of budget indicator





Instruction - Grades 1-12 Summary Quarterly Reporting - November 30th, 2018

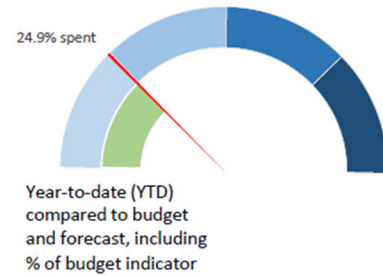
Financial Data as at January 14th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	69,835,160	17,458,790	16,789,984	668,806	24.0%
Benefits	17,180,568	4,493,864	4,155,506	338,358	24.2%
Professional Development	688,096	172,024	223,094	(51,070)	32.4%
Contracted Services	1,198,803	299,701	326,904	(27,203)	27.3%
Other Services	714,152	233,213	244,690	(11,477)	34.3%
Supplies	4,996,028	1,249,007	1,723,992	(474,985)	34.5%
Other Expenditures	1,335,004	333,751	217,480	116,271	16.3%
Bank Charges and Transfers	6,489,752	1,622,438	1,793,678	(171,240)	27.6%
	102,437,562	25,862,788	25,475,328	387,460	24.9%

25.2%

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

Total Expense Tachometer:





Plant Operations and Maintenance Summary

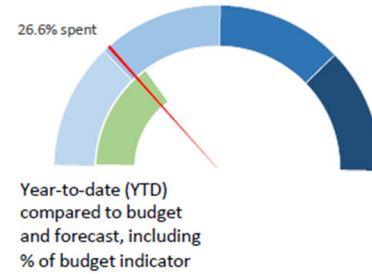
Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

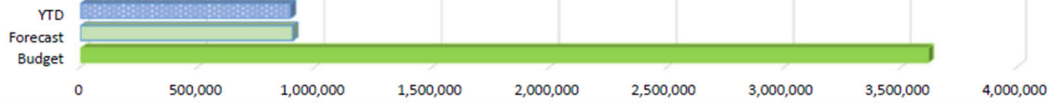
	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,614,231	903,558	892,857	10,701	24.7%
Benefits	1,011,825	252,956	243,255	9,701	24.0%
Professional Development	22,050	5,513	833	4,679	3.8%
Contracted Services	3,254,489	1,210,435	1,115,512	94,922	34.3%
Other Services	992,532	630,320	587,253	43,066	59.2%
Supplies	316,933	79,233	132,492	(53,259)	41.8%
Other Expenditures	8,100	2,025	3,787	(1,762)	46.8%
Bank Charges and Transfers	7,635,101	1,908,775	1,504,224	404,552	19.7%
	16,855,261	4,992,814	4,480,213	512,601	26.6%

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

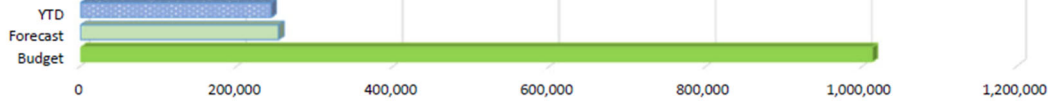
Total Expense Tachometer:



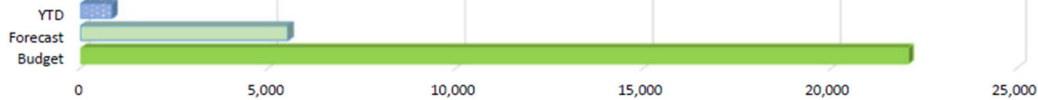
Salaries



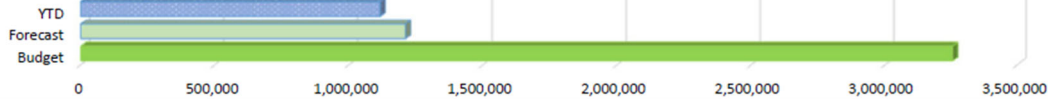
Benefits



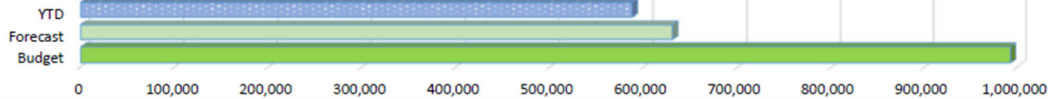
Professional Development



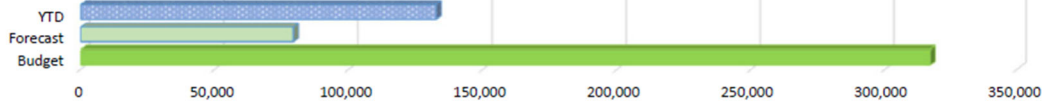
Contracted Services



Other Services



Supplies



Other Expenditures



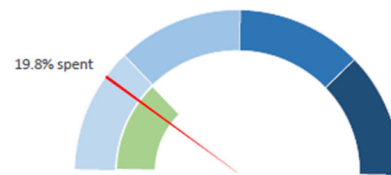


Transportation Summary Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	16,875	16,875	0	25.0%
Benefits	19,913	4,978	2,719	2,259	13.7%
Professional Development	10,000	2,500	339	2,161	3.4%
Contracted Services	2,306,766	576,692	452,500	124,191	19.6%
Other Services	0	0	0	0	0.0%
Supplies	10,000	2,500	317	2,183	3.2%
Other Expenditures	2,000	500	507	(7)	25.4%
Bank Charges and Transfers	52,600	13,150	16,330	(3,180)	31.0%
	2,468,779	617,195	489,587	127,608	19.8%
		25.0%			

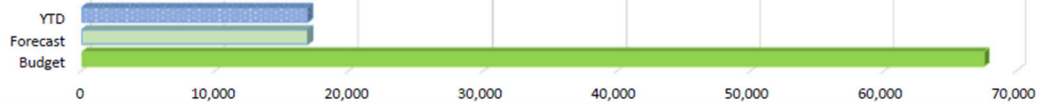
Total Expense Tachometer:



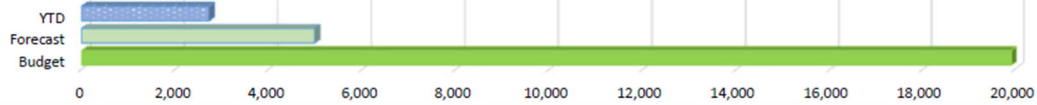
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

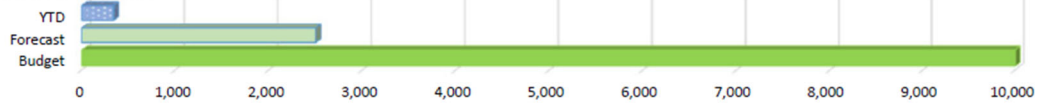
Salaries



Benefits



Professional Development



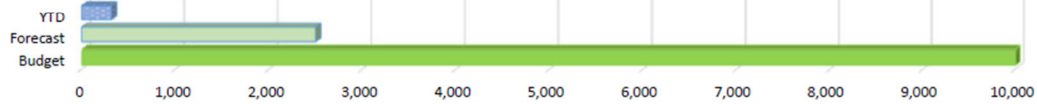
Contracted Services



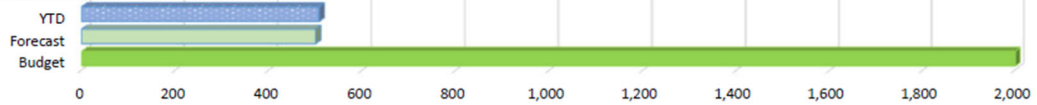
Other Services



Supplies



Other Expenditures



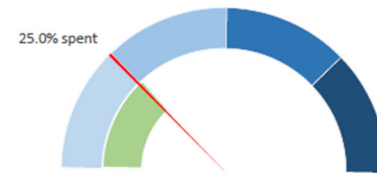


Board & System Administration Summary Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,464,155	616,039	625,259	(9,221)	25.4%
Benefits	549,654	137,413	116,944	20,469	21.3%
Professional Development	33,003	8,251	19,649	(11,399)	59.5%
Contracted Services	545,285	159,946	142,691	17,255	26.2%
Other Services	347,008	110,002	89,455	20,547	25.8%
Supplies	198,239	49,560	20,865	28,694	10.5%
Other Expenditures	89,640	22,410	28,458	(6,048)	31.7%
Bank Charges and Transfers	115,279	28,820	41,254	(12,434)	35.8%
	4,342,263	1,132,441	1,084,577	47,864	25.0%
					26.1%

Total Expense Tachometer:



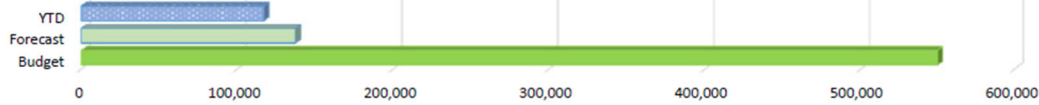
Year-to-date (YTD)
compared to budget
and forecast, including
% of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).

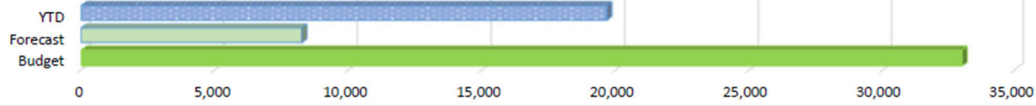
Salaries



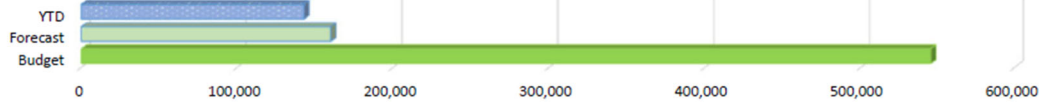
Benefits



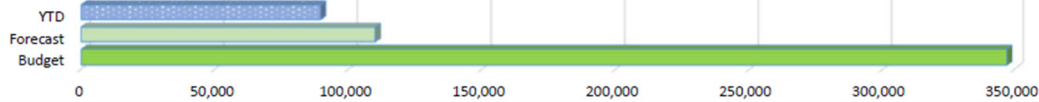
Professional Development



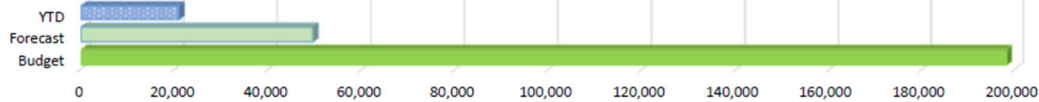
Contracted Services



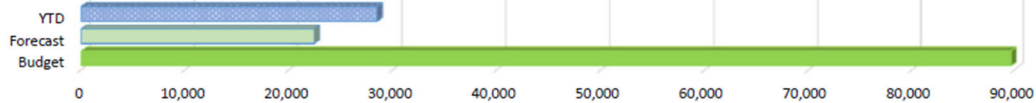
Other Services



Supplies



Other Expenditures





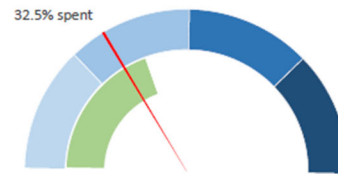
External Services Summary Quarterly Reporting - November 30th, 2018

Financial Data as at January 14th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	111,080	27,770	24,748	3,022	22.3%
Benefits	14,303	3,576	3,609	(33)	25.2%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	60,950	58,325	72,320	(13,995)	118.7%
Supplies	12,978	3,245	1,836	1,408	14.1%
Other Expenditures	116,189	29,047	0	29,047	0.0%
Bank Charges and Transfers	0	0	0	0	0.0%
	315,500	121,962	102,513	19,449	32.5%

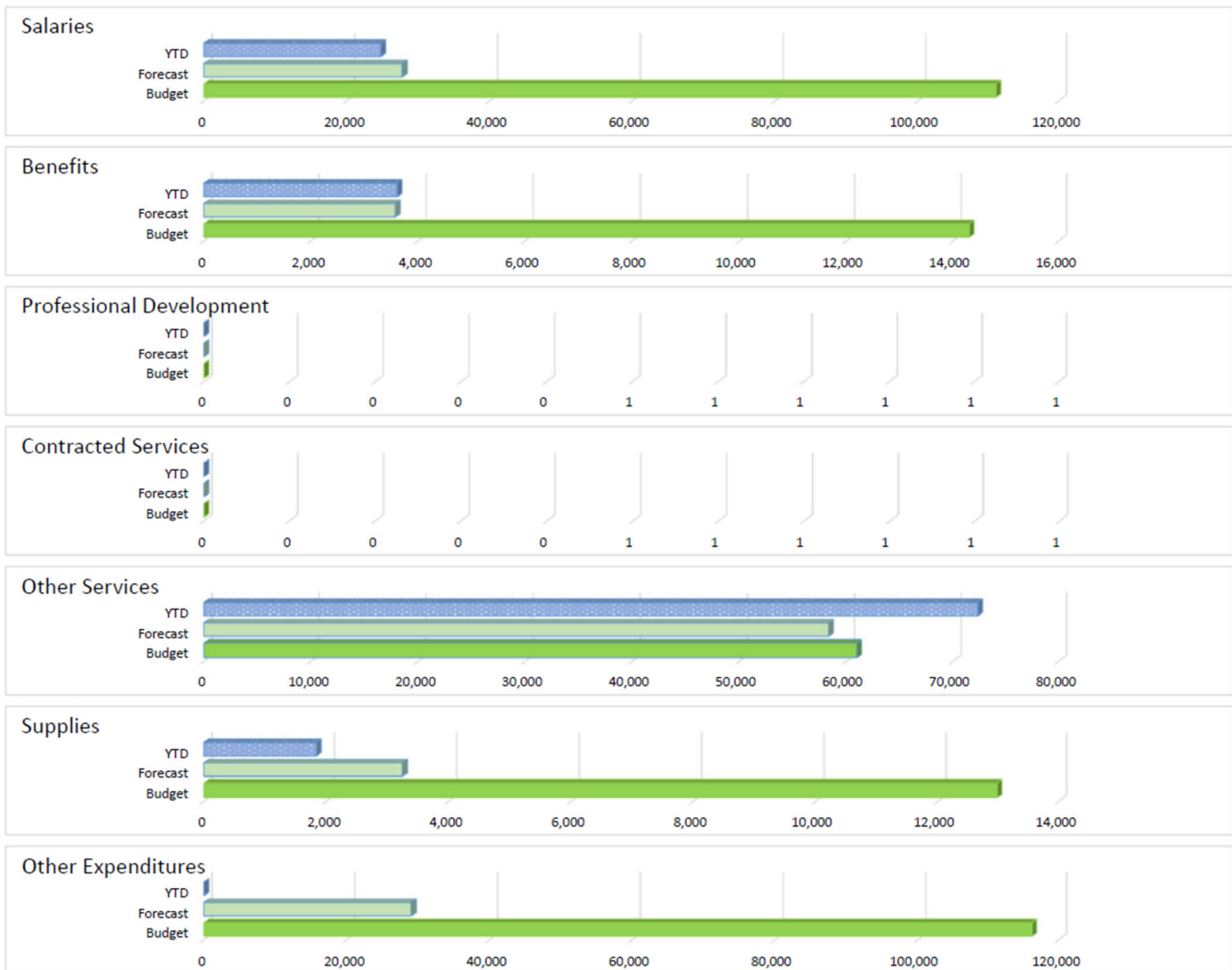
38.7%

Total Expense Tachometer:



Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 25% of the approved budget).



MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – February 7, 2019 – Park Meadows School

Background

Lethbridge School District trustees have a long standing practice of visiting district 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 district 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 district initiatives and respond to questions staff members may have.

Breakfast with the Board has been scheduled at Park Meadows School on Thursday, February 7, 2019 from 7.30 – 8.00 a.m. Following the breakfast, Principal Mark Blankenstyn 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

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent Business Affairs

Re: Business Affairs Report

Background

The January 2019 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

Associate Superintendent, Business Affairs

Report to the Board of Trustees

January 22, 2019

Community Engagement Committee

- Table sponsorship of 13 tables to date plus 1 table of individual sales for a total of \$10,825 for the 2019 ICE Scholarship Awards on February 14th, 2019. The event is 70% sold.
- Tickets are now on sale to the public. For information, see our web page at: Trustees/Canada 150 Scholarship Breakfast.

Facilities

- South East Lethbridge Elementary School site at the Canals at Fairmont was tendered with a close date of January 24th, 2019. The Board will hold a Special Board meeting on January 29th 2019 to award the tender pending Alberta Infrastructure approval.
- Work began on the Senator Buchanan and Westminster mechanical and ventilation upgrades over the Christmas break along with a variety of other miscellaneous projects.
- Coalbanks three new modular classrooms are now occupied providing temporary relief for this growing school.
- A meeting was held with Mayor Spearman and representatives of City of Lethbridge administration about the District's concerns over enrolment growth and capacity in West Lethbridge schools. The City of Lethbridge has sent a letter of support to the Government of Alberta indicating support for a new elementary school in West Lethbridge and the City's willingness to work towards an appropriate school site for a new school. The letter has been included in the agenda package.

Technology

- The technology department in coordination with Maintenance has started to replace all elementary schools starboards with new interactive projectors. We hope to have 220 boards completed by the end of August.
- In partnership with Palliser Regional Schools, the technology department has arranged a series of workshops for teachers, parents and educational leaders of digital citizenship with Dr. Mike Ribble called *Digital Citizenship for Educators: A Roadmap for Success*. The specific sessions will be held March 26th and 27th.

Finance

- The first quarter report presented to the Board at the January 22nd meeting and is included in the agenda package.
- Work begins on reviewing information in preparation of the 2019-2020 budget. The budget development schedule has been prepared and provided to Trustees and Administration.

Transportation

- The District has arranged for a service provider to provide the required S-endorsement training in March for those volunteers that drive buses for students to and from school-based activities so that the required endorsement is obtained by the July 31 deadline.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.
- Data and support provided for a variety of enrolment verification audits being conducted by Alberta Education. These audits are conducted on a yearly basis to verify that enrolment information meets funding criteria.
- Attendance at *Provincial Bargaining Coordination Office 2019 Bargaining Symposium* on January 15th, 2019 in Edmonton.
- Snacks with staff at Gilbert Paterson Middle School, January 16th.

Kids are our Business

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent Human Resources

Re: Human Resources Report

Background

The January 2019 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

January 22, 2019

Recruitment: Lethbridge School District No. 51 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.

Hires at a Glance:

ATA (Teachers) - Staffing - December / January

- ICSS 0.88 temporary teacher – closed Wednesday, January 15, 2019
- WCHS 0.71 temporary teacher – posted Wednesday, January 15, 2019
- Chinook hired 1.0 temporary teacher for semester II
- Chinook temporary 1.0 teacher – posted Thursday January 17, 2019

Support Staff Hiring – December 18 – January 15

- CUPE 2843 - 15 – ~ Last month 9
- FNMI -0 ~ Last month 0
- Non-Union- 1 ~ Last month 3
- Caretaking/Maintenance – 1 ~ Last month 1

Lethbridge School District No. 51 Career Fair:

Results from the December Career Fair

- 28 people were orientated for the substitute lists.
- 9 Teachers
- 19 Support

Substitute Teacher / Educational Assistant List:

ATA (Teachers)

- 177 Teacher Substitutes as of January 15, 2019 ~ Last month 167
- 11 are waiting for Teaching Certificates
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 14 are currently in the interview stage, 7 are in the reference stage and 18 moved to proof of certification
- Next Substitute orientation will be January 23, 2019

Support Staff

- Support ~ 94 Support Substitutes as of January 15, 2019

CUPE 2843 – EA

- 81 EA Substitutes as of January 15, 2019 ~ Last month 67
- 7 are currently in the interview stage, 3 are in the reference stage and 10 moved to proof of certification
- Next Substitute orientation will be January 23, 2019

Leaves:

Medical / Maternity Leaves – December

ATA (Teachers)

- 1 New medical leaves for a total of 25 to date
- 2 New Teacher maternity leaves for a total of 32 to date
- 1 Teacher expected to return from maternity leave

Support Staff

- 4 New Medical leaves as December 18 for a total of 28
- 3 New maternity leaves for a total of 10

Early Retirement Incentive: The Board extended the Voluntary Retirement Package to All Staff members who, by December 14 2018, have submitted a letter of resignation (effective January 31, 2019). Eligible employees will be offered a temporary contract effective February 1, 2019 to June 30, 2019.

ATA

- Early Retirement Incentive – 7
- Retirement – 1

CUPE 2843

- Retirements as a result of Early Retirement Incentive – 1

Tentative - Teacher Staffing Process 2019-2020

The following teacher staffing process will apply for the 2019-2020 school year.

1. To date, the District has accepted 8 retirements, effective the end of this school year. There is the possibility of **7** teachers on continuing contracts who are eligible to return from leave.
2. School Administrators are requested to complete internal staffing assignments of continuing contract staff by Wednesday March 13, 2019.
3. School Administrators will be required to declare teacher openings and/or surpluses to Human Resources by Thursday March 14, 2019.
4. Once Teacher openings and/or surpluses have been submitted to Human Resources, the Associate Superintendent will work with Principals to place those teachers (continuing contracts) on leave or in surplus and those that hold a probationary contract based on available positions.
5. School Administrators will provide their posting criteria to Human Resources by 12:00 p.m., Monday March 18, 2019.
6. Once all continuing contract Teachers have been placed and probationary contract Teachers have been considered, the remaining positions will be posted on the Employment Page of the District Website by 12:00 p.m. Wednesday March 20, 2019. All postings will remain open for three working days until Noon, Friday March 22, 2019. Lethbridge School District No. 51 Teachers, Substitute Teachers and external candidates may apply in Round 1. All available

positions will be posted on the District's Employment Page (District website). Applicants will apply directly to each posting using "***Apply for this job***". Applicants are invited to apply to all postings they are qualified for. A separate application is required for each posting. Once positions are posted, it is expected that applicants will not make contact with school administration.

7. All applicants will be required to include supporting documentation in addition to the completion of the application form. Applicants are required to submit or upload a cover letter and resume; including supporting documents such as letters of reference. All documents in addition of the cover letter will need to be uploaded as one document as the system will not allow for additional uploads. Reference checks applicable to any position you have held within the District may be conducted upon submission of application. If you are applying for a position in another school, protocol would dictate that you inform your Principal about this decision. Incomplete applications will not be considered.
8. The Principal will, in consultation with the Associate Superintendent, short-list candidates. The Principal will conduct interviews, recommend a preferred candidate, and make his/her recommendation to the Associate Superintendent before any further action occurs.
9. It is the Associate Superintendent's responsibility to make the school placement and he will contact the successful applicant unless another arrangement has been mutually agreed upon. The position may ***not*** be officially offered to the Teacher by the Principal; it is the Associate Superintendent who must officially offer the position. The Principal is responsible for contacting all unsuccessful candidates.
10. Once a teacher has accepted a teaching assignment, that teacher will not be permitted to transfer to a different school for the 2019-2020. school year.
11. Human Resources will continue to post new Teacher openings for as long as the Associate Superintendent determines that the posting process is feasible.

Tentative Timelines at a Glance:

Admin. Rounds

<i>February 7, 2019</i>	Admin Round I Principal / Vice Principal postings open for competition
<i>February 20, 2019</i>	Admin Round I closes (Principal / Vice Principal)
<i>March 6, 2019</i>	Admin Round II Principal / Vice Principal postings open for competition

Teacher Rounds

<i>March 13, 2019</i>	Schools complete internal staffing assignments
<i>March 14, 2019</i>	Schools declare openings and surpluses to Human Resources
<i>March 15, 2019</i>	Staff returning from personal leaves are placed based on available positions
<i>March 8, 2019</i>	School Administrators will provide their posting criteria to Human Resources

<i>March 20, 2019</i>	Round I postings open for competition to all Lethbridge School District No. 51 Teachers, Substitute Teachers and External Candidates
<i>March 22, 2019</i>	Round I closes
<i>April 15, 2019</i>	Schools declare openings and surpluses to Human Resources (Round II)
<i>April 17, 2019</i>	Round II postings open for competition to all Lethbridge School District No. 51 Teachers, Substitute Teachers and External Candidates
<i>May 1, 2019</i>	Round II closes

*** Please note timelines may change in accordance with the provincial budget release***

ALL SCHOOLS ENROLLMENT BY GRADE: December 31, 2018

SCHOOL	Early Education			Kindergarten			Grades 1 - 12															Total	Total FTE
	Dec 31	Sep 30	Diff	Dec 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	Dec 31	Sep 30	Diff	Dec 31	Dec 31
	2018	2018		2018	2018														2018	2018		2018	2018
																			1-12	1-12		EE-12	EE-12
Victoria Park												1	2	6	14	32	53	144	252	230	22	252	252.0
Chinook High															290	275	297	300	1162	1176	-14	1162	1162.0
Immanuel Christian Secondary												41	48	41	40	53	44	52	319	316	3	319	319.0
LCI - Total Students															232	211	216	222	881	902	-21	881	881.0
LCI - French Immersion															36	44	51	42	173	171	2	173	
WCHS															240	190	204	193	827	848	-21	827	827.0
G S Lakie												151	163	155					469	469	0	469	469.0
Gilbert Paterson - Total Students												257	259	199					715	718	-3	715	715.0
Gilbert Paterson - French Immersion												64	65	54					183	182	1	183	
Lethbridge Christian				29	29	0	30	24	18	24	22	18	20	7					163	163	0	192	177.5
Senator Joyce Fairbairn												196	143	141					480	478	2	480	480.0
Wilson												211	243	201					655	658	-3	655	655.0
Coalbanks Elementary	42	43	-1	87	87	0	109	89	70	74	60								402	398	4	531	402.0
Coalbanks - Spanish				45	45	0	41	26											67	67	0	112	
Dr. Probe	43	43	0	83	84	-1	100	89	88	124	94								495	496	-1	621	558.0
École Agnes Davidson - Total Students	59	57	2	65	66	-1	89	72	72	87	85								405	406	-1	529	467.0
École Agnes Davidson - French Immersion				45	46	-1	67	43	50	54	52								266	267	-1	311	
École Nicholas Sheran - Total Students	35	37	-2	74	74	0	95	90	82	102	71								440	439	1	549	494.5
École Nicholas Sheran - French Immersion				42	42	0	51	45	26	28	30								180	180	0	222	
Fleetwood Bawden - Total Students	41	41	0	51	49	2	57	61	62	68	64								312	312	0	404	358.0
Fleetwood Bawden - Montessori							26	28	27	35	24								140	140	0	140	
Galbraith	41	42	-1	67	68	-1	67	58	78	96	77								376	375	1	484	430.0
General Stewart	49	48	1	20	20	0	21	24	19	24	22								110	108	2	179	144.5
Immanuel Christian Elementary	24	22	2	40	40	0	56	25	56	44	42								223	223	0	287	255.0
Lakeview				59	58	1	97	78	87	89	86								437	436	1	496	466.5
Mike Mountain Horse	78	78	0	76	75	1	99	72	78	116	88								453	457	-4	607	530.0
Park Meadows	42	42	0	37	37	0	43	55	50	51	42								241	245	-4	320	280.5
Senator Buchanan	27	26	1	49	49	0	47	43	40	52	43								225	230	-5	301	263.0
Westminster	28	27	1	31	29	2	37	22	35	28	29								151	150	1	210	196.0
SUB TOTALS	509	506	3	768	765	3	947	802	835	979	825	875	878	750	816	761	814	911	10193	10233	-40	11470	10782.5
Stafford Ridge																1	2	2	5	3	2	5	5.0
Harbour House								2	2			1		2					7	0	7	7	7.0
Pitawani													1			3	1	3	8	10	-2	8	8.0
CAMP									1										1	5	-4	1	1.0
SUB TOTALS																			21	18	3	21	21

TOTAL STUDENTS / FTE ENROLLED AS OF DECEMBER 31, 2018	11491	10803.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent Instructional Services

Re: Instructional Services Report

Background

The January 2019 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 - January 2019

First Nations, Metis and Inuit Work

Highlights of the FNMI teamwork this month has involved:

- Continuing restructuring of service delivery of the FNMI Education Team, collaborating with Administrators
- Finalized Lethbridge FNMI Strategic Plan 2018/19 - presentation to Administrators January 17th
- Principals are completing a 2019/20 FNMI Planning survey to assist the Department in structuring and planning for the upcoming year
- FNMI Policy has gone to Policy Review Committee

Wellness Work

The staff "Wellness Throw Down 2018/19" is now in the month of "5000 steps for 5X a week". Staff are encouraged and supported to be active after the season of indulgences. Congratulations to Immanuel Christian High School for winning the "Social Media Challenge" in December.

Health Champ meeting will be occurring January 30th for school reps who are supporting Wellness work at the school level.

Wellness Committee meeting is February 6th.

Positive Spaces subcommittee has commenced developing a "Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools." It is anticipated to be ready for September 2019.

Dual Credit

We continue to work with Lethbridge College on fine tuning the Automotive Service Dual Credit opportunity that will be offered April – August of 2019 to grade 11 and 12's in our School District. We have 11 applicants who will be registering at the College in February. We will continue to open up 15 spots total and will be encouraging students to register if they fulfill the pre-requisites and are interested!

Kindergarten and Early Education Programming

As a District we are responding to an increase in requests from parents and families advocating for all day kindergarten versus half day programming. We hosted our All-Day Kindergarten Information session and conversation with Kindergarten Teachers. There were many questions and ideas shared. We were fortunate to have four of our past and current Kindergarten Teachers Reanne Hilgartener, Kathryn Ferrie, Krystal Biesbrook and Lynette Kostiuk there to present on how their day is different from a "half-day" model.

We have 5 elementary schools who have identified an interest in piloting an all day option for Kindergarten and many of these sections are already full after the first week of registration.

Early Education and timelines have been shared on the web and to our Administrators. They are as shared below:

Monday, January 21st to Friday, February 1st - continuing children in EEP may register. They must be attending this current school year in a District 51 Early Education Program or be supported by District 51 as mild/moderate or PUF at a private preschool program. Continuing children may register on a first-

come-first served basis. All continuing children will pay the \$40 registration fee, even if they are accessing PUF. Continuing children's families will be strongly encouraged to register prior to February 1st or they may risk losing placement in the program when we open up registration to the public on February 4th.

Monday, February 4th to Thursday, February 28th - new children seeking an EEP placement will complete an "Indication of Interest" form. No registration forms will be completed and no registration fees will be collected at this time. Families will rank their preference for west side schools from 1 – 4 and also indicate their preference for morning or afternoon programming as outlined on the form. A family can only complete one "Indication of Interest" form per child across the west side.

Friday, March 1st – all "Indication of Interest" forms from the West side will be sent to the Education Centre with attention to Deb Bosch.

Week of March 4th – draws will take place at the Education Centre to determine placement based on parent's preferences indicated on "Indication of Interest" forms.

Following that, schools will be notified of successful candidates and then contact families. After the lottery draw families have completed registrations by the end of March, then waitlist candidates can be considered.

Monthly fees will remain the same for 2019-2020 - \$175/month for 4 half days per week and \$90/month for 2 half days per week.

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities

Background

The District 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.

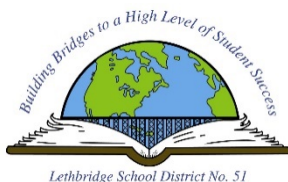
Recommendation

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

Respectfully submitted,

Cheryl Gilmore

Superintendent



2018-19 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition within the system and to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools
9. A comprehensive wellness approach promotes well-being and fosters learning
10. The education system demonstrates collaboration and engagement to further District priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

**2018-19 DISTRICT PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies.
- A document has been created that demonstrates how our literacy teaching methodologies and resources align with the new English Language Arts curriculum.

Numeracy

- A number of our schools are choosing to pilot the Mathematics Intervention/Programming Instrument (MIPI) at a variety of grade levels. The feedback that we receive from these teachers and administrators will inform possible future use of this instrument across the District.
- Numeracy Lead Teacher, Jenn Giles, is providing support to classroom teachers in Grades 4-9 in the form of residencies. Her areas of focus are “Number Talks” and math vocabulary.
- The Provincial Math Bursary program continues to be promoted with our teachers.

Curriculum Implementation

- The school-based Curriculum Administrators have begun sharing consistent, District-based information with their teachers at the January staff meetings.
- The Education Minister signed off on the Kindergarten through grade 4 new curricula in December 2018. The release of the Grades 5-9 DRAFT curricula is expected this spring.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.
- Karen presented to District School Council regarding Curriculum implementation.

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

- The first semester of off-campus placement is wrapping up and the Off-campus coordinator is working with schools to secure placements for off-campus experiences for the second semester.
- Dual credit courses Liberal Education 1000 and Cinema 1000 are wrapping up. Management 1850, Liberal Education 2020, and Automotive Services are planned for the second semester. A registration process for high school applicants for Automotives (Lethbridge College partner) has been implemented; an information evening was held for students and parents in November; another potential information evening at Lethbridge College is scheduled for February 6th).

Middle School Initiatives

- Middle Schools are piloting some new strategies that optimize the use of our student information system, Power School, to convey student progress and achievement to parents. They will continue with this work with next steps including examining what the final report document for the Student Record will look like.

Early Learning

- We have been informed that the provincial PUF audit results, that were submitted mid-November will be available March 1. Alberta Education audits 15% of our new PUF files to assure we are identifying children accurately.
 - Kindergarten registration for the 2019 – 2020 school year is underway. We are piloting a different kindergarten program delivery schedule at a few schools where children come 2 full days per week rather than 4 half days per week. This is in response to parents voicing challenges in pick-up and drop-off of kindergarten children mid-day. There are also some children that are not attending
-

kindergarten at all due to this challenge. Two full days per week is a common program delivery method across the province. There has been strong positive response to this option along with some parents that question it.

- Early Education Program registration for 3 and 4-year-olds will commence shortly. We have moved to a lottery system for children seeking early education programs in west Lethbridge in order to avoid families lining up in the middle of the night in cold temperatures. Families will complete an “Indication of Interest” form at any one of the 4 west side elementary schools anytime during the month of February. Families will rank their school preferences from 1 – 4 and indicate preference for morning or afternoon programs. Beginning of March, forms will be drawn and programs filled according to preferences indicated on these forms.

FNMI

- Operational Grant application is pending with Alberta Education for an Elementary FNMI Language and Culture position.
- FNMI 3-year Strategic Plan was shared with the Board and Administrators the week of January 14th.
- FNMI Student activities have been taking place (i.e. Mentorship and Ever Active Opportunity in Calgary).
- Exploring different School Districts methods of FNMI Service Delivery.
- Principal survey was sent out to glean information about where each school’s priorities lie with regard to FNMI Education planning and support for 2019/20.
- District attendance on the “Reconciliation Lethbridge City Committee” monthly, developing a Strategic Plan for the City.
- Still advertising for FNMI Liaison positions (3 to fill).

Administrator Professional Learning

- We are continuing the “Inquiry-based Professional Learning” project with University of Lethbridge.
- On January 10, all new administrators and their mentors took part in a lunch and learn session on the topics of Instructional Leadership with Cheryl Gilmore and Hiring and Supporting New Teachers with Rik Jesse and Rhonda Aos.

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

- Ten Collaborative Communities have already booked one or two follow-up days to continue the work they began together on November 13th.
- District psychologists continue to provide PL sessions at school staff meetings.
- At January LST meeting, staff will learn about available accessible technology in Microsoft/Office 365.
- Two SIVA training sessions will be offered by Inclusive Education in January to 44 participants.
- Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs. These events may include SIVA, Tac Pac Training, Sign Language.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll - session held January 7th and 8th.
- HR arranged for 4 Head Caretakers to attend Supervisor Leadership Series (6 Courses) through the Lethbridge College this fall (October 30-December 4th).

Teacher Induction Support for Quality Teaching and Leading [TIP]

- Year 1 and Year 2 TIP participants are accessing release time to observe or be observed by their mentors.

Parent Engagement

- January 14th District School Council meeting included a learning session for parents presented by Karen Rancier, Director of Curriculum, focusing on the major shifts that have occurred within the new K-4 curricula, the dates for release of other grade levels of new curricula, and the District plans for rolling it out.
-

- Addiction information – parent night – development from the Executive Opioid Coalition presented by AHS January 29th and February 12th (location TBA).
- Digital Citizenship - parent night- March 26th (location TBA).

Community and Business/Industry Engagement

- The Community Engagement Committee is busy planning the 2019 ICE Scholarship Breakfast to be held on February 14th, 2018. Tickets are on sale now!
- Planning for Town Hall February 5th is underway.

Management of Growth and Capacity Building (learning spaces)

- In consultation with schools, Christine Lee and Daniel Heaton submitted applications to the province under the umbrella of the provincial school playground initiative.
- Discussion held with Mayor Spearman and City Administration regarding enrolment growth and capacity concerns in West Lethbridge. Mayor Spearman has submitted a letter to Ministers of Education and Infrastructure supporting need for new Elementary School in West Lethbridge.
- Three modular classrooms have been installed and have been occupied in January 2019 at Coalbanks Elementary School to address growing enrolment pressures.
- Application has been made for more modular classrooms for enrolment growth in West Lethbridge, in particular Coalbanks Elementary School and Chinook High School.
- A review is currently underway to review enrolment growth and capacity concerns in West Lethbridge.

Other School Improvement Initiatives

- Morag is initiating a conversation with high school principals about “Grade 9 Student Engagement”. The objective is to develop a conversation template and host conversations at each high school with grade 9 students, over the next 3 years about deep meaningful cognitive engagement.

PRIORITY TWO: INCLUSION

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

- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
- Evacuation sites for all schools have been collated for the year and shared with the City to further support Emergency/Evacuation procedures.
- Lockdown process has altered slightly from last year and communication has gone out to Administrators to share with staff, review process with Administrators’ Committee this month.
- Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
- Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.
- Positive Spaces subcommittee is working on developing “Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools”.
- Continued focus on “Staff Wellness” moving into the New Year with the “5000 step challenge X 5 days a week”.
- Nutrition Programs continue to flourish mid-year reporting occurring, Fruit and Veg Program serving carrots the month of January.

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

- PL for administrators and LST is ongoing. Morag, Karen, and Ann are currently planning a session for February 7 (UDL).
 - Instructional Support Plans and Behaviour Support Plans have been reviewed, and feedback will be provided to schools at January 16 LST meeting. Schools will present examples of best practice.
-

- On February 4 Morag and Ann finish visits to schools to look at sensory/self-regulation rooms and how they are used.
- We continue to receive new immigrant/refugee students at all grade levels, some of whom require specialized services. Currently, we are programming and accessing specialized services for students who are visually impaired, hearing impaired, or have autism.
- Our Limited Formal Schooling program at WCHS is oversubscribed, so we have delayed entry for some new students until after exams when we can move students who have gained some language proficiency to transition classes.
- Access-A-Ride is also oversubscribed, making it difficult to organize special transportation for new students who require it. We are now adjusting school hours for students based on bus availability.
- The ESL lead teacher, Heather Willms, is busy providing residencies in schools.
- Emily Glawe, middle school ESL teacher, continues to support teachers at GS Lakie School with instructional strategies and assessment techniques to support ELLs.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead teacher, Michael Krokosh, is providing support to teachers in Kindergarten through Grade 8 in the areas of the Office 365 Suite, SharePoint, and various other applications in Microsoft and Google for instruction.

Breadth of Program Options

- Registration evening for students who were successful applicants for the Dual Credit, Automotive Services Program at Lethbridge College coming up in February.
- 9 high School students have successfully completed the first year of Cinema 1000 at the University of Lethbridge. The course will be once again offered to High School Students in the Fall of 2019.
- Liberal Education 2200, a dual credit course that will be offered at Chinook High School starting in February 2019. The course is a collaboration between the University of Lethbridge and the Lethbridge School District. The course is open to all Lethbridge High School Students.
- Westminster School grade 4 and 5 teachers are using Minecraft for Education to enhance numeracy and literacy.
- On January 16, Chinook High School displayed grade 9 projects as part of a CTF “Innovation Day”. Students had an opportunity to display their learning from projects they had been working on in the current semester.

Technology

- The Technology Team has been working with middle schools to help support teacher gradebooks and the district policy to have paperless report cards for parents that have digital access. The Tech Team was at Gilbert Paterson Middle School on January 16, working with a handful of teachers on how to set up grades up in PowerTeacher.
 - We have completed a full Disaster Recovery Plan that can be used in the event of a system failure. The plan outlines instructions and plans that are in place in the event of a disaster. On January 2, 2019 failover testing was completed to ensure back up servers can be restored and working correctly. For the most part the failover was successful and another one is planned for August 1, 2019.
 - Park Meadows Elementary School and Coalbanks Elementary School have started to use Google Home in their Learning Commons spaces. Students can ask Google what book they should read or questions pertaining to literacy and numeracy that might help them discover and learn new materials.
 - Lethbridge School District No. 51 along with our neighboring School Districts and SAPDC will be hosting several live workshops with Dr. Mike Ribble in mid-March. Dr. Ribble is known for his
-

leadership in Digital Citizenship and has authored several books and papers on the subject.

Dr. Ribble has also offered to host a parent evening while he is in the area entitled “Growing up Digital”.

- A committee of administrators is currently being formed to address and hopefully create an action plan for technology items that are currently not being evergreened. Currently, laptops, projectors, iPads and other devices in our schools, had been purchased with one-time funding and need to be replaced.
 - The district over the next year will be moving to a new website provider, Box Clever. With the new web site provider, a committee of teachers and administrators have been assembling to help outline what our new school websites will look like in the coming year. With the update on our websites, we will also be rolling out a new district app that will allow parents to see individual school calendars and receive notifications of events happening in different schools throughout our district.
 - The Technology Department along with Business Affairs and Human Resources have been reviewing a number of options to move towards a complete digital records management system. The indicative would require a secure repository of all records that we are legally required to retain. With proper support we hope to have a full operational system in place in 2020.
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MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Acknowledgements of Excellence

Background

The Board has a long standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Details of accomplishments of note are provided as information. Congratulations to the following District staff and students:

Wilson Middle School students, **Cassidy Trechka, Janah Kratchmer, Jenna Meier and Tiffany Banegas** have been selected to sing with the Alberta Children's Choir. The Alberta Children's Choir provides an opportunity for children between the ages of 11 and 15 from across the province to pursue excellence in choral music under the direction of an internationally recognized choral conductor.

Wilson Middle School students **Shayleen Mann** and **Ammon Oler** have been chosen to attend the Southern Alberta Junior Honour Band.

G.S. Lakie student, **Elijah Hill**, won bronze (14-46 kg) at Judo Canada's Elite Nationals in Montreal. He is now ranked 3rd in Canada.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – February 13, 2019 – General Stewart School

Background

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

All the staff of General Stewart School will be invited to have Snacks with the Superintendents on Wednesday, February 13, 2019 beginning at 7:45 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Donations and Support

Background

Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below are the donations and support received by the district.

- Senator Joyce Fairbairn Middle School received a very generous donation from Lethbridge Toyota. The donation allowed the school to make up Christmas hampers for nine of families. A huge thank you to Lethbridge Toyota for their generous donation to the families of Fairbairn!
- Lethbridge Firefighters Charities Association donated \$4,000 toward Victoria Park High School Christmas hampers.
- One District One Book received \$75,000 from the Government of Alberta, in the form of a Community Initiatives Project Grant.

Recommendation

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

Respectfully submitted,
Cheryl Gilmore

Calendar of Events for Board of Trustees

January	30	Semester 1 Ends
	31	Semester 2 Begins
February	5	Town Hall Meeting 6:30 – 9:00 p.m., Victoria Park Gymnasium
	6	Education Centre Leadership Team Meeting 9:00 a.m., Education Centre
	6	Policy Advisory Committee 12:15 p.m., Education Centre
	8	School-based Professional Learning Day NO SCHOOL for students
	14	ICE Scholarship Breakfast 7:00 – 9:00 a.m., The Coast Hotel
	14	Administrators' Committee Meeting 1:15 p.m., Education Centre
	18	Family Day – No School
	19-20	No School
	21-22	Teachers' Convention – No School
	26	Board Meeting 3:30 p.m., Education Centre Board Room



MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Response to December Public Forum

Response to concern brought forward by Mandy Butler

Description of concern:

Concern was regarding needles being found on school property, specifically when they are found on elementary school property and notification is not sent home that a needle is found. Reinforcing needle safety is important and we need to work together. Another concern was regarding janitors doing swipes on large property and how it may not be possible to have the time to do so properly. Wonders how complete search of grounds can happen with ground cover such as snow and leaves. The question directed at the Board was how the matter is being supported.

Response to Concern:

The safety of Lethbridge School District No. 51 students and other children who visit school playgrounds and play field areas is a priority for the Board. We have been working closely with the City of Lethbridge as well as ARCHES (the organization that runs the Outreach program) to have strategies in place for playground and playfield safety, including a targeted education strategy so that children know what to do should they see a needle. To date, it is our experience that children have followed what they are taught, and reported the sighting of a needle to an adult.

Please see below regarding steps that have been taken to work collaboratively and be proactive in needle safety and awareness.

- As you indicated, our caretakers do a playground area check for needles. They have been trained on how to safely handle and dispose of needles.
 - Our schools can also call ARCHES and the organization will send someone to pick up the needle. To date they have been very expedient in their response to requests. ARCHES has also started a “clean sweep” program for debris clean-up that puts schools in areas of high incidence as a priority. Their hours of focused clean-up is before 8:00 a.m. in an attempt to make arrival of students in playground and play field areas safe.
 - Following discussion of potential strategies between the City of Lethbridge and the school districts, the City of Lethbridge posted the phone number for ARCHES in all playground areas so that any member of the public can call if they see a needle or other drug related paraphernalia.
 - Our maintenance team has patrolled our school parking lots in the evening to determine if there are areas that need better lighting where significant activity has been noted.
-

Lethbridge School District No. 51

Regular Meeting – January 22, 2019

Enclosure # 8.1

- The District hired security to monitor some of our schools that were experiencing vagrancy and frequent findings of needles and drug paraphernalia.
 - A two-page information flyer went to schools to send to parents in December 2017 (a year ago) to provide information regarding “Opioid Awareness.” (Attached)
 - Two flyers/ brochures were produced by ARCHES, one targeting adults/ secondary age students, and one targeting younger children. These were distributed by schools (at elementary level, most were distributed via newsletter links and/or hard copies). A copy of the flyer is attached. Both focus on what to do if a needle is found.
 - A parent evening was held in the spring to educate parents and guardians on substance use in our community and strategies for safety.
 - A more recent public community presentation was organized by the city and held on October 19th at the Lodge.
 - Addressing student knowledge and prevention in school through the curriculum.
At the elementary level, one of the areas of the health curriculum is harmful substances and safety -safety regarding finding needles is addressed under this outcome. At the middle school level we continue to emphasize safety and the danger of needles, but also shift focus and add information and reflection regarding peer pressure and media influence, health effects, and so on. At the high school level we teach about substance abuse, community resources for addressing addiction, and optimal physical well-being.
 - Support from Alberta Mental Health and Addictions (in collaboration with the District), includes each secondary school being assigned an addictions contact person; presentations regarding risk and safety, including needles.
 - As is pointed out in the concern, the difficulty lies in being absolutely assured that a needle will not be found by children, especially in the larger play field areas. This cannot be guaranteed, but there is a collaborative and concerted effort for everyone to work together to look out for the safety of children.
 - With respect to communication home every time a needle is found at a school, this has not been the practice of our schools. Rather than have students be alarmed and alerted to the needle safety issue only at times a needle is found, it is our goal to have students be aware of, and act in accordance with safety precaution, at all times with the assumption that there is potential for a needle to be found in any playground or playfield area at any time in spite of all measures being taken.
-

SAFE NEEDLE DISPOSAL TIPS

Keeping yourself, your loved ones and your community safe from the risk of discarded needles.

What are the risks of touching or being poked by a needle?

Most people will not get sick by picking up or being poked by a used needle, but it's important to be cautious. Diseases such as Hepatitis B, Hepatitis C and HIV can be transmitted by used needles.

What to do if you get poked by a needle:

- Let the wound bleed as much as possible
- Flush the area with flowing water
- Wash the wound well with soap and warm water
- Call Health Link Alberta at 811 or seek medical attention immediately

Advice for parents of small children

- Talk to children about what discarded needles look like
- Emphasize to your children that if they find a discarded needle, they should not touch it, because they could get hurt
- Make sure your children know that if they find a needle, they should leave it where it is and ask an adult for help
- Ensure small children are wearing shoes if they are playing in areas around spray parks

I found a needle, what can I do?

Always treat a discarded needle as if it is contaminated. If you find one, decide if:

I'm not comfortable or willing to pick it up, or I am unequipped to pick it up, but I want Lethbridge to be clean and safe.

- Cover or mark the location of the needle with an object.

Call the ARCHES Needle
Pickup Hotline at
403-332-0722
to provide the location and
arrange for pickup and disposal.

I'm willing and equipped to pick it up because I want Lethbridge to be clean and safe.

- I have gloves, tongs or pliers, and a hard sharps container (ex. a strong plastic bottle such as a bleach container or a plastic jar with a lid).
- Put on latex, rubber or leather gloves. Use tongs or pliers to carefully pick up the needle with the tip pointed away from you.
- Put the sharps container (strong plastic bottle, etc.) on a stable surface (do not hold it while putting the needle inside) and put the needle, tip down, into the container and close the lid.
- DO NOT place the container in garbage.
- When you're finished, wash your hands and/or use hand sanitizer.

Call the ARCHES Needle
Pickup Hotline at
403-332-0722

Locations you can take needles for disposal:

- ARCHES, 1206-6 Ave. S.
- Most local pharmacies

What are sharps containers, and where are they available?

A sharps container is made of hard plastic with a small opening at the top. These containers are specially made for holding used needles and come in various sizes. You can buy sharps containers at most pharmacies, and they're available to the public for free from ARCHES, 1206-6 Avenue South.



What do Safe Needle Disposal Boxes look like and where are they located?

Needle Disposal Boxes have round openings on each side for collecting used needles. Currently, there are 12 bright yellow Needle Disposal boxes installed around Lethbridge in 11 public locations where needle debris has been a recurring problem:

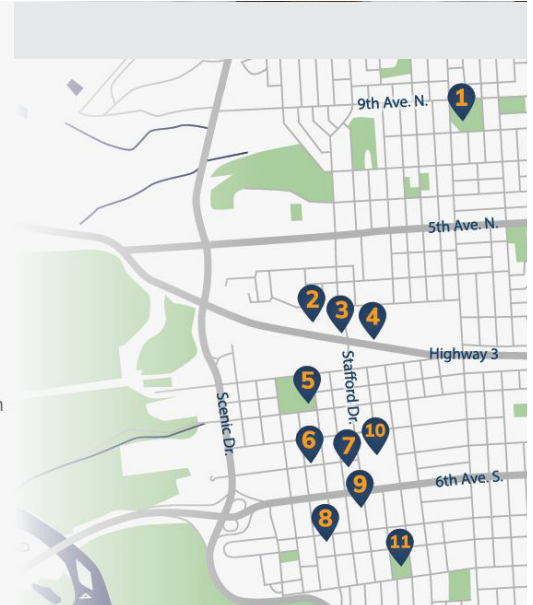


North Lethbridge

- 1 Adams Park - South of Adams Ice Centre
- 2 Lethbridge Emergency Shelter & Resource Centre, 802 - 2A Avenue North
- 3 Stafford Drive North Overpass
- 4 North fence along railway tracks east of Stafford Drive North Overpass

South Lethbridge

- 5 Galt Gardens - by the public restrooms, under the pergola
- 6 Crabb Street Parking Lot, 607 - 5 Avenue South
- 7 Lethbridge Public Library - Parking lot
- 8 London Road Park, 7 Street & 7 Avenue South
- 9 YWCA - By the east fence, and west of the building in the alley, 604 - 8 Street South
- 10 Civic Field - Northwest corner, behind YMCA
- 11 Kinsmen Park, 900 block of 10 Street South



Health and harm reduction information:

- Health Link Alberta: Call 811 for health advice 24/7 from registered nurses
- Lethbridge ARCHES: 403-328-8186 or www.lethbridgearches.com

Where can I learn more about the opioid crisis?

The City of Lethbridge website contains an area where updates are posted on the opioid crisis and the supervised consumption services sites. Visit the city's News Centre for up-to-date information. The link can be found here: [NEWS CENTRE](#)

Drug and needle debris in public places are a challenging and growing issue for Lethbridge, and our community is not alone. Cities across Canada and the globe are tackling this issue with strategies to ensure communities are as safe and healthy as possible. Needles are used by people with specific health conditions and people with drug addictions. Safe disposal of these needles reduces the chances of injury. Everyone is safer when needles are disposed of properly.

Found A Needle?



This is a needle, it's the same thing as what doctors use to give you a shot. Sometimes, needles can be left on the ground.

If you find a needle, don't touch it! Needles can have harmful germs.



Go and tell an adult right away. They will make sure the needle gets cleaned up safely.

Once the needle is gone, you can get back to playing! Keep an eye out for any more.





What are opioids?

Opioids are very strong painkillers and are found in drugs such as codeine, morphine, oxycodone and fentanyl. Opioids can become addictive. For those who use opioids a lot, they may find that they develop a tolerance and need more and more of the drug to feel the same effects. Individuals can become mentally and physically dependent on opioids and should always use them under the advisement of a physician.

On the street, these drugs have nicknames like beans, green apples, apples, shady eighties, eighties, fake oxy, greenies.

What are the dangers of opioid use?

Short-term effects on opioid users can range from nausea and vomiting to vision problems and anxiety. Low doses can affect driving ability and high doses can lower the heart rate, blood pressure and breathing. Very high doses can cause disorientation, convulsions and hallucinations, and an overdose can result in coma and death.

Long-term effects can cause depression, trouble concentrating and sleeping, constipation and sexual problems. When opioids are taken for a long time, the body stops making natural painkillers. Mixing opioids with other drugs (like aspirin) can cause stomach bleeding and even kidney and liver damage.

How do opioids in the community impact me?

Even if you don't know someone that uses opioids, the effects of opioid addictions can have far reaching impacts on a community. The costs to our health and correctional systems, as well as law enforcement, government and social services agencies are enormous. As addiction to opioids increase so do corresponding property and violent crimes. Occurrences of public drug use, discarded drug use debris and overdoses also become more common place.

Opioid addiction is everyone's concern – this issue is about keeping ourselves and our loved ones safe. You can help by being educated on the **facts**. Report concerns to the police. Call 911 if you witness an overdose. More resources are available at the bottom of this handout. Consider taking the free Naloxone training and accessing your own personal kit, today.

Who is at risk?

We all are. A first-time drug user is now just as likely as any user to consume a fatal dose. We do know from evidence that the more isolated the user is, the more likely they are to die from an overdose, given there are no available resources like naloxone (an opioid inhibitor – or “antidote”) to resuscitate them. When someone is at home and uses while they are alone, no one is there to assist, should they overdose.

Every person who is offered a pill at a party or in a social setting, is at risk. Every person who uses drugs to dull the pain of a difficult situation is at risk. Every person who struggles with withdrawing from prescribed opioid pain medication, and turns to street drugs to “get by”, is at risk. Every person at a party who believes they can “trust” the person who is providing a drug, is at risk. Every individual who accidentally comes in contact with the substance, is at risk. *There is no risk-free way to consume street drugs, regardless of age or demographic.*



What are the signs and symptoms of an overdose?

If you are using drugs, or are with someone who has used drugs, and you or they have any of these symptoms call 911:

- Breathing is slow or not breathing at all
- Nails and/or lips are blue
- Choking or throwing up
- Making gurgling sounds
- Skin is cold and clammy
- Can't wake them up

What to do if you suspect an overdose:

- Call 911
- Initiate rescue breathing
- If you have a naloxone kit or Narcan® nasal spray (naloxone) follow the [SAVE ME steps](#)
- Canada's new [Good Samaritan](#) law can protect you

In general:

The most effective way to keep one's self free from risk is to *only* take medication that is prescribed by a doctor and to take it as directed. The best outcome for a person already addicted to opioids, is recovery from addiction. This path to a clean and sober life and holistic recovery is hard, and requires a multifaceted approach involving the community and effort by all stakeholders. The person must traverse a number of stages on the journey back to health. Access to support and resources is a crucial component of the recovery process.

Where can we go for more info?

- **811 Health Link**
- www.stopods.ca
- **Addiction & Mental Health 24 Hour Help-Line** 1-866-332-2322
- **Poison and Drug Information Service (PADIS)** - a free, confidential, 24/7 service for all Albertans. Staff are specially trained in the assessment and management of exposures to drugs and toxins like fentanyl [1-800-332-1414](tel:1-800-332-1414)
- www.myhealth.alberta.ca/ (Health Information and Tools)
- **Lethbridge ARCHES** - peer support and drop-in centre, needle exchange program, and community education services 403-328-8186
- <https://www.drugfreekidscanada.org/> – How to talk to kids about drugs...

RESOURCES used in the creation of this handout:

www.stopods.ca

www.myhealth.alberta.ca/

Bob Rich, CHIEF CONSTABLE, Abbotsford Police Department, “The Opioid Crisis: The Case for Prevention”

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – January 9, 2019

1. Policies for review:
 - a. 603.1 Animals in Schools
 - b. 604.5 High School Course Sequence Transfers
 - c. 606.5 Educating Students at Home
 - d. 608.7 Sale of Student Supplies and Materials
 - e. 1003.5 Conducting Research
 - f. 502.5 Student Transportation/Bussing
2. Next Steps – please have feedback to Teresa by February 10.

Next meeting: February 6, 2019

Respectfully submitted,
Lola Major



MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Tyler Demers, Trustee

RE: District School Council – January 14, 2019

District School Council meeting minutes are available on the district website (link): [DSC Minutes - January 14, 2019](#)

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – January 16, 2019

Highlights:

1. An excellent presentation by Holy Spirit School Division about a very innovative preschool program, Meeting the Needs for Quality Indoor and Outdoor Play by Michelle MacKinnon.
2. Alberta Education has changed their website and can now be found at Alberta.ca under the heading Education.
3. Math. is getting a lot of attention and teachers who undertake Math. upgrading can apply for a Bursary of \$2000.00 for each University course taken. Deadlines for applications are January 31 then May 30 and finally July 30.
4. At the Government level, transportation and S endorsement are being further looked at.
5. The next Zone 6 General Meeting will be held March 20th 2019 at the Education Centre of the Lethbridge School District No. 51.

Respectfully submitted,
Donna Hunt

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Jan Foster, Trustee

RE: Joint City of Lethbridge / School Boards – January 16, 2019

The Joint City/School Boards committee met on Wednesday, January 16, 2019.

After approval of agenda and minutes, the committee discussed the following items.

- Update on Terms of Reference review for Community and Social Development Committee. Ken Tratch had requested that the City review the membership for this committee for Education sector. Presently School District #51 and Holy Spirit alternate every two years and it has been requested that both school districts send a representative to sit on this committee. Tony Vanden Heuvel, Director of Community Services advised that at the present time, there is no change to membership in the Terms of Reference. He further stated however that as the process continues, this may change. There was also discussion regarding representation for both school districts on the Truth and Reconciliation Committee.
- Tony gave an update on the current situation pertaining to the Opioid Crisis. He advised that City Council has developed a “Downtown Clean and Safe Strategy” and this includes additional police enforcement, adding security to downtown areas and public facilities. This also includes the expansion of the Needle Debris collection teams and Clean Sweep Program. A request was made by the Education representatives for a continual update on data, statistics and programs that can be shared with the school communities.
- Tony updated the committee on the issue of school bus parking in the area of LCI, CCH, St. Francis Schools.

Meeting was adjourned until next scheduled meeting on May 22, 2019.

Respectfully submitted,
Jan Foster, Committee Chair

MEMORANDUM

January 22, 2019

To: Board of Trustees

From: Christine Light, Vice Chair

RE: Community Engagement Committee – January 17, 2019

Committee Members Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Heather Paul, Pauline Hall

1. ICE Scholarship Breakfast

- Promotion
 - Fewer responses from sponsors than this time last year; better sponsorship of tables than last year (7x \$1000, 5x \$600, 1x \$375, 11 individual tickets, 31 comped tickets). 6.7 tables left to fill.
 - Advertising has begun on District web site, Lethbridge Herald.
- Scholarship Application/Selection Committee
 - Application updated with correct dates. Available online.
- Event Planning
 - The sub-committee last met on January 10, 2019
 - Date and time have been confirmed with the Coast Hotel. Keynote speaker Marty Park and M/C Dory Rossiter.
 - Menu – change made to Good Morning Buffet – Fruit Juices, Scrambled eggs, Bacon and Sausages, Breakfast Potato, Pancakes with toppings, Fruit Tray, coffee and tea. Cost is \$1 more each than previous. Plated service with juices and coffee served at table.
 - Entertainment – Max Wiebe, student guitarist from Chinook High School – to be paid an honorarium of \$100.00.
 - Attendee gifts – Personalized notepads and pens.
 - Decorations – centerpieces (flowers donated by Flowers on 9th). Balloon displays.
 - Student displays – from all high schools – 4 greeters, 2 at each door. All student volunteers will be seated at tables as guests.
 - Costs to date: \$457.34 for notepads and pens. Other costs will be honorarium for guitarist, balloons, doilies and Hershey kisses on tables.

2. Town Hall

- Format of 2018 Town Hall will be followed. An update will be given as to response and action taken based on stakeholder feedback.
- Opportunity for post-Town Hall feedback/access to results will be available on the District web site.

NEXT MEETING – Thursday, March 14, 2019

Respectfully submitted, Christine Light



CITY OF *Lethbridge*

January 7th, 2019

Honourable David Eggen
Minister of Education
Office of the Minister of Education
228 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
Education.minister@gov.ab.ca

Honourable Sandra Jansen
Minister of Infrastructure
Office of the Minister of Infrastructure
127 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
Infrastructure.minister@gov.ab.ca

Dear Ministers Eggen and Jansen;

Re: Support for new West Lethbridge Elementary School for Lethbridge School District No. 51

The City of Lethbridge is writing in support of a new elementary school in West Lethbridge for Lethbridge School District No. 51. As per the *City of Lethbridge Census*, West Lethbridge is the fastest growing area of the City in 2018 with 2.24% growth, preceded by growth in the years 2014-2017 ranging between 3.05% and 4.09%. The greatest growth in Lethbridge occurred in four new development areas, three of which are in West Lethbridge.

In our discussions with Lethbridge School District No. 51, overall capacity of West Lethbridge elementary schools is 89% with two schools above 90% in areas where we are seeing the greatest population growth in Lethbridge. Three out of the four West Lethbridge elementary schools already have a total of 51 modular classrooms added to accommodate the significant growth in West Lethbridge, but there is no longer the land capacity on the school sites to continue to add many more modular classrooms. The School District's newest elementary school, Coalbanks Elementary, opened near capacity within a growing community. Based on this data, there is an emergent need for a new elementary school in West Lethbridge.

The City of Lethbridge and Lethbridge School District No. 51 have had a long-standing relationship working together to plan for schools to meet the needs of our community. For Coalbanks Elementary School that opened in 2017 and the new South East Elementary School recently approved for construction, the City of Lethbridge has supported the costs to expand the gymnasium space for community use after school hours. The City of Lethbridge supported Lethbridge School District No. 51 in finding an appropriate site and coordinated servicing through the developer when approval was received to plan the South East Elementary School. As such, this school has a fully serviced site and was construction ready within one year of planning approval.

Due to the emergent need for a new West Lethbridge elementary school, the City of Lethbridge will work with Lethbridge School District No. 51 to find and service an appropriate school site for a new school. We are hopeful that you will consider this letter of strong support when considering new school facilities.

Yours truly,



Chris Spearman, Mayor
City of Lethbridge

Cc: Honourable Shannon Phillips, MLA Lethbridge West
Maria Fitzpatrick, MLA Lethbridge East
Clark Bosch, Board Chair, Lethbridge School District No. 51
Cheryl Gilmore, Superintendent, Lethbridge School District No. 51



*Deputy Premier
Office of the Minister
MLA, Edmonton-Glenora*

AR 157560

January 8, 2019

Clark Bosch
Board Chair
Lethbridge School District No. 51
Board of Trustees
433 15 St S
Lethbridge AB T1J 2Z5

Dear Clark Bosch:

My colleague, Minister Ganley, shared your letter regarding the opioid crisis and needle debris in Lethbridge. As Minister of Health, Alberta's response to the opioid crisis falls under my department. Thank you for advocating on behalf of your students, staff and community.

The opioid crisis is having an urgent and severe impact in Lethbridge. This crisis is why the Government of Alberta is working closely with the City of Lethbridge and local service providers to address concerns raised. On December 7th, we announced \$11 million for a new permanent supportive housing complex for Lethbridge which will support adults experiencing homelessness who have complex issues such as substance use. In addition, the Alberta government is investing \$1.6 million to create up to 30 new intox spaces in the city. These spaces will provide a safe place for people to stay while they sober up, and will include access to services like housing programs and health care, reducing disruption to neighbourhoods and businesses.

I recognize there are concerns about needles discarded in public spaces, and support the work of the City of Lethbridge and their partners to address this issue. In conjunction with ARCHES, the harm reduction organization in Lethbridge, the City has created a needle debris strategy which includes a Safe Needle Disposal Guide and funding for a number of needle pickup programs. In August, the government committed to providing \$160,000 to ARCHES to support reducing the number of discarded needles and other debris associated with substance use. This funding will also be used to help address community concerns about substance use, harm reduction, and discarded needles and other substance use debris in public spaces.

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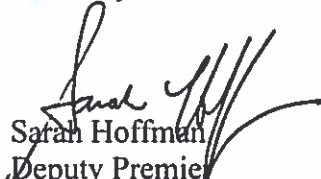
Our government is also committed to providing accessible treatment as part of our comprehensive approach to the opioid crisis. We are working hard to make more addiction and mental health supports and services available to people struggling with problematic substance use issues including the expansion of opioid agonist therapy. Within the City of Lethbridge, Alberta Health Services provides several publicly funded mental health and addiction services, including prevention, treatment, detoxification support, and shelter assistance.

The Government of Alberta will continue to work closely with our partners, including municipalities, law enforcement, first responders, and community-based agencies in order to accelerate urgent actions to address this ongoing crisis.

For more information on what the government is doing in response to the increasing fentanyl and opioid related deaths in Alberta, please visit www.alberta.ca/albertas-opioid-crisis-response.aspx.

Thank you again for writing. Feedback such as yours helps us to better understand the concerns of Albertans on this matter.

Sincerely,



Sarah Hoffman
Deputy Premier
Minister of Health

cc: Honourable Shannon Phillips, MLA, Lethbridge-West
Maria Fitzpatrick, MLA, Lethbridge-East
Mayor Chris Spearman, City of Lethbridge