



# AGENDA

Lethbridge School Division  
School Board  
Regular Meeting

Tuesday, November 26, 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 October 22, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

If there are no errors or omissions in the minutes of the Organizational meeting of October 22, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

3:35 p.m. **3. Business Arising from the Minutes**

**4. Presentations**

3:40 p.m. 4.1 All Day Kindergarten Enclosure 4.1

**5. Action Items**

3:50 p.m. 5.1 International Trip Approval - WCHS Enclosure 5.1

5.2 International Trip Approval - Senator Joyce Fairbairn Enclosure 5.2

5.3 Sock it to 'Em Campaign Enclosure 5.3

5.4 Policy Review:

- *Policy 500.1 Student Rights and Responsibilities*
- *Policy 501.6 Resident Students*
- *Policy 903.1 School Closure*

Enclosure 5.4

4:20 p.m. 5.5 Division Three Year Education Plan and Annual Education Results Report Enclosure 5.5

5.6 2018-19 Audited Financial Statement Enclosure 5.6

5.7 2019-20 Budget Update Enclosure 5.7

5.8 City of Lethbridge Operational Review Recommendation Re: Transportation Enclosure 5.8

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

5:10 p.m. **6. Public Forum Response** Enclosure 6.0

5:15 p.m. **7. Division Highlights**

## **8. Information Items**

- |           |       |                                  |                 |
|-----------|-------|----------------------------------|-----------------|
| 5:20 p.m. | 8.1   | Board Chair Report               |                 |
|           | 8.1.1 | Breakfast with the Board         |                 |
|           |       | G.S. Lakie – December 4, 2019    | Enclosure 7.1.1 |
| 5:25 p.m. | 8.2   | Associate Superintendent Reports |                 |
|           | 8.2.1 | Business Affairs                 | Enclosure 8.2.1 |
|           | 8.2.2 | Human Resources                  | Enclosure 8.2.2 |
|           | 8.2.3 | Instructional Services           | Enclosure 8.2.3 |
| 5:40 p.m. | 8.3   | Superintendent Report            |                 |
|           | 8.3.1 | Board Priorities Report          | Enclosure 8.3.1 |
|           | 8.3.2 | Acknowledgements of Excellence   | Enclosure 8.3.2 |
|           | 8.3.3 | Christmas Celebrations           | Enclosure 8.3.3 |
|           | 8.3.4 | Snacks with the Superintendent   |                 |
|           |       | Galbraith – December 5, 2019     | Enclosure 8.3.4 |
|           | 8.3.5 | Donations and Support            | Enclosure 8.3.5 |
|           | 8.3.6 | Calendar of Events               | Enclosure 8.3.6 |

## **9. Reports**

- |           |     |  |               |
|-----------|-----|--|---------------|
| 5:50 p.m. | 9.1 | FNMI Advisory Committee – October 29, 2019           | Enclosure 9.1 |
|           | 9.2 | Division Student Advisory Council – October 29, 2019 | Enclosure 9.2 |
|           | 9.3 | Division School Council – November 4, 2019           | Enclosure 9.3 |
|           | 9.4 | Facilities Committee – November 5, 2019              | Enclosure 9.4 |
|           | 9.5 | ATA Local Council – November 6, 2019                 | Enclosure 9.5 |
|           | 9.6 | Policy Advisory Committee – November 13, 2019        | Enclosure 9.6 |

## **10. Correspondence - Received**

- |           |      |                |                |
|-----------|------|----------------|----------------|
| 5:55 p.m. | 10.1 | Alberta Health | Enclosure 10.1 |
|-----------|------|----------------|----------------|

## **10. Correspondence - Sent**

- |           |      |  |                |
|-----------|------|--|----------------|
| 5:55 p.m. | 11.1 | School Resource Office Letter of Support | Enclosure 11.1 |
|-----------|------|--|----------------|

## **6:00 p.m. Adjournment**

## MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD OCTOBER 22, 2019.

### IN ATTENDANCE:

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

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

The Chair called the meeting to order at 4:10 p.m.

1. Approval of Agenda

Trustee Tyler Demers moved:

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

*Approval of Agenda  
6922/19*

2. Approval of Minutes

Trustee Tyler Demers moved:

“that the minutes of the Regular Meeting of September 24, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

*Approval of Minutes –  
Regular Meeting  
6923/19*

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from  
the Minutes*

4. Presentations

4.1 Student Engagement Consultant

Student Engagement Consultant Jim Kerr provided a presentation to the Board.

*Presentations  
Student Engagement  
Consultant*

5. Action Items

5.1 Approval of International Trip

Craig Findlay, Tracy Wong, and Joel Bryant requested to take students on a 10-day study tour to Central Europe during Easter break of 2021.

Trustee Donna Hunt moved:

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

**CARRIED UNANIMOUSLY**

*Action Items*

*Approval of  
International Trip  
WCHS to Central  
Europe 6924/19*

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

An opportunity for staff members to sign up for the voluntary

retirement plan for Alberta Teachers' Association Retirement Fund members and CUPE members. The information package indicates that the employee needs to be eligible to retire.

*Approval of voluntary  
Retirement plan  
6925/19*

Trustee Tyler Demers moved:

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

**CARRIED UNANIMOUSLY**

5.3 ATA Local Council Meeting Schedule

Trustees will attend the following meetings:

November 6 – Lola Major

December 4 – all will be invited

January 8 – Doug James

February 5 – Christine Light

March 4 – Donna Hunt

April 1 – Tyler Demers

May 6 – Jan Foster

June 3 – Clark Bosch

5.4 Community Engagement Committee Terms of Reference

Community Engagement Committee Terms of Reference changes made. Minimum of one representative. 1D1B will gain interest and viability prior to potential implementation date.

Trustee Christine Light moved:

"that the Board of Trustees approve the Community Engagement Committee Terms of Reference, as presented and amended."

**CARRIED UNANIMOUSLY**

*Community  
Engagement  
Committee Terms of  
Reference  
6926/19*

6. Division Highlights

- Christine – school council meetings, Team Lethbridge, and met the new LCI F.N.M.I. Liaison.
- Jan – attended ATA Induction ceremony (compliments to the ATA), Woods Homes open house (tours are available), and save the date for Woods Homes Benefit Gala - March 28, 2020.

*Division Highlights*



- Donna – school councils, thanks to ATA for Induction ceremony, thanks to Rik Jesse for the new teachers hired, and awards ceremony at Senator Joyce Fairbairn Middle School.
- Doug – ATA Induction, 51-25 celebration, and coaching rep volleyball team. Shout out to Kyle McKenzie as Acting Principal.
- Lola – ATA Induction Ceremony.
- Clark – breakfast with the board at Nicholas Sheran and Northern Lights Festival at WCHS (congratulations to the students and staff for that event).

**Public Forum** – Allison Pike shared concerns with regards to the timing of posting bus route schedules at school start up. Pike added that getting bus route maps on Thursday or Friday prior to the long weekend of school start up is not sufficient, decisions regarding timelines for communication at the start of the school year need to be more reflective of parent needs.

*Public Forum*

## 7. Information Items

*Information Items*

### 7.1 Board Chair Report

#### 7.1.1 Breakfast with the Board

Breakfast with the Board will be held at the Education Centre on Wednesday, November 6, 2019 @ 8:00 a.m.

*Breakfast with the Board*

### 7.2 Associate Superintendent Reports

*Associate Superintendent Reports Business Affairs*

#### 7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

#### 7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report.

*Human Resources*

#### 7.2.3 Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

*Instructional Services*

### 7.3 Superintendent Reports

*Superintendent Report 51-25 Club Banquet*

#### 7.3.1 51-25 Club Banquet

Staff members who have been with School Division 51 for 25 years or more were treated to a banquet in September.

#### 7.3.2 Acknowledgements of Excellence

*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.

*Board Priorities*

7.3.3 Board Priorities

2019-20 Division Priorities report of actions was shared.

*Donations and Support*

7.3.4 Donations and Support

Telus employees donated \$3,000 toward the Making Connections WAM bags.

*Snacks with the Superintendents*

7.3.5 Snacks with the Superintendents

Snacks with the Superintendents will be held at ICSS on November 14, 2019 at 7:45 am.

*Calendar of Events*

7.3.6 Calendar of Events

The Calendar of Events was reviewed for the period October 29 to November 26, 2019.

November Boundary Review meeting was cancelled.

*Reports*

8. Reports

*Poverty Intervention*

8.1 Poverty Intervention Committee

Trustee Christine Light provided an oral report from the Poverty Intervention Committee meeting held October 1, 2019.

*Division School Council*

8.2 Division School Council

Trustee Tyler Demers provided an oral report from the Division School Council meeting held October 7, 2019.

*Community Engagement Committee*

8.3 Community Engagement Committee

Trustee Christine Light provided a written report from the Community Engagement Committee meeting held October 10, 2019.

*Policy Advisory*

8.4 Policy Advisory Committee

Trustee Lola Major provided a written report from the Policy Advisory Committee meeting held October 16, 2019.

8.5 A.S.B.A. General Meeting

*A.S.B.A.*

Trustee Donna Hunt provided a written report from the

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

9. Correspondence – Received

9.1 Justice Centre for Constitutional Freedoms

*Correspondence –  
Received  
Justice Centre for  
Constitutional  
Freedoms*

10. Correspondence – Sent

10.1 Minister of Education

10.2 City of Lethbridge

10.3 Minister of Education

*Correspondence – Sent  
Minister of Education  
City of Lethbridge  
Minister of Education*

The meeting adjourned at 5:38 p.m.

*Adjournment*

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Clark Bosch,  
Chair

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Christine Lee,  
Associate Superintendent  
Business Affairs

# MINUTES FROM THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DIVISION HELD OCTOBER 22, 2019.

## IN ATTENDANCE:

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

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

The Superintendent called the meeting to order at 3:39 p.m.

### 1. Election of Chair

*Election of Chair*

Superintendent, Cheryl Gilmore, called for nominations for Chair to hold office during the pleasure of the Board.

Trustee Christine Light nominated Trustee Clark Bosch for the position of Chair for the 2019-2020 term.

Superintendent Cheryl Gilmore called three times for further nominations and there being none, declared Trustee Clark Bosch as Chair.

Clark Bosch assumed the Chair's position.

### 2. Approval of Agenda

*Approval of Agenda  
6918/19*

Trustee Jan Foster moved:

"that the agenda be approved."

**CARRIED UNANIMOUSLY**

### 3. Election of Vice-Chair

The Chair called for nomination for the position of Vice-Chair to hold office during the pleasure of the Board.

Trustee Lola Major nominated Trustee Christine Light for the position of Vice-Chair for the 2019-2020 term.

Chair Clark Bosch called three times for further nominations and there being none, Trustee Christine Light was declared Vice-Chair.

*Election of Vice-Chair  
6919/19*

### 4. Approval of Bank Borrowing Resolution

Trustee Tyler Demers moved:

*Approval of Bank  
Borrowing Resolution  
6920/19*

“that the Board approve the 2019-2020 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school division as required, pending receipt of government funding, and that a copy of this resolution be appended to the minutes of this meeting.”

**CARRIED UNANIMOUSLY**

5. Approval of Signing Authority

Trustee Donna Hunt moved:

“that the bank signing authority be the Chairman or the Vice-Chairman and the Secretary-Treasurer or, in their absence, the Director of Finance, with the exception that for the purpose of signing cheques, the signing authority shall be the Superintendent of Schools and the Secretary-Treasurer and Director of Finance and further, that the Board authorize the bank to establish an overdraft lending agreement which has been duly executed by the proper officers of the Board when loans are required.”

**CARRIED UNANIMOUSLY**

*Approval of Signing  
Authority  
6921/19*

6. Committee Reports and Terms of Reference

All Committee reports and Terms of Reference were reviewed at the September 2019 meeting.

*Committee Reports and  
Terms of Reference*

7. Appointments to Committees

\*denotes Chair

**7.1 Standing Committees**

7.1.1 Facilities Committee:

\*Doug James, Tyler Demers

7.1.2 Policy Advisory Committee:

\*Lola Major, Clark Bosch (Alternate)

7.1.3 Community Engagement Committee:

\*Christine Light, Jan Foster

7.1.4 Spirit of 51 Committee:

\*Tyler Demers, Lola Major

7.1.5 Superintendent Evaluation Committee:

\*Clark Bosch, Lola Major, Christine Light

7.1.6 Board Budget Committee:

\*Donna Hunt, Christine Light

7.1.6 F.N.M.I. Advisory Committee

\* Doug James, Donna Hunt (alternate)

7.1.1 Poverty Intervention Committee:

\*Christine Light, Lola Major (alternate)

7.1.7 Board Audit Committee:

\*Clark Bosch, Donna Hunt

7.1.8 Division Wellness Committee:

\*Donna Hunt, Jan Foster

*Appointments to  
Committees  
6922/19*

## **7.2 Special (ad hoc) Committees**

- 7.2.1 ATA Negotiating Committee:  
\*Jan Foster, Clark Bosch
- 7.2.2 CUPE (Local 290) Negotiating Committee:  
\*Tyler Demers, Donna Hunt
- 7.2.3 CUPE (Local 2843) Negotiating Committee:  
\*Christine Light, Tyler Demers
- 7.2.4 Non Union Staff Committee:  
\*Tyler Demers, Jan Foster

## **7.3 Joint Committees**

- 7.3.1 ATA Working Conditions Committee:  
\*Clark Bosch, Donna Hunt
- 7.3.2 Business and Education Committee:  
\*Doug James, Tyler Demers (alternate)
- 7.3.3 City/School Boards Committee:  
\*Lola Major, Jan Foster

## **7.4 Appointment of Board Representatives:**

- 7.4.1 ASBA Zone 6 Executive:  
Donna Hunt, Clark Bosch (alternate)
- 7.4.2 Division School Council:  
Christine Light, Doug James (alternate)
- 7.4.3 Division Student Advisory Council:  
Lola Major, Doug James
- 7.4.4 TEBA  
Tyler Demers
- 7.4.5 Team Lethbridge  
Christine Light, Donna Hunt

## **8. Adjournment at 4:09 p.m.**

*Adjournment*

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Clark Bosch  
Chair

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Christine Lee  
Associate Superintendent  
Business Affairs

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: All Day Kindergarten**

**Background**

Early Education Coordinator, Isabelle Plomp will provide an update on All Day Kindergarten.

**Recommendation**

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

Respectfully Submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

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

**Re: Approval of International Trip - WCHS**

**Background**

Winston Churchill High School (WCHS) is requesting permission to take the Griffins Basketball Team on an educational basketball trip to Honolulu, Hawaii from December 16<sup>th</sup> to December 24<sup>th</sup>, 2020. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$3,000.00. Fundraising opportunities will be available to students to offset the cost of the trip.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith



**WINSTON CHURCHILL HIGH SCHOOL**  
**2020 GRIFFINS BASKETBALL TOUR**  
**HONOLULU, HAWAII**



Please accept this letter and attached documentation as the formal application to the Lethbridge School Division from the Winston Churchill High School Griffins Basketball Program for the international educational basketball trip to Honolulu, Hawaii from December 16th to December 24th, 2020.

Our names are Aaron Becking and Omar Kadir and we are Physical Education teachers and Griffin basketball program coordinators at Winston Churchill High School. We both have 10+ years of coaching/travelling experience with students.

Our proposed 2020 Basketball Tour is designed to provide the girls in our basketball program with a unique opportunity to travel outside of Canada and experience the basketball culture in another country. This would be a great opportunity to travel with our student athletes and give them the chance to experience a different culture of basketball as well as learn about an international city. A total of 12-16 young female student athletes, two staff, and possibly two or more parent volunteers would embark on an adventure to Honolulu, Hawaii to play in a basketball tournament comprised of teams from all over the United States. The girls would also get to watch basketball games from the University of Hawaii's women's basketball program.

Outside of basketball, girls would have an opportunity to engage in team bonding, as well as participate in some educational tours, such as the tour of Pearl Harbor. The cost of the proposed trip is approximately \$3000 CAD.

Students planning on taking part in the Griffin Basketball trip to Honolulu, Hawaii in December of 2020 would have plenty of opportunities to fundraise to help cover the cost of the trip. The coaches understand that the trip is expensive, which is why we would like to let our players know 12 months in advance so that they can fundraise to help offset the cost of the trip.

A formal parent meeting to confirm the number of players and cost will be held following the approval of the trip.

Attached is the proposed trip itinerary. We look forward to the presentation and I hope to dismiss any concerns that may arise.

Sincerely.

Aaron Becking & Omar Kadir

**WINSTON CHURCHILL HIGH SCHOOL**  
**2020 GRIFFINS BASKETBALL TOUR**  
**HONOLULU, HAWAII**

**WINSTON CHURCHILL HIGH SCHOOL**

**TO:**

**HONOLULU, HAWAII**

**WEDNESDAY, DEC. 16<sup>TH</sup>, 2020 – THURSDAY, DEC. 24<sup>TH</sup>, 2020**

**9 DAYS \ 8 NIGHTS (7 NIGHTS IN THE HOTEL)**

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**SAMPLE FLIGHT ITINERARY OUT OF CALGARY**

<b>AIR CANADA</b>	<b>219</b>	<b>16DEC.</b>	<b>CALGARY</b>	<b>VANCOUVER</b>	<b>1445PM</b>	<b>1517PM</b>
<b>AIR CANADA</b>	<b>519</b>	<b>16DEC.</b>	<b>VANCOUVER</b>	<b>HONOLULU</b>	<b>1725PM</b>	<b>2055PM</b>

**DAY 1 – WEDNESDAY, DEC. 16<sup>TH</sup>, 2020**

**Depart Lethbridge at 9:30am using parent drivers. Players will meet at the Calgary International Airport at approximately 11:45am.**

**Leave from CALGARY on AIR CANADA for Honolulu, Hawaii. Upon arrival, we will be transferred to our hotel for the next 7 evenings. The team will be staying in the OHANA WAIKIKI EAST HOTEL. The hotel is located in the heart of Waikiki.**

10:00pm – Lights out

**DAY 2 – THURSDAY, DEC. 17<sup>TH</sup>, 2020**

8:00am wake-up call – Breakfast at the hotel

Get ready for the first game.

**The team will play its first game today against a local Honolulu based team.**

The afternoon will be spent doing a walking tour.

6:30pm – Team dinner

11:00pm – Lights out

**DAY 3 – FRIDAY, DEC. 18<sup>TH</sup>, 2020**

8:00am Wake up call – Breakfast at the hotel

9:30am - Today the group will visit **DIAMOND HEAD** in the east end of Kapiolani Park. From dawn to dusk you can see minute figures crawling along its precipice. The hike is tremendously worthwhile. Enter the crater through a

# WINSTON CHURCHILL HIGH SCHOOL

## 2020 GRIFFINS BASKETBALL TOUR

### HONOLULU, HAWAII

tunnel on its eastern flank. The climb is easy, the trail well marked to the 760-foot summit. The reward is a sweeping view of the panorama from Koko Head to Barbers Point.

In the afternoon, the team will visit the **HONOLULU ZOO**, which is within walking distance of the hotel.

10:00pm – Lights out

#### **DAY 4 – SATURDAY, DEC. 19<sup>TH</sup>, 2020**

8:00am – Wake up call – Breakfast at the hotel

**The team will play its second game today.**

Afternoon will be spent shopping and touring Honolulu

Dinner at 5:00pm as a team.

7:00pm - The team will attend a University of Hawaii women's basketball game.

#### **DAY 5 – SUNDAY, DEC. 20<sup>TH</sup>, 2020**

8:00am wake up call – Eat out for breakfast

Today our group will visit **PEARL HARBOR**, the site of the “Day of Infamy” that pulled the U.S. into World War II. We will do the Passport Tour, which includes visits to multiple sites, including the USS Arizona Memorial that attracts over 2 million visitors a year, the USS Bowfin Submarine Museum and Park, a walk-through memorial and historical account of the “run silent-run deep” service.

Lunch – students choice

Afternoon – beach training day

6:00pm - The group will have a team dinner at a restaurant by the hotel.

10:00pm Lights out.

**WINSTON CHURCHILL HIGH SCHOOL**  
**2020 GRIFFINS BASKETBALL TOUR**  
**HONOLULU, HAWAII**

**DAY 6– MONDAY, DEC. 21<sup>ST</sup>, 2020**

8:00am wake up call – Breakfast (students choice)

9:30am – morning walk and team bonding

**The team will play its third and final game today. (Afternoon game)**

4:00pm – arrive back at the hotel and get ready for evening activity.

\*In the evening, the team will attend a Luau at Germaines Luau. Dinner and entertainment will be provided for both coaches and players.

10:30pm – Lights out

**DAY 7 – TUESDAY, DEC. 22<sup>ND</sup>, 2020**

8:00am Wake up call – Breakfast as a team

Morning – spent enjoying the board walk and beach front.

12:00pm – Lunch – Student choice

Afternoon – Shopping/Tours/ team building

5:30pm – Dinner

7:00pm – final team building activity

10:30pm – Lights out

**DAY 8 – WEDNESDAY, DEC. 23<sup>RD</sup>, 2020**

7:00am wake up call

Transfer back to the airport this morning for the return flight back to Calgary.

**RETURN FLIGHT SCHEDULE BACK TO CALGARY**

<b>AIR CANADA</b>	<b>518</b>	<b>23DEC.</b>	<b>HONOLULU</b>	<b>VANCOUVER</b>	<b>2155PM</b>	<b>0640AM + 1</b>
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**WINSTON CHURCHILL HIGH SCHOOL  
2020 GRIFFINS BASKETBALL TOUR  
HONOLULU, HAWAII**

**AIR CANADA    204    24DEC.    VANCOUVER    CALGARY    0800AM    1025AM**

**DAY 9– THURSDAY, DEC. 24<sup>TH</sup>, 2020**

**Arrive back in CALGARY    this morning at 1025AM**

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

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

**Re: Approval of International Trip – Senator Joyce Fairbairn Middle School**

**Background**

Senator Joyce Fairbairn Middle School (SJFMS) is requesting approval to take a group of Grade 7 and 8 band students to Magic Music Days 2021 in Anaheim, California in April or May of 2021. The trip would be organized with *Affinity Tours*. The educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is \$1,900.00. Fundraising opportunities will be available to offset the cost of the trip.

**Recommendation**

That the SJFMS band trip to Magic Music Days 2021 in Anaheim, California in April or May of 2021 be approved, on the condition that all division policies and procedures are strictly followed.

Respectfully submitted,  
Morag Asquith

# **SJ Fairbairn Middle School “Magic Music Days” 2021 proposal**

**Who:** Grade 7 & 8 Band students (minimum 40 in total).

**When:** April or May of 2021

**Highlights:**

- 4 night, five day trip.
- 30 minute music program/performance in one of the Disneyland theme parks.
- Students would spend 6 months preparing and rehearsing for the performance. (extra curricular after school rehearsals)
- In the park, music students and directors would work with *professional* musicians, sound engineers and musical directors to rehearse and participate in a live and professional scoring (movie recording) of parts of various Disney movies in a sound stage recording studio.
- Behind the set tour of the inner workings of the theme parks. A glimpse into the professional world of performing musicians and actors.
- Three-day hopper pass for all participants.

**Musical OUTCOMES:**

- Perform and record a varied repertoire of Disney music.
- Sight-read, listen, analyze and describe music.
- Evaluate music and musical performances.
- Develop and reinforce the fundamentals of musical performance.
- Learn what it is like to work in the music industry as a professional.
- Gain an understanding of the relationships between music, the arts and non-artistic disciplines.
- Review work from different artists and composers to ascertain their societal, cultural and historic implications.

**Proposed Travel company:** Affinity tours

**Supervision:** Don Ponech, A school administrator and a minimum of 2 other teacher supervisors.

**Equal access:** Students would be able to voluntarily fundraise money to off-set the cost through 4 organized fundraising events. Fundraisers TBD with help from parent group.

**Proposed itinerary:** Attached

**Budget:** \$1900 per student. Includes organized group breakfasts and dinners.



## SAMPLE ITINERARY

### Day 1                      LETHBRIDGE, AB | CALGARY, AB |    ANAHEIM, CA

- Early this morning we meet our coach at our school in Lethbridge, load the coach and begin the journey to Calgary International Airport. Upon arrival into Calgary check-in for the flight to **Los Angeles**. Once arriving into Los Angeles we will collect your luggage and meet a motor coach outside for transfer to our Anaheim Hotel
- **4 nights' moderate accommodation in Anaheim within walking distance of Disneyland.**
- Tonight enjoy **a group dinner in Downtown Disney** at one of the many great options including Rainforest Café, Ralph Brennan's Jazz Kitchen or ESPN Sport Zone.

### Day 2                      DISNEY MAGIC MUSIC DAYS

- **Breakfast is included.**
- After breakfast, students walk to the Main Gate Entrance at Disneyland. Meet our "DISNEY MAGIC MUSIC DAYS" Representative. Today, our Band ensemble will participate in a 90-minute Recording Workshop, where we will perform pieces of Disney music to the corresponding Disney animated film.
- Enjoy **a group dinner** tonight! Afterwards, spend the evening enjoying the arts and entertainment that Disney is famous for. Tonight take in the spectacular show **World of Color** in California Adventure Park or **Fantasmic** at Disneyland Park.

### Day 3                      DISNEY MAGIC MUSIC DAYS

- **Breakfast is included.**
- Performance Day! Today, the ensemble will enjoy a **Public Performance**, on stage in either Disneyland or California Adventure Park!
- Balance of the day is left available for the group to enjoy the parks! Take in one of the **great parades or evening shows**, complete with the Disney singers and dancers
- Tonight enjoy a group dinner in downtown Disney!

### Day 4                      ANAHEIM, CA | LOS ANGELES

- **Breakfast is included.**
- Today enjoy a full day in Disneyland and California Adventure Parks using your 3<sup>rd</sup> day of our park hopper Pass.
- Tonight our group will have its final farewell dinner!

**Day 5**

**ANAHEIM, CA | CALGARY, AB | LETHBRIDGE, AB**

- **Breakfast is included.**
- This morning, we transfer to the Los Angeles Airport for the flight back to Calgary. Meet our motor coach at Calgary Airport and transfer back to Lethbridge.

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Sock It To 'Em Campaign**

**Background**

The 17<sup>th</sup> annual Sock It To 'Em Campaign has been a tradition in Lethbridge School Division. Volunteer Lethbridge Association took over this event last year. Caretaking and Maintenance staff in Lethbridge and area schools are collecting new socks to be donated to local charities for Christmas. The campaign runs from November 1 to December 13, 2019.

The campaign poster is attached.

**Recommendation**

It is recommended that the Board receive this report as information and consider making a donation of \$100 as has been done in the recent past.

Respectfully submitted,  
Cheryl Gilmore



# 17th Annual Sock it to 'Em campaign

**From November 1st to December 13th, 2019**

The Caretakers & Maintenance staff in all Lethbridge and area schools are collecting NEW SOCKS to be donated to local charities.

Please join them and make someone's winter a little warmer!

To donate, contact any Custodial or Maintenance staff at your local school or bring your donations to:

Volunteer Lethbridge at 324 5th Street S., Lethbridge

## **Questions?**

Call Keith 403.332.4320

[outreach@volunteerlethbridge.com](mailto:outreach@volunteerlethbridge.com)

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Policy Review**

**Background**

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

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

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

**Recommendation**

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

<u>Policy #</u>	<u>Policy Name</u>	<u>Action</u>
500.1	Student Rights and Responsibilities	Amended
501.6	Resident Students	Amended
903.1	School Closure	Amended

Respectfully submitted,  
Cheryl Gilmore



Approved: September 28, 1999  
Amended: November 14, 2006  
Amended: November 29, 2011  
Amended: November 28, 2017  
Amended:

## 500.1 Student Rights and Responsibilities

### Policy

The Board directs that policies and procedures which protect student rights and enforce student responsibilities be established and that these policies and procedures be implemented and enforced at the Division and school level as required.

### Regulations

#### 1. Students shall have the right to:

- the opportunity to meet the standards of education set by the Minister;
- an education program consistent with the requirements of the Education Act and the Regulations;
- a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging;
- be heard by school administrators, teachers, and support staff.

#### 2. A student, as a partner in education, has the responsibility to:

- be ready to learn and actively engage in and diligently pursue the student's education;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the Board to provide education programs and services;
- comply with the rules of the school and the policies of the Board;
- respect the rights of others in the school;
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means;
- respect and care for personal and public property; and
- be accountable to the student's teachers and other school staff for the student's conduct;
- positively contribute to the student's school and community.

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

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References

Education Act: 3, 8, 9, 10, 11, 12, 13, 16, 23, 24, 31, 33, 44, 45, 47, 49, 60

Other: Alberta Human Rights, Citizenship and Multiculturalism Act, Criminal Code of Canada, Freedom of Information and Privacy Act

Division Policies: 501.1 Attendance at School, 502.1 Code of Conduct, 502.2 Student Discipline, 502.4 Harassment and Discrimination of Students

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## 501.6 Resident Students

### Policy

All resident students shall be admitted to the Division school within whose attendance area they reside, subject to the regulations provided below.

### Regulations

1. Right of access to education is provided to every person defined as a resident student who
  - 1.1 at September 1 in a year is 6 years of age or older, and younger than 19 years of age,
  - 1.2 is a resident of Alberta; means a person who is lawfully entitled to be or to remain in Canada and who is living and present in Alberta, and
  - 1.3 has a parent who is a resident of Canada; means a person who is lawfully entitled to be or to remain in Canada and who is living and present in Canada,
2. A student is a resident of the Board of the School Division in which the student's parent resides.
3. A student whose parent does not reside within the boundaries of the Division is considered a resident student under the following conditions:
  - 3.1 is in the care of a foster parent who resides in the attendance area under the *Child, Youth and Family Enhancement Act*
  - 3.2 is the subject of an agreement under the *Family Support for Children with Disabilities Act*
  - 3.3 is in custody under the *Corrections Act*, the *Youth Justice Act*, or the *Youth Criminal Justice Act (Canada)* who resides in a prescribed institution or group home
  - 3.4 in the custody or guardianship of the Crown under the *Child, Youth and Family Act*
  - 3.5 is under long-term medical care in an institution under the administration of the Government.

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<#>lawfully admitted to Canada for permanent residence;¶  
<#>a child of an individual who is lawfully admitted to Canada for permanent or temporary residence; or¶  
<#>the child or foster child of an individual who resides within the school's attendance area. ¶





4. ~~If each parent is a resident of a different school division, the parents must choose to register with one of those school divisions. The board of either school division may require that the choice of the parents remains in effect during the school year.~~
5. ~~Proof of age and citizenship/immigration status is required for each student at the time of initial registration.~~
6. The parent/guardian's place of residence (address) is subject to annual verification.
7. Students with exceptional learning needs may be directed to a specific school where appropriate resources and facilities are available.
- 7.1 ~~Transportation shall be provided in accordance with Division policy.~~

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

#### References

- Education Act: ~~4, 5, 10, 12~~
- Division Policies: 501.3 School Attendance Areas, 501.3.1 School Choice, 501.2 Eligibility for Early Childhood Services, 502.5 Student Transportation, Bussing

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### 903.1 School Closure

#### Policy

The Board directs that procedures be established for the closure of schools.

#### Regulations

1. The closure of a school may be considered by the Board when one or more of the following conditions exists:
  - 1.1 continued operation of the school will create unnecessary costs to the Division;
  - 1.2 student enrollment of the school makes it difficult to provide an instructional program equivalent to those offered in the other schools in the Division;
  - 1.3 the school is needed for other Division purposes;
  - 1.4 the condition of the school building is such that the comfort and/or safety of students may be adversely affected;
  - 1.5 the location of the school is such that it is not easily accessible to a sufficient number of students who are within the school boundary.
2. Where the Board is considering the closure of a school, the Board:
  - 2.1 shall raise the matter through a notice of motion at a regular meeting of the Board;
  - 2.2 shall inform affected staff of the notice of motion and the decision making process to be used;
  - 2.3 shall provide notification, in writing, the information delineated in the Alberta Regulation Closure of Schools, Section 4 to (a) the parents/guardians of every child and student enrolled in the school who will be affected by the closure of the school; (b) any other person, municipality or community organization who, in the opinion of the Board, may be significantly affected.
  - 2.4 shall organize and convene a public meeting for the purpose of discussing the possible school closure and its implications for children and students, the community and the school system and to discuss implementation plans for closure as well as alternatives to closure;
    - 2.4.1 the date and place of the public meeting shall be posted in five or more conspicuous areas of the school or areas surrounding the school at least 14 days in advance, and shall be advertised in newspaper circulated in the area of the public meeting.
    - 2.4.2 at least two Trustees of the Board shall attend the public meeting
    - 2.4.3 minutes of the public meeting will be posted on the Division website
  - 2.5 shall provide opportunity for the public, including Lethbridge City Council, to respond to the Board's proposal to permanently close a school.

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- 2.6 ~~shall provide for consideration of possible alternative educational or community uses for all or part of the school building~~
- 2.7 may hold other meetings with respect to the closure at times and places as the Board may determine;
- 2.8 shall meet all expectations of Alberta Education for school closures.
3. The Board shall not make a final decision on the proposed closure until at least three weeks have passed since the date of the public meeting referred to in regulation 2.4.
4. The Board shall give due consideration to any submissions on the proposed closure that it receives after the public meeting referred to in regulation 2.4.
5. The Board
- 5.1 shall by resolution decide whether to close the school; and
- 5.2 if the decision is to close the school, shall forthwith notify the Minister of Education in writing, ~~including the name of the school and effective date of the closure,~~
6. All school closure procedures shall be initiated and completed within the school year in which the decision to close the school is made.

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

### References

- ~~Education~~ Act: ~~62~~
- Division Policies: 202.1 .2 Conflict of Interest, 504.7 Temporary School Closure

**Deleted:** 2.5 shall provide an opportunity for Lethbridge City Council to submit a statement to the Board of the impact the closure may have on the community;¶

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**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Division Three Year Education Plan and Annual Education Results Report**

**Background**

Alberta Education requires that each school jurisdiction develop a Three-Year Education Plan (3YEP) which incorporates the vision, priorities, and strategies developed by the Board in consultation with stakeholders in the Division. Alberta Education requires that the formally approved 3YEP combined with the Annual Education Results Report (AERR) be approved by the Board and posted on the jurisdiction website by November 30.

The Education Plan serves as a template for implementation of strategies, professional learning activities, and financial planning in the Division. Coordinator of Learning and International Education, Trish Syme has been instrumental in coordinating the production of the 3YEP / AERR document.

The Education Centre leadership team worked collaboratively to provide input into the plan. The priorities and major strategies in the plan were developed by the Board subsequent to input received at the annual Town Hall Meeting and consultation with Division and school administration.

The results in the report contain Information from the provincial 2017-18 Accountability Pillar Report including the Provincial Achievement Tests and Diploma Exams.

**Recommendation:**

It is recommended the Board approve the combined Three-Year Education Plan and 2018-19 Annual Education Results Report as presented or as amended.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: 2018-19 Audited Financial Statement**

**Background**

School jurisdictions are required to submit an audited financial report to Alberta Education. Will Zobell, Partner and Mina Church, Senior Accountant from BDO Canada LLP will attend the meeting to speak to the audited financial statement.

**Recommendation:**

It is recommended that the Board approve the Audited Financial Statements for the 2018-19 fiscal year.

Respectfully submitted,  
Christine Lee

**AUDITED  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED AUGUST 31, 2019**  
[Education Act (formerly School Act), Sections 139, 140, 244]

**Lethbridge School District No. 51**

Legal Name of School Jurisdiction

**433 - 15 Street S. Lethbridge AB T1J 2Z4**

Mailing Address

**(403) 380-5308 (403) 320-9117 mark.deboer@lethsd.ab.ca**

Contact Numbers and Email Address

**SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

The financial statements of Lethbridge School District No. 51 presented to Alberta Education have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect the school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

***Board of Trustees Responsibility***

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

***External Auditors***

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

***Declaration of Management and Board Chair***

To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations, remeasurement gains and losses, changes in net financial assets (debt), and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

**BOARD CHAIR**

**Clark Bosch**

Name

Signature

**SUPERINTENDENT**

**Cheryl Gilmore**

Name

Signature

**SECRETARY-TREASURER OR TREASURER**

**Christine Lee**

Name

Signature

**November 26, 2019**

Board-approved Release Date

c.c. ALBERTA EDUCATION, Financial Reporting & Accountability Branch  
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5  
EMAIL: EDC.FRA@gov.ab.ca  
PHONE: Ash: (780) 415-8940; Jianan: (780) 427-3855 FAX: (780) 422-6996

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**STATEMENT OF FINANCIAL POSITION**  
**As at August 31, 2019** (in dollars)

		2019	2018 Restated
<b>FINANCIAL ASSETS</b>			
Cash and cash equivalents	(Schedule 5)	\$ 18,375,384	\$ 22,359,330
Accounts receivable (net after allowances)	(Note 3)	\$ 6,445,372	\$ 7,242,508
Portfolio investments			
Operating	(Schedule 5)	\$ 93,469	\$ 74,540
Endowments		\$ -	
Inventories for resale		\$ -	\$ -
Other financial assets		\$ -	\$ -
<b>Total financial assets</b>		<b>\$ 24,914,225</b>	<b>\$ 29,676,378</b>
<b>LIABILITIES</b>			
Bank indebtedness	(Note 4)	\$ -	\$ -
Accounts payable and accrued liabilities	(Note 5)	\$ 4,987,853	\$ 8,565,149
Deferred contributions	(Schedule 2; Note 6)	\$ 142,100,297	\$ 139,816,734
Employee future benefits liabilities	(Note 7)	\$ 230,538	\$ 217,648
Liability for contaminated sites		\$ -	\$ -
Other liabilities		\$ -	\$ -
Debt			
Supported: Debentures		\$ -	\$ -
Unsupported: Debentures		\$ -	\$ -
Mortgages and capital loans		\$ -	\$ -
Capital leases		\$ -	\$ -
<b>Total liabilities</b>		<b>\$ 147,318,688</b>	<b>\$ 148,599,531</b>
<b>Net debt</b>		<b>\$ (122,404,463)</b>	<b>\$ (118,923,153)</b>
<b>NON-FINANCIAL ASSETS</b>			
Tangible capital assets	(Schedule 6)	\$ 143,323,320	\$ 140,911,810
Inventory of supplies	(Note 8)	\$ 184,020	\$ 158,382
Prepaid expenses	(Note 9)	\$ 481,694	\$ 446,634
Other non-financial assets			\$ -
<b>Total non-financial assets</b>		<b>\$ 143,989,034</b>	<b>\$ 141,516,826</b>
<b>Accumulated surplus</b>	(Schedule 1; Note 10)	<b>\$ 21,584,571</b>	<b>\$ 22,593,673</b>
Accumulating surplus / (deficit) is comprised of:			
Accumulated operating surplus (deficit)		\$ 21,584,571	\$ 22,593,673
Accumulated remeasurement gains (losses)		\$ -	\$ -
		\$ 21,584,571	\$ 22,593,673
<b>Contingent assets and liabilities</b>	(Note 12)		
<b>Contractual rights</b>	(Note 13)		
<b>Contractual obligations</b>	(Note 14)		

The accompanying notes and schedules are part of these financial statements.



**STATEMENT OF OPERATIONS**  
**For the Year Ended August 31, 2019 (in dollars)**

	Budget 2019	Actual 2019	Actual 2018
<b>REVENUES</b>			
Government of Alberta	\$ 122,816,668	\$ 121,725,881	\$ 118,805,827
Federal Government and First Nations	\$ 248,128	\$ 400,582	\$ 387,100
Out of province authorities	\$ -	\$ -	\$ -
Alberta municipalities-special tax levies	\$ -	\$ -	\$ -
Property taxes	\$ -	\$ -	\$ -
Fees (Schedule 8)	\$ 3,445,891	\$ 1,944,047	\$ 1,731,863
Other sales and services	\$ 1,365,581	\$ 1,433,092	\$ 1,244,744
Investment income	\$ 193,000	\$ 413,358	\$ 271,924
Gifts and donations	\$ 390,000	\$ 796,801	\$ 780,344
Rental of facilities	\$ 34,704	\$ 27,504	\$ 27,504
Fundraising	\$ 2,461,000	\$ 2,158,853	\$ 2,233,757
Gains on disposal of capital assets	\$ -	\$ 2,411	\$ -
Other revenue	\$ -	\$ -	\$ -
<b>Total revenues</b>	<b>\$ 130,954,972</b>	<b>\$ 128,902,529</b>	<b>\$ 125,483,063</b>
<b>EXPENSES</b>			
Instruction - ECS	\$ 8,678,344	\$ 8,918,450	\$ 8,284,171
Instruction - Grades 1 - 12	\$ 100,363,953	\$ 98,383,680	\$ 93,989,288
Plant operations and maintenance (Schedule 4)	\$ 15,600,064	\$ 15,886,139	\$ 14,575,181
Transportation	\$ 2,468,779	\$ 2,162,305	\$ 2,339,053
Board & system administration	\$ 4,259,106	\$ 4,133,438	\$ 4,037,310
External services	\$ 315,500	\$ 427,619	\$ 430,584
<b>Total expenses</b>	<b>\$ 131,685,746</b>	<b>\$ 129,911,631</b>	<b>\$ 123,655,587</b>
<b>Operating surplus (deficit)</b>	<b>\$ (730,774)</b>	<b>\$ (1,009,102)</b>	<b>\$ 1,827,476</b>
<b>Accumulated operating surplus (deficit) at beginning of year</b>		\$ 22,593,673	\$ 20,766,197
<b>Accumulated operating surplus (deficit) at end of year</b>	<b>\$ (730,774)</b>	<b>\$ 21,584,571</b>	<b>\$ 22,593,673</b>

The accompanying notes and schedules are part of these financial statements.

School Jurisdiction Code: <b>3040</b>		
<b>STATEMENT OF CASH FLOWS</b> <b>For the Year Ended August 31, 2019 (in dollars)</b>		
	2019	2018
<b>CASH FLOWS FROM:</b>		
<b>A. OPERATING TRANSACTIONS</b>		
Operating surplus (deficit)	\$ (1,009,102)	\$ 1,827,476
Add (Deduct) items not affecting cash:		
Amortization of tangible capital assets	\$ 6,279,539	\$ 5,138,185
Net (gain)/loss on disposal of tangible capital assets	\$ (2,411)	\$ 4,303
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -
(Gain)/Loss on sale of portfolio investments	\$ -	\$ -
Expended deferred capital revenue recognition	\$ (5,097,276)	\$ (4,576,935)
Deferred capital revenue write-down / adjustment	\$ -	\$ -
Donations in kind	\$ -	\$ -
	\$ 170,750	\$ 2,393,029
(Increase)/Decrease in accounts receivable	\$ 797,136	\$ (1,663,251)
(Increase)/Decrease in inventories for resale	\$ -	
(Increase)/Decrease in other financial assets	\$ -	\$ -
(Increase)/Decrease in inventory of supplies	\$ (25,638)	
(Increase)/Decrease in prepaid expenses	\$ (35,060)	\$ (234,862)
(Increase)/Decrease in other non-financial assets	\$ -	\$ (13,901)
Increase/(Decrease) in accounts payable, accrued and other liabilities	\$ (3,577,296)	\$ 352,255
Increase/(Decrease) in deferred revenue (excluding EDCC)	\$ 7,380,839	\$ 13,632,231
Increase/(Decrease) in employee future benefit liabilities	\$ 12,890	\$ 202,109
Other (describe)	\$ -	\$ -
<b>Total cash flows from operating transactions</b>	<b>\$ 4,723,621</b>	<b>\$ 14,667,610</b>
<b>B. CAPITAL TRANSACTIONS</b>		
Acquisition of tangible capital assets	\$ (8,779,467)	\$ (13,129,048)
Net proceeds from disposal of unsupported capital assets	\$ 90,829	\$ 19,303
Other (describe)	\$ -	\$ -
<b>Total cash flows from capital transactions</b>	<b>\$ (8,688,638)</b>	<b>\$ (13,109,745)</b>
<b>C. INVESTING TRANSACTIONS</b>		
Purchases of portfolio investments	\$ (18,929)	\$ -
Proceeds on sale of portfolio investments	\$ -	\$ 9,378
Other (Describe)	\$ -	\$ -
Other (describe)	\$ -	\$ -
<b>Total cash flows from investing transactions</b>	<b>\$ (18,929)</b>	<b>\$ 9,378</b>
<b>D. FINANCING TRANSACTIONS</b>		
Debt issuances	\$ -	\$ -
Debt repayments	\$ -	\$ (46,853)
Other factors affecting debt (describe)	\$ -	\$ -
Capital lease issuances	\$ -	\$ -
Capital lease payments	\$ -	\$ -
Other (describe)	\$ -	\$ -
Other (describe)	\$ -	\$ -
<b>Total cash flows from financing transactions</b>	<b>\$ -</b>	<b>\$ (46,853)</b>
<b>Increase (decrease) in cash and cash equivalents</b>	<b>\$ (3,983,946)</b>	<b>\$ 1,520,390</b>
<b>Cash and cash equivalents, at beginning of year</b>	<b>\$ 22,359,330</b>	<b>\$ 20,838,940</b>
<b>Cash and cash equivalents, at end of year</b>	<b>\$ 18,375,384</b>	<b>\$ 22,359,330</b>

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF CHANGE IN NET DEBT**  
**For the Year Ended August 31, 2019 (in dollars)**

	2019	2018
Operating surplus (deficit)	\$ (1,009,102)	\$ 1,827,476
Effect of changes in tangible capital assets		
Acquisition of tangible capital assets	\$ (8,779,467)	\$ (13,129,048)
Amortization of tangible capital assets	\$ 6,279,539	\$ 5,138,185
Net (gain)/loss on disposal of tangible capital assets	\$ (2,411)	\$ 4,303
Net proceeds from disposal of unsupported capital assets	\$ 90,829	\$ 19,303
Write-down carrying value of tangible capital assets	\$ -	\$ -
Transfer of tangible capital assets (from)/to other entities	\$ -	\$ -
Other changes	\$ -	\$ -
<b>Total effect of changes in tangible capital assets</b>	<b>\$ (2,411,510)</b>	<b>\$ (7,967,257)</b>
Acquisition of inventory of supplies	\$ (25,638)	\$ -
Consumption of inventory of supplies	\$ -	\$ -
(Increase)/Decrease in prepaid expenses	\$ (35,060)	\$ (234,862)
(Increase)/Decrease in other non-financial assets	\$ -	\$ (13,901)
Net remeasurement gains and (losses)	\$ -	\$ -
Other changes	\$ -	\$ -
<b>Decrease (increase) in net debt</b>	<b>\$ (3,481,310)</b>	<b>\$ (6,388,544)</b>
<b>Net debt at beginning of year</b>	<b>\$ (118,923,153)</b>	<b>\$ (112,534,609)</b>
<b>Net debt at end of year</b>	<b>\$ (122,404,463)</b>	<b>\$ (118,923,153)</b>

The accompanying notes and schedules are part of these financial statements.

**STATEMENT OF REMEASUREMENT GAINS AND LOSSES**

For the Year Ended August 31, 2019 (in dollars)

	2019	2018
Unrealized gains (losses) attributable to:		
Portfolio investments	\$ -	\$ -
Derivatives	\$ -	\$ -
Other	\$ -	\$ -
Amounts reclassified to the statement of operations:		
Portfolio investments	\$ -	\$ -
Derivatives	\$ -	
Other	\$ -	\$ -
Other Adjustment (Describe)	\$ -	\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -
Accumulated remeasurement gains (losses) at beginning of year	\$ -	\$ -
Accumulated remeasurement gains (losses) at end of year	\$ -	\$ -

The accompanying notes and schedules are part of these financial statements.

**SCHEDULE 1****SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS  
for the Year Ended August 31, 2019 (in dollars)**

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
<b>Balance at August 31, 2018</b>	\$ 22,593,673	\$ -	\$ 22,593,673	\$ 5,917,767	\$ 319,874	\$ 757,838	\$ 10,330,034	\$ 5,268,160
<b>Prior period adjustments:</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted Balance, August 31, 2018</b>	\$ 22,593,673	\$ -	\$ 22,593,673	\$ 5,917,767	\$ 319,874	\$ 757,838	\$ 10,330,034	\$ 5,268,160
Operating surplus (deficit)	\$ (1,009,102)		\$ (1,009,102)			\$ (1,009,102)		
Board funded tangible capital asset additions				\$ 788,649		\$ (267,122)	\$ -	\$ (521,527)
Disposal of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ -		\$ -		\$ -
Write-down of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ -		\$ -		\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -						
Endowment expenses & disbursements	\$ -		\$ -		\$ -	\$ -		
Endowment contributions	\$ -		\$ -		\$ -	\$ -		
Reinvested endowment income	\$ -		\$ -		\$ -	\$ -		
Direct credits to accumulated surplus (Describe)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets	\$ -			\$ (6,279,539)		\$ 6,279,539		
Capital revenue recognized	\$ -			\$ 5,097,276		\$ (5,097,276)		
Debt principal repayments (unsupported)	\$ -			\$ -		\$ -		
Additional capital debt or capital leases	\$ -			\$ -		\$ -		
Net transfers to operating reserves	\$ -					\$ (339,832)	\$ 339,832	
Net transfers from operating reserves	\$ -					\$ 776,164	\$ (776,164)	
Net transfers to capital reserves	\$ -					\$ (400,000)		\$ 400,000
Net transfers from capital reserves	\$ -					\$ -		\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance at August 31, 2019</b>	\$ 21,584,571	\$ -	\$ 21,584,571	\$ 5,524,153	\$ 319,874	\$ 700,209	\$ 9,893,702	\$ 5,146,633

**SCHEDULE 1**

**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS  
for the Year Ended August 31, 2019 (in dollars)**

	INTERNALLY RESTRICTED RESERVES BY PROGRAM									
	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
<b>Balance at August 31, 2018</b>	\$ 8,652,515	\$ 3,498,675	\$ 362,777	\$ 611,671	\$ 504,962	\$ 842,372	\$ 607,550	\$ 315,442	\$ 202,230	\$ -
<b>Prior period adjustments:</b>										
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted Balance, August 31, 2018</b>	\$ 8,652,515	\$ 3,498,675	\$ 362,777	\$ 611,671	\$ 504,962	\$ 842,372	\$ 607,550	\$ 315,442	\$ 202,230	\$ -
Operating surplus (deficit)										
Board funded tangible capital asset additions	\$ -	\$ -	\$ -	\$ (146,805)	\$ -	\$ (374,722)	\$ -	\$ -	\$ -	\$ -
Disposal of unsupported tangible capital assets or board funded portion of supported		\$ -		\$ -		\$ -		\$ -		\$ -
Write-down of unsupported tangible capital assets or board funded portion of supported		\$ -		\$ -		\$ -		\$ -		\$ -
Net remeasurement gains (losses) for the year										
Endowment expenses & disbursements										
Endowment contributions										
Reinvested endowment income										
Direct credits to accumulated surplus (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets										
Capital revenue recognized										
Debt principal repayments (unsupported)										
Additional capital debt or capital leases										
Net transfers to operating reserves	\$ -		\$ -		\$ 190,749		\$ 32,937		\$ 116,146	
Net transfers from operating reserves	\$ (706,469)		\$ (69,695)		\$ -		\$ -		\$ -	
Net transfers to capital reserves		\$ 200,000		\$ 200,000		\$ -		\$ -		\$ -
Net transfers from capital reserves		\$ -		\$ -		\$ -		\$ -		\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Balance at August 31, 2019</b>	\$ 7,946,046	\$ 3,698,675	\$ 293,082	\$ 664,866	\$ 695,711	\$ 467,650	\$ 640,487	\$ 315,442	\$ 318,376	\$ -

**SCHEDULE 2**

**SCHEDULE OF DEFERRED CONTRIBUTIONS  
(EXTERNALLY RESTRICTED CONTRIBUTIONS ONLY)  
for the Year Ended August 31, 2019 (in dollars)**

	Other GoA Ministries excluding Infrastructure										
	Alberta Education	Alberta Infrastructure	Southwest Child and Family Services	Alberta Mental Health		Total Other GoA Ministries	Gov't of Canada	Donations and grants from others	Other	Total other sources	Total
<b>Deferred Contributions (DC)</b>											
Balance at Aug 31, 2018	\$ 4,182,058	\$ -	\$ 36,537	\$ 6,157	\$ -	\$ 42,694		\$ 100,144	\$ 419,806	\$ 519,950	\$ 4,744,702
Prior period adjustments - please explain: Per Guidelines	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (419,806)	\$ (419,806)	\$ (419,806)
<b>Adjusted ending balance Aug. 31, 2018</b>	<b>\$ 4,182,058</b>	<b>\$ -</b>	<b>\$ 36,537</b>	<b>\$ 6,157</b>	<b>\$ -</b>	<b>\$ 42,694</b>	<b>\$ -</b>	<b>\$ 100,144</b>	<b>\$ -</b>	<b>\$ 100,144</b>	<b>\$ 4,324,896</b>
Received during the year (excluding investment income)	\$ 1,005,153	\$ -	\$ 98,112	\$ 389,026	\$ -	\$ 487,138	\$ -	\$ 204,589		\$ 204,589	\$ 1,696,880
transfer (to) grant/donation revenue (excluding investment income)	\$ (1,203,138)	\$ -	\$ (134,649)	\$ (395,183)	\$ -	\$ (529,832)	\$ -	\$ (271,008)		\$ (271,008)	\$ (2,003,978)
Investment earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred to investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from UDCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred directly (to) EDCC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>DC Closing balance at Aug 31, 2019</b>	<b>\$ 3,984,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,725</b>	<b>\$ -</b>	<b>\$ 33,725</b>	<b>\$ 4,017,798</b>
<b>Unspent Deferred Capital Contributions (UDCC)</b>											
Balance at Aug 31, 2018	\$ 205,235	\$ 292,559	\$ -	\$ -	\$ -	\$ 292,559	\$ -	\$ -	\$ -	\$ -	\$ 497,794
Prior period adjustments - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2018</b>	<b>\$ 205,235</b>	<b>\$ 292,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 292,559</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 497,794</b>
Received during the year (excluding investment income)	\$ 2,180,670	\$ 1,100,018	\$ -	\$ -	\$ -	\$ 1,100,018	\$ -	\$ -	\$ -	\$ -	\$ 3,280,688
UDCC Receivable	\$ -	\$ 4,123,916	\$ -	\$ -	\$ -	\$ 4,123,916	\$ -	\$ 283,333	\$ -	\$ 283,333	\$ 4,407,249
transfer (to) grant/donation revenue (excluding investment income)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment earnings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Received during the year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred to investment income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Proceeds on disposition of supported capital/ Insurance proceeds (and related interest)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) DC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from (to) EDCC	\$ (2,385,905)	\$ (5,516,493)	\$ -	\$ -	\$ -	\$ (5,516,493)	\$ -	\$ -	\$ -	\$ -	\$ (7,902,398)
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>UDCC Closing balance at Aug 31, 2019</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 283,333</b>	<b>\$ -</b>	<b>\$ 283,333</b>	<b>\$ 283,333</b>
<b>Expended Deferred Capital Contributions (EDCC)</b>											
Balance at Aug 31, 2018	\$ 127,284,320	\$ 6,632,349	\$ -	\$ -	\$ -	\$ 6,632,349	\$ -	\$ 1,077,375	\$ -	\$ 1,077,375	\$ 134,994,044
Prior period adjustments - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Adjusted ending balance Aug. 31, 2018</b>	<b>\$ 127,284,320</b>	<b>\$ 6,632,349</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,632,349</b>	<b>\$ -</b>	<b>\$ 1,077,375</b>	<b>\$ -</b>	<b>\$ 1,077,375</b>	<b>\$ 134,994,044</b>
Donated tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alberta Infrastructure managed projects		\$ -				\$ -				\$ -	\$ -
Transferred from DC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred from UDCC	\$ 2,385,905	\$ 5,516,493	\$ -	\$ -	\$ -	\$ 5,516,493	\$ -	\$ -	\$ -	\$ -	\$ 7,902,398
Amounts recognized as revenue (Amortization of EDCC)	\$ (4,893,408)	\$ (176,243)	\$ -	\$ -	\$ -	\$ (176,243)	\$ -	\$ (27,625)	\$ -	\$ (27,625)	\$ (5,097,276)
Disposal of supported capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transferred (to) from others - please explain:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EDCC Closing balance at Aug 31, 2019</b>	<b>\$ 124,776,817</b>	<b>\$ 11,972,599</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,972,599</b>	<b>\$ -</b>	<b>\$ 1,049,750</b>	<b>\$ -</b>	<b>\$ 1,049,750</b>	<b>\$ 137,799,166</b>

**SCHEDULE 3**

School Jurisdiction Code: 3040

**SCHEDULE OF PROGRAM OPERATIONS  
for the Year Ended August 31, 2019 (in dollars)**

REVENUES	2019							2018
	Instruction		Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
	ECS	Grades 1 - 12						
(1) Alberta Education	\$ 8,785,129	\$ 89,859,742	\$ 15,481,344	\$ 2,601,548	\$ 4,214,329	\$ 5,002	\$ 120,947,094	\$ 118,222,903
(2) Alberta Infrastructure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(3) Other - Government of Alberta	\$ -	\$ 778,787	\$ -	\$ -	\$ -	\$ -	\$ 778,787	\$ 582,924
(4) Federal Government and First Nations	\$ -	\$ 386,161	\$ -	\$ -	\$ 14,421	\$ -	\$ 400,582	\$ 387,100
(5) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(6) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(9) Fees	\$ 316,968	\$ 1,627,079	\$ -	\$ -	\$ -	\$ -	\$ 1,944,047	\$ 1,731,863
(10) Other sales and services	\$ -	\$ 683,144	\$ -	\$ -	\$ 25,512	\$ 724,436	\$ 1,433,092	\$ 1,244,744
(11) Investment income	\$ -	\$ 340,176	\$ 26,328	\$ 31,973	\$ 14,881	\$ -	\$ 413,358	\$ 271,924
(12) Gifts and donations	\$ -	\$ 796,801	\$ -	\$ -	\$ -	\$ -	\$ 796,801	\$ 780,344
(13) Rental of facilities	\$ -	\$ -	\$ 27,504	\$ -	\$ -	\$ -	\$ 27,504	\$ 27,504
(14) Fundraising	\$ -	\$ 2,158,853	\$ -	\$ -	\$ -	\$ -	\$ 2,158,853	\$ 2,233,757
(15) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ 2,411	\$ -	\$ -	\$ -	\$ 2,411	\$ -
(16) Other revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(17) <b>TOTAL REVENUES</b>	\$ 9,102,097	\$ 96,630,743	\$ 15,537,587	\$ 2,633,521	\$ 4,269,143	\$ 729,438	\$ 128,902,529	\$ 125,483,063
<b>EXPENSES</b>								
(18) Certificated salaries	\$ 2,759,997	\$ 55,310,915	\$ -	\$ -	\$ 654,321	\$ 78,049	\$ 58,803,282	\$ 56,585,682
(19) Certificated benefits	\$ 147,437	\$ 14,055,883	\$ -	\$ -	\$ 212,241	\$ 10,659	\$ 14,426,220	\$ 14,125,168
(20) Non-certificated salaries and wages	\$ 4,602,723	\$ 13,095,352	\$ 3,544,869	\$ 68,151	\$ 1,910,228	\$ 24,543	\$ 23,245,866	\$ 21,872,899
(21) Non-certificated benefits	\$ 1,046,023	\$ 3,651,131	\$ 971,996	\$ 18,322	\$ 382,364	\$ 4,451	\$ 6,074,287	\$ 6,365,053
(22) SUB - TOTAL	\$ 8,556,180	\$ 86,113,281	\$ 4,516,865	\$ 86,473	\$ 3,159,154	\$ 117,702	\$ 102,549,655	\$ 98,948,802
(23) Services, contracts and supplies	\$ 362,270	\$ 11,369,161	\$ 6,056,086	\$ 2,063,111	\$ 830,993	\$ 309,917	\$ 20,991,538	\$ 19,502,369
(24) Amortization of supported tangible capital assets	\$ -	\$ 435,329	\$ 4,612,210	\$ -	\$ 49,737	\$ -	\$ 5,097,276	\$ 4,576,935
(25) Amortization of unsupported tangible capital assets	\$ -	\$ 375,010	\$ 700,978	\$ 12,721	\$ 93,554	\$ -	\$ 1,182,263	\$ 561,250
(26) Supported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,334
(27) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(28) Other interest and finance charges	\$ -	\$ 90,899	\$ -	\$ -	\$ -	\$ -	\$ 90,899	\$ 57,594
(29) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,303
(30) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(31) <b>TOTAL EXPENSES</b>	\$ 8,918,450	\$ 98,383,680	\$ 15,886,139	\$ 2,162,305	\$ 4,133,438	\$ 427,619	\$ 129,911,631	\$ 123,655,587
(32) <b>OPERATING SURPLUS (DEFICIT)</b>	\$ 183,647	\$ (1,752,937)	\$ (348,552)	\$ 471,216	\$ 135,705	\$ 301,819	\$ (1,009,102)	\$ 1,827,476



**SCHEDULE OF PLANT OPERATIONS AND MAINTENANCE**  
for the Year Ended August 31, 2019 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2019 TOTAL Operations and Maintenance	2018 TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$ 2,865,923	\$ 554,974	\$ -	\$ -	\$ 123,972			\$ 3,544,869	\$ 3,285,014
Uncertificated benefits	\$ 730,586	\$ 221,806	\$ -	\$ -	\$ 19,604			\$ 971,996	\$ 1,179,696
Sub-total Remuneration	\$ 3,596,509	\$ 776,780	\$ -	\$ -	\$ 143,576			\$ 4,516,865	\$ 4,464,710
Supplies and services	\$ 356,002	\$ 1,916,733	\$ -	\$ 1,177,665	\$ 121,626			\$ 3,572,026	\$ 3,709,616
Electricity			\$ 1,486,290					\$ 1,486,290	\$ 1,323,496
Natural gas/heating fuel			\$ 483,852					\$ 483,852	\$ 428,435
Sewer and water			\$ 198,122					\$ 198,122	\$ 179,836
Telecommunications			\$ 14,472					\$ 14,472	\$ 43,451
Insurance					\$ 301,324			\$ 301,324	\$ 289,427
ASAP maintenance & renewal payments							\$ -	\$ -	\$ -
Amortization of tangible capital assets									
Supported							\$ 4,612,210	\$ 4,612,210	\$ 3,979,609
Unsupported						\$ 700,978		\$ 700,978	\$ 147,964
Total Amortization						\$ 700,978	\$ 4,612,210	\$ 5,313,188	\$ 4,127,573
Interest on capital debt									
Supported							\$ -	\$ -	\$ 4,334
Unsupported						\$ -		\$ -	\$ -
Lease payments for facilities				\$ -				\$ -	\$ -
Other interest charges						\$ -		\$ -	\$ -
Losses on disposal of capital assets						\$ -		\$ -	\$ 4,303
<b>TOTAL EXPENSES</b>	<b>\$ 3,952,511</b>	<b>\$ 2,693,513</b>	<b>\$ 2,182,736</b>	<b>\$ 1,177,665</b>	<b>\$ 566,526</b>	<b>\$ 700,978</b>	<b>\$ 4,612,210</b>	<b>\$ 15,886,139</b>	<b>\$ 14,575,181</b>

<b>SQUARE METRES</b>									
School buildings								130,703.0	123,332.0
Non school buildings								5,525.0	5,525.0

**Note:**

**Custodial:** All expenses related to activities undertaken to keep the school environment and maintenance shops clean and safe.

**Maintenance:** All expenses associated with the repair, replacement, enhancement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components. Maintenance expenses exclude operational costs related to expensed IMR & Modular Unit relocations, as they are reported on separately.

**Utilities & Telecommunications:** All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.

**Expensed IMR & Modular Unit Relocation & Lease Pmts:** All operational expenses associated with non-capitalized Infrastructure Maintenance Renewal projects, modular unit (portable) relocation, and payments on leased facilities.

**Facility Planning & Operations Administration:** All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees & contractors, school facility planning & project 'administration', administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.

**Unsupported Amortization & Other Expenses:** All expenses related to unsupported capital assets amortization and interest on unsupported capital debt.

**Supported Capital & Debt Services:** All expenses related to supported capital assets amortization and interest on supported capital debt.

**SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS**  
for the Year Ended August 31, 2019 (in dollars)

<u>Cash &amp; Cash Equivalents</u>	2019			2018
	Average Effective (Market) Yield	Cost	Amortized Cost	Amortized Cost
Cash		\$ 18,375,384	\$ 18,375,384	\$ 22,359,330
Cash equivalents				
Government of Canada, direct and guaranteed	0.00%	-	-	-
Provincial, direct and guaranteed	0.00%	-	-	-
Corporate	0.00%	-	-	-
Other, including GIC's	0.00%	-	-	-
Total cash and cash equivalents	0.00%	\$ 18,375,384	\$ 18,375,384	\$ 22,359,330

See Note 3 for additional detail.

<u>Portfolio Investments</u>	2019			2018	
	Average Effective (Market) Yield	Cost	Fair Value	Balance	Balance
<b>Interest-bearing securities</b>					
Deposits and short-term securities	1.66%	\$ 93,469	\$ 93,469	\$ 93,469	\$ 74,540
Bonds and mortgages	0.00%	-	-	-	-
	1.66%	93,469	93,469	93,469	74,540
<b>Equities</b>					
Canadian equities	0.00%	\$ -	\$ -	\$ -	\$ -
Global developed equities	0.00%	-	-	-	-
Emerging markets equities	0.00%	-	-	-	-
Private equities	0.00%	-	-	-	-
Pooled investment funds	0.00%	-	-	-	-
Total fixed income securities	0.00%	-	-	-	-
<b>Other</b>					
Other (Specify)	0.00%	\$ -	\$ -	\$ -	\$ -
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Total equities	0.00%	-	-	-	-
Total portfolio investments	1.66%	\$ 93,469	\$ 93,469	\$ 93,469	\$ 74,540

See Note 5 for additional detail.

**Portfolio investments**

**Operating**

Cost  
Unrealized gains and losses

**Endowments**

Cost  
Unrealized gains and losses  
Deferred revenue

**Total portfolio investments**

2019	2018
\$ 93,469	\$ 74,540
-	-
93,469	74,540
-	-
-	-
-	-
93,469	74,540

The following represents the maturity structure for portfolio investments based on principal amount:

	2019	2018
Under 1 year	100.0%	100.0%
1 to 5 years	0.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	100.0%	100.0%

**SCHEDULE 6**School Jurisdiction Code: 3040**SCHEDULE OF TANGIBLE CAPITAL ASSETS  
for the Year Ended August 31, 2019 (in dollars)**

<u>Tangible Capital Assets</u>	2019							2018
	Land	Work In Progress*	Buildings**	Other Equipment & Furnishings	Vehicles	Computer Hardware & Software	Total	Total
Estimated useful life			25-50 Years	5-10 Years	5-10 Years	3-5 Years		
<b>Historical cost</b>								
Beginning of year	\$ 1,715,118	\$ 24,392,785	\$ 169,140,712	\$ 7,530,925	\$ 1,213,894	\$ 932,444	\$ 204,925,878	\$ 191,836,572
Prior period adjustments	-	-	-	-	-	-	-	-
Additions	-	2,768,395	3,246,336	2,764,736	-	-	8,779,467	13,129,048
Transfers in (out)	-	(23,835,060)	23,835,060	-	-	-	-	-
Less disposals including write-offs	-	-	-	-	(101,227)	-	(101,227)	(39,742)
Historical cost, August 31, 2019	\$ 1,715,118	\$ 3,326,120	\$ 196,222,108	\$ 10,295,661	\$ 1,112,667	\$ 932,444	\$ 213,604,118	\$ 204,925,878
<b>Accumulated amortization</b>								
Beginning of year	\$ -	\$ -	\$ 58,196,968	\$ 4,645,541	\$ 654,955	\$ 516,604	\$ 64,014,068	\$ 58,892,019
Prior period adjustments	-	-	-	-	-	-	-	-
Amortization	-	-	5,328,478	663,193	83,982	203,886	6,279,539	5,138,185
Other additions	-	-	-	-	-	-	-	-
Transfers in (out)	-	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	-	(12,809)	-	(12,809)	(16,136)
Accumulated amortization, August 31, 2019	\$ -	\$ -	\$ 63,525,446	\$ 5,308,734	\$ 726,128	\$ 720,490	\$ 70,280,798	\$ 64,014,068
<b>Net Book Value at August 31, 2019</b>	<b>\$ 1,715,118</b>	<b>\$ 3,326,120</b>	<b>\$ 132,696,662</b>	<b>\$ 4,986,927</b>	<b>\$ 386,539</b>	<b>\$ 211,954</b>	<b>\$ 143,323,320</b>	
<b>Net Book Value at August 31, 2018</b>	<b>\$ 1,715,118</b>	<b>\$ 24,392,785</b>	<b>\$ 110,943,744</b>	<b>\$ 2,885,384</b>	<b>\$ 558,939</b>	<b>\$ 415,840</b>		<b>\$ 140,911,810</b>

	2019	2018
Total cost of assets under capital lease	\$ -	\$ -
Total amortization of assets under capital lease	\$ -	\$ -

Donated (contributed) tangible capital assets are recognized at fair market value at the date of donation. There were no donations of tangible capital assets that were received during the year (2018 - \$nil).

**SCHEDULE 7**School Jurisdiction Code: **3040**

**SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES**  
**for the Year Ended August 31, 2019 (in dollars)**

<b>Board Members:</b>	<b>FTE</b>	<b>Remuneration</b>	<b>Benefits</b>	<b>Allowances</b>	<b>Performance Bonuses</b>	<b>ERIP's / Other Paid</b>	<b>Other Accrued Unpaid Benefits</b>	<b>Expenses</b>
Clark Bosch - Chair	1.00	\$36,889	\$2,559	\$0			\$0	\$7,886
Tyler Demers	1.00	\$27,525	\$2,085	\$0			\$0	\$3,374
Jan Foster	1.00	\$26,029	\$989	\$0			\$0	\$494
Donna Hunt	1.00	\$27,950	\$1,003	\$0			\$0	\$6,506
Doug James	1.00	\$25,675	\$1,971	\$0			\$0	\$1,369
Christine Light	1.00	\$29,297	\$2,173	\$0			\$0	\$2,889
Lola Major	1.00	\$26,450	\$992	\$0			\$0	\$3,611
<b>Subtotal</b>	<b>7.00</b>	<b>\$199,815</b>	<b>\$11,772</b>	<b>\$0</b>			<b>\$0</b>	<b>\$26,129</b>
Chery Gilmore, Superintendent	1.00	\$215,859	\$35,747	\$5,000	\$0	\$0	\$0	\$7,883
Christine Lee, Secretary Treasurer	1.00	\$187,300	\$34,483	\$5,000	\$0	\$0	\$0	\$5,186
Certificated		\$58,587,423	\$14,355,601	\$29,872	\$0	\$0	\$0	
School based	613.57							
Non-School based	20.60							
Non-certificated		\$22,858,751	\$5,914,537	\$108,495	\$0	\$0	\$0	
Instructional	425.11							
Plant Operations & Maintenance	66.65							
Transportation	1.00							
Other	33.61							
<b>TOTALS</b>	<b>1,169.54</b>	<b>\$82,049,148</b>	<b>\$20,352,140</b>	<b>\$148,367</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$39,198</b>

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 1. AUTHORITY AND PURPOSE

Lethbridge School District No. 51 delivers education programs under the authority of the *Education Act*, 2012, Chapter E-0.3.

The School District receives funding for instruction and support under Education Grants Regulation (AR 120/2008). The regulation allows for the setting of conditions and use of grant monies. The School District is limited on certain funding allocations and administration expenses.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the Chartered Professional Accounting (CPA) Canadian Public Sector Accounting Standards (PSAS). The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

### **Basis of Financial Reporting**

#### **a) Financial Assets**

Financial assets are assets that could be used to discharge existing liabilities or finance future operations and are not for consumption in the normal course of operations.

Financial assets are the school jurisdiction's financial claims on external organizations and individuals, and inventories for resale at the year end.

##### **i) Cash and Cash Equivalents**

Cash comprises of cash on hand and demand deposits. Cash equivalents are short-term, highly liquid, investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. Cash equivalents have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term commitments rather than for investment purposes

##### **ii) Accounts Receivable**

Accounts receivable are recognized at the lower of cost or net recoverable value. A valuation allowance is recognized when recovery is uncertain.

##### **iii) Portfolio Investments**

The School District has investments in GIC's that have a maturity of greater than three months. GIC's not quoted in an active market are reported at cost or amortized cost.

Impairment is defined as a loss in value of a portfolio investment that is other than a temporary decline and is included in the Statement of Operations. In the case of an item in the fair value category, a reversal of any net remeasurement gains recognized in previous reporting periods up to the amount of the write-down is reported in the Statement of Remeasurement Gains and Losses. The loss is not reversed if there is a subsequent increase in value.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## b) Liabilities

Liabilities are present obligations of the school jurisdiction to external organizations and individuals arising from past transactions or events occurring before the year end, the settlement of which is expected to result in the future sacrifice of economic benefits. They are recognized when there is an appropriate basis of measurement and management can reasonably estimate the amounts.

### i) Accounts Payable and Accrued Liabilities

Accounts payable and accrued liabilities include unearned revenue collected from external organizations and individuals for which goods and services have yet to be provided.

### ii) Deferred Contributions

Deferred contributions includes contributions received for operations which have stipulations that meet the definition of a liability per Public Sector Accounting Standards (PSAS) Section PS 3200. These contributions are recognized by the School District once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

Deferred contributions also includes contributions for capital expenditures, unexpended and expended:

- Unexpended Deferred Capital Contributions

Unexpended Deferred Capital Contributions (UDCC) represents externally restricted supported capital funds provided for a specific capital purposes received or receivable by the jurisdiction, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per *PS 3200* when expended.

- Expended Deferred Capital Contributions

Expended Deferred Capital Contributions (EDCC) represent externally restricted supported capital funds that have been expended but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require that the school jurisdiction to use the asset in a prescribed manner over the life of the associated asset.

### iii) Employee Future Benefits

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include accumulating sick leave, banked time and various qualifying compensated absences.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## c) Non-Financial Assets

Non-financial assets are acquired, constructed, or developed assets that do not normally provide resources to discharge existing liabilities, but instead:

- are normally employed to deliver government services;
- may be consumed in the normal course of operations; and
- are not for sale in the normal course of operations.

## i) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value at the date of donation, except in circumstances where fair value cannot be reasonably determined, when they are then recognized at nominal value. Transfers of capital assets from related parties are recorded at original cost less accumulated amortization.
- Construction-in-progress is recorded as a transfer to the applicable asset class at substantial completion.
- Sites and buildings are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. For supported assets, the write-downs are accounted for as reductions to Expended Deferred Capital Contributions (EDCC).
- Buildings that are demolished or destroyed are written-off.
- Tangible capital assets with costs in excess of \$5,000 are capitalized.
- Tangible capital assets are amortized over their estimated useful lives on a straight-line basis, at the following rates:

Buildings	20 to 40 years
Vehicles	5 to 10 years
Computer Hardware & Software	3 to 5 years
Other Equipment & Furnishings	3 to 10 years

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## ii) Inventory of Supplies

Inventories of supplies are valued at the lower of cost and replacement cost. Cost is determined on a first-in, first-out basis.

## iii) Prepaid Expenses

Prepaid expenses is recognized at cost and amortized based on the terms of the agreement or using a methodology that reflects use of the resource.

## d) Operating and Capital Reserves

Certain amounts are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Change in Accumulated Surplus.

## e) Revenue Recognition

Revenues are recorded on an accrual basis. Instruction and support allocations are recognized in the year to which they relate. Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Volunteers contribute a considerable number of hours per year to schools to ensure that certain programs are delivered, such as kindergarten, lunch services and the raising of school generated funds. Contributed services are not recognized in the financial statements.

*Eligibility criteria* are criteria that the School District has to meet in order to receive the contributions. *Stipulations* describe how the School District must use the contributions or the actions it must perform in order to keep the contributions.

Contributions without eligibility criteria or stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity.

Contributions with eligibility criteria but without stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity and all eligibility criteria have been met.

Contributions with or without eligibility criteria but with stipulations are recognized as revenue in the period the stipulations are met, except when and to the extent that the contributions give rise to an obligation that meets the definition of a liability in accordance with *PS 3200*. Such liabilities are recorded as deferred revenue. The following items fall under this category:

- Non-capital contributions for specific purposes are recorded as deferred contributions and recognized as revenue in the year the stipulated related expenses are incurred;
- Unexpended Deferred Capital Contributions (UDCC); or
- Expended Deferred Capital Contributions (EDCC).



# **Lethbridge School District No. 51**

Notes to Financial Statements

August 31, 2019

## **f) Expenses**

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

### **Allocation of Costs**

- Actual salaries of personnel assigned to two or more programs are allocated based on the time spent in each program.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

## **g) Program Reporting**

The District's operations have been segmented as follows:

- ECS Instruction: The provision of Early Childhood Services education instructional services that fall under the basic public education mandate.
- Grade 1 - 12 Instruction: The provision of instructional services for grades 1 - 12 that fall under the basic public education mandate.
- Plant Operations and Maintenance: The operation and maintenance of all school buildings and maintenance shop facilities.
- Transportation: The provision of regular and special education bus services (to/from school), whether contracted or board operated, including transportation facilities.
- Board & System Administration: The provision of board governance and system- based/central office administration.
- External Services: All projects, activities, and services offered outside the public education mandate for ECS children and students in grades 1-12. Services offered beyond the mandate for public education are to be self-supporting, and Alberta Education funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source, object and type on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated teaching assistants as well as a proportionate share of supplies and services, school administration and instructional support, and System Instructional Support.

# **Lethbridge School District No. 51**

Notes to Financial Statements

August 31, 2019

## **h) Pensions**

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year.

The current and past service costs of the Alberta Teachers' Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers' Pension Plan Act, Lethbridge School District No. 51 does not make pension contributions for certificated staff. The Government portion of the current service contribution to the Alberta Teachers' Retirement Fund on behalf of the jurisdiction is included in both revenues and expenses. For the school year ended August 31, 2019, the amount contributed by the Government was \$6.459 million (2018 - \$6.573 million).

The School District participates in a multi-employer pension plan, the Local Authorities Pension Plan (LAPP), and does not report on any unfunded liabilities. The expense for this pension plan is equivalent to the annual contributions of \$1.67 million for the year ended August 31, 2019 (2018 - \$1.80 million). At December 31, 2018, the Local Authorities Pension Plan (LAPP) reported a surplus of \$3,469,347,000 (2017: surplus of \$4,835,515,00).

## **i) Scholarship Endowment Funds**

Contributions and income pertaining to scholarship endowment funds are recognized on the Statement of Operations must be held in perpetuity in accordance with the agreement with the donor. The residual may be disbursed for the purposes of the scholarship.

Reinvestment of the endowment principal represents a direct increase to accumulated surplus. Undisbursed funds earned on endowment principal is recognized as deferred revenue or as revenue in the year to the extent that stipulations have been met.

## **j) Trusts Under Administration**

The School District has property that has been transferred or assigned to it to be administered or directed by a trust agreement or statute. The District holds title to the property for the benefit of the beneficiary.

Trusts under administration have been excluded from the financial reporting of the District. Trust balances can be found in Note 15.

# **Lethbridge School District No. 51**

Notes to Financial Statements

August 31, 2019

## **k) Financial Instruments**

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, accounts payable and accrued liabilities, and long term debt. Unless otherwise noted, it is management's opinion that the School District is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate, and other price risks.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from derecognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

## **l) Measurement Uncertainty**

Measurement uncertainty exists when there is a variance between the recognized or disclosed amount and another reasonably possible amount. The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgement. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization, and estimated employee benefits recognized/disclosed in these financial statements, is subject to measurement uncertainty..

The cost of non-vesting sick time benefits should be actuarially determined using the projected unit credit method pro-rata on service and using management's best estimate of expected salary escalation, benefit usage, termination and retirement rates and mortality. Currently there has not been any actuarial valuation used in the determination of the sick time that has been accrued. Management has estimated the accrual of sick time based on historical use over the annual sick time allotment, and recorded a portion of the time estimated.

## **m) Change in Accounting Policy**

The School District has prospectively adopted the following standards from September 1, 2018: PS 3430 Restructuring Transactions.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## n) Future Accounting Changes

The Public Sector Accounting Board has issued the following accounting standards:

- PS 3280 Asset Retirement Obligations (effective September 1, 2021)  
Effective April 1, 2021, this standard provides guidance on how to account for and report liabilities for retirement of tangible capital assets.
- PS 3400 Revenue (effective September 1, 2022)  
This standard provides guidance on how to account for and report on revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

Management is currently assessing the impact of these standards on the financial statements.

## 3. ACCOUNTS RECEIVABLE

Accounts Receivable consists of the following:

	2019			2018
	Gross Amount	Allowance for Doubtful Accounts	Net Realizable Value	Net Realizable Value
Alberta Education - Grants	\$ 236,140	\$ -	\$ 236,140	\$ 150,563
Alberta Infrastructure - Capital	4,412,291	-	4,412,291	5,673,217
Alberta Health	64,561	-	64,561	35,215
Post-secondary institutions	8,321	-	8,321	-
Federal government	851,581	-	851,581	890,611
Municipalities	283,333	-	283,333	-
Other	589,145	-	589,145	492,902
Total	<u>\$ 6,445,372</u>	<u>\$ -</u>	<u>\$ 6,445,372</u>	<u>\$ 7,242,508</u>

## 4. BANK INDEBTEDNESS

The jurisdiction has negotiated a line of credit with the Royal Bank of Canada in the amount of \$500,000 that bears interest at the bank prime rate. This line of credit is secured by a borrowing resolution and a security agreement, covering all revenue of the jurisdiction. There is no outstanding line of credit balance at August 31, 2019.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Accounts Payable and Accrued Liabilities consists of the following:

	2019	2018 Restated
Alberta Education	\$ 40,173	\$ 73,717
Accrued vacation pay liability	757,405	638,859
Other trade payables and accrued liabilities	3,685,950	7,432,767
Unearned Revenue	-	-
School Generated Funds, including fees	81,343	88,823
Other fee revenue not collected at school level	422,982	330,983
Total	\$ 4,987,853	\$ 8,565,149

Unearned Revenue represents a performance obligation of the school jurisdiction to a payor for consideration received. Unearned revenue is distinct from deferred revenue (or deferred contributions) as the latter represents non-exchange transactions with government and other sources. These unearned revenues were reclassified as accounts payable and accrued liabilities as part of the adoption of PS 3430 Restructuring Transactions. These unearned revenues include the fees paid in advance for the school generated funds and international student tuition fees for the following school year.

## 6. DEFERRED CONTRIBUTIONS

Deferred Contributions consists of the following:

SOURCE AND GRANT OR FUND TYPE	DEFERRED CONTRIBUTIONS as at Aug. 31, 2018 Restated	ADD: 2018/2019 Restricted Funds Received/ Receivable	DEDUCT: 2018/2019 Restricted Funds Expended (Paid / Payable)	ADD (DEDUCT): 2018/2019 Adjustments for Returned Funds	DEFERRED CONTRIBUTIONS as at Aug. 31, 2019
Unexpended deferred operating contributions					
Alberta Education:					
Infrastructure Maintenance Renewal	\$ 4,156,585	\$ 880,153	\$ (1,177,665)	\$ -	\$ 3,859,073
School Nutrition Program	25,473	-	(25,473)	-	-
Enhancing FNMI Capacity		125,000		-	125,000
Other Government of Alberta:					
Southwest Child and Family Services	36,537	98,112	(134,649)	-	-
Alberta Mental Health	6,157	389,026	(395,183)	-	-
Other Deferred Contributions:					
Program Grants	100,144	204,589	(271,008)	-	33,725
Total unexpended deferred operating contributions	\$ 4,324,896	\$ 1,696,880	\$ (2,003,978)	\$ -	\$ 4,017,798
Unexpended deferred capital contributions (Schedule 2)	497,794	7,687,937	(7,902,398)	-	283,333
Expended deferred capital contributions (Schedule 2)	134,994,044	7,902,398	(5,097,276)	-	137,799,166
Total	\$ 139,816,734	\$ 17,287,215	\$ (15,003,652)	\$ -	\$ 142,100,297

The adoption PS 3430 Restructuring Transactions resulted in the reclassification of Unearned Revenue which was previously reported within deferred revenue (or deferred contributions). See Note 5 for the unearned revenues reclassified as accounts payable and accrued liabilities.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 7. EMPLOYEE FUTURE BENEFIT LIABILITY

Employee future benefit liabilities consist of the following:

	2019	2018
Defined benefit pension plan liability	\$ -	\$ -
Accumulating sick pay liability (vested)	-	-
Accumulating sick pay liability (non-vested)	213,676	203,548
Other compensated absences	16,862	14,100
Total	\$ 230,538	\$ 217,648

The District's caretaking and maintenance employees accumulate sick time to a maximum of 75 working days in accordance with the CUPE 290 collective agreement. The accumulated amount is reduced when sick time is taken. When an employee leaves employment with the District, their accumulated sick time is not paid out. As of August 31, 2019, management has accrued \$213,676 (2018 - \$203,548) for estimated sick time benefits. Refer to significant accounting policies section for additional details (Note 2(I) – Measurement Uncertainty).

## 8. INVENTORY OF SUPPLIES

Inventory of Supplies consists of the following:

	2019	2018
Caretaking Inventory	\$ 143,669	\$ 115,138
Warehouse Inventory	37,946	43,244
Other Inventory	2,405	-
Total	\$ 184,020	\$ 158,382

## 9. PREPAID EXPENSES

Prepaid Expenses consists of the following:

	2019	2018
Prepaid insurance	\$ 83,263	\$ 65,044
Prepaid Software Licensing / Maintenance Costs	169,991	204,461
Other Supplies and Materials	228,440	177,129
Total	\$ 481,694	\$ 446,634

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 10. ACCUMULATED SURPLUS

Detailed information related to accumulated surplus is available on the Schedule of Changes in Accumulated Surplus. The School jurisdiction's accumulated surplus is summarized as follows:

	2019	2018
Unrestricted surplus	\$ 700,209	\$ 757,838
Operating reserves	9,893,702	10,330,034
Accumulated surplus (deficit) from operations	10,593,911	11,087,872
Investment in tangible capital assets	5,524,153	5,917,767
Capital reserves	5,146,633	5,268,160
Endowments <sup>(1)</sup>	319,874	319,874
Accumulated remeasurement gains (losses)	-	-
Accumulated surplus (deficit)	\$ 21,584,571	\$ 22,593,673

Included in Accumulated surplus from operations are school generated funds to which the Division has no claim. Adjusted accumulated surplus represents funds owned by Lethbridge School District No. 51.

	2019	2018
Accumulated surplus (deficit) from operations	\$ 10,593,911	\$ 11,087,872
Deduct: School generated funds included in accumulated surplus (Note 16)	2,498,006	2,424,478
Adjusted accumulated surplus (deficit) from operations <sup>(2)</sup>	\$ 8,095,905	\$ 8,663,394

(1) Terms of the endowments stipulate that the principal balance be maintained permanently. Investment income of \$45,143 (2018 - \$41,293) is externally restricted for scholarships and is included in deferred revenue. Investment income of \$413,358 (2018 - \$271,924) is unrestricted.

(2) Accumulated surplus represents funding available for use by the school jurisdiction after deducting funds committed for use by the schools.

## 11. ENDOWMENTS

Endowments represent principal amounts contributed for student scholarships. The conditions of the endowment agreement are such that principal amounts must be held in perpetuity in accordance with stipulations placed by the contributor. Endowment assets are held in Cash and Cash Equivalents.

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 12. CONTINGENT ASSETS AND LIABILITIES

- a) The jurisdiction is a member of Urban Schools Insurance Consortium (USIC). Under the terms of its membership, the jurisdiction could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. The jurisdiction's share of the pool as at August 31, 2019 is \$193,485 (2018 - \$215,091).

None of these contingent assets nor liabilities involve related parties. These amounts have not been recognized in the financial statements.

## 13. CONTRACTUAL RIGHTS

Contractual rights are rights of the division to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

	2019	2018
Contractual rights from capital project agreements <sup>(1)</sup>	\$ 16,777,360	\$ 3,067,207
Contractual rights from service agreements	-	-
Other	-	-
Total	\$ 16,777,360	\$ 3,067,207

1) Capital Project Agreements are capital grant agreements with Alberta Infrastructure of \$16,210,693 (2018 - \$2,249,907) and Alberta Education of \$nil (2018 - \$817,300) which are related parties to the school jurisdiction. The Capital Project Agreements also includes an agreement with the City of Lethbridge to contribute towards the gymnasium upsize at the new elementary school of \$566,667 (2018 - \$nil).

Estimated amounts that will be received or receivable for each of the next five years and thereafter are as follows:

	Capital Project Agreements	Service Agreements	Other
2019-2020	\$ 14,823,679	\$ -	\$ -
2020-2021	1,953,681	-	-
2021-2022	-	-	-
2022-2023	-	-	-
2023-2024	-	-	-
Thereafter	-	-	-
Total	\$ 16,777,360	\$ -	\$ -



# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 14. CONTRACTUAL OBLIGATIONS

Contractual Obligations are summarized as follows:

	2019	2018
Building projects <sup>(1)</sup>	\$ 12,716,895	\$ 1,090,892
Building leases	-	-
Service providers <sup>(2)</sup>	4,470,138	5,366,115
Total	\$ 17,187,033	\$ 6,457,007

1) Buildings projects: The jurisdiction is committed for capital expenditures of \$12.6 million of a \$15.2 million construction contract of a new elementary school. The jurisdiction is also committed for capital expenditures of \$116,016 of a \$568,118 of architectural costs towards the new elementary school. It is anticipated that these costs will be fully funded from capital revenues from Alberta Infrastructure.

2) Service providers: As of August 31, 2019, the jurisdiction has \$4.470 million (2018 - \$5.366 million) in commitments relating to service contracts.

Estimated payment requirement for each of the next five years and thereafter are as follows:

	Building Projects	Building Leases	Service Providers
2019-2020	\$ 12,690,582	\$ -	\$ 1,617,767
2020-2021	26,313	-	1,617,767
2021-2022	-	-	1,234,604
2022-2023	-	-	-
2023-2024	-	-	-
Thereafter	-	-	-
Total	\$ 12,716,895	\$ -	\$ 4,470,138

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 15. TRUSTS UNDER ADMINISTRATION

These balances represent assets that are held in trust by the jurisdiction. They are not recorded on the statements of the School District. Trust funds under administration were as follows:

	2019	2018
Scholarship trusts	\$ 202,857	\$ 180,593
Chinook Regional Foundation for Career Transitions	105,830	94,042
Regional Learning Consortium (Banker board)	485,508	343,197
Total	<u>\$ 794,195</u>	<u>\$ 617,832</u>

## 16. SCHOOL GENERATED FUNDS

School Generated Funds (SGF) are summarized as follows:

	2019	2018
School Generated Funds, Beginning of Year	\$ 2,513,301	\$ 2,602,016
Gross Receipts:		
Fees	1,466,649	1,304,669
Fundraising	2,158,853	2,170,109
Gifts and donations	735,495	710,971
Grants to schools	-	-
Other sales and services	285,744	289,947
Total gross receipts	4,646,741	4,475,696
Total Related Expenses and Uses of Funds	1,855,619	1,677,398
Total Direct Costs Including Cost of Goods Sold to Raise Funds	2,725,074	2,887,013
School Generated Funds, End of Year	<u>\$ 2,579,349</u>	<u>\$ 2,513,301</u>
Balance included in Deferred Revenue	\$ -	\$ -
Balance included in Accounts Payable (Unearned Revenue)	\$ 81,343	\$ 88,823
Balance included in Accumulated Surplus (Operating Reserves)	\$ 2,498,006	\$ 2,424,478

# Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2019

## 17. RELATED PARTY TRANSACTIONS

Related parties are those entities consolidated or accounted for on the modified equity basis in the Government of Alberta Consolidated Financial Statements. Related parties also include key management personnel in division and their close family members.

All entities that are consolidated in the accounts of the Government of Alberta are related parties of school jurisdictions. These include government departments, health authorities, post-secondary institutions, and other school jurisdictions in Alberta.

	Balances		Transactions	
	Financial Assets (at cost or net realizable value)	Liabilities (at amortized cost)	Revenues	Expenses
<b>Government of Alberta (GOA):</b>				
<b>Alberta Education</b>				
Accounts receivable / Accounts payable	\$ 236,140	\$ 40,173		
Prepaid expenses / Deferred operating revenue	-	3,984,073		
Unexpended deferred capital revenue		-		
Expended deferred capital revenue		125,826,567	2,385,905	
Grant revenue & expenses			114,487,841	
ATRF payments made on behalf of district			6,459,253	
Other revenues & expenses			-	9,060
<b>Other Alberta school jurisdictions</b>	-	-	-	44,736
<b>Alberta Health</b>	64,561		389,026	-
<b>Post-secondary institutions</b>	8,321	-	-	302,927
<b>Alberta Infrastructure</b>	-	-	-	-
Alberta Infrastructure	4,412,291			
Unexpended deferred capital revenue		-		
Expended deferred capital revenue		11,972,599	5,516,493	
<b>Other:</b>				
Southwest Child and Family Services	-	-	98,112	-
<b>TOTAL 2018/2019</b>	<b>\$ 4,721,313</b>	<b>\$ 141,823,412</b>	<b>\$ 129,336,630</b>	<b>\$ 356,722</b>
<b>TOTAL 2017/2018</b>	<b>\$ 5,858,995</b>	<b>\$ 139,790,307</b>	<b>\$ 131,095,576</b>	<b>\$ 146,943</b>

The School District and its employees paid or collected certain taxes and amounts set by regulation or local policy. These amounts were incurred in the normal course of business, reflect charges applicable to all users and have been excluded from this schedule.

# **Lethbridge School District No. 51**

Notes to Financial Statements

August 31, 2019

## **18. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY**

The jurisdiction's primary source of income is from the Alberta Government. The District's ability to continue viable operations is dependent on this funding.

## **19. BUDGET AMOUNTS**

The budget was prepared by the school jurisdiction and approved by the Board of Trustees on May 28<sup>th</sup>, 2018. It is presented for information purposes only and has not been audited.

## **20. COMPARATIVE FIGURES**

The comparative figures have been reclassified where necessary to conform to the 2018/2019 presentation.

SCHEDULE 8							
School Jurisdiction Code: 3040							
UNAUDITED SCHEDULE OF FEES for the Year Ending August 31, 2019 (in dollars)							
	Actual Fees Collected 2017/2018	Budgeted Fee Revenue 2018/2019	(A) Actual Fees Collected 2018/2019	(B) Unexpended September 1, 2018*	(C) Funds Raised to Defray Fees 2018/2019	(D) Expenditures 2018/2019	(A) + (B) + (C) - (D) Unexpended Balance at August 31, 2019*
<b>Transportation Fees</b>	\$0	\$2,950	\$0	\$0	\$0	\$0	\$0
<b>Basic Instruction Fees</b>							
Basic instruction supplies	\$0	\$7,810	\$0	\$0	\$0	\$0	\$0
<b>Fees to Enhance Basic Instruction</b>							
Technology user fees	\$0	\$0	\$64,132	\$0	\$0	\$0	\$64,132
Alternative program fees	\$7,770	\$3,000	\$5,330	\$6,737	\$0	\$9,577	\$2,490
Fees for optional courses	\$342,715	\$449,581	\$283,797	\$69,013	\$0	\$305,999	\$46,811
Activity fees	\$24,045	\$469,040	\$35,926	\$1,145	\$0	\$21,321	\$15,750
Early childhood services	\$275,503	\$0	\$318,943	\$1,051	\$0	\$318,086	\$1,908
Other fees to enhance education	\$4,075	\$51,734	\$3,200	\$113,928	\$0	\$2,126	\$115,002
<b>Non-Curricular fees</b>							
Extracurricular fees	\$799,659	\$700,283	\$764,208	\$187,355	\$0	\$727,102	\$224,461
Non-curricular travel	\$69,495	\$1,330,600	\$237,602	\$2,788	\$0	\$133,397	\$106,993
Lunch supervision and noon hour activity fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-curricular goods and services	\$208,601	\$430,743	\$230,909	\$228,930	\$0	\$170,248	\$289,591
Other Fees	\$0	\$150	\$0	\$0	\$0	\$0	\$0
<b>TOTAL FEES</b>	\$1,731,863	\$3,445,891	\$1,944,047	\$610,947	\$0	\$1,687,856	\$867,138

\*Unexpended balances cannot be less than \$0

Please disclose amounts paid by parents of students that are recorded as "Other sales and services", "Fundraising", or "Other revenue" (rather than fee revenue):	Actual 2019	Actual 2018
Cafeteria sales, hot lunch, milk programs	\$0	\$0
Special events, graduation, tickets	\$0	\$0
International and out of province student revenue	\$724,436	\$730,513
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)	\$106,749	\$103,901
Adult education revenue	\$0	\$0
Preschool	\$0	\$0
Child care & before and after school care	\$0	\$0
Lost item replacement fee	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
<b>TOTAL</b>	<b>\$831,185</b>	<b>\$834,414</b>

UNAUDITED SCHEDULE OF DIFFERENTIAL FUNDING for the Year Ended August 31, 2019 (in dollars)					
	PROGRAM AREA				
	First Nations, Metis & Inuit (FNMI)	ECS Program Unit Funding (PUF)	English as a Second Language (ESL)	Inclusive Education	Small Schools by Necessity (Revenue only)
Funded Students in Program	776	265	1,110		
Federally Funded Students	34				
<b>REVENUES</b>					
Alberta Education allocated funding	\$ 874,739	\$ 4,912,117	\$ 988,720	\$ 7,870,845	\$ 93,679
Other funding allocated by the board to the program	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	\$ 874,739	\$ 4,912,117	\$ 988,720	\$ 7,870,845	\$ 93,679
<b>EXPENSES (Not allocated from BASE, Transportation, or other funding)</b>					
Instructional certificated salaries & benefits	\$ 701,743	\$ 589,482	\$ 1,066,237	\$ 3,226,035	
Instructional non-certificated salaries & benefits	\$ 350,085	\$ 4,012,648	\$ 55,385	\$ 7,581,171	
<b>SUB TOTAL</b>	\$ 1,051,828	\$ 4,602,130	\$ 1,121,622	\$ 10,807,206	
Supplies, contracts and services	\$ 80,452	\$ 56,469	\$ 4,887	\$ 116,312	
Program planning, monitoring & evaluation	\$ -	\$ 70,917	\$ -	\$ 74,280	
Facilities (required specifically for program area)	\$ -	\$ 60,161	\$ -	\$ -	
Administration (administrative salaries & services)	\$ -	\$ 131,778	\$ -	\$ 461,805	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL EXPENSES</b>	\$ 1,132,280	\$ 4,921,455	\$ 1,126,509	\$ 11,459,603	
<b>NET FUNDING SURPLUS (SHORTFALL)</b>	\$ (257,541)	\$ (9,338)	\$ (137,789)	\$ (3,588,758)	

**SCHEDULE 10**

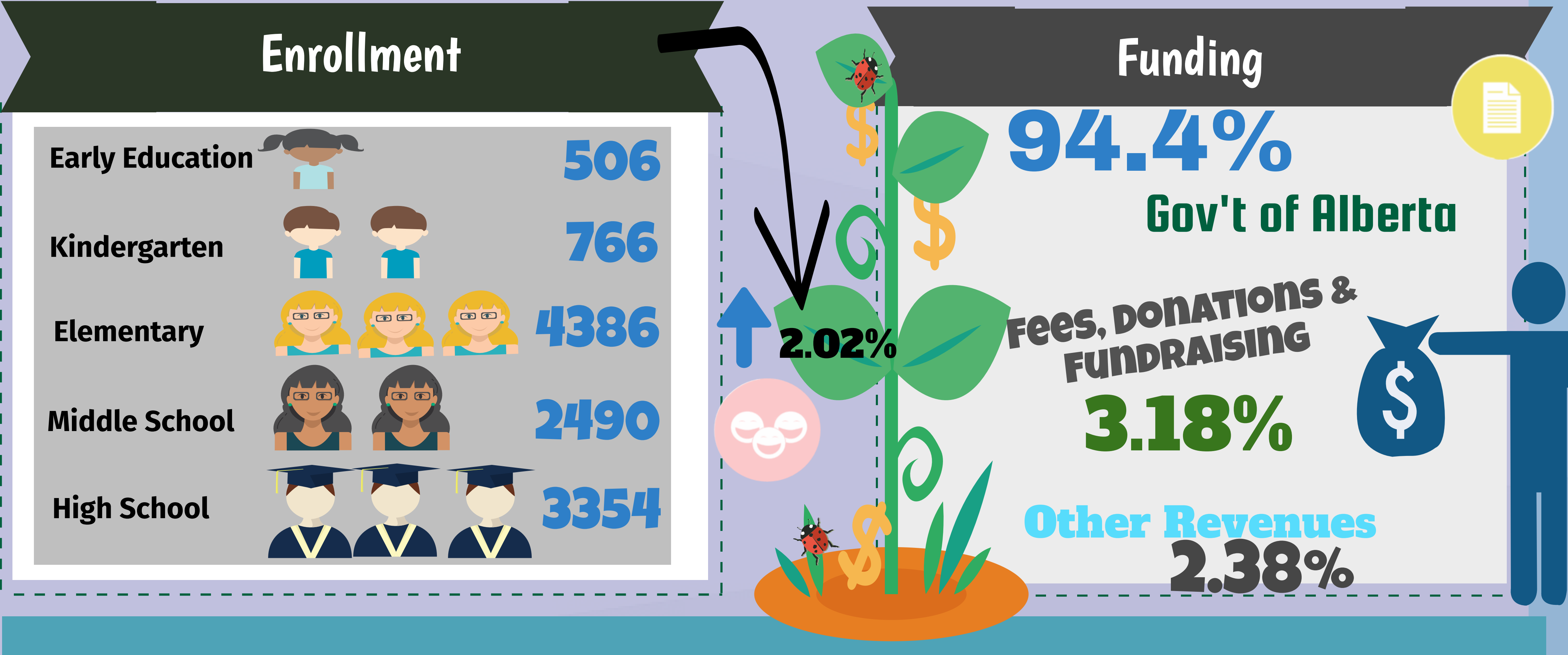
<b>UNAUDITED SCHEDULE OF CENTRAL ADMINISTRATION EXPENSES</b> <b>for the Year Ended August 31, 2019 (in dollars)</b>								
EXPENSES	Allocated to Board & System Administration				Allocated to Other Programs			TOTAL
	Salaries & Benefits	Supplies & Services	Other	TOTAL	Salaries & Benefits	Supplies & Services	Other	
Office of the superintendent	\$ 436,540	\$ 45,527	\$ -	\$ 482,067	\$ -	\$ -	\$ -	\$ 482,067
Educational administration (excluding superintendent)	\$ 312,830	\$ 8,649	\$ -	\$ 321,479	\$ -	\$ -	\$ -	\$ 321,479
Business administration	\$ 823,620	\$ 266,085	\$ -	\$ 1,089,705	\$ -	\$ -	\$ -	\$ 1,089,705
Board governance (Board of Trustees)	\$ 235,319	\$ 128,664	\$ -	\$ 363,983	\$ -	\$ -	\$ -	\$ 363,983
Information technology	\$ -	\$ 208,489	\$ -	\$ 208,489	\$ 1,247,781	\$ 2,159,103	\$ -	\$ 3,615,373
Human resources	\$ 770,305	\$ 31,207	\$ -	\$ 801,512	\$ -	\$ -	\$ -	\$ 801,512
Central purchasing, communications, marketing	\$ 294,984	\$ 15,876	\$ -	\$ 310,860	\$ -	\$ -	\$ -	\$ 310,860
Payroll	\$ 183,758	\$ -	\$ -	\$ 183,758	\$ -	\$ -	\$ -	\$ 183,758
Administration - insurance			\$ 126,290	\$ 126,290			\$ -	\$ 126,290
Administration - amortization			\$ 143,291	\$ 143,291			\$ -	\$ 143,291
Administration - other (admin building, interest)			\$ -	\$ -			\$ -	\$ -
Occupational Health and Safety	\$ 101,798	\$ 206	\$ -	\$ 102,004	\$ -	\$ -	\$ -	\$ 102,004
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 3,159,154</b>	<b>\$ 704,703</b>	<b>\$ 269,581</b>	<b>\$ 4,133,438</b>	<b>\$ 1,247,781</b>	<b>\$ 2,159,103</b>	<b>\$ -</b>	<b>\$ 7,540,322</b>

		School Jurisdiction Code: 3040	
SCHEDULE 11		Average Estimated # of Students Served Per Meal: 457.00	
UNAUDITED SCHEDULE OF NUTRITION PROGRAM EXPENDITURES for the Year Ending August 31, 2019			
	Budget 2019	2019	
REVENUES			
Alberta Education - current	\$ 252,000	\$	251,657
Alberta Education - prior year	\$ -	\$	25,473
Other Funding	\$ -	\$	-
TOTAL REVENUES	\$ 252,000	\$	277,130
EXPENSES			
Salaries & Benefits			
Meal Supervisor/Cook/support Worker	\$ 34,850	\$	28,397
Nutrition Specialist	\$ 2,000	\$	500
Other (please describe)	\$ -	\$	-
Other (please describe)	\$ -	\$	-
Other (please describe)	\$ -	\$	-
Subtotal: Salaries & Benefits	\$ 36,850	\$	28,897
Food Supplies	\$ 113,362	\$	136,090
Small Kitchenware			
Measuring cups & measuring spoons	\$ 1,250	\$	-
Plates, bowls & cups	\$ 4,250	\$	224
Utensils	\$ 2,950	\$	618
Blenders and Small Appliances	\$ 9,015	\$	5,968
Other (please describe)	\$ -	\$	-
Subtotal: Small Kitchenware	\$ 17,465	\$	6,810
Non-Capitalized Assets			
Microwave	\$ 2,400	\$	559
Refrigerator	\$ 10,295	\$	8,936
Toaster	\$ 840	\$	1,799
Stove	\$ -	\$	-
Tables	\$ 8,000	\$	11,861
Dishwasher	\$ 10,999	\$	4,999
Carts to move food	\$ 2,000	\$	-
Garden tower	\$ 2,000	\$	-
Salad bar	\$ 2,740	\$	1,025
Other (Blender, water dispenser, delivery)	\$ 17,614	\$	12,078
Subtotal: Non-capitalized Assets	\$ 56,888	\$	41,257
Training (e.g. food safety training, food prep courses, workshops, training materials)	\$ 2,100	\$	-
Contracted Services (please describe)			
Vendor / Company	\$ 20,400	\$	31,033
Food Delivery	\$ 3,000	\$	1,620
Vendor Profit	\$ -	\$	-
Subtotal: Contracted Services	\$ 23,400	\$	32,653
Other Expenses			
Kitchen aprons	\$ 100	\$	156
Family / Nutritional education nights	\$ 1,135	\$	383
Cleaning and sanitation supplies	\$ 500	\$	711
Travel & accommodation for Cohort B meetings	\$ -	\$	-
Other (please describe)	\$ 200	\$	-
Subtotal: Other Expenses	\$ 1,935	\$	1,250
TOTAL EXPENSES	\$ 252,000	\$	246,957
ANNUAL SURPLUS/DEFICIT			
	\$ -	\$	30,173



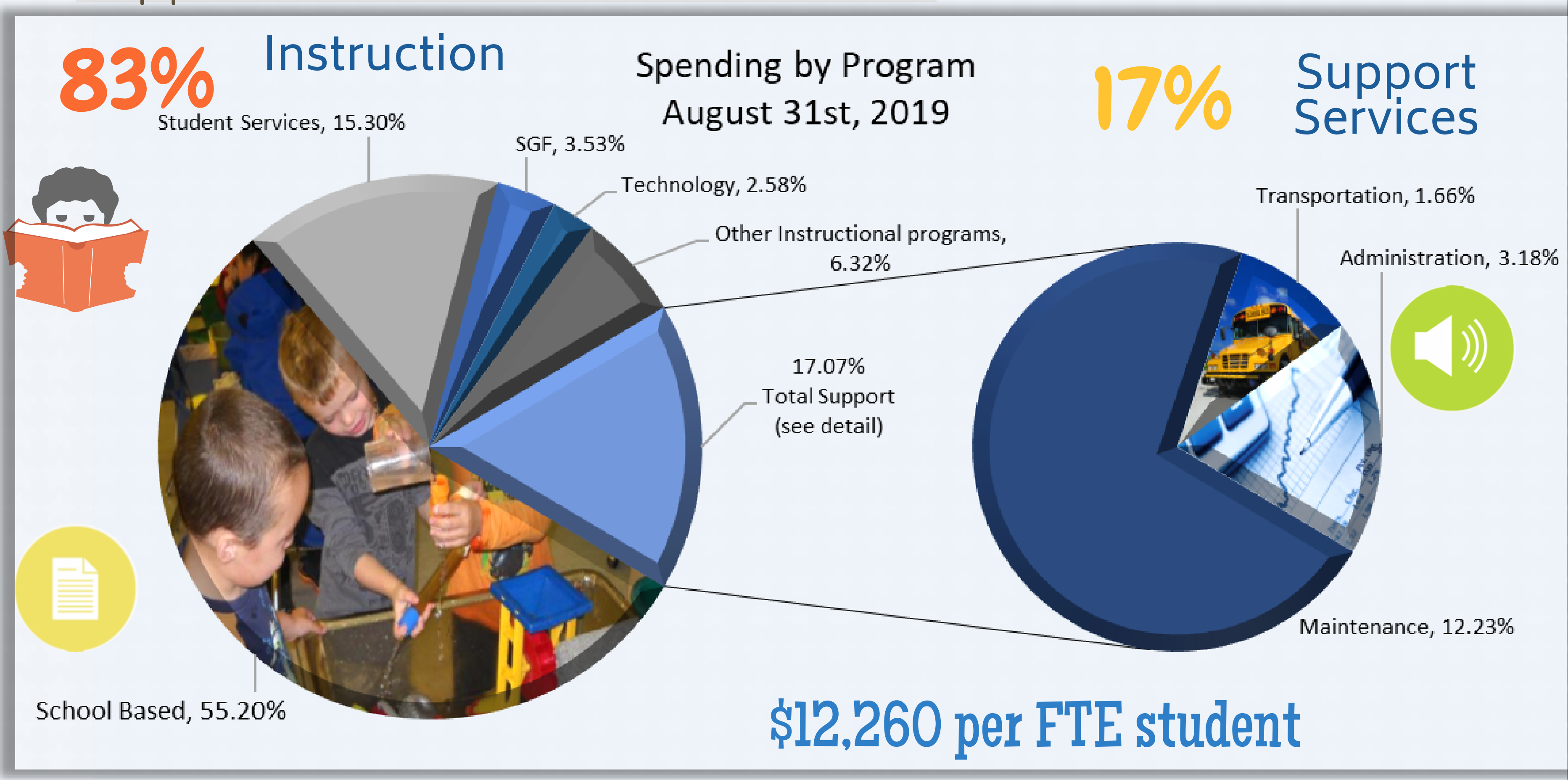
11,502 STUDENTS

\$128.90 MILLION



Costs of Educating our Students

\$129.91 MILLION



Staffing 79%

\$102.5 Million

Teachers 635 FTE  
Support Staff 528 FTE

Transporting Students \$2.16 MILLION

\$8.8 Million Spent on Capital Projects

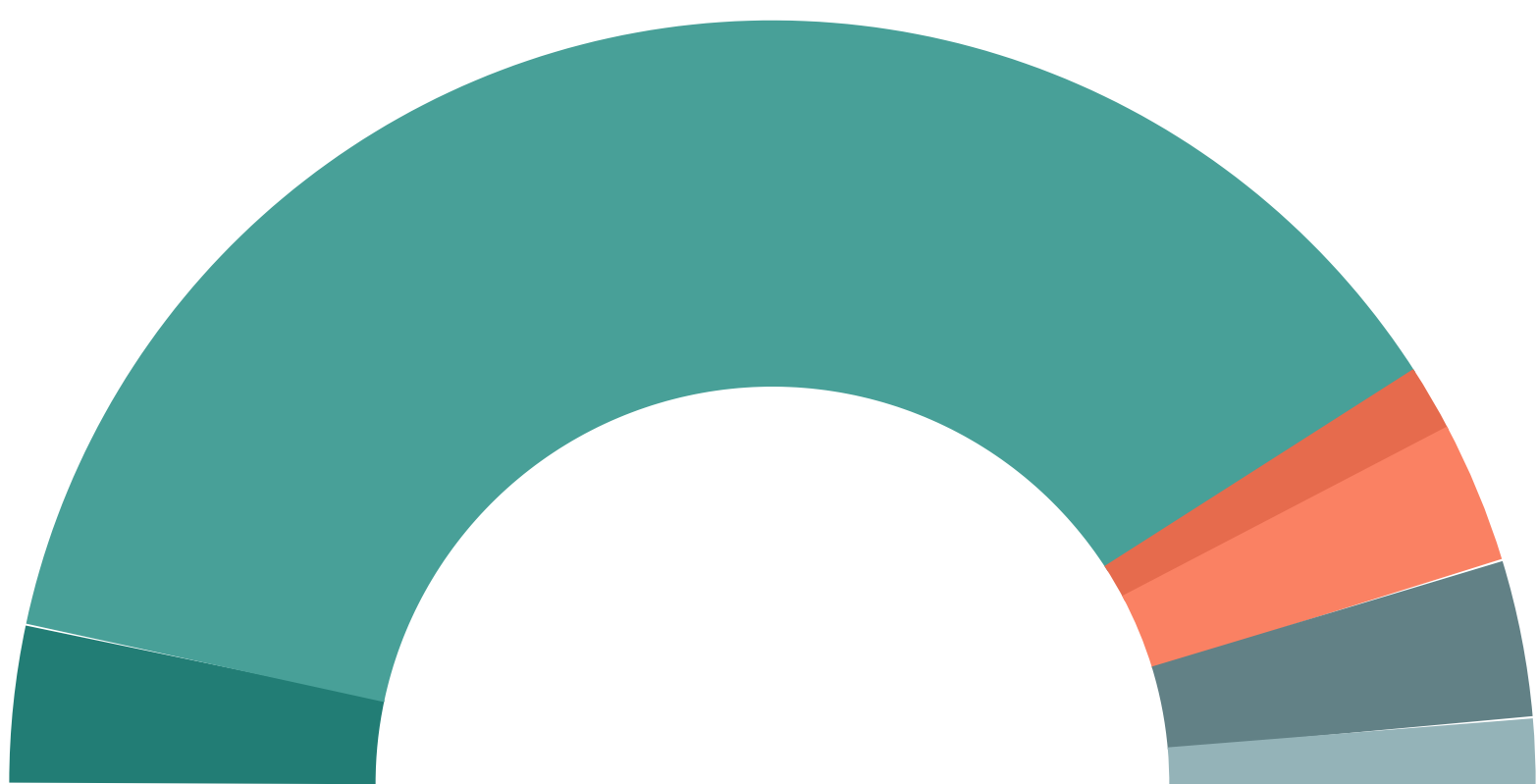
Senator Joyce Fairbairn Middle School, SouthEast Elementary School, & modular classrooms

Operating Deficit \$1,009,102 (Planned Budgeted Deficit)

Planned use of prior year savings

Accumulated Surplus From Operations

\$10.59 Million (Including SGF reserves)



- Unrestricted (6.60%)
- Restricted Instruction (75%)
- Restricted PO&M (2.80%)
- Restricted Administration (6%)
- Restricted Transportation (6.60%)
- Restricted External Services (3%)

- \$1.73 million school based reserves
- \$2.49 million school generated activities and fundraising
- \$2.13 million to fund 2019/2020 reductions in Provincial grant funding (Elimination of Class-Size funding)
- \$1.48 million for resources for full-day kindergarten, planning and special projects.
- \$335,000 for the staffing stability fund

Adjusted ASO Ratio of 6.23%  
Accumulated Surplus from Operations (less SGF) compared to total expenses



# **Lethbridge School District No. 51**

## **Year End Report**

August 31st

# **2019**

This document is Management's Discussion and Analysis of the Audited Financial Statements for the year ended August 31, 2019. *This report should be read in conjunction with the Audited Financial Statements and the financial information contained herein has not been audited.*

**Report to the  
Board of Trustees**  
November 26<sup>th</sup>, 2019



**Lethbridge**  
**SCHOOL DISTRICT**  
**— NO. 51 —**

*Lethbridge School District No. 51*  
433 – 15<sup>th</sup> Street South  
Lethbridge, AB T1J 2Z4  
Phone: 403-380-5300  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



## ***Lethbridge School District No. 51***

### ***Management Discussion and Analysis Report For the year ended August 31<sup>st</sup>, 2019***

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<ul style="list-style-type: none"><li>• Budget Update</li><li>• Statement of Operations</li><li>• Schedule of Program Operations</li><li>• Revenues</li><li>• Expenditures</li><li>• Schedule of Instructional (Grades 1-12) Program Expenditures</li><li>• Schedule of School Based Instruction Expenditures</li><li>• Schedule of School Generated Funds (SGF)</li><li>• Schedule of Projected Operations</li></ul>	
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## **Executive Summary**

Lethbridge School District No. 51 has a total budget of \$136.0 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 three (23) schools and four (4) institutional programs.

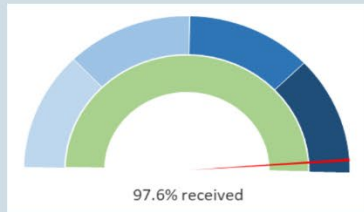
The District has experienced overall enrolment growth in 2018-2019 of 228 students (2.02 %) over 2017-2018 enrollment.

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<sup>st</sup>, 2018 until August 31<sup>st</sup>, 2019 to provide fiscal accountability within the established guidelines.

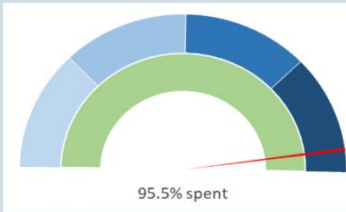
*Note: Effective September 1<sup>st</sup>, 2019, the School District's name was legally changed to "Lethbridge School Division"; however, for the 2018-2019 Audited Financial Statements, Management Discussion and Analysis Report, and other yearend reporting are dated August 31<sup>st</sup>, 2019 and therefore prior to the legal name change.*



Hockey Day – Winter Carnival



**Total Revenues**



**Total Expenditures**

## Overview:

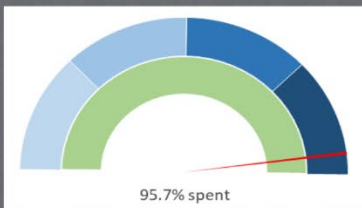
The following is an overview of the yearend reporting on the operations of Lethbridge School District No. 51. This report is the yearend report (up to August 31, 2019).

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

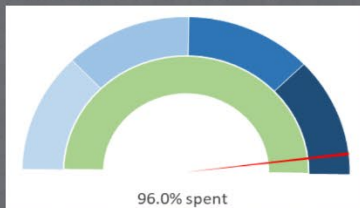
### Instruction - ECS



Budget: \$ 9,315,055  
Year-to-date: \$ 8,918,450 (95.7%)



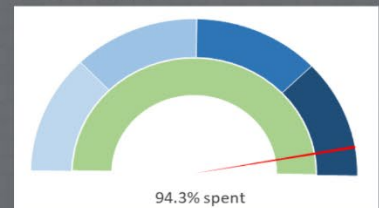
### Instruction - Grade 1 - 12



Budget: \$ 102,517,789  
Year-to-date: \$ 98,383,680 (96.0%)



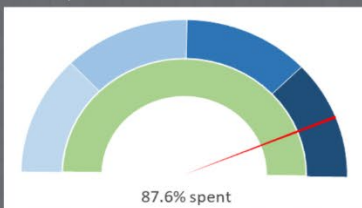
### Plant Operation & Maintenance



Budget: \$ 16,855,261  
Year-to-date: \$ 15,886,139 (94.3%)



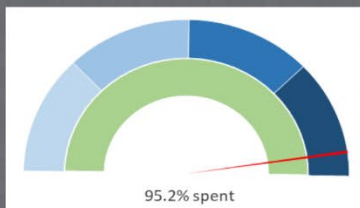
### Transportation



Budget: \$ 2,468,779  
Year-to-date: \$ 2,162,305 (87.6%)



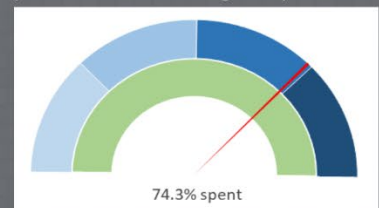
### Board & System Administration



Budget: \$ 4,342,263  
Year-to-date: \$ 4,133,438 (95.2%)



### External Services (International Program)

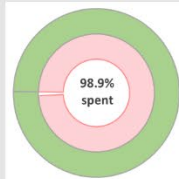


Budget: \$ 575,500  
Year-to-date: \$ 427,619 (74.3%)



## Salaries, Benefits & Professional Development

For all the Departments

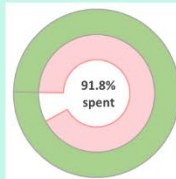


Budget: \$ 103,465,533  
Year-to-date: \$ 102,372,935 (98.9%)



## Contracted Services

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

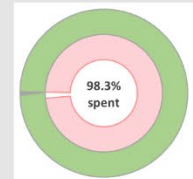


Budget: \$ 7,399,316  
Year-to-date: \$ 6,796,014 (91.8%)



## Other Services

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

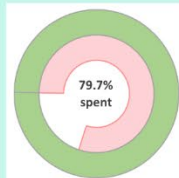


Budget: \$ 2,449,142  
Year-to-date: \$ 2,408,315 (98.3%)



## Supplies

General supplies, Technology, Maintenance, Small Equipment

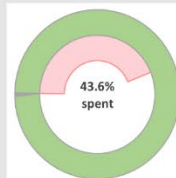


Budget: \$ 6,854,772  
Year-to-date: \$ 5,465,230 (79.7%)



## Other Expenditures

Contingency, Travel, Car Allowances, Renovations

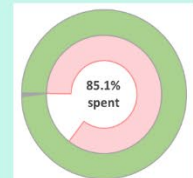


Budget: \$ 1,613,150  
Year-to-date: \$ 704,057 (43.6%)



## Transfers, SGF, & Capital/IMR

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



Budget: \$ 14,292,732  
Year-to-date: \$ 12,165,080 (85.1%)



## TYPES OF EXPENSES

### **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.



As shown in this report, all of the departments have kept their total expenditures within their forecasts. The following is a brief analysis on the types of expenses:

- **Salaries, Benefits & Professional Development** are less than the budget. This is somewhat due to the actual average costs of teachers being slightly less than the budgeted average teaching costs. Some of these savings on the average costs of teaching has been utilized towards updating technology and literacy resources; whereas, the operating budgets have been adjusted accordingly. During the year, a one-time 2% lump sum bonus was provided to CUPE staff and non-union staff.
- **Contracted Services** are overall less than the budget. The contracted transportation services were reduced as the contribution towards capital replacement has been reduced. These contracted services were also reduced as consulting costs were less than budgeted.
- **Other Services** are slightly less than the budget. These reductions in other services include the Poverty Intervention Committee and costs within the International programs.
- **Supplies** are less than the budget. This is mostly due to the reduced costs of general school supplies and that the technology supplies costs include the contribution to the upcoming evergreening cycle (which are transferred at the end of the year to the technology reserve account).
- **Other Expenditures** are significantly less than the budget. This is due to 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.
- **Transfers, SGF, & Capital/IMR** are less than the budget. This mostly relates to the reductions in the SGF expenditures as they are less than projected. The reduced SGF costs also correlates to the reduced SGF revenues (SGF fees are not charged if some of the activities are not done during the year). IMR operating expenditures are also less than the budgeted amount as many of these costs were on IMR capital projects.



## **Financial Position**

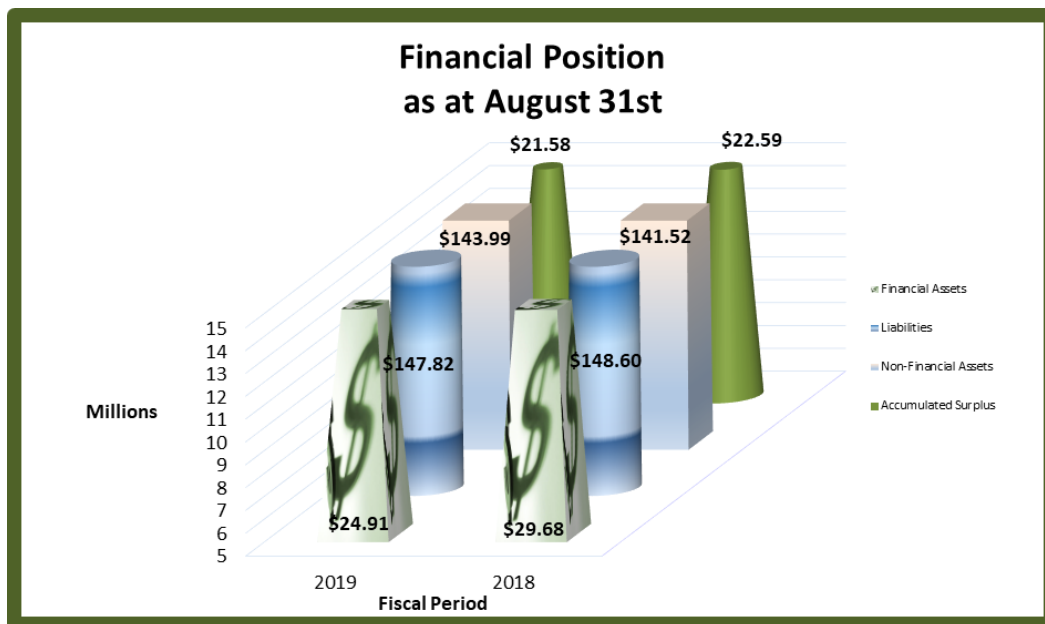
As at August 31, 2019 [Lethbridge School District No. 51](#) has total financial assets of \$24.9 million and liabilities of \$147.3 million for net financial debt of \$122.4 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes \$137.8 million of deferred contributions related to the unamortized portion of supported capital assets (referred to as Expended Deferred Capital Contributions), 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 and other external sources.

Before consideration of Expended Deferred Capital Contributions (EDCC), the District had Net Assets of \$15.4 million. Of this \$15.4 million, \$9.89 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 \$700,200 of unrestricted reserves, \$5.15 million of capital reserves and \$320,000 of endowment funds.

There is \$143.99 million of non-financial assets (tangible capital assets, inventory of supplies, and prepaid expenses) which are represented mostly by supported capital assets of \$137.8 million as explained above, the District's investment in capital assets of \$5.5 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 \$21.58 million. The chart below compares the financial position of August 31<sup>st</sup> with the prior year.



**Lethbridge School District No. 51**  
**STATEMENT OF FINANCIAL POSITION**  
As at August 31st, 2019

	August 31st, 2019	August 31st, 2018
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents	\$18,375,384	\$22,359,330
Accounts receivable (net after allowances)	\$6,445,372	\$7,242,508
Portfolio investments	\$93,469	\$74,540
Other financial assets	\$0	\$0
<b>Total financial assets</b>	<b>\$24,914,225</b>	<b>\$29,676,378</b>
<b>LIABILITIES</b>		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$4,987,853	\$8,565,149
Deferred contributions	\$142,100,297	\$139,816,734
Employee future benefit liabilities	\$230,538	\$217,648
Other liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$0
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
<b>Total liabilities</b>	<b>\$147,318,688</b>	<b>\$148,599,531</b>
<b>Net Financial Assets (Net Debt)</b>	<b>(\$122,404,463)</b>	<b>(\$118,923,153)</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets	\$143,323,320	\$140,911,810
Inventory of supplies	\$184,020	\$158,382
Prepaid expenses	\$481,694	\$446,634
<b>Total non-financial assets</b>	<b>\$143,989,034</b>	<b>\$141,516,826</b>
<b>ACCUMULATED SURPLUS</b>		
Unrestricted surplus	\$700,209	\$757,838
Operating reserves	\$9,893,702	\$10,330,034
<b>Accumulated Surplus from Operations</b>	<b>\$10,593,911</b>	<b>\$11,087,872</b>
Investment in capital assets	\$5,524,153	\$5,917,767
Capital reserves	\$5,146,633	\$5,268,160
Endowments	\$319,874	\$319,874
<b>Total Accumulated Surplus (Deficit)</b>	<b>\$21,584,571</b>	<b>\$22,593,673</b>



**Lethbridge School District No. 51**  
**Notes to the Statement of Financial Position**  
**As at August 31<sup>st</sup>, 2019**

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**FINANCIAL ASSETS:**

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

**Cash and Cash Equivalents**

Cash at August 31<sup>st</sup>, 2019 includes deferred operating contributions, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**

Accounts receivable at August 31<sup>st</sup>, 2019 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 August 31<sup>st</sup>, 2018 are \$24.9 million dollars.**

**Senator Joyce Fairbairn  
Middle School  
Fringe Festival**



**FINANCIAL LIABILITIES:**

**Accounts Payable**

Accounts payable at August 31<sup>st</sup>, 2019 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.

Accounts Payable also includes unearned revenues (with the adoption of accounting standard PS 3430 Restructuring Transactions), including prepaid international fees for the following schools year and externally restricted School Generated Funds, such as student travel group deposits or school activity fees. These unearned revenues are now classified within accounts payable as these types of transactions require that goods and/or services are to be provided in the future by the District to the groups/individuals that directly paid these fees.

### **Deferred Contributions**

Included in Deferred Contributions is Unspent Deferred Capital Contributions (UDCC) and Expended Deferred Capital Contributions (EDCC). See the *Schedule of Deferred Contributions*.

Deferred Contributions, excluding capital contributions noted above, is mainly unspent Infrastructure Maintenance and Renewal (IMR) grant funding and other grant funding requiring eligible expenditures. Contributions are allocated to revenue as funds are expended.

### **Employee Future Benefits**

Consists of benefits earned but not utilized that relate to banked time and accumulated sick time (CUPE 290) that will be utilized in a future period.

**Total financial liabilities at August 31<sup>st</sup>, 2019 are \$147.32 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 \$122.40 million**.

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes \$137.80 million of deferred contributions related to supported capital from the Province of Alberta. These funds are related to the unamortized portion of supported capital assets (Expended Deferred Capital Contributions), 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 August 31, 2019:**

Total Financial Assets	\$ 24.9 Million
Total Liabilities	147.3 Million
<b>Net Financial Assets (Debt)</b>	<b>\$ (122.4) Million</b>
Non-Financial Assets	144.0 Million
<b>Accumulated Surplus</b>	<b>\$ 21.6 Million</b>

Excluding \$137.8  
Million expended  
Deferred Capital

Results Net Asset  
\$15.4 Million

**Before consideration of Expended Deferred Capital Contributions (EDCC), the District had  
Net Assets of \$15.4 million as at August 31<sup>st</sup>, 2019.**



**G.S. Lakie Middle School's  
Build Day**

**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 \$143.32 million as of August 31<sup>st</sup>, 2019.

Capital activity during the period included construction costs associated with the completion of the Senator Joyce Fairbairn Middle School (West Lethbridge), planning and construction costs of the new South East Elementary School, and installation of modular structures at Coalbanks Elementary School and Dr. Gerald Probe Elementary School. Since the beginning of the school year a total of \$8.78 million has been capitalized on these projects, the majority of the capital additions relates to the completion of the Senator Joyce Fairbairn Middle School.



**New South East Lethbridge  
Elementary School**

**Construction progress  
– starting with the foundation**

**Inventory of Supplies**

Inventory of supplies represent the warehouse and caretaking supplies and materials on hand to be used in a subsequent fiscal period.

**Prepaid Expenses**

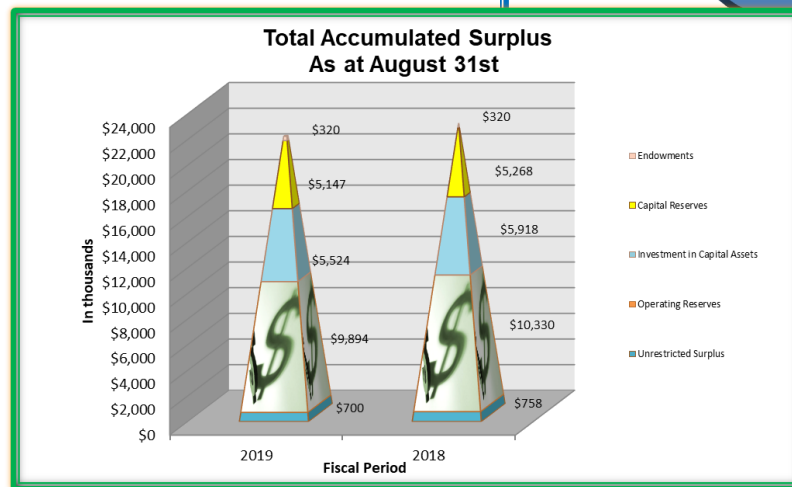
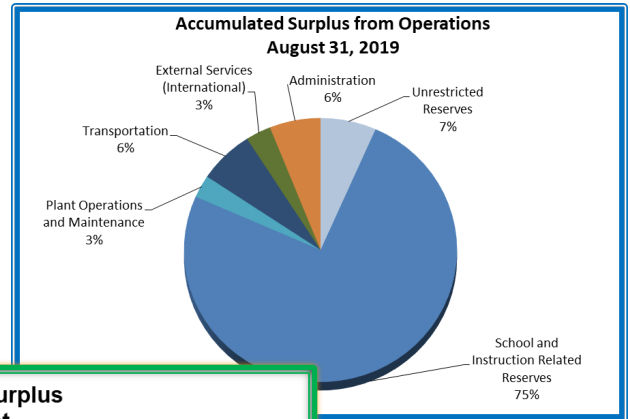
Prepaid expenses represent insurance, licenses, and materials that are for a subsequent fiscal period.

**Total non-financial assets as of August 31<sup>st</sup>, 2019 are \$143.99 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 75% 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 \$21.58 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at August 31<sup>st</sup>, 2019.**

## Operations

### Budget Update as of September 30<sup>th</sup>

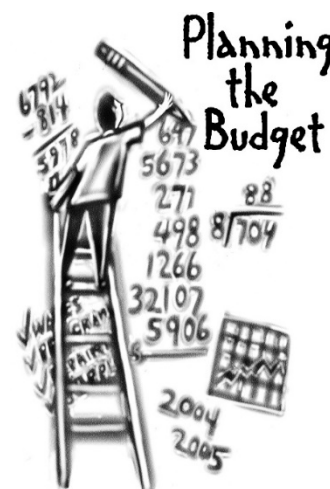
The revised budget for the 2018-2019 school year reflects changes to the district budget as of September 30<sup>th</sup>, 2018, based on the additional information received since the preliminary budget.

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 \$412,117 and the Lease Grant was received for \$509,582; these updates are include in the "September 30<sup>th</sup> operating budget". The operating budget has been updated for the additional tuition and costs of the Thai group within the international program and the budget has been adjusted to accurately reflect the reallocation of average salary savings (actual costs are less then projected) funding towards much needed technology and literacy resources.

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.



<b>Budget Adjustments:</b>	<b>Revenues</b>	<b>Expenses</b>
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	412,117	412,117
Lease Grant Received	509,582	509,582
Society Contribution	20,227	20,227
International Program group	260,000	260,000
Ready-Set-Go Program	60,000	60,000
Average Salary Savings		(986,300)
Technology & Literacy Resources		986,300
<b>Updated Operating Budget</b>	<b>132,075,009</b>	<b>136,074,646</b>
Transfers from Reserves/Capital	4,104,637	105,000
	<b>136,179,646</b>	<b>136,179,646</b>

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

**Lethbridge School District No. 51**  
**STATEMENT OF OPERATIONS**  
**For the year ended August 31st, 2019**

	Budget Information		Actual Results	Variances
	Preliminary Budget 2018-2019 (May 2018)	Updated "September 30th" budget 2018-2019 (Sept 30th 2018)	Actual Year Ended August 31st	% Expended Revised Budget
<b>REVENUES</b>				
Government of Alberta	\$122,816,668	\$123,570,425	\$121,725,881	98.51%
Federal Government and First Nations	\$248,128	\$248,128	\$400,582	161.44%
Fees	\$3,445,891	\$3,765,935	\$1,944,047	51.62%
Other sales and services	\$1,365,581	\$1,288,219	\$1,433,092	111.25%
Investment income	\$193,000	\$193,000	\$413,358	214.18%
Gifts and donations	\$390,000	\$363,000	\$796,801	219.50%
Rental of facilities	\$34,704	\$34,704	\$27,504	79.25%
Fundraising	\$2,461,000	\$2,461,000	\$2,158,853	87.72%
Gains (losses) on disposal of capital assets	\$0	\$0	\$2,411	100.00%
<b>Total Revenues</b>	<b>\$130,954,972</b>	<b>\$131,924,411</b>	<b>\$128,902,529</b>	<b>97.71%</b>
<b>EXPENSES</b>				
Instruction-Early Childhood Services	\$8,678,344	\$9,224,458	\$8,918,450	96.68%
Instruction - Grades 1-12	\$100,363,953	\$102,457,789	\$98,383,680	96.02%
Plant operations and maintenance	\$15,600,064	\$16,855,261	\$15,886,140	94.25%
Transportation	\$2,468,779	\$2,468,779	\$2,162,305	87.59%
Administration	\$4,259,106	\$4,342,263	\$4,133,438	95.19%
External services [International Services]	\$315,500	\$575,500	\$427,619	74.30%
<b>Total Expenses</b>	<b>\$131,685,746</b>	<b>\$135,924,050</b>	<b>\$129,911,632</b>	<b>95.58%</b>
<b>Operating surplus (deficit)</b>	<b>(\$730,774)</b>	<b>(\$3,999,639)</b>	<b>(\$1,009,103)</b>	
Accumulated Surplus from Operations beginning of Year	\$11,087,872	\$11,087,872	\$11,087,872	
Transfers to/from capital reserves, endowments, & capital		\$70,000	\$515,142	
<b>Accumulated operating surplus (deficit) at end of period</b>	<b>\$10,357,098</b>	<b>\$7,158,233</b>	<b>\$10,593,911</b>	
<b>AOS as a % of budgeted expenditures</b> (includes SGF accounts)	<b>7.87%</b>	<b>5.27%</b>	<b>7.79%</b>	



### **About The Statement**

The above statement includes three (3) 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 30<sup>th</sup> enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in BLUE is the actual results for the period.
- The third area highlighted in TAN is the variance area. This area provides information on the percent received/expended as compared to the September 30<sup>th</sup> operating budget and the percent received/ expended as compared to the updated forecast information.

### **OPERATION RESULTS:**

For the year ended August 31<sup>st</sup>, 2019, \$128.90 million of revenues have been recorded which is 97.71% of operating budget. The majority of this reduction relates to Government of Alberta grant revenues and fee revenues:

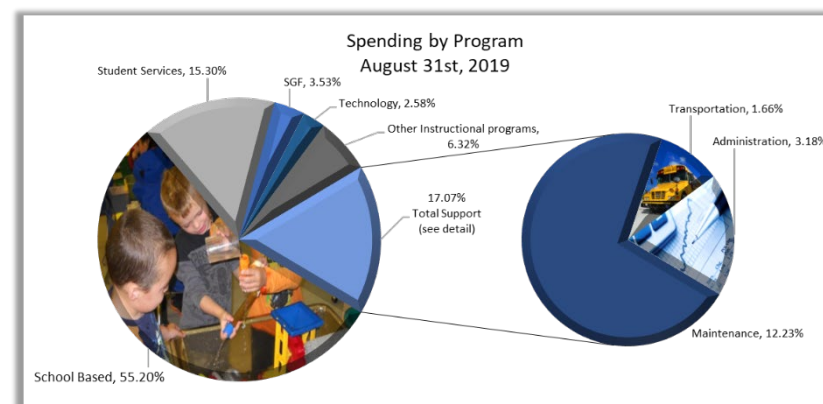
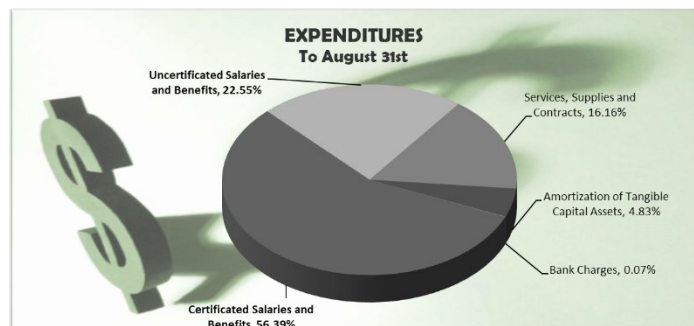
- The reduction in Government of Alberta funding from actual is due to the amount of operating Infrastructure, Maintenance and Renewal (IMR) grant revenues recognized; whereas, many of the 2018/2019 IMR projects were capital projects, including two major HVAC upgrades at two schools.
- The reduction in fee revenues relates to that many of the SGF activities were not completed during the year (i.e. non-curricular travel); therefore, there are no related costs nor fees for these activities not completed during the year (many were budgeted, should they become available).

Expenditures are \$129.91 million as of August 31<sup>st</sup>, 2019 which is 95.58% of the operating budget. 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. The major reductions in expenditures include:

- There was overall savings on actual average costs of teachers being slightly less than the budgeted average teaching costs. As the District's enrolment is continuing to grow, additional teaching staff are added to accommodate the student growth and there has also been retirements of teaching staff from year-to-year. The teachers being hired are typically newer to the profession; therefore, the average teaching costs have been reducing over the past couple years.
- There were a reduction in the amount of SGF activities completed during the year (i.e. non-curricular travel); therefore, there are no related costs nor fees for these activities not completed during the year (many were budgeted, should they become available).
- The operating Infrastructure, Maintenance and Renewal (IMR) expenditures were reduced as many of the IMR costs were capitalized during the year for the related capital projects, including two major HVAC upgrades at two schools.
- The school contingency accounts were not fully utilized. 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.

**Lethbridge School District No. 51**  
**Schedule of Program Operations**  
**For the year ended August 31st, 2019**

	Instruction (ECS)	Instruction (Grades 1-12)	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
<b>REVISED BUDGET 2018-2019 (September 30th)</b>	\$9,224,458	\$102,457,789	\$16,855,261	\$2,468,779	\$4,342,263	\$575,500	\$136,924,050		
<b>EXPENSES</b>									
Certificated salaries and benefits	\$2,907,434	\$69,366,798	\$0	\$0	\$866,562	\$88,708	\$73,229,502	\$78,699,760	93.05%
Non-certificated salaries and benefits	\$5,648,746	\$16,746,483	\$4,516,865	\$86,473	\$2,292,592	\$28,994	\$29,320,153	\$24,858,409	117.95%
<b>SUB - TOTAL</b>	\$8,556,180	\$86,113,281	\$4,516,865	\$86,473	\$3,159,154	\$117,702	\$102,549,656	\$103,558,169	99.03%
Services, contracts and supplies	\$362,270	\$11,369,161	\$6,056,086	\$2,063,111	\$830,993	\$309,917	\$20,991,538	\$27,227,697	77.10%
Amortization of capital assets	\$0	\$810,339	\$5,313,188	\$12,721	\$143,291	\$0	\$6,279,539	\$5,138,184	122.21%
Interest and charges	\$0	\$90,899	\$0	\$0	\$0	\$0	\$90,899	\$0	100.00%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.00%
<b>TOTAL EXPENSES</b>	\$8,918,450	\$98,383,680	\$15,886,139	\$2,162,305	\$4,133,438	\$427,619	\$129,911,631	\$135,924,050	95.58%
<b>Total unexpended funds period to date</b>	\$306,008	\$4,074,109	\$969,122	\$306,474	\$208,825	\$147,881	\$6,012,419	\$135,924,050	4.42%
<b>% Expended of Budget</b>	96.68%	96.02%	94.25%	87.59%	95.19%	74.30%	95.58%		





*Lethbridge School District No. 51*  
**Notes to the Statement of Operations**  
*For the year ended August 31st, 2019*

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**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. 93% of the District's total operating funding. Student enrolment is one of the largest factors in determining the funding. The District has received 98.51% of the operating budget.

The reductions in funding relates to the amount of operating Infrastructure, Maintenance and Renewal (IMR) grant revenues recognized; whereas, many of the 2018/2019 IMR projects were capital projects, including two major HVAC upgrades at two schools.

**Federal Government and First Nations**

Represents amounts billed for tuition for students living on the Kainai reserve. Increases in revenues relates to increased amount of Kainai students attending our schools.

**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. The District has received 51.62% of the operating budget. This reduction relates to that many of the SGF activities were not completed during the year (i.e. non-curricular travel); therefore, there are no related costs nor fees for these activities not completed during the year (many were budgeted, should they become available).

**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.

**Investment Income**

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

**G.S. Lakie Middle  
School's**

**Mulan**



### **Gifts and donations**

Gifts and donations that have been received for school generated activities and donations for the Ready Set Go programs. Increases in donations and gifts relate to some larger donations received at the schools for playground replacements.

### **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 operating budget at August 31st, 2019.**

### **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 for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 96.68% of the total operating budget; whereas, there were staff savings on average costs of educational assistants and that some of the staff were hired mid-year (based on mid-year updates to funding and student needs).

### **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 96.02% of the total operating budget. See the *Schedule of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Chinook High  
School's  
Fiddler on the  
Roof**



### **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 94.25% of the total operating budget. The reductions in these costs mostly relates to the IMR costs that were part of the capital projects (reduced the IMR operating costs). These reductions were partially offset by an increase in wages that relates to a one-time 2% bonus that was provided to the support positions, including CUPE 290 for caretaking and maintenance staff.



**Senator Joyce  
Fairbairn Middle  
School**

**Grand Opening**

### **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 87.59% of the total operating budget; whereas, the District had savings on transportation costs as bus replacement contributions were not required during the year.

### **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 95.19% of the total operating budget. There was a reimplementations of the Division's human resources and payroll software; whereas, these costs were capitalized. There was an increase in wages that relates to a one-time 2% bonus that was provided to the support positions, including the non-union staff.

### **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 74.30% of the total operating budget.

**Overall, expenditures are lower than the budget at August 31st, 2019.**

**Lethbridge School District No. 51**  
**Schedule of Instructional (Grades 1-12) Program Expenditures**  
For the year ended August 31st, 2019

	Budget	Actual Results	Variances
	Updated Budget	Actual Year Ended	% Expended
<u>PROGRAM</u>	2018-2019 (Sept 30th 2018)	August 31st	Updated Budget
School Based Instruction	\$64,628,435	\$62,918,913	97.35%
Inclusive Learning Supports	\$9,311,856	\$8,698,559	93.41%
Shared Instructional Services	\$10,599,511	\$10,874,621	102.60%
School Generated Funds Activities	\$6,129,088	\$4,580,692	74.74%
Technology	\$3,520,150	\$3,352,985	95.25%
Institutional Programs	\$998,278	\$954,831	95.65%
Division of Instructional Services	\$944,609	\$886,686	93.87%
FNMI Programming	\$707,164	\$550,760	77.88%
Counselling Program	\$2,595,395	\$2,584,682	99.59%
Other Instructional Programs	\$3,023,304	\$2,980,953	98.60%
<b>Total Instructional (Grades 1 -12) Program Expenditures</b>	<b>\$102,457,789</b>	<b>\$98,383,680</b>	<b>96.02%</b>

**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 year ended August 31st, 2019*

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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 97.35% of the total operating budget. See the *Schedule of 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 93.41% of the total operating budget. The expenditures were less than budget mostly due to the educational assistants requiring certification and training to meet student needs.

#### **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.

Shared Instructional Services expenditures are at 102.60% of the total operating budget. The increase in shared services mostly relates to a one-time 2% bonus that was provided to the support positions, including CUPE 2843 for educational assistants and other instructional support positions.



**Our  
Superintendent  
reading part of The  
Wishing Tree**

**One District,  
One Book  
project**



### **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 74.74% of the total operating budget. SGF activities are less than budgeted due to a reduction in the amount of activities in the school year. These decreases in expenditure are offset by the decreases in the SGF revenues (no fees are changed if the activity is not done during the year). See the *Schedule of School Generated Funds (SGF)* for details of the each of the schools.

### **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 95.25% of the total operating budget. Unspent technology supplies costs are allocated to the technology evergreening reserve fund.

### **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 95.65% of the total operating budget.

### **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 93.87% of the total operating budget.

### **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 77.88% of the total operating budget. The expenditures are less than forecast as it mostly relates to that many of the FNMI Liaison positions were not able to be filled during the year.



**FNMI – Feather Ceremony and 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 99.59% of the total operating budget.

### **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 98.60% of the total operating budget.

**Overall, instructional (grade 1-12) program expenditures are lower than the budget at August 31<sup>st</sup>, 2019**



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

**Lethbridge School District No. 51**  
**Schedule of School Based Instruction Expenditures**  
For the year ended August 31st, 2019

	Budget	Actual Results	Variances
	Updated Budget	Actual Year Ended	% Expended
	2018-2019 (Sept 30th 2018)	August 31st	Updated Budget
<b>SCHOOL</b>			
<b>High Schools:</b>			
Lethbridge Collegiate Institute	\$4,853,209	\$4,917,211	101.32%
Winston Churchill High School	\$5,059,270	\$4,860,400	96.07%
Chinook High School	\$7,046,494	\$6,382,177	90.57%
Victoria Park High School	\$2,002,133	\$1,856,570	92.73%
Immanuel Christian Secondary School	\$2,019,037	\$1,997,064	98.91%
<b>Middle Schools:</b>			
GS Lakie Middle School	\$2,966,413	\$2,879,735	97.08%
Wilson Middle School	\$4,006,241	\$3,964,183	98.95%
Gilbert Paterson	\$4,034,920	\$4,013,438	99.47%
Lethbridge Christian School	\$1,268,675	\$1,249,155	98.46%
Senator Joyce Fairbairn Middle School	\$2,767,744	\$2,720,700	98.30%
<b>Elementart Schools:</b>			
Senator Buchanan	\$1,894,032	\$1,893,497	99.97%
Immanuel Christian Elementary School	\$1,673,046	\$1,667,425	99.66%
Ecole Agnes Davidson	\$3,207,171	\$3,039,742	94.78%
Fleetwood-Bawden	\$2,187,609	\$2,151,364	98.34%
Galbraith	\$2,696,690	\$2,629,346	97.50%
Lakeview	\$3,141,125	\$3,037,288	96.69%
General Stewart	\$873,973	\$869,673	99.51%
Westminster	\$1,504,036	\$1,483,557	98.64%
Coalbanks Elementary School	\$2,776,087	\$2,811,583	101.28%
Ecole Nicholas Sheran	\$3,267,128	\$3,212,897	98.34%
Park Meadows	\$1,987,444	\$1,962,414	98.74%
Mike Mountain Horse	\$3,136,839	\$3,089,966	98.51%
Dr. Probe Elementary School	\$3,213,929	\$3,184,337	99.08%
Allocation of ECS Teachers included in Schools	(\$2,954,810)	(\$2,954,810)	100.00%
<b>Total School Based Instruction Expenditures</b>	<b>\$64,628,435</b>	<b>\$62,918,913</b>	<b>97.35%</b>



# Lethbridge School District No. 51

## Schedule of School Generated Funds (SGF)

For the year ended August 31st, 2019

SCHOOL	SGF Balances	Actual Results		SGF Balances	Change in SGF
	August 31st	Revenues up to August 31st	Expenses up to August 31st	August 31st	Increase (Decrease)
<b>REVISED BUDGET 2017-2018 (September 30th)</b>	N/A	\$6,129,088	(\$6,129,088)	N/A	N/A
<b>High Schools:</b>					
Lethbridge Collegiate Institute	\$151,208	\$456,958	(\$495,053)	\$113,113	(\$38,095)
Winston Churchill High School	\$289,116	\$721,575	(\$637,585)	\$373,106	\$83,990
Chinook High School	\$236,528	\$850,225	(\$801,827)	\$284,926	\$48,398
Victoria Park High School	\$232,297	\$84,172	(\$67,536)	\$248,934	\$16,636
Immanuel Christian Secondary School	\$65,264	\$307,896	(\$314,074)	\$59,087	(\$6,178)
<b>Middle Schools:</b>					
GS Lakie Middle School	\$255,317	\$232,549	(\$259,237)	\$228,629	(\$26,688)
Wilson Middle School	\$319,457	\$319,937	(\$440,924)	\$198,470	(\$120,987)
Gilbert Paterson	\$125,405	\$560,892	(\$535,956)	\$150,341	\$24,936
Lethbridge Christian School	\$41,162	\$37,425	(\$50,960)	\$27,627	(\$13,535)
Senator Joyce Fairbairn Middle School	\$0	\$142,900	(\$59,332)	\$83,568	\$83,568
<b>Elementary Schools:</b>					
Senator Buchanan	\$27,079	\$50,816	(\$25,864)	\$52,031	\$24,952
Immanuel Christian Elementary School	\$10,074	\$26,567	(\$23,234)	\$13,407	\$3,333
Ecole Agnes Davidson	\$80,814	\$86,900	(\$27,663)	\$140,051	\$59,236
Fleetwood-Bawden	\$17,497	\$35,033	(\$27,204)	\$25,326	\$7,829
Galbraith	\$56,624	\$43,202	(\$36,103)	\$63,723	\$7,099
Lakeview	\$182,764	\$337,407	(\$480,716)	\$39,456	(\$143,308)
General Stewart	\$4,439	\$16,561	(\$17,134)	\$3,866	(\$573)
Westminster	\$85,987	\$25,190	(\$43,273)	\$67,904	(\$18,083)
Coalbanks Elementary School	\$8,131	\$61,435	(\$59,028)	\$10,537	\$2,407
Ecole Nicholas Sheran	\$33,156	\$42,921	(\$25,925)	\$50,152	\$16,996
Park Meadows	\$14,723	\$81,799	(\$42,702)	\$53,821	\$39,097
Mike Mountain Horse	\$39,915	\$35,164	(\$45,390)	\$29,689	(\$10,227)
Dr. Probe Elementary School	\$72,980	\$77,768	(\$63,974)	\$86,774	\$13,793
<b>School Generated Funds</b>	<b>\$2,349,938</b>	<b>\$4,635,291</b>	<b>(\$4,580,692)</b>	<b>\$2,404,537</b>	<b>\$54,599</b>
Total SGF investment accounts (GICs)	\$74,540			\$93,469	\$18,929
<b>Total School Generated Funds</b>	<b>\$2,424,478</b>	<b>\$4,635,291</b>	<b>(\$4,580,692)</b>	<b>\$2,498,006</b>	<b>\$73,528</b>
<b>% Expended of Budget</b>		75.63%	74.74%		

## *Lethbridge School District No. 51*

### **Appendices**

*For the year ended August 31st, 2019*

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The Appendices include charts and graphs for the revenues and expenditures at August 31<sup>st</sup>, 2019. 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.

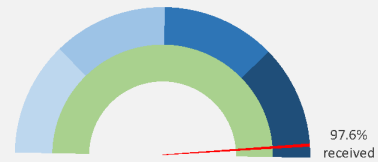


## Lethbridge School Division Summary of Revenues Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

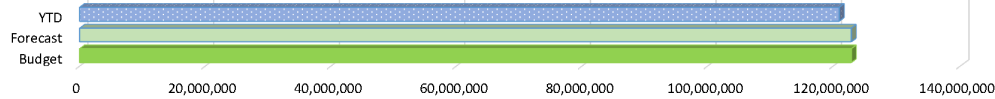
	Budget	Forecast	YTD	Variance	YTD %
Alberta Education	122,862,655	122,862,655	120,947,094	1,915,561	98.4%
Government of Alberta	798,367	798,367	778,787	19,580	97.5%
Federal & First Nations	248,128	248,128	400,582	(152,454)	161.4%
Fees	3,419,807	3,765,935	1,944,047	1,821,888	56.8%
Other Sales & Services	1,634,347	1,288,219	1,433,092	(144,873)	87.7%
Investment Income	193,000	193,000	413,358	(220,358)	214.2%
Gifts & Donations	423,000	423,000	796,801	(373,801)	188.4%
Rental of Facilities	34,704	34,704	27,504	7,200	79.3%
Fundraising	2,461,000	2,461,000	2,158,853	302,147	87.7%
Gain on Disposal	0	0	2,411	(2,411)	N/A
	<b>132,075,009</b>	<b>132,075,008</b>	<b>128,902,529</b>	<b>3,172,480</b>	<b>97.6%</b>

**Total Revenue Tachometer:**

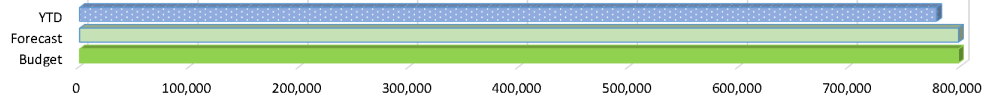


Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

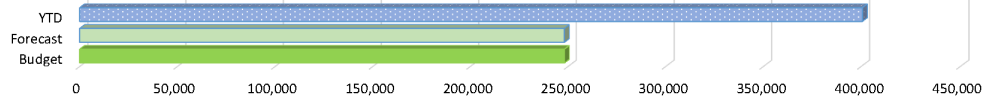
### Alberta Education



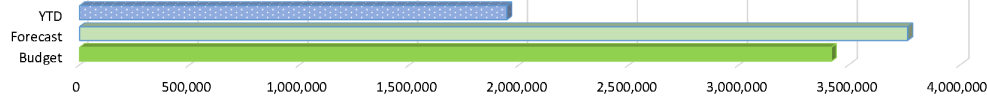
### Government of Alberta



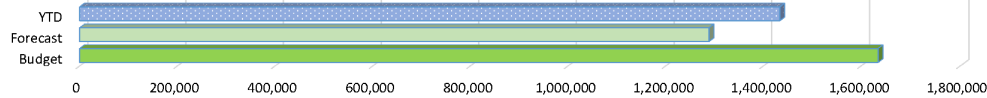
### Federal & First Nations



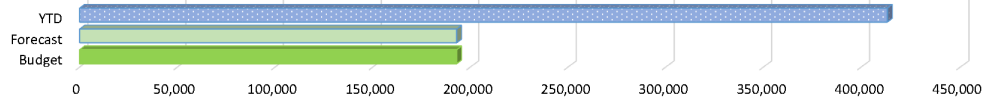
### Fees



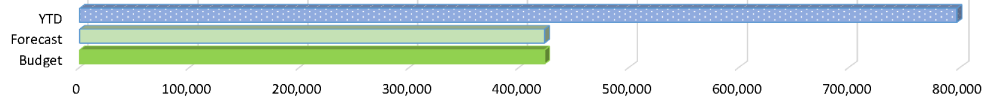
### Other Sales & Services



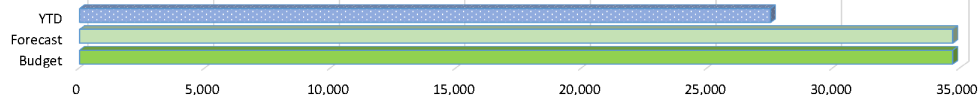
### Investment Income



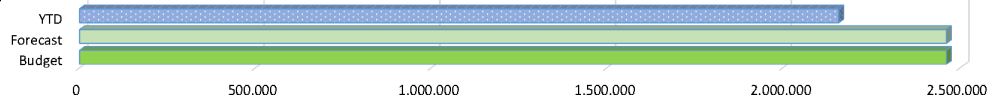
### Gifts & Donations



### Rental of Facilities



### Fundraising





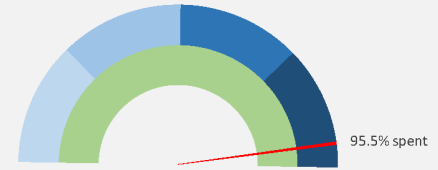
## Lethbridge School Division Summary of Expenses Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	82,664,366	82,664,366	82,047,496	616,870	99.3%
Benefits	19,972,154	19,972,154	19,651,216	320,939	98.4%
Professional Development	829,013	829,013	674,223	154,790	81.3%
Contracted Services	7,399,316	7,399,316	6,796,014	603,303	91.8%
Other Services	2,459,142	2,459,142	2,408,314	50,828	97.9%
Supplies	6,854,772	6,854,772	5,465,230	1,389,542	79.7%
Other Expenditures	1,603,150	1,603,150	704,058	899,092	43.9%
Capital, Transfer & Projects	14,292,732	14,292,732	12,165,080	2,127,652	85.1%
	136,074,646	136,074,646	129,911,631	6,163,015	95.5%
	100.0%				

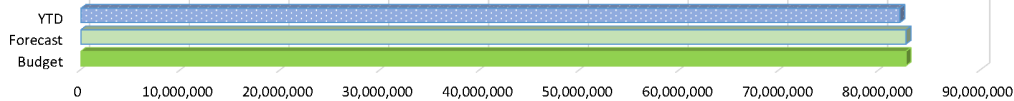
The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

### Total Expense Tachometer:

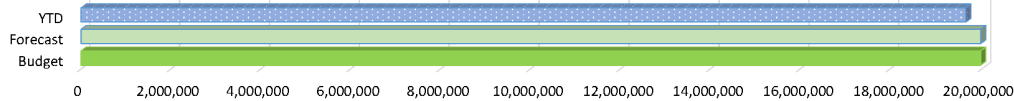


Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

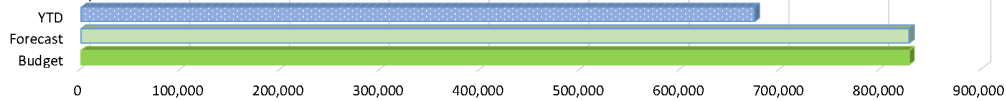
### Salaries



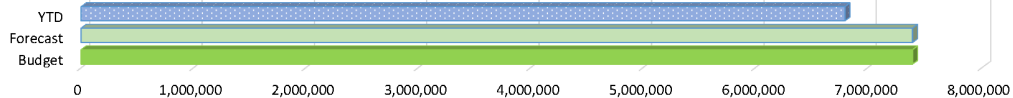
### Benefits



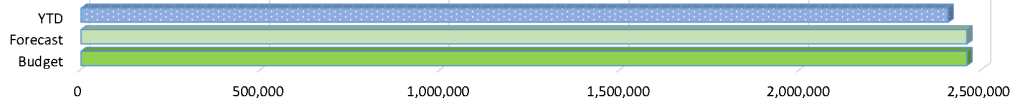
### Professional Development



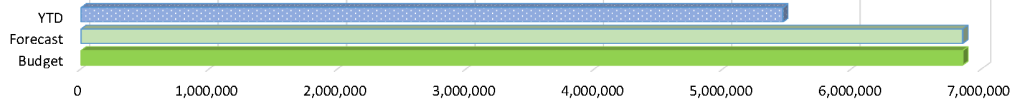
### Contracted Services



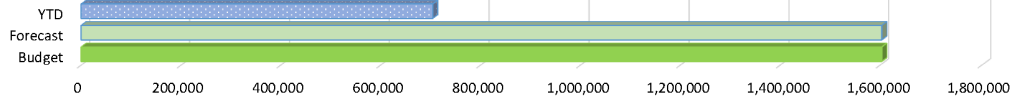
### Other Services



### Supplies



### Other Expenditures



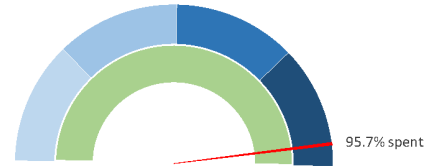


# Instruction - ECS Summary Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

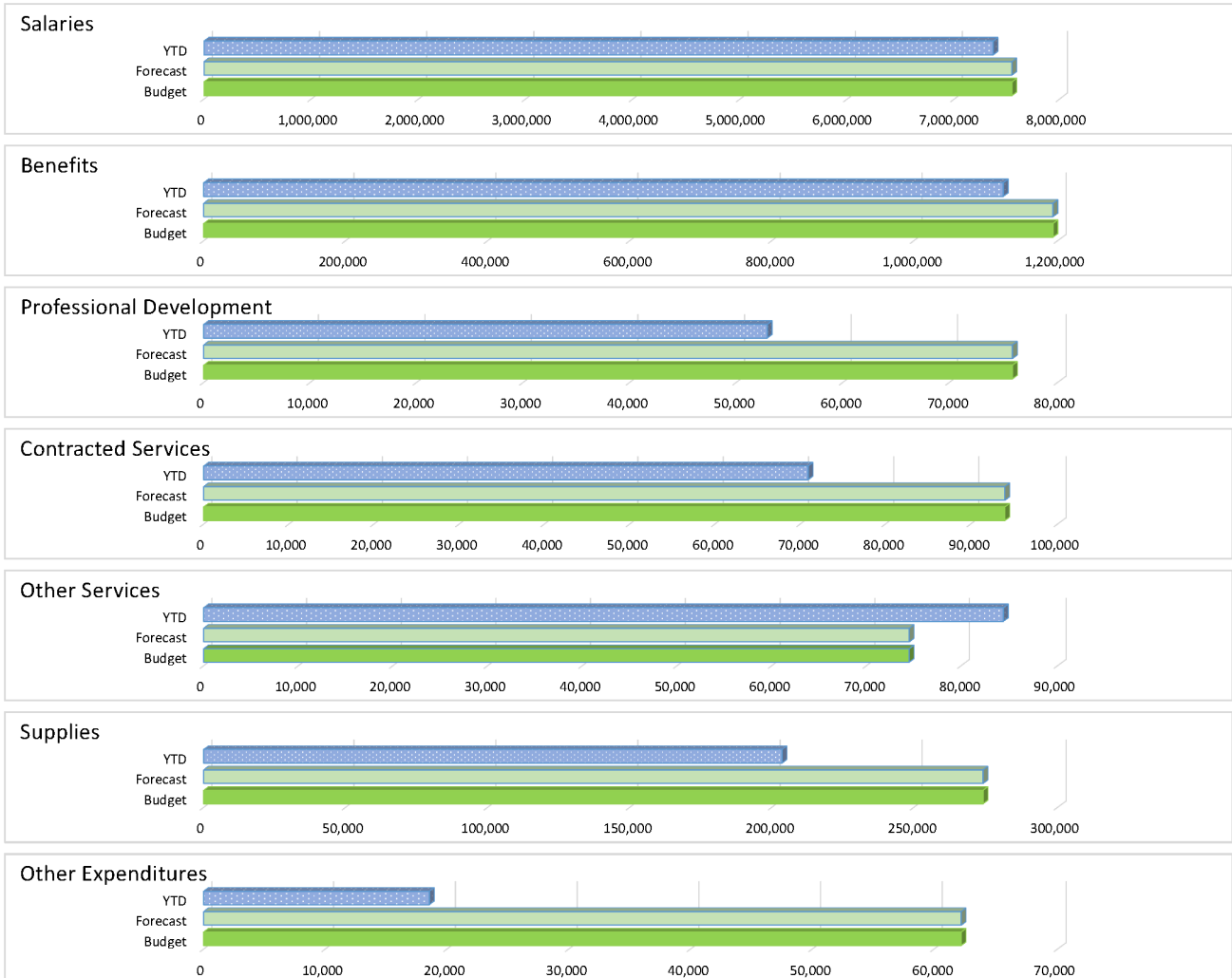
	Budget	Forecast	YTD	Variance	YTD %
Salaries	7,540,940	7,540,940	7,362,720	178,220	97.6%
Benefits	1,193,266	1,193,266	1,125,400	67,866	94.3%
Professional Development	75,864	75,864	52,892	22,972	69.7%
Contracted Services	93,973	93,973	70,917	23,056	75.5%
Other Services	74,500	74,500	84,411	(9,911)	113.3%
Supplies	274,294	274,294	203,576	70,718	74.2%
Other Expenditures	62,217	62,217	18,533	43,684	29.8%
Capital, Transfer & Projects	0	0	0	0	0.0%
	9,315,055	9,315,055	8,918,450	396,605	95.7%

Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.



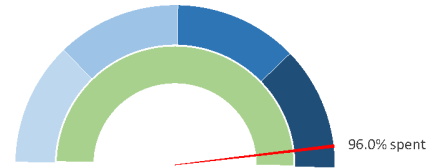


# **Instruction - Grades 1-12** **Summary** **Yearend Reporting - August 31st, 2019**

Financial Data as at October 20th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	68,866,460	68,866,460	68,404,615	461,845	99.3%
Benefits	17,183,194	17,183,194	17,043,193	140,001	99.2%
Professional Development	688,096	688,096	561,736	126,360	81.6%
Contracted Services	1,198,803	1,198,803	1,060,934	137,869	88.5%
Other Services	724,152	724,152	677,174	46,978	93.5%
Supplies	6,042,328	6,042,328	4,618,841	1,423,487	76.4%
Other Expenditures	1,325,004	1,325,004	578,721	746,283	43.7%
Capital, Transfer & Projects	6,489,752	6,489,752	5,438,467	1,051,285	83.8%
	<b>102,517,789</b>	<b>102,517,789</b>	<b>98,383,680</b>	<b>4,134,109</b>	<b>96.0%</b>

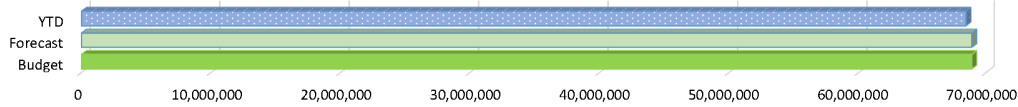
**Total Expense Tachometer:**



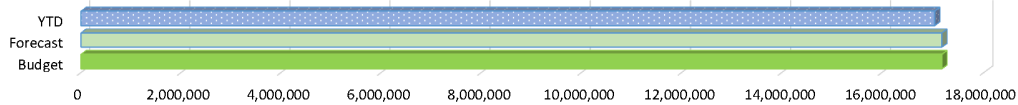
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

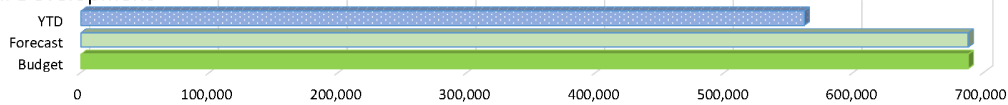
## **Salaries**



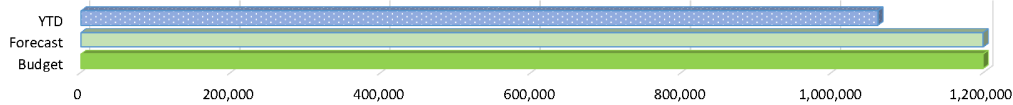
## **Benefits**



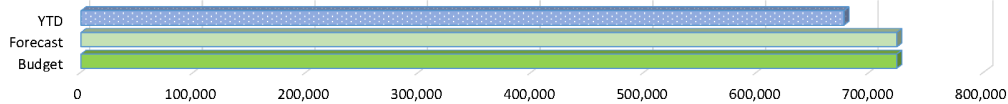
## **Professional Development**



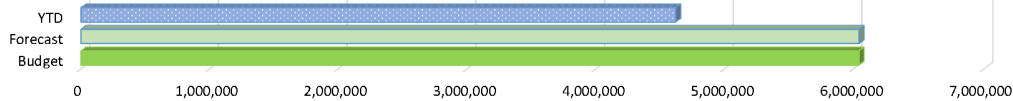
## **Contracted Services**



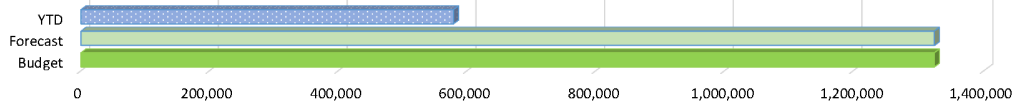
## **Other Services**



## **Supplies**



## **Other Expenditures**



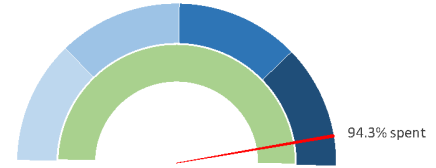


## Plant Operations and Maintenance Summary Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

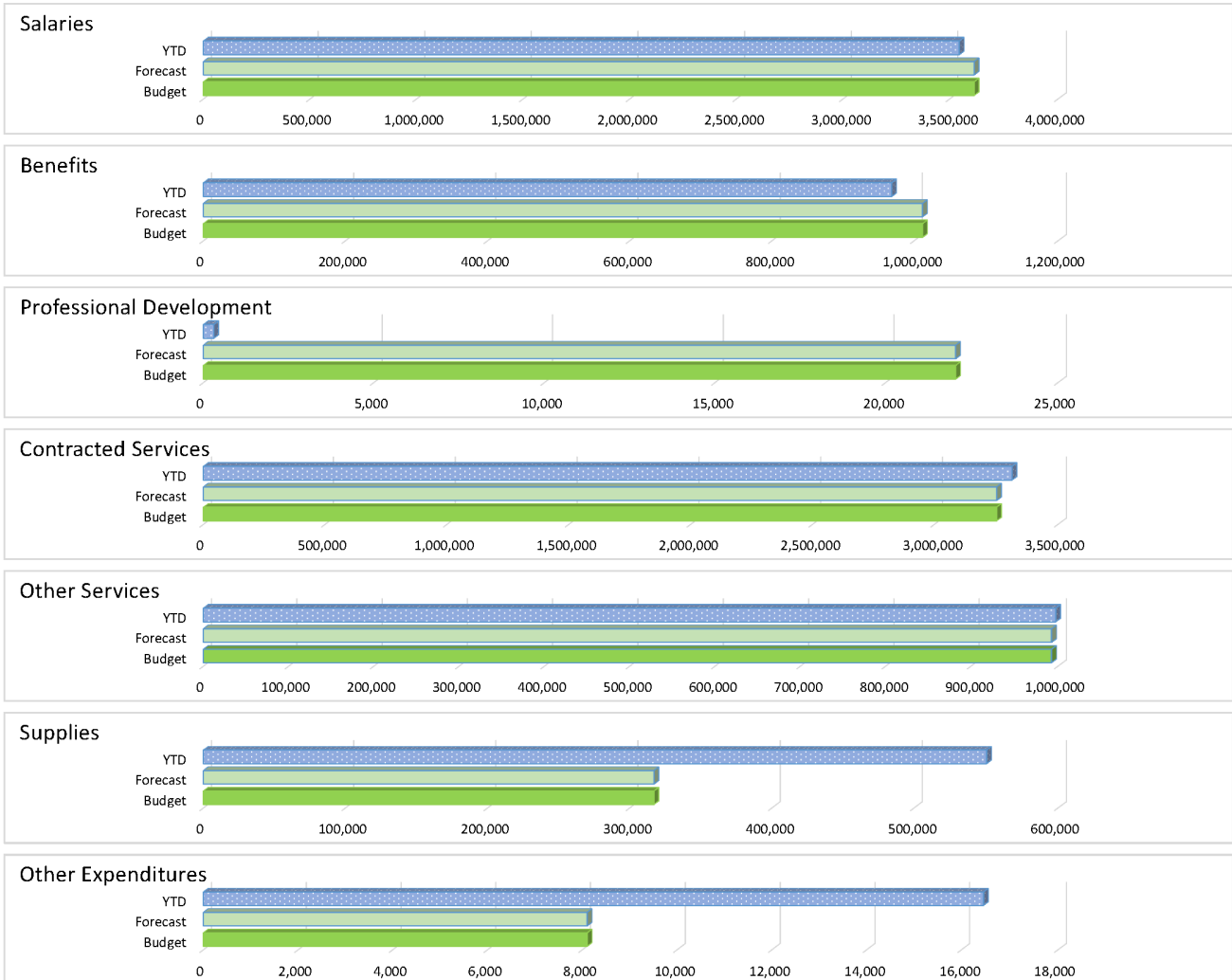
	Budget	Forecast	YTD	Variance	YTD %
Salaries	3,614,231	3,614,231	3,544,869	69,362	98.1%
Benefits	1,011,825	1,011,825	968,454	43,371	95.7%
Professional Development	22,050	22,050	302	21,748	1.4%
Contracted Services	3,254,489	3,254,489	3,316,267	(61,778)	101.9%
Other Services	992,532	992,532	997,207	(4,675)	100.5%
Supplies	316,933	316,933	550,978	(234,045)	173.8%
Other Expenditures	8,100	8,100	16,461	(8,361)	203.2%
Capital, Transfer & Projects	7,635,101	7,635,101	6,491,601	1,143,500	85.0%
	16,855,261	16,855,261	15,886,139	969,122	94.3%

**Total Expense Tachometer:**



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.



*\*The Plant Operation and Maintenance year-to-date (YTD) salaries are reduced by \$99,094 of internal wages (as at August 31st, 2019) that were capitalized as part of the one-time funding for capital projects and modular installation (costs reallocated to capital projects).*

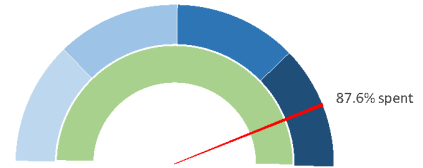


# **Transportation Summary** **Yearend Reporting - August 31st, 2019**

Financial Data as at October 20th, 2019

	Budget	Forecast	YTD	Variance	YTD %
Salaries	67,500	67,500	68,151	(651)	101.0%
Benefits	19,913	19,913	12,088	7,825	60.7%
Professional Development	10,000	10,000	6,234	3,766	62.3%
Contracted Services	2,306,766	2,306,766	2,005,481	301,285	86.9%
Other Services	0	0	82	(82)	N/A
Supplies	10,000	10,000	1,994	8,006	19.9%
Other Expenditures	2,000	2,000	2,955	(955)	147.7%
Capital, Transfer & Projects	52,600	52,600	65,321	(12,721)	124.2%
	<b>2,468,779</b>	<b>2,468,779</b>	<b>2,162,305</b>	<b>306,474</b>	<b>87.6%</b>

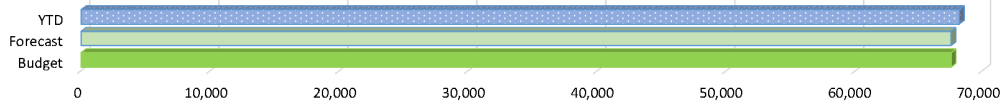
**Total Expense Tachometer:**



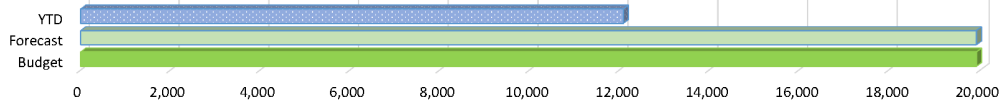
Year-to-date (YTD)  
compared to budget  
and forecast, including  
% of budget indicator

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

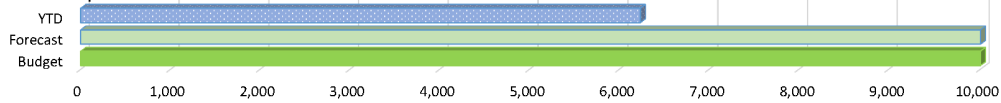
## **Salaries**



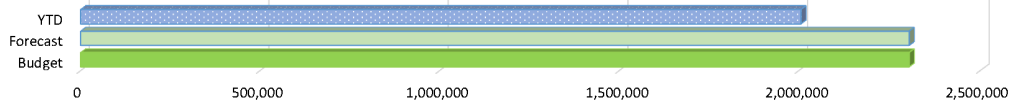
## **Benefits**



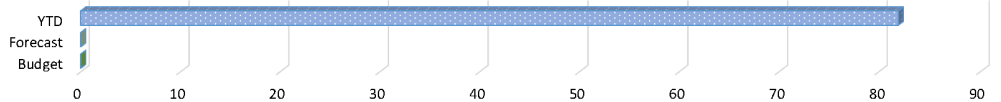
## **Professional Development**



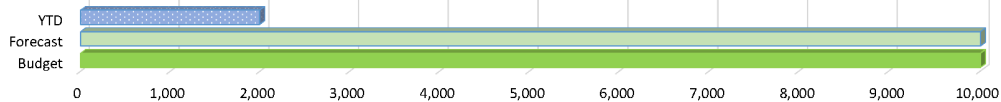
## **Contracted Services**



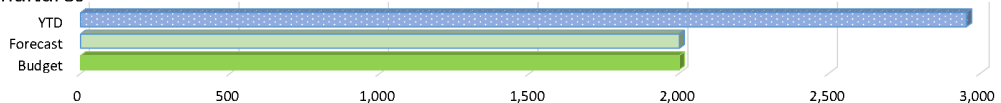
## **Other Services**



## **Supplies**



## **Other Expenditures**







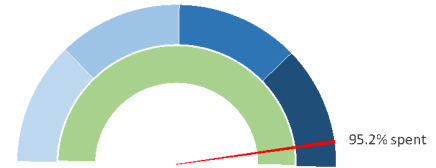
## Board & System Administration Summary Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

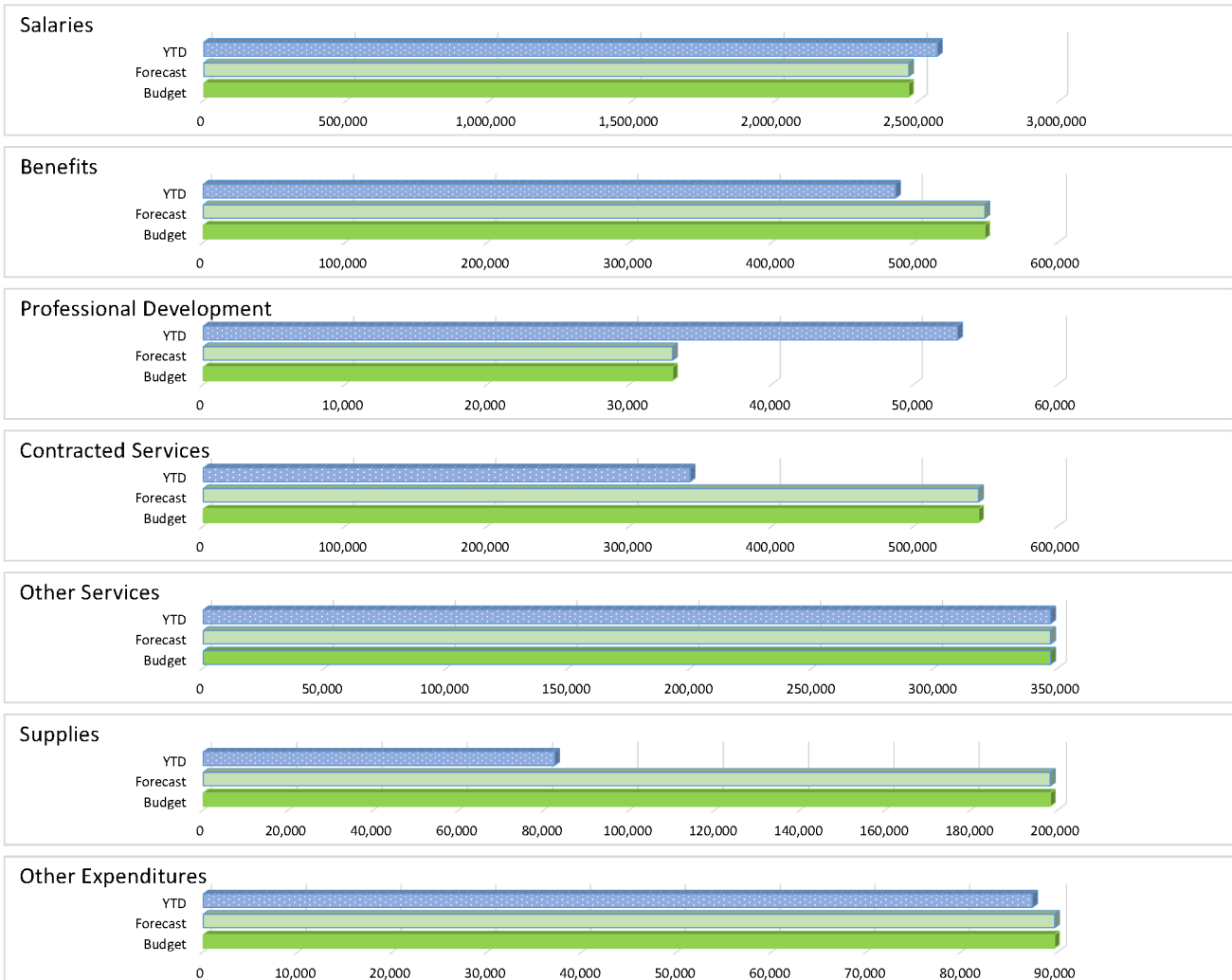
	Budget	Forecast	YTD	Variance	YTD %
Salaries	2,464,155	2,464,155	2,564,550	(100,395)	104.1%
Benefits	549,654	549,654	486,970	62,683	88.6%
Professional Development	33,003	33,003	53,060	(20,057)	160.8%
Contracted Services	545,285	545,285	342,414	202,871	62.8%
Other Services	347,008	347,008	346,998	10	100.0%
Supplies	198,239	198,239	82,367	115,872	41.5%
Other Expenditures	89,640	89,640	87,389	2,251	97.5%
Capital, Transfer & Projects	115,279	115,279	169,691	(54,412)	147.2%
	4,342,263	4,342,263	4,133,438	208,824	95.2%
					100.0%

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

**Total Expense Tachometer:**



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





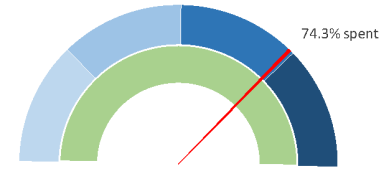
## External Services Summary Yearend Reporting - August 31st, 2019

Financial Data as at October 20th, 2019

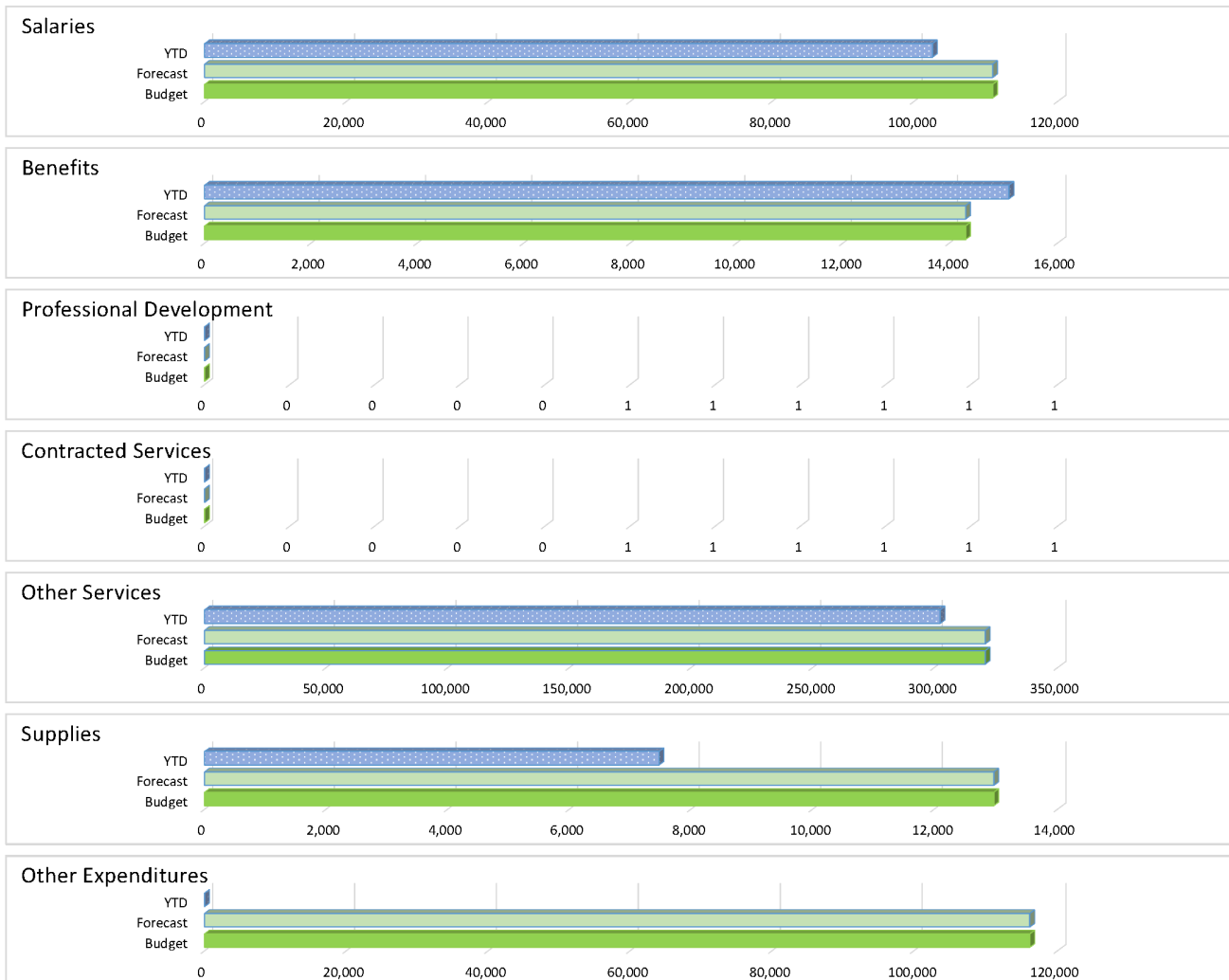
	Budget	Forecast	YTD	Variance	YTD %
Salaries	111,080	111,080	102,592	8,488	92.4%
Benefits	14,303	14,303	15,110	(808)	105.6%
Professional Development	0	0	0	0	0.0%
Contracted Services	0	0	0	0	0.0%
Other Services	320,950	320,950	302,442	18,508	94.2%
Supplies	12,978	12,978	7,474	5,504	57.6%
Other Expenditures	116,189	116,189	0	116,189	0.0%
Capital, Transfer & Projects	0	0	0	0	0.0%
	575,500	575,500	427,619	147,881	74.3%
	100.0%				

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

**Total Expense Tachometer:**



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



*\*Other Services includes the international homestay and recruitment costs.*



# **Financial Health Indicators Report**

**For the year ended August 31, 2019**

**November 2019**

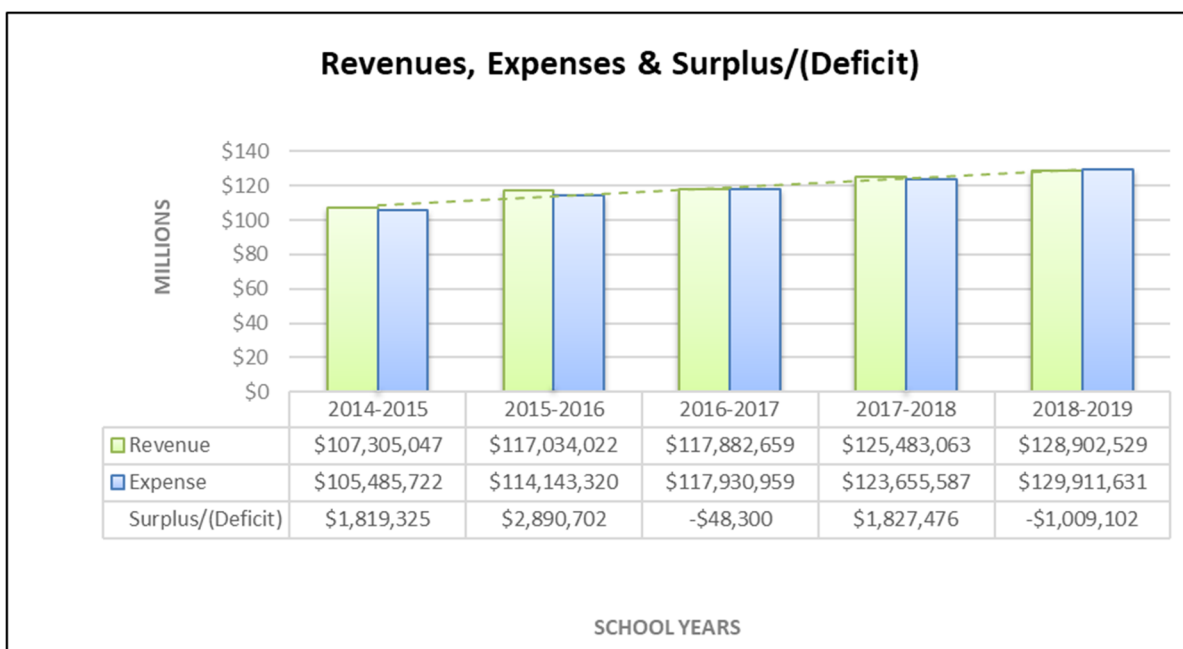
Prepared by the Department of Business Affairs

# ***Lethbridge School District No. 51***

## **Indicators of Financial Health**

This document captures the financial health indicators for [Lethbridge School District No. 51](#). This report includes comparisons of [Lethbridge School District No. 51](#) with other school jurisdictions that have full time equivalent (FTE) student enrolment of comparable size or a comparison of the average of all school jurisdictions for the periods 2014-2015 to 2017-2018 with only the District's data available for the 2018-2019 school year.

### **Revenues, Expenses and Operating Surplus**

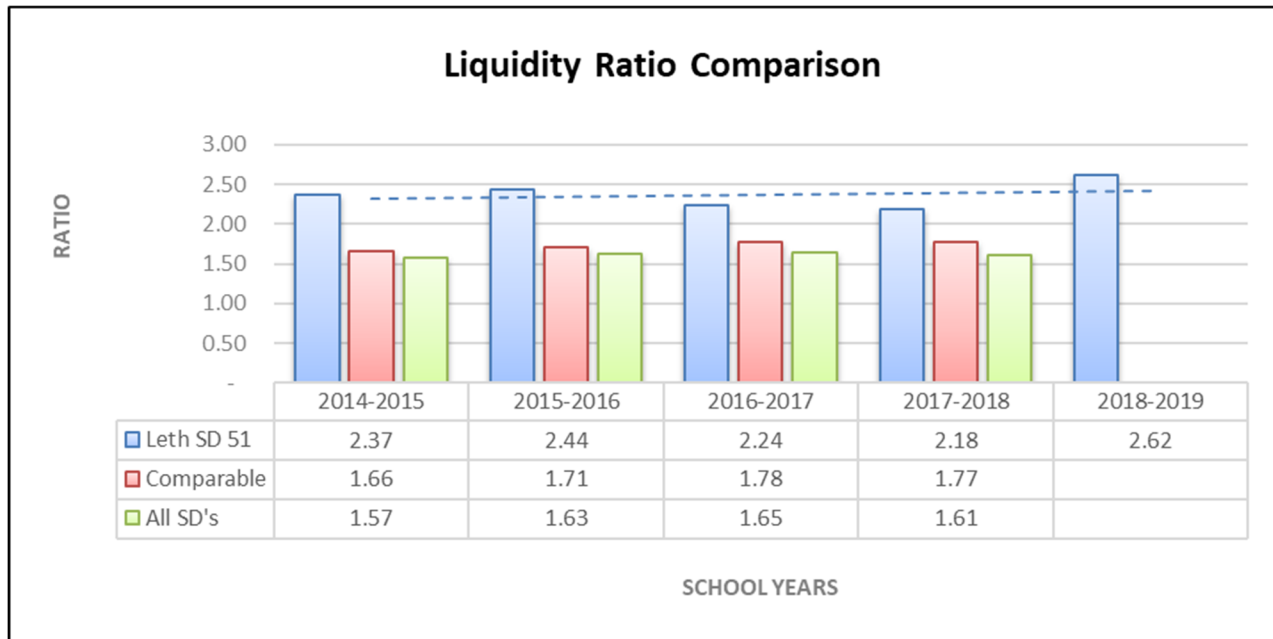


This chart shows [Lethbridge School District No. 51's](#) operating revenues, expenses and net operating surplus (deficit) over a five-year period. This chart demonstrates that there is an upward trend in revenues and expenditures; however, there is fluctuation in surplus over the five-year period. In 2015-2016 Immanuel Christian Elementary and High Schools joined the District which significantly increased both revenues and expenditures. Revenues are impacted by enrolment and grant rate increases; while expenditures are primarily impacted by staffing decisions.

In 2014-2015 and 2015-2016 the surplus is higher than in the previous year as there were unanticipated grant funds received, funds set aside for technology replacement in the future, and reduced staffing costs due to beginning teachers hired throughout the school year. In 2016-2017, the District budgeted a deficit to utilize some of the operating reserves (actual deficit was less than planned). In 2017-2018, the surplus increased to levels similar to 2014/2015 & 2015/2016; whereas, there was reduced staffing costs due to beginning teachers hired during the year and funds set aside for technology replacement in the future. In 2018-2019, the District budgeted a deficit to utilize some of the operating reserves (actual deficit was less than planned). The average yearly surplus over the five-year period is \$1.0 million, which would equal 0.84% of operating expenditures.

## Liquidity

Liquidity is measured by taking Financial Assets, less Liabilities that have been reduced by Expended Deferred Capital Contributions (EDCC). A liquidity ratio of greater than one is desirable. This means that the District has the ability to pay current liabilities as they are due. A liquidity ratio of less than one indicates that the District will have to borrow to meet short term obligations. Liquidity = flexibility. A higher liquidity ratio means that the District has the ability to better respond to rapidly changing circumstances.

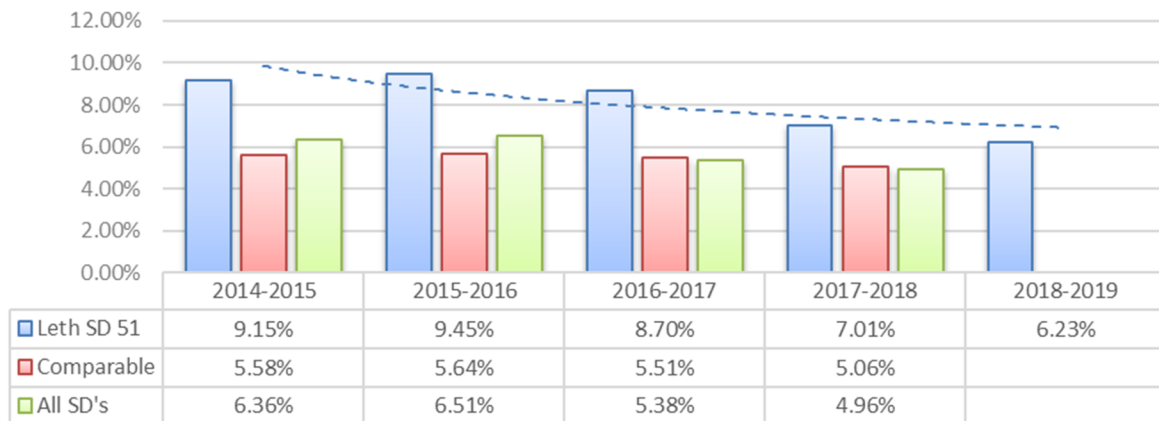


The chart above shows that the District has a liquidity ratio greater than one. The District's liquidity has remained relatively consistent over the last five fiscal years (2014-2015 to 2018-2019) with an average of 2.37. The majority of the District's Financial Assets are comprised of cash and cash equivalents (representing approx. 74%); therefore, further increasing the liquidity of the District.

## Accumulated Surplus from Operations Compared to Expenditures

Accumulated Surplus from Operations (ASO), which is the District's savings, is compared to expenditures to determine the District's ability to react to emergent situations and the ability to fund special initiatives. Alberta Education considers a district's financial health to be a concern if ASO is less than 1%. If an ASO is higher than 5% there could be a reason, such as one time funding received late in the year that will be used in a following year, or long term savings for the replacement of technology through evergreening.

### Adjusted Accumulated Surplus from Operations (ASO) as compared to Expenditures



The chart above shows the five-year comparison of the “Adjusted” Accumulated Surplus from Operations as compared to Expenditures of Lethbridge SD 51, comparable, and all other School Districts in the province. “Adjusted” Accumulated Surplus from Operations is the Accumulated Surplus from Operations less School Generated Funds that are now included in Surplus.

The District has had an adjusted ASO between 6.23% and 9.45% in the last five years. Adjusted ASO increased from 2014-2015 and 2015-2016 due to unexpended funds during the year. In 2016-2017, the ASO decreased as there was an increase in expenditures and there was a decrease in the “Adjusted” Accumulated Surplus from Operations as these reserves were used to fund literacy initiatives at elementary schools and middle school, high school completion, assist students requiring specialized supports, and funds provided to support curriculum, new programming and new school startup costs, technology evergreening and improvement of Wi-Fi access in the District.

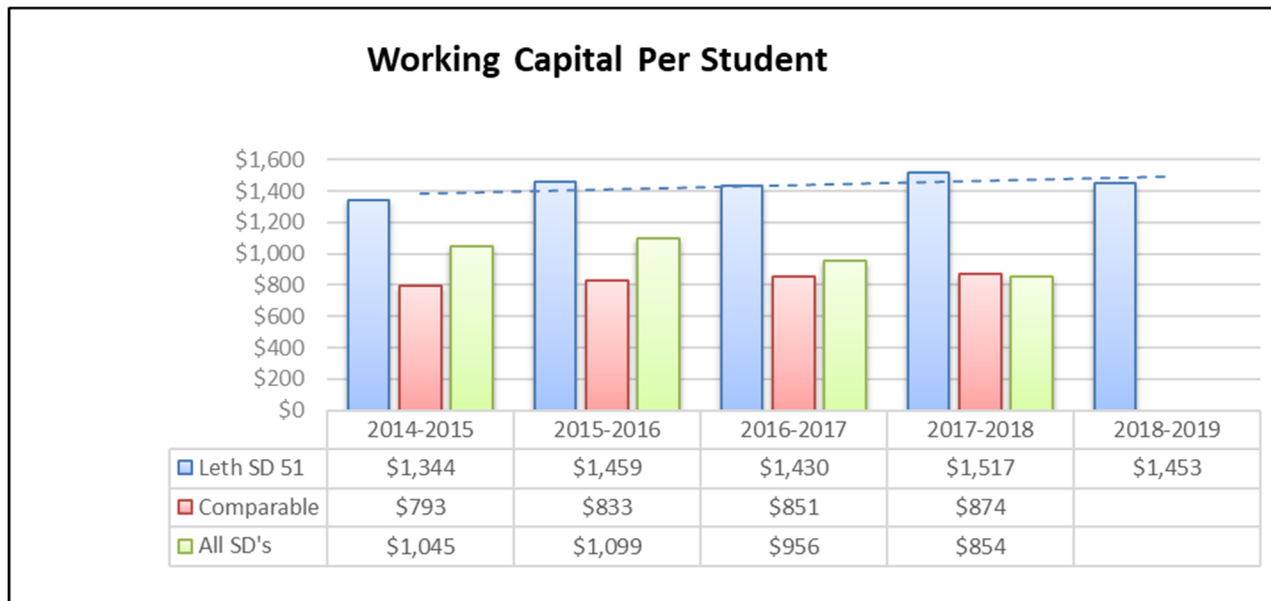
In 2017-2018, the adjusted ASO decreased significantly as the technology evergreening funds were reallocated from operating reserves to capital reserves; whereas, these technology evergreening projects are to be capitalized in future years.

In 2018-2019, the adjusted ASO continued to be decreased, as there was a planned increase in expenditures for new school startup costs, reimplementation of human resources/payroll software, and other District initiatives.

The District is considered to be in good financial health even with the decreased over the past couple years and is currently higher than comparable districts in prior years. Prudent future use of these unexpended one-time funds will help to smooth staffing cost fluctuations in the next few years and assist in sheltering the impact on the classroom and district operations from unexpended changes in the provincial fiscal climate. The District is planning on utilizing some additional operating reserves in 2019/2020 to assist with the unplanned elimination of specific Provincial funding (class-size funding, fee reduction grant funding); whereas, the Provincial budget was released after the 2019/2020 school year started, staff were hired, and classes were determined.

## Working Capital per Student

Working capital is the amount of money available after discharging all the District's liabilities. Working capital allows the District to meet emergent needs and new initiatives. Working capital is compared to student enrolment to determine the amount of funds available per student that could be spent in the future.



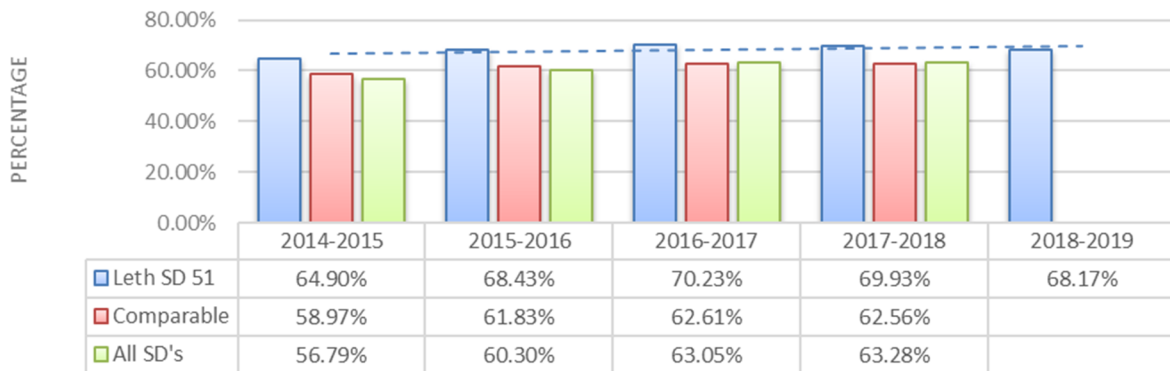
The chart above shows working capital per student over a five-year period. [Lethbridge School District No. 51](#) has ranged from \$1,344 to \$1,517 working capital per student; whereas, the working capital remained relatively consistent from year-to-year. The District has maintained a strong working capital, which has allowed the District to meet emergent needs and to provide new initiatives as the District continues to grow.

## Capital Assets – Net Book Value Compared to Historical Cost

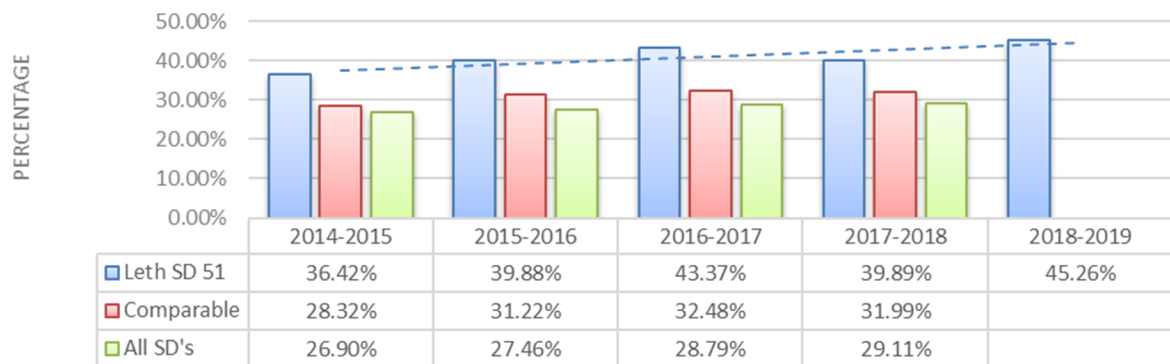
School District's build new school facilities and purchase vehicles and equipment. The cost of these items, when built or purchased, is called the historical cost. These capital assets are depreciated (amortized) over their useful lives. For example, a maintenance truck purchased is considered to have a useful life of five years; therefore the value will be amortized over a five-year period. It is expected that a vehicle will likely have to be replaced after five years (although it may still remain in service for another five years).

The percentage of Net Value to Historical Cost illustrates how new a district's assets are. A relatively high % indicates newer assets, whereas a lower % indicates older assets. The concern with a low ratio is that capital assets may not be replaced on a regular basis, which may be an indication of potential health and safety issues, or a significant cost in the future to replace capital assets.

### Capital Asset Net Book Value (NBV) to Cost Schools and Other Buildings



### Capital Asset Net Book Value (NBV) to Cost Equipment and Vehicles



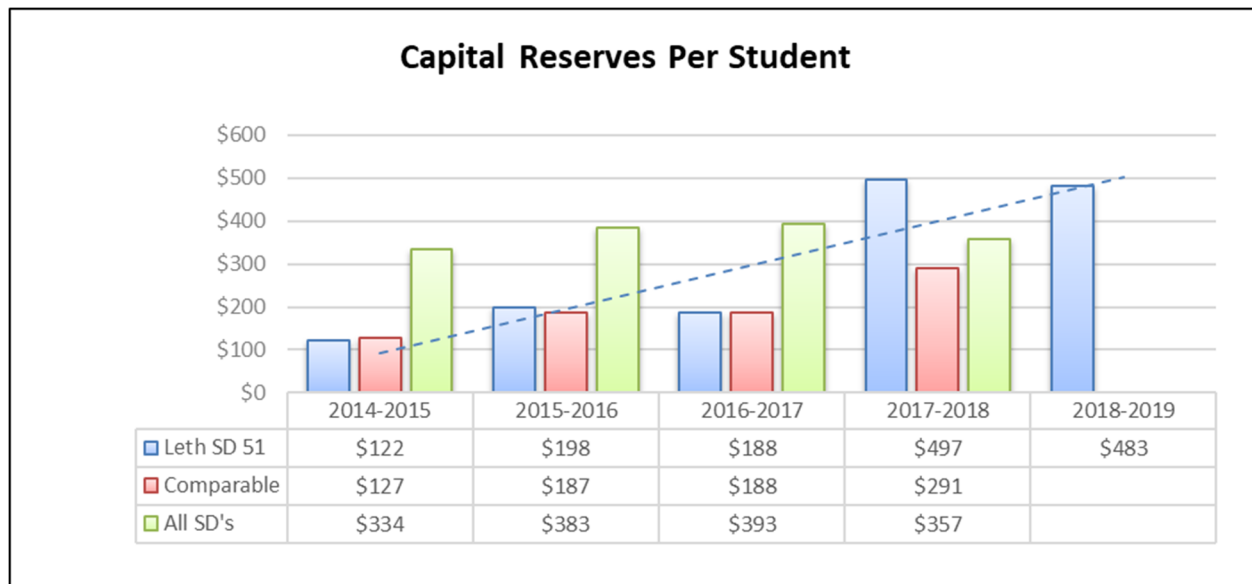
Over the five-year period, the District's percentage of Net Book Value to cost for schools and other buildings and vehicles and equipment has fluctuated, however has been higher than the average of all school districts and comparable FTE student districts. This means that [Lethbridge School District No. 51](#) has newer buildings, equipment and vehicles.

In relation to Schools and Other Buildings, the increases over the last couple of years correlate to the construction of the new school sites (Coalbanks Elementary School and Senator Joyce Fairbairn Middle School) and the modernization of Wilson Middle School. These new schools also has had increases in equipment as new equipment has been acquired for these new sites.



## Capital Reserves per student

Districts put money into capital reserves for the future replacement of capital assets. Capital Reserves per student indicates the amount of capital reserves on a per student basis.



Although [Lethbridge School District No. 51](#) has historically been less capital reserves per student, the District has had newer assets as compared to other school districts. In 2017-2018, capital reserves increased significantly with the technology evergreening funds being moved from operating to capital reserves. These technology evergreening funds are higher at the end of 2017-2018 as there has been saving for a couple years for the upcoming evergreening phases (large Secondary School phase to be done in 2019/2020)

It is important to compare both the Capital Reserves per student and Net Book Value compared to Historical Costs financial health indicators related to capital. There would be a concern if the Net Book Value to Cost percentage was very low and capital reserves were low. This would indicate capital assets are very old and in need of replacement, with no capital funds to replace the assets if necessary. Also, accumulated surplus may be required for the future replacement of assets. Since [Lethbridge School District No. 51](#) has newer assets, the lower amount of capital reserves per student is not a significant concern.

## Overall Financial Health

Overall, [Lethbridge School District No. 51](#) has a strong financial health; whereas, the District seems to be in a strong financial position when in comparison to many of the other comparable Districts and to Districts throughout the Province. This is shown throughout this report, including liquidity, accumulated surplus, working capital, and in its tangible capital assets. This strong financial health can be contributed to sound financial management, planning, and governance.

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: 2019-20 Budget Update**

**Background**

Included with this memo is a Budget update for the 2019-20 school year based on September 30<sup>th</sup> enrolment numbers. Director of Finance Mark DeBoer will attend the meeting to review the update and respond to any questions the Trustees may have.

**Recommendation:**

It is recommended that the Board approve the Budget Update for the 2019-20 fiscal year.

Respectfully submitted,  
Christine Lee

# Lethbridge School Division



G.S. Lakie Middle School  
Mulan production

## 2019-2020 Operating Budget



Prepared by the Division of Business Affairs  
433, 15<sup>th</sup> Street South  
Lethbridge, Alberta, Canada T1J 2Z4

Presentation: November 26, 2019

*For more information, visit our website at:*  
[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



## **Lethbridge School Division**

### **2019-2020 Operating Budget**

### **Index to Summary Information**

Note the information presented in this document is summary information only. Please see the Division website ([www.lethsd.ab.ca](http://www.lethsd.ab.ca)) for the detailed budget document.

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## LETHBRIDGE SCHOOL DIVISION

### BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2019-2020 BUDGET

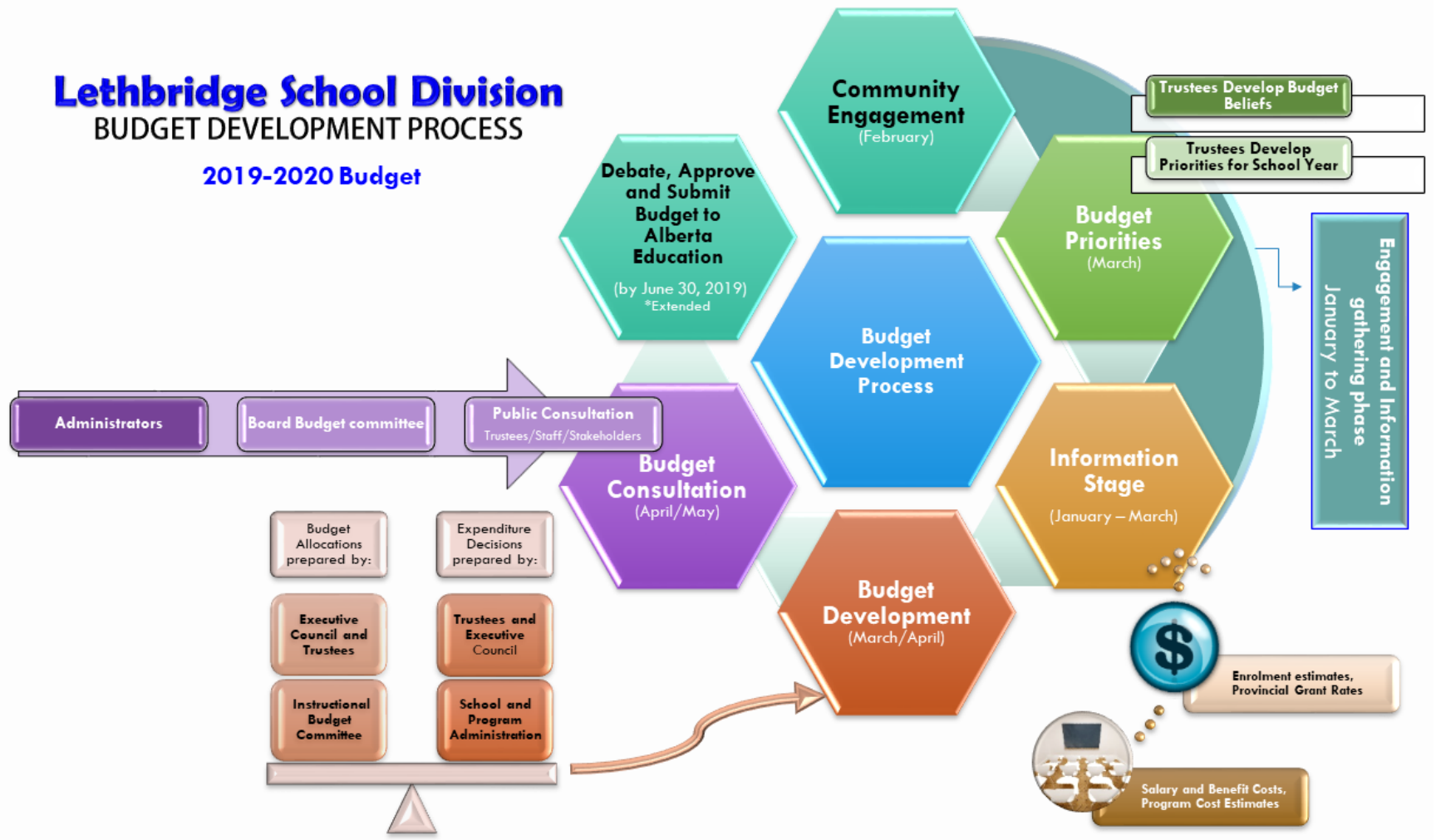
**Lethbridge School Division** is primarily funded by Alberta Education. The Board is legally obligated to create and approve the annual division budget and to fiscally manage the Division's funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the *School Act*.

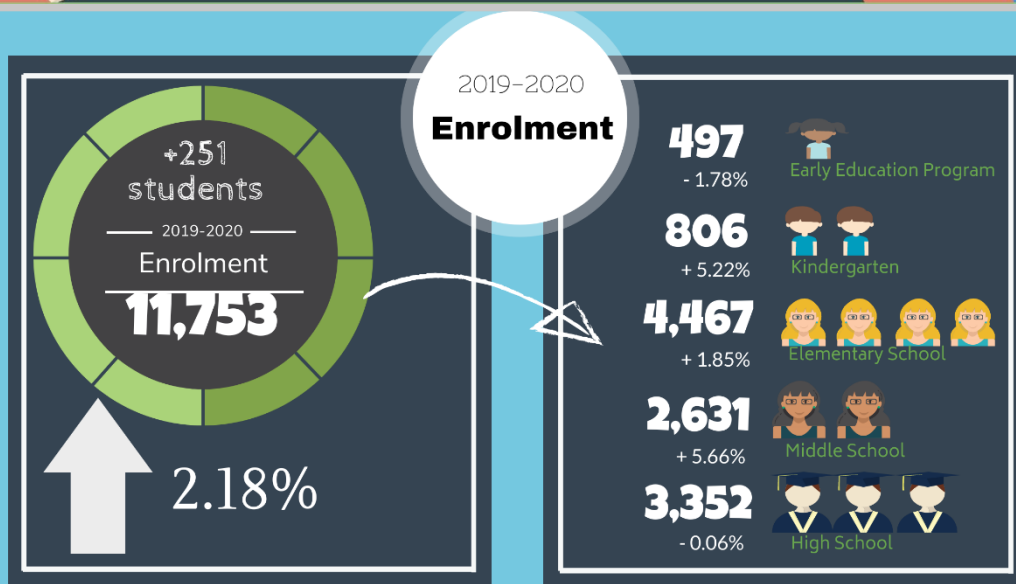
- The Board believes in a budget process that is open and transparent.
- The Board believes that the budget shall provide for staffing to facilitate educational opportunities for all our students.
- The Board believes that education at the primary level is foundational to student success, and as such is a priority.
- The Board believes that funds need to be allocated to promote equitable access to educational opportunities and resources for students.
- The Board believes in keeping Division and school levied fees as low as possible.
- The Board believes maintaining an uncommitted reserve is necessary for emergent and contingent situations.
- The Board believes that equitable opportunities for student learning are achieved by allocating funds to specific centralized programs and services.
- The Board believes in providing targeted opportunities to further innovative practices in schools.

# Lethbridge School Division

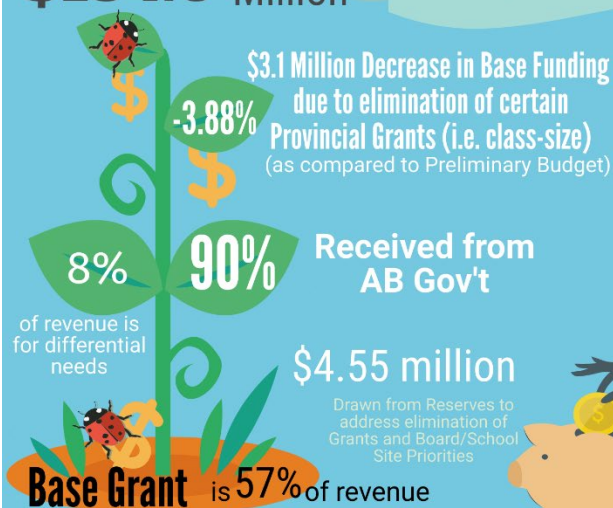
## BUDGET DEVELOPMENT PROCESS

2019-2020 Budget





## \$134.0 Million Revenue

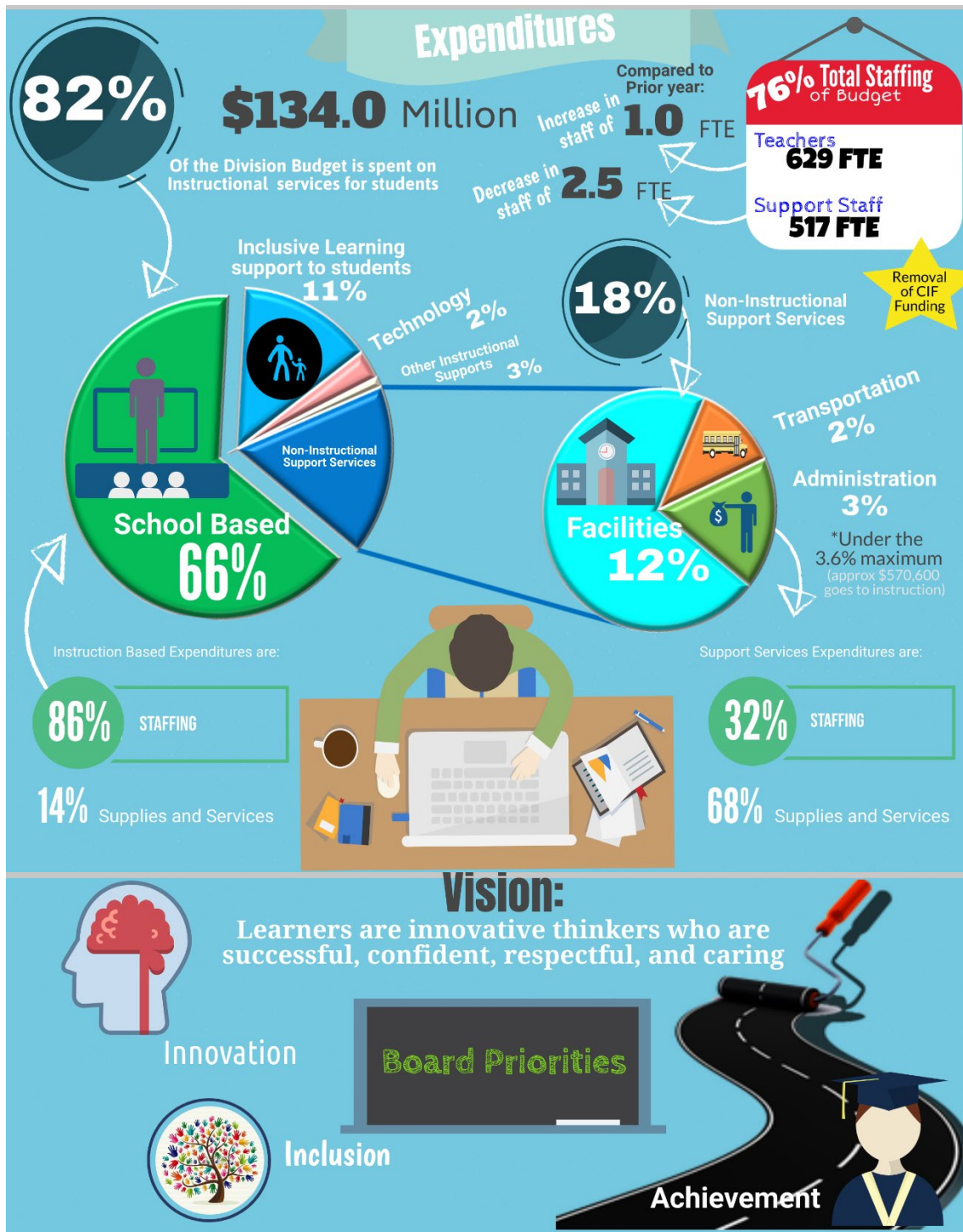


### Spending our Savings

Proposed use of One-time reserves have been allocated to the following:

- \$2.1 million allocated to assist with funding the reductions in Provincial Grant funding (i.e. elimination of class-size funding)
- \$698,000 for school based resources and equipment needs (from school reserves)
- Budget includes use of some reserves to stabilize instructional programs, some carry-forward funding for specific projects, full-day kindergarten pilot project, and other Division/School Site initiatives.







## Lethbridge School Division

**Lethbridge School Division** has a total operating budget of \$134.0 million and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

The School Division was established in 1886 and proudly serves a community that is quickly approaching 100,000 residents and is the fifth fastest growing city in Canada according to the 2016 Government of Canada census. [Lethbridge School Division](#) serves approximately 11,753 students from early education (pre-school) to grade twelve. The Division provides high quality learning experiences for students through a broad range of educational programs in twenty-three (23) schools and four (4) institutional programs.

The executive summary presents highlights of the budget and organizational information of the School Division. *Note: Effective September 1<sup>st</sup>, 2019, the Division's legal name was changed from "Lethbridge School District No. 51" to "Lethbridge School Division".*

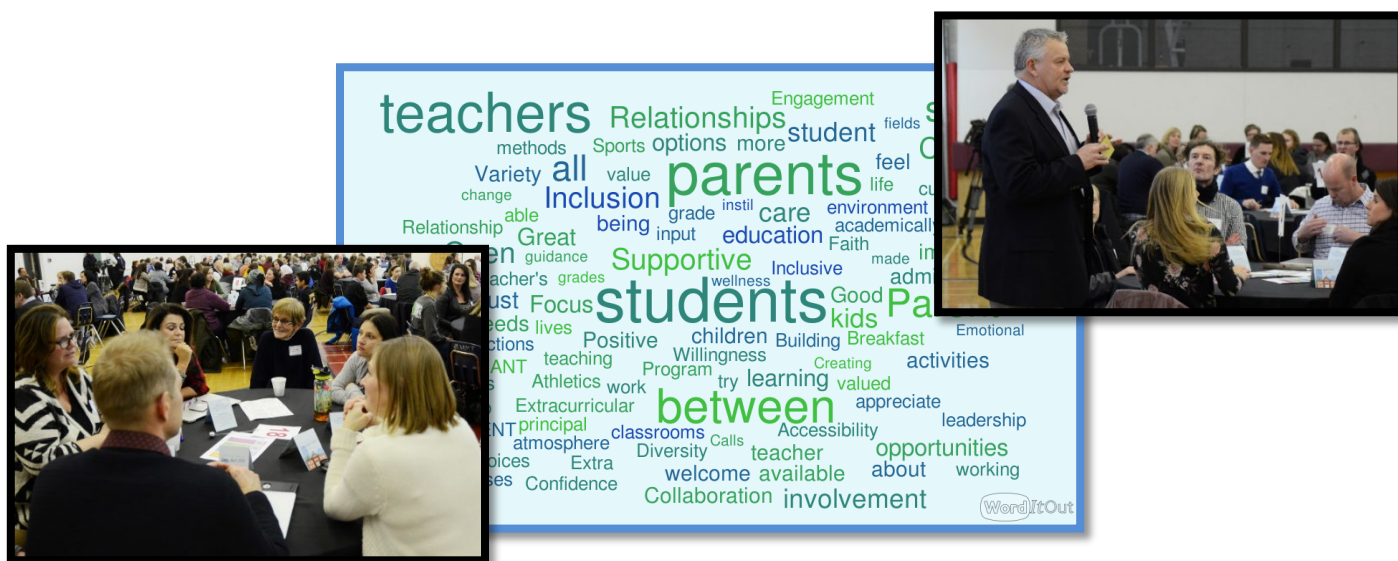
## Division Priorities and Strategies

The Board of Trustees held a consultation session with the education stakeholders of the community. This consultation included a highly successful Town Hall meeting which provided the opportunity for over 200 parents, students, division staff, and community members to provide comments and feedback to the trustees. This year's consultation used a World Café format and centered on two main questions:

What do you value most about your school community?

### What can the School Division do better?

The feedback on these questions assisted the Board of Trustees in establishing priorities for 2019-2020. The two intentionally-simple questions were designed to maximize input. Through group discussion and the use of technology, participants shared ideas throughout the evening.



### **Vision:**

Learners are innovative thinkers who are successful, confident, respectful, and caring.

### **Mission:**

Lethbridge School Division is inclusive, forward-thinking, and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens.

### **Guiding Principles:**

The Board believes a focus on learning builds capacity for continual improvement, innovative thinking, and confident, caring, and respectful citizens.

The following principles provide the foundation for our learning system:

#### **Learning Foundations**

- Every individual can learn.
- Learning is a lifelong activity.
- Learners that grow are resilient, adaptable and confident.
- Students learn in different ways and at different rates.
- Innovative thinkers engage critically and creatively.

#### **Cultural Foundations**

- Schools are welcoming, safe, caring, and respectful.
- Diversity is celebrated in an inclusive culture.
- Students are empathetic and responsible for the well-being of self and others.
- Schools inspire a passion for learning.

#### **System Foundations**

- Our system functions within the structure of Alberta Education.
- Priorities and decisions are further guided by collaboratively developed educational goals.
- Parents/Guardians are foundational to their children's learning.
- Quality education goes beyond the school walls and involves opportunities for engagement within the community.
- High standards result in successful school completion and transition to the adult world.

The Board of Trustees used this information to inform the development of priorities for the 2019-2020 school year and belief statements for the development of the 2019-2020 budget.

The budget allocates resources available to achieve the Division's vision through priorities which address the learning needs and achievement outcomes for all students.

The Board of Trustees developed three (3) priorities: Achievement, Inclusion, and Innovation. Although these have specific outcomes, they are highly correlated with each other; whereas, the success in one priority will likely assist in the other priorities.



### **Priority: 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 School Leader Quality Standard.
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments.
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.
9. A comprehensive wellness approach promotes well-being and fosters learning.
10. The education system demonstrates collaboration and engagement to further Division priorities:
  - Parents feel welcome, included and possess agency to be full partners in their child's education;
  - Community members feel ownership as collaborative partners in the education of children and youth;
  - 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: 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: INNOVATION**

#### **OUTCOMES:**

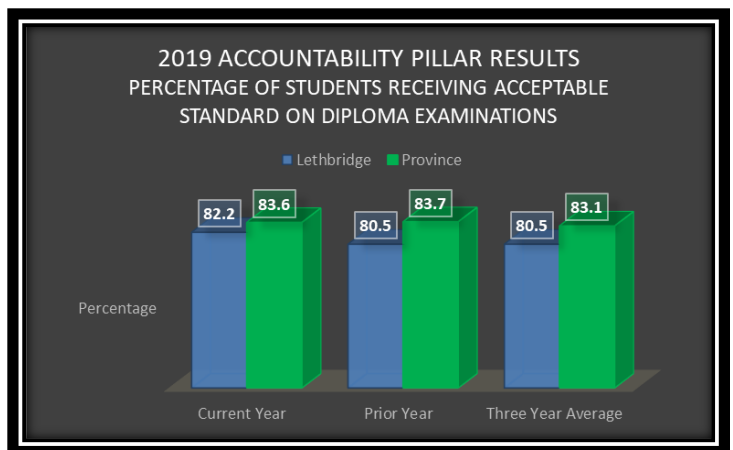
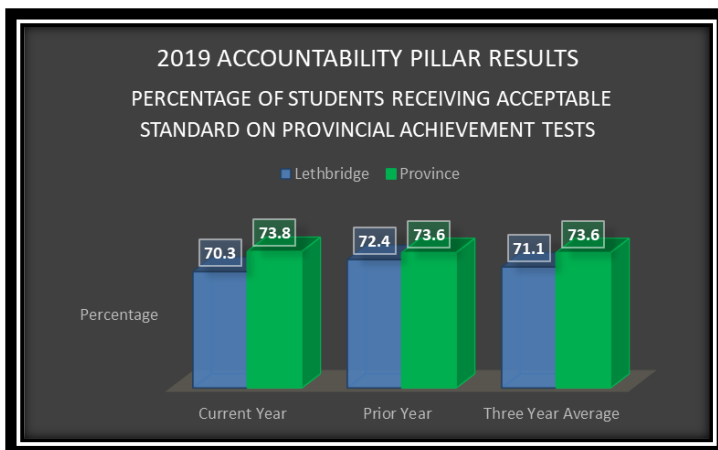
1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners.
3. All learners effectively use technology as creative and critical thinkers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

## Student Achievement

In the majority of subject areas, [Lethbridge School Division](#) students performed well in the Provincial Achievement Tests and Diploma Exams. The charts below demonstrate the 2019 Accountability Pillar student achievement results for the Division as compared to the province. For the Provincial Achievement Tests, [Lethbridge School Division](#) has increased and the provincial average has slightly decreased in the percentage of students receiving the acceptable standard over the last three years. There has been a slight increase over the last year in the percentage of students receiving the acceptable standard on Diploma Exams in the Division as well as across the province. School and Division staff analyze the results to develop improvement plans to further enhance student achievement in future years. The Division utilizes the data in setting priorities and establishing goals, along with developing strategies and performance measures to ensure that success for all students is obtained. Achievement results are only one measure in assessing student success. The Division defines student success in a number of ways and plans strategically to further these definitions of success including:

- **Resilience:** Learners possess the motivation, skills and confidence to fail or overcome obstacles and learn from the experience.
- **Responsibility:** Learners have an intrinsic sense of ownership and responsibility for growth in learning.
- **Achievement:** Learners possess the knowledge, skills, and attributes defined by the programs of study.
- **Wellness:** Learners are socially and emotionally well in schools where they feel safe, cared for, connected and happy.
- **Completion and Transition:** Learners complete high school and transition to the world of work or a post-secondary institution as productive members of society.

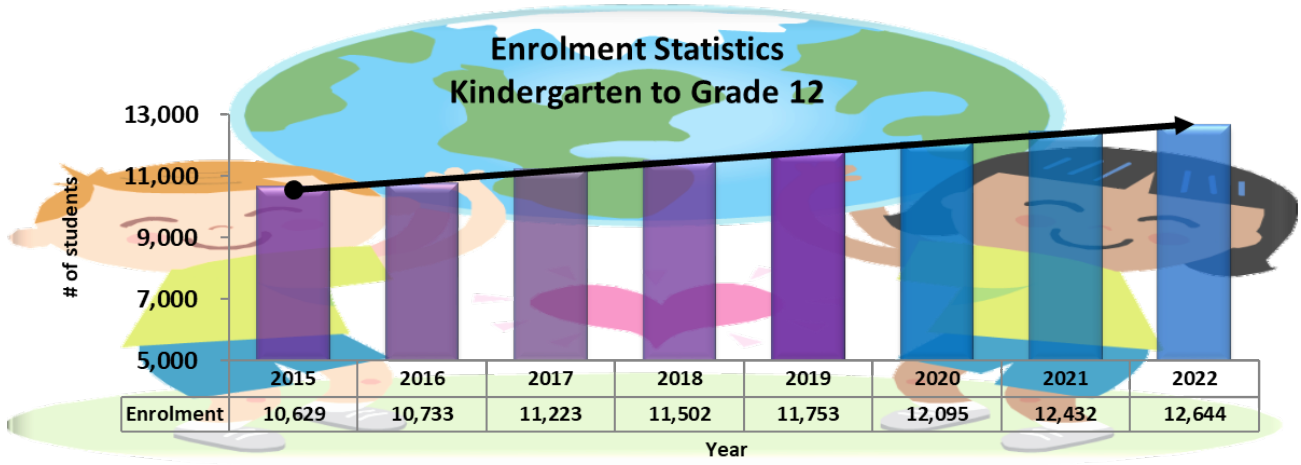
Student success in all areas can be attributed to the students who have worked hard and are engaged in their learning, their parents who provide the guidance and encouragement, and the staff in schools that put in a great effort to ensure each student has the opportunity to succeed. The budget allocates resources to assist schools in providing learning supports for all students to maximize success. The Board of Trustees continues supporting student achievement as one of the priorities for 2019-2020 and this is reflected in the development of the 2019-2020 budget. Student achievement is a consideration with continued budget support for literacy, numeracy, Inclusive Learning, FNMI, curriculum implantation, technology integration and ESL support.





## Enrolment

Lethbridge School Division has 11,753 students projected to be enrolled in early education (pre-school) through Grade 12 in the 2019-2020 school year as compared to 11,502 in 2018-2019. This is an increase of 251 students or 2.18%. Preschool student enrolment will decrease by 9 students for the 2019/2020 school year. Kindergarten will expect an increase by 40 students and grades 1 to 12 enrolment will increase by 220 students for the 2019-2020 school year. Grades 1 to 12 represent the largest area of growth with enrolment at grades 1-5 increasing by 81 students (1.85%), grades 6-8 by 141 students (5.66%), and grades 9 to 12 is estimated to decrease slightly by 2 students (0.06%).

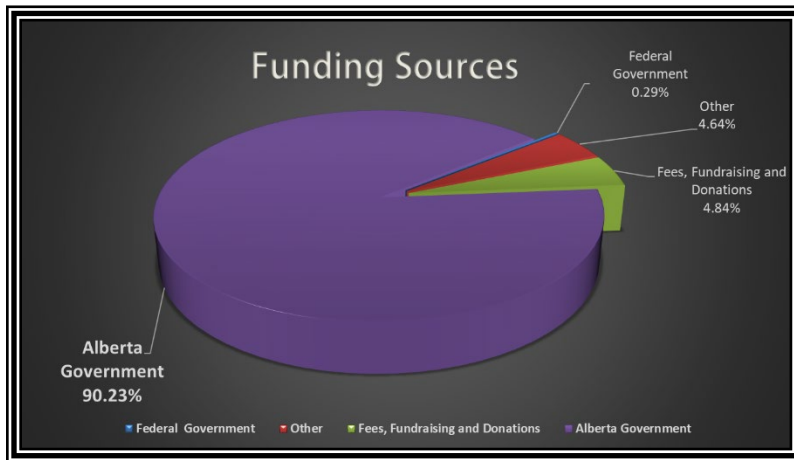


Historical enrolment data is used to predict enrolment for subsequent budget periods. The preceding chart illustrates the change in enrolment from September 2015 to September 2018 and projected enrolment over the next four years to September 2022.

Projected enrolments over the next four-year period show an increase in 2019 of 2.18%. There has been an upward trend in enrolment due in part to the significant growth that the City of Lethbridge has experienced in prior years, in particular Lethbridge has become home to many refugee families from other countries. In the Government of Canada Census held in 2016 Lethbridge is ranked as the fifth-fastest growing city in Canada. However, migration to the city is not the only factor in the upward trend. Increases in birth rates also has an impact on future student enrolment. In the four year period 2019 to 2022 enrolments are projected to increase by 891 students or 7.58%. Enrolment fluctuations have a significant impact on future grant revenues as approximately 57% of the Division's funding is based on the number of students enrolled as of September 30<sup>th</sup>.



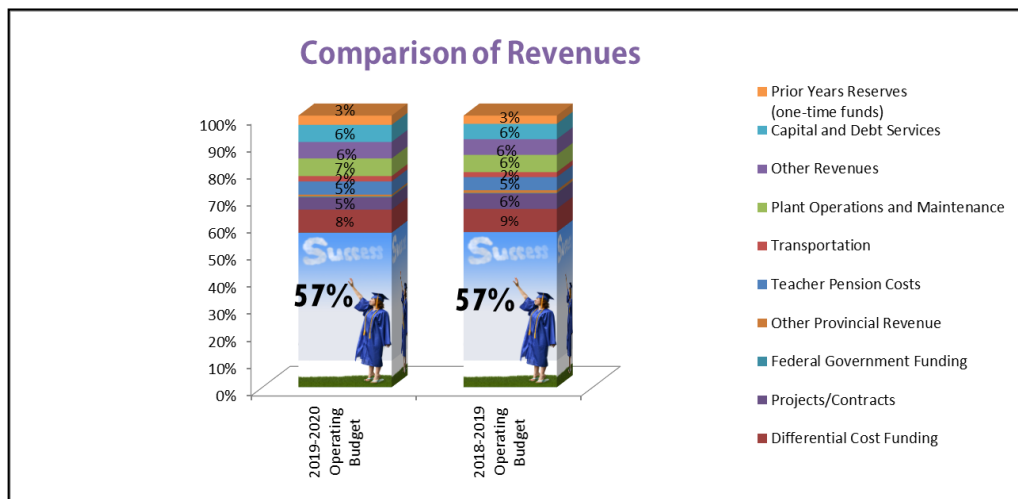
## Funding Sources



Lethbridge School Division is financially dependent on funding from the Province of Alberta. The School Division receives over 90% of its funding from the Provincial Government. The Division has control over other revenues such as school fees, school generated funds, outside grants, investment revenues, and one-time reserve funds, which comprise only 10% of the Division's revenue.

Total budgeted revenues for 2019-2020 are \$134.0 million. Included in these revenues is approximately \$4.55 million of prior year's reserves. Total revenues for the Division decreased by 0.68% over 2018-2019 with the elimination of Provincial Grants such as Class-size funding and the Classroom Improvement Fund (CIF).

Revenues	2019-2020 Operating Budget	2019-2020 Preliminary Budget	Variance from 19-20 Operating Budget	Change %	2018-2019 Operating Budget	Variance from 19-20 Operating Budget	Change %
<b>Total Revenue</b>	<b>\$133,996,454</b>	<b>\$132,619,029</b>	<b>\$1,377,425</b>	<b>1.04%</b>	<b>\$134,917,720</b>	<b>(\$921,266)</b>	<b>-0.68%</b>
Base Funding	\$76,266,804	\$79,343,727	(\$3,076,923)	-3.88%	\$77,101,473	(\$834,669)	-1.08%
Differential Cost Funding	\$11,354,665	\$11,483,705	(\$129,040)	-1.12%	\$11,483,705	(\$129,040)	-1.12%
Projects/Contracts	\$6,085,617	\$6,035,407	\$50,210	0.83%	\$7,665,580	(\$1,579,963)	-20.61%
Federal Government Funding	\$388,944	\$248,128	\$140,816	56.75%	\$248,128	\$140,816	56.75%
Other Provincial Revenue	\$922,533	\$1,327,533	(\$405,000)	-30.51%	\$1,370,226	(\$447,693)	-32.67%
Teacher Pension Costs	\$6,500,000	\$6,500,000	\$0	0.00%	\$6,500,000	\$0	0.00%
Transportation	\$2,631,000	\$2,468,500	\$162,500	6.58%	\$2,468,500	\$162,500	6.58%
Plant Operations and Maintenance	\$8,711,000	\$8,725,187	(\$14,187)	-0.16%	\$8,566,817	\$144,183	1.68%
Other Revenues	\$8,147,887	\$8,122,222	\$25,665	0.32%	\$7,775,632	\$372,255	4.79%
Capital and Debt Services	\$8,433,276	\$7,633,022	\$800,254	10.48%	\$7,633,022	\$800,254	10.48%
Prior Years Reserves (one-time funds)	\$4,554,728	\$731,598	\$3,823,130	522.57%	\$4,104,637	\$450,091	10.97%



**Base Funding** – 57% of Division Revenues

Base Grant funding is based on funded student enrolment. Base funding is calculated on the number of students enrolled as of September 30<sup>th</sup> of each school year. Enrolment growth is 2.18%.

The 2019-2020 Preliminary Budget included funded student enrolment based on the Finance Minister's publically committed to fully fund increased enrolment; however, there was a required assumption for the preliminary budget development as the Provincial Budget was not released until October 24<sup>th</sup>, 2019 (typically provided in the spring – delayed due to change in government); therefore, assumptions were made on the information available at the time.

On October 24<sup>th</sup>, 2019, the Provincial Government released the budget and related Provincial Funding Manuals. Student enrolment was funded; however, there were other specific grants that were eliminated to assist in funding enrolment (which was not expected by school boards across the Province) including the Class-size funding which accounted for approximately \$5.0 million in the prior year. The Province did provide a one-time transitional grant of \$2.2 million in the budget year; however, the Division still has an overall reduction of Provincial grant revenues for the 2019-2020 Operating Budget.

**Differential Cost Funding** – 8% of Division Revenues

Rates for various grants under differentiated funding, such as Inclusive Education, First Nations Metis and Inuit, English as a Second Language and Socio Economic Status were frozen at 2018-2019 funding rates. Through the Provincial Budget, it was determined that there was a slight reduction in differential funding based on specific factors such as eligible refugee funding. The 2019-2020 Operating Budget was updated accordingly.

**Projects/Contracts** – 5% of Division Revenues

Project/Contract funding decreased by 20.61% from the prior year due to that the Classroom Improvement Fund (CIF) was eliminated in the Provincial Budget (projected to be removed in the preliminary budget), and that there is a projected reduction in the Program Unit Funding (PUF) based on reductions in and the eligible ECS students. School Nutrition Program grants were provided in the Provincial Budget (was not initially expected in Preliminary Budget).

**Federal Government** – 0.3% of Division Revenues

The revenues from the Federal Government are expected to increase as there is projected increase in the amount of Kainai Board of Education students attending the Division.

**Other Provincial Revenues** – 1% of Division Revenues

Other Provincial revenue decreased with the elimination of the School Fee Reduction Grant of \$252,000 and increases in Provincial "claw-backs" for benefit rate savings.

**Teacher Pension Costs** – 5% of Division Revenues

To appropriately account for current year teacher pension costs that are paid by the Province of Alberta on behalf of school boards, the Division is required to record teacher pension costs paid as part of total Division revenues along with the corresponding expenditure as part of Certificated Salaries and Benefit costs.



**Transportation** – 2% of Division Revenues

Transportation grant rates were frozen at 2018-2019 rates; whereas, this funding is expected to increase with projected increases to the eligible ridership for students with the growth of the Division.

**Plant Operations and Maintenance** – 7% of Division Revenues

Plant Operations and Maintenance (POM) grant rates were frozen at 2018-2019 rates and any increases are represented by funding and enrolment growth in the 2018-2019 school year (as these grants are based on the prior year's enrolment). POM grants were updated to actual funding in the 2019-2020 Operating Budget.

**Other Revenues** – 6% of Division Revenues

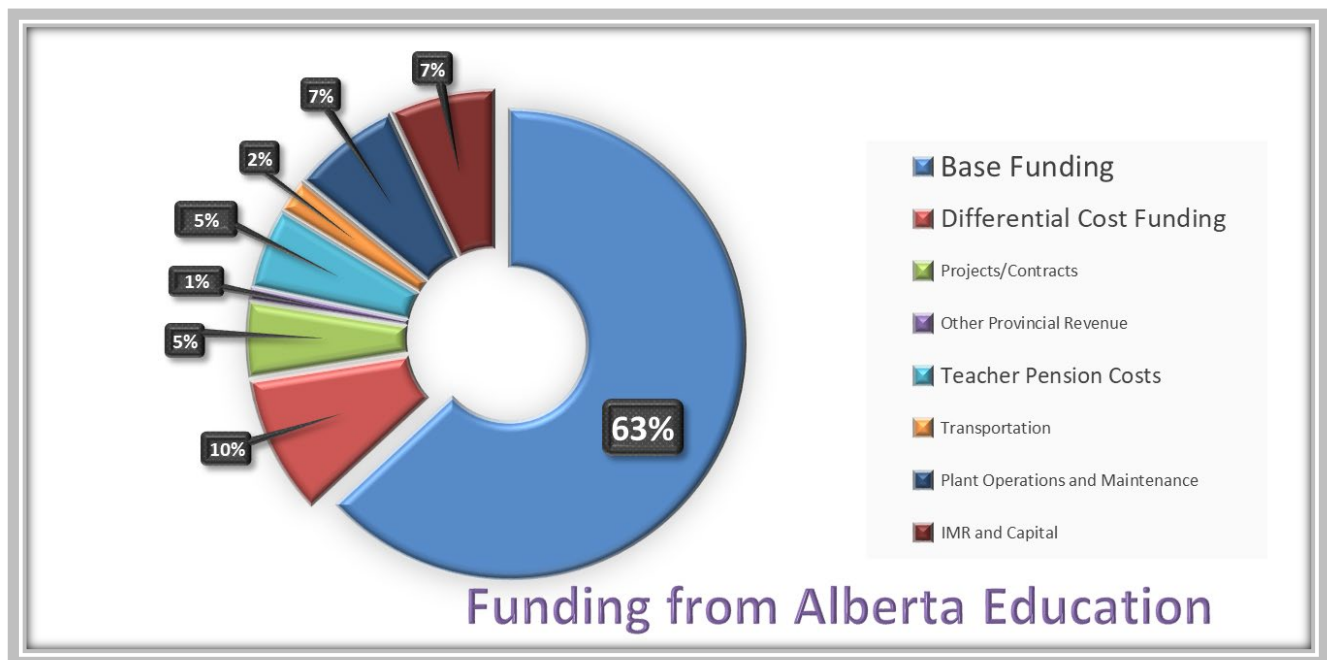
Other Revenues include donations, fees and fundraising related to school generated activities, optional course fees, early education fees, and international student tuition fees. The majority of the increase relates to projected fees relating to school generated funds (SGF) activities from increases in the non-curricular travel and extracurricular activities.

**Capital Block** – 6% of Division Revenues

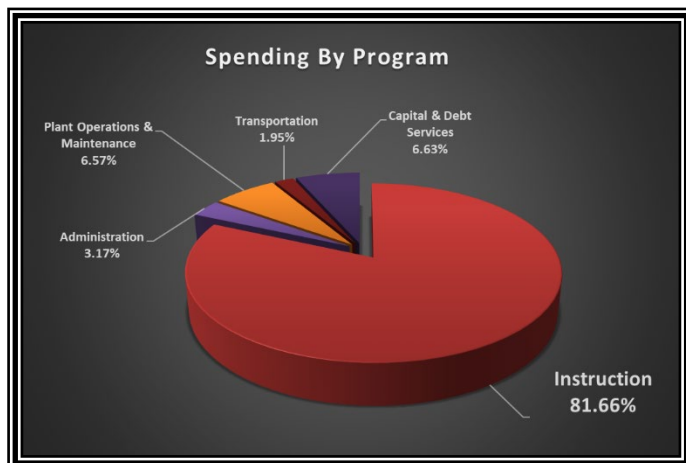
In the Capital Block, the Infrastructure Maintenance and Renewal (IMR) grant rates were frozen at 2018-2019 rates; whereas, this funding has increased based on growth of the Division.

**Prior Year Reserves** – 3% of Division Revenues

The Division is utilizing \$2.1 million of reserves to assist with funding the unexpected reductions in Provincial Grants (i.e. Class-size funding). There was \$698,000 for school based resources and equipment needs; whereas, each of these requests were reviewed and added if required. Operating reserves were also used to address priority areas such as elementary literacy assessment, Spanish resources, and funding a full day kindergarten project pilot.



## Spending by Program



Funding is allocated to Division programs and services to ensure that programs meet the needs of students and schools to remain viable. The \$134.0 million of funding resources are allocated to five major program areas including Instruction, Plant Operations and Maintenance, Transportation, Administration, and Capital and Debt Services.

The chart below compares spending by program of the 2019-2020 Operating Budget, the 2019-2020 Preliminary Budget, and with the 2018-2019 Operating Budget:

Spending by Program	2019-2020 Operating Budget	2019-2020 Preliminary Budget	Variance from 19-20 Operating Budget	Change %	2018-2019 Operating Budget	Variance from 19-20 Operating Budget	Change %
<b>Total Expenditures</b>	<b>\$133,996,454</b>	<b>\$132,619,029</b>	<b>\$1,377,425</b>	<b>1.04%</b>	<b>\$134,917,720</b>	<b>(\$921,266)</b>	<b>-0.68%</b>
Instruction	\$109,425,941	\$109,041,841	\$384,100	0.35%	\$111,395,304	(\$1,969,363)	-1.77%
Administration	\$4,253,283	\$4,253,283	\$0	0.00%	\$4,253,283	\$0	0.00%
Plant Operations and Maintenance	\$8,808,921	\$8,765,350	\$43,571	0.50%	\$8,710,578	\$98,343	1.13%
Transportation	\$2,618,279	\$2,468,779	\$149,500	6.06%	\$2,468,779	\$149,500	6.06%
Capital and Debt Services	\$8,890,030	\$8,089,776	\$800,254	9.89%	\$8,089,776	\$800,254	9.89%

Instruction is the allocation to all schools (elementary, middle, and high) and other instructional programs and services offered to provide educational opportunities to students within the school division. Some of the other instructional programs and services include the First Nations Métis and Inuit Program, Technology and a Counseling Program to provide universal counseling supports to students. The reduction in instructional expenses from the prior year mostly relates to the removal of the Classroom Improvement Fund (CIF). There were increases from the Preliminary Budget for the additional one-time costs for school based resources and equipment needs (funded by school-based reserves).

Administration includes Board Governance, Business and Finance, Human Resources, Office of the Superintendent, and System Instructional Support. There was no changes to the administration allocation. Although administration may utilize up to 3.6% of the budget, only 3.17% was used for 2019/2020; therefore, allowing an estimated \$570,600 of funding to be provided for instructional purposes.

The Plant Operations and Maintenance activities relate to the Division's responsibility for the construction, operation, maintenance, safety and security of all school buildings. Expenditures also include the transfer of maintenance dollars to Lethbridge Christian School and Immanuel Christian School Societies for the maintenance of these Society owned facilities. The increase in plant operations and maintenance spending is to reflect additional caretaking costs from increased costs of supplies and the costs of casual caretaking.

The Transportation program relates to all activities of transporting students to, from and between schools. Funding is provided to transport students who live a distance of 2.4 kilometers or greater away from their resident school.

Capital and Debt Services includes the amortization of capital assets and the Infrastructure Maintenance Renewal Program (IMR). As the IMR grants are projected to be maintained, the related costs are also maintained (to be reviewed in the fall budget).

Expenditures by Program and Object	Instruction	Administration	Plant Operations and Maintenance	Transportation	Capital and Debt Services	Total
<b>Total Expenditures</b>	\$109,425,941	\$4,253,283	\$8,808,921	\$2,618,279	\$8,890,030	<b>\$133,996,454</b>
Certificated Staffing	\$72,154,729	\$722,594	\$0	\$0	\$0	<b>\$72,877,323</b>
Uncertificated Staffing	\$21,748,589	\$2,424,995	\$4,630,281	\$87,413	\$0	<b>\$28,891,278</b>
Contracted and General Services	\$3,950,113	\$915,565	\$1,694,445	\$2,468,266	\$0	<b>\$9,028,389</b>
Supplies	\$10,601,518	\$106,229	\$229,195	\$10,000	\$0	<b>\$10,946,942</b>
Utilities	\$0	\$52,600	\$2,255,000	\$0	\$0	<b>\$2,307,600</b>
Capital and Debt Services	\$0	\$0	\$0	\$0	\$8,890,030	<b>\$8,890,030</b>
Transfers	\$970,992	\$31,300	\$0	\$52,600	\$0	<b>\$1,054,892</b>

## Expenditures by Object

Lethbridge School Division will spend approximately \$101.77 million on staffing, which is about 76% of the Division's \$134.0 million budget.

Wage increases in the budget will be 0% for 2019-2020. Teacher negotiations are still in progress. Other unionized support groups (CUPE 2843 & CUPE 290) have finalized their collective agreement, which do not include wage increases (unless there are increases within the teacher negotiations). There are no wage changes for the non-union groups. Benefit rates are expect to remain at the same overall levels for 2019-2020.

The chart below compares the expenditures of the 2019-2020 Operating Budget, the 2019-2020 Preliminary Budget, and with the 2018-2019 Operating Budget:

Expenditures by Object	2019-2020 Operating Budget	2019-2020 Preliminary Budget	Variance from 19-20 Operating Budget	Change %	2018-2019 Operating Budget	Variance from 19-20 Operating Budget	Change %
<b>Total Expenditures</b>	<b>\$133,996,454</b>	<b>\$132,619,029</b>	<b>\$1,377,425</b>	<b>1.04%</b>	<b>\$134,917,720</b>	<b>(\$921,266)</b>	<b>-0.68%</b>
Certificated Staffing	\$72,877,323	\$73,969,826	(\$1,092,503)	-1.48%	\$73,695,080	(\$817,757)	-1.11%
Uncertificated Staffing	\$28,891,278	\$28,644,327	\$246,951	0.86%	\$28,999,770	(\$108,492)	-0.37%
Contracted and General Services	\$9,028,389	\$8,687,290	\$341,099	3.93%	\$9,125,006	(\$96,617)	-1.06%
Supplies	\$10,946,942	\$10,197,700	\$749,242	7.35%	\$11,534,057	(\$587,115)	-5.09%
Utilities	\$2,307,600	\$2,307,600	\$0	0.00%	\$2,307,600	\$0	0.00%
Capital and Debt Services	\$8,890,030	\$8,089,776	\$800,254	9.89%	\$8,089,776	\$800,254	9.89%
Transfers	\$1,054,892	\$722,510	\$332,382	46.00%	\$1,166,431	(\$111,539)	-9.56%

The Division expends approximately 76% of the budget on salary and benefits. Approximately \$72.9 million is expended on teaching staff (certificated staffing), which is approximately 54% of the total Division budget. Average teacher costs decreased from 2018-2019, which has allowed the Division to utilize some of these costs savings to assist with the funding shortfall. Additional teachers have been included in the budget to help address enrolment growth and class sizes. **Overall, there are approximately 1.0 FTE teachers more than in 2018-2019.** In the 2019-2020 Preliminary Budget there was a net increase of 4.0 FTE; whereas, 2.0 FTE of staff were contingency and were removed from the budget (waiting for Provincial Budget) and 1.0 FTE position was changed to a Family School Liaison Counsellor (FSLC) based on student needs. There was a total addition of 9.5 FTE teachers for enrolment growth; however, with the removal of 8.5 FTE of CIF funded teaching staff, the net result is an overall increase of 1.0 FTE teachers from the prior year.

Approximately \$28.9 million is spent on support staff, which is approximately 22% of the total Division budget. The Division expects decrease in support staff costs in 2019-2020, the majority is due to the removal of the CIF funded staffing. Average educational assistants budgeted costs decreased from 2018-2019 due to reduced utilization of benefits (not as many EA staff joining pension plan – optional for these staff). **Overall, there is a 2.5 FTE or 0.5% decrease in support staff.** Through the 2019-2020 Operating Budget Process, there were some increases in support staffing, including some educational assistants and Family School Liaison Counsellor (FSLC). There was a total addition of approximately 5.0 FTE support staff in the 2019-2020 Operating Budget; however, with the removal of 7.85 FTE of CIF funded support staff, the net result is an overall decrease of approximately 2.5 FTE support staff from the prior year.

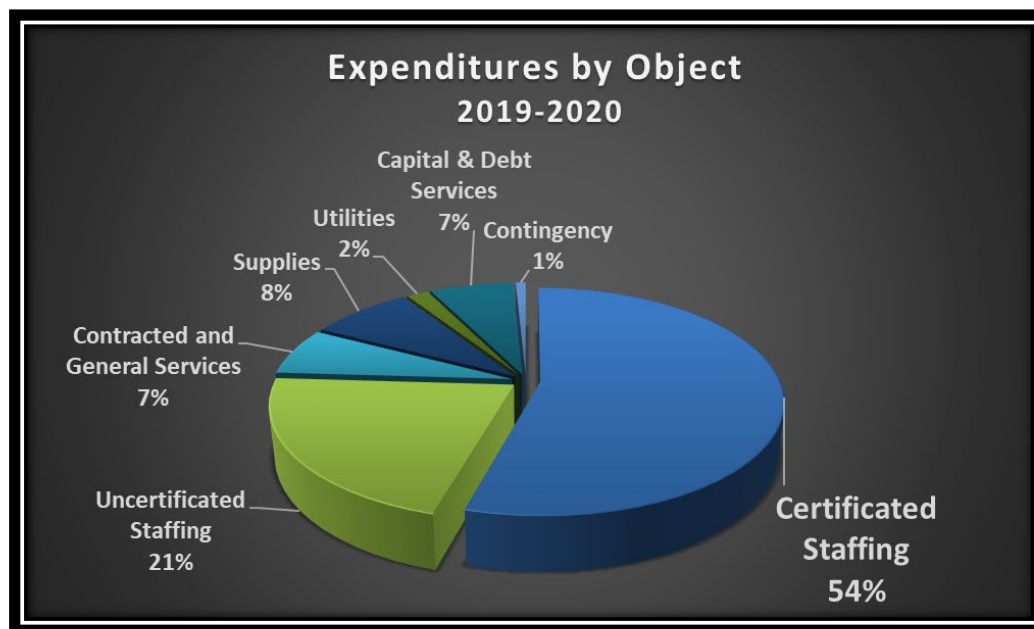
Contracted and General Services will decrease over 2018-2019 by 1.06% or \$96,600. There were more significant decreases in the Preliminary Budget for building maintenance, computer software, consulting and professional learning. Many of these costs were increased again in the 2019-2020 Operating Budget for these reductions included in the Preliminary Budget

Supplies have decreased by 5.09% or \$587,100. The decrease mostly relates to reductions in general supplies, furniture/equipment, and computer purchases. Many of these reductions in supplies relates to items in 2018-2019 that were funded by one-time reserve funds. Within computer purchases, there was also a \$600,000 reallocation of the technology evergreening funds that are moved into capital as they are now part of the capital program.

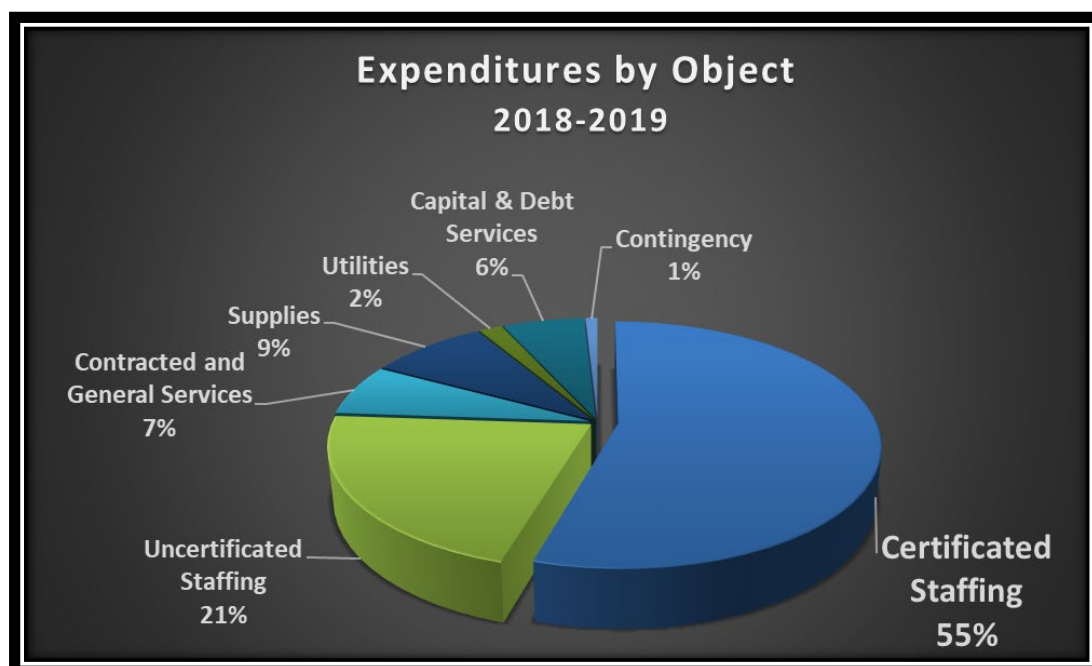
Utility costs are expected to be maintained as 2019/2020 will not have any new facilities being added since 2018/2019. Costs are still inclusive of some potential carbon taxes as it is unknown if removal of Provincial carbon taxes will result in application of federal carbon taxes (fall budget may be updated if new information is known).

Capital and Debt Services are increased with the additional Infrastructure Maintenance Renewal (IMR) grant funding and the increased cost of the amortization of tangible capital assets (updated in fall budget once yearend audit is completed).

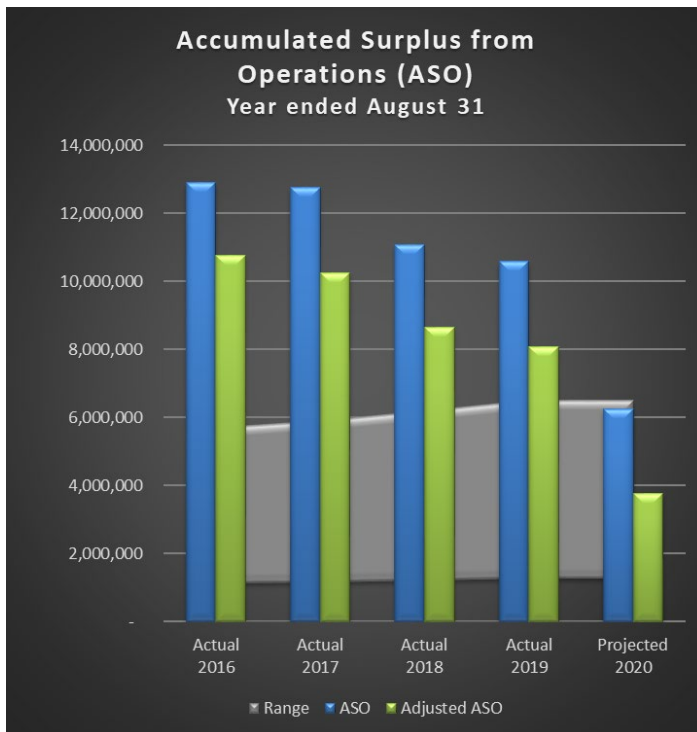
In 2016-2017, the cost was approximately \$11,784 to educate a full time equivalent (FTE) student in [Lethbridge School Division](#) as compared to the provincial average of all public school authorities of \$11,935 per student (most recent info available). In 2017-2018 the cost is projected at \$12,239 per FTE student, in 2018-2019 budget the cost is projected to be \$12,123 per FTE student, and in 2019-2020 budget the cost is projected to decreased to \$11,809 per FTE student. The Board implements a responsible fiscal plan to ensure that resources entrusted to the Division are spent efficiently, effectively, and reflects the Board's priorities to provide the best learning opportunities for [Lethbridge School Division](#) students.



Expenditures for the 2019-2020 budget are compared with budgeted expenditures from 2018-2019 to illustrate the similarity between the two years.



## Financial Impact



The Division has been able to build the Accumulated Surplus from Operations (ASO) in the years 2014 to 2016 as funds were being saved for the Division's evergreening of computers. During 2017/2018, the technology evergreening reserves were transferred from operating to capital reserves (change in methodology of capitalizing costs).

In accordance with Public Sector Accounting Standards, the unspent school generated funds (SGF) is included in the Division's ASO. The "Adjusted ASO" excludes these unspent SGF funds which are held at the schools. The Adjusted ASO is typically reviewed and compared to expenditures to review the financial health of the Division (recommended ratio is between 1% and 5%).

School Year	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Adjusted ASO ratio	9.45%	8.70%	7.01%	6.23%	2.90%

In the 2018-2019 school year, there was a total of \$4.1 million in reserve funds planned to be utilized to balance expenditures. The Division planned to use reserve funds for students entering our school jurisdiction that require additional support, literacy assessment at elementary schools, and the costs of commissioning Senator Joyce Fairbairn Middle School. School sites allocated some one-time reserve funds to address class size concerns at the secondary level and purchase furniture and equipment and resources. The Division retained some savings some staff savings, unused school contingency, and carryforward of some specific project; therefore, the Division only was required to utilize approximately \$1.0 million of these reserves. As a result, August 31, 2019 has a total ASO of \$10.6 million or 8.15% of planned expenditures and an estimated Adjusted ASO of \$8.1 million or 6.23% of planned expenditures.

In the 2019-2020 school year, there was a total of \$2.1 million of reserves to assist with funding the unexpected reductions in Provincial Grants (i.e. Class-size funding), \$698,000 for school based resources and equipment needs, and operating reserves were also used to address priority areas such as elementary literacy assessment, Spanish resources, and funding a full day kindergarten project pilot. The use of one-time reserves will reduce the Adjusted Accumulated Surplus from Operations (ASO) of the Division to approximately \$3.7 million or 2.90% of operating.

The Provincial Government recommends that school divisions maintain an ASO (excluding SGF) ranging from 1% to 5% of the operating expenditures in order to deal with emergent and contingent situations. If a Division's ASO falls below 1%, government may consider the division's financial health to be a concern.

The Division will need to monitor the ASO in future operating budgets to ensure that it maintains an appropriate balance between meeting the needs of students and the financial health of the Division. The amount of the ASO will be dependent on future financial resources from Alberta Education and expenditure decisions made by the Division.



## Human Resources

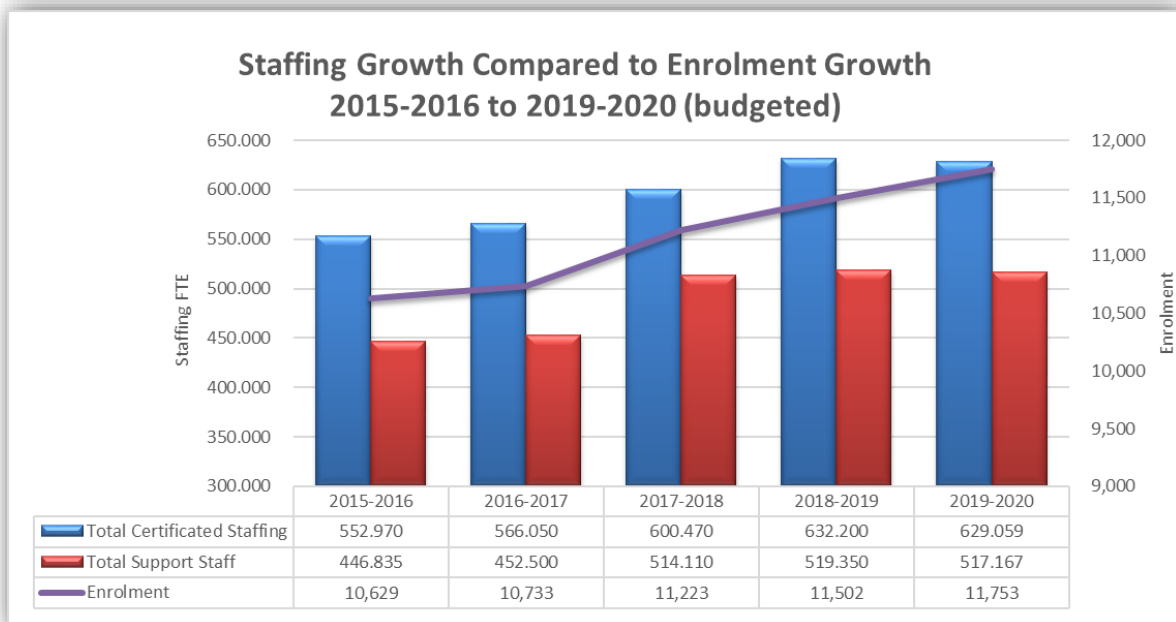
Division staffing has the greatest impact on the educational opportunities provided to students within [Lethbridge School Division](#) and consequently makes up 76% of the Division's budget. The Division will employ 629 full time equivalent (FTE) teachers and 517 full time equivalents (FTE) support staff in 2019-2020. Teachers and support staff FTE have continued to grow since 2011-2012 due to enrolment growth in the Division.

The Division spends 54% of the budget on teaching staff. Teaching staff will increase by 1.0 FTE. With no increase in grant rates, additional teaching staff have been added to address student growth only. Reducing class sizes and maintaining other supports and services is a difficult balancing act. There was a total addition of 9.5 FTE teachers for enrolment growth; however, with the removal of 8.5 FTE of CIF funded teaching staff, the net result is an overall increase of 1.0 FTE teachers from the prior year.

The Division spends 22% of the budget on support staff positions and overall they will decrease by 2.5 FTE in 2019-2020. Through the 2019-2020 Operating Budget Process, there were some increases in support staffing, including some educational assistants and Family School Liaison Counsellor (FSLC). There was a total addition of approximately 5.0 FTE support staff in the 2019-2020 Operating Budget; however, with the removal of 7.85 FTE of CIF funded support staff, the net result is an overall decrease of approximately 2.5 FTE support staff from the prior year.



Chinook High School  
Fiddler on the Roof



**5 Year  
Growth**

Enrolment  
**+10.57%**

Certificated Staff  
**+14.64%**

Support Staff  
**+15.74%**

In the five year period from 2015-2016 total Division staffing will have increased by 146.42 FTE or 14.64%. Teaching staff will have increased by 76.09 FTE or 13.76% and support staff has increased by 70.33 FTE or 15.74%. Enrolment has grown by 1,124 students since September 2015 which is a 10.57% increase, therefore the Division has increased its staffing at higher rates than the enrolment increase. The Division has worked hard to try decrease the average class sizes across the Division. The Classroom Improvement Fund (CIF), which has been available in budget 2017-2018 and 2018-2019 has provided funding for additional teaching and support staffing in the classrooms. The elimination of class-size funding of approximately \$5.0 million in the Provincial Budget will likely add significant challenges in upcoming budget years (as our Division used all of these funds for teaching staff to maintain reasonable class-sizes).

## Capital Plan

All new school facilities are funded from the Province of Alberta through Alberta Education in consultation with the Department of Infrastructure. Each year, school jurisdictions submit facility needs for the next three years and await funding and approval from the province.

Lethbridge is experiencing increased growth on the west side of the city, with significant growth projected in the elementary and middle school populations. Currently our schools in west Lethbridge have an average utilization of 80% of capacity and is expected to increase to 89% utilization by 2021-2022. The opening of Senator Joyce Fairbairn Middle School in 2018-2019 has reduced these utilization ratios in west Lethbridge; however, there is still significant capacity strains in the west elementary schools (many reach or are at capacity). The Division has received approval of additional modular classrooms being added at Coalbanks Elementary School and Dr. Gerald B. Probe Elementary School for the 2019-2020 school year.

[Lethbridge School Division](#) is excited about the opening of a 600 student K-5 elementary in South East Lethbridge School opening in August 2021. This should also assist in reducing the high capacity utilization rates in this area as well. The Division will continue to advocate for additional elementary schools in west Lethbridge to assist with significant growth in these areas with schools reaching capacity (the 2019 Provincial budget did not include Lethbridge within their approved projects).

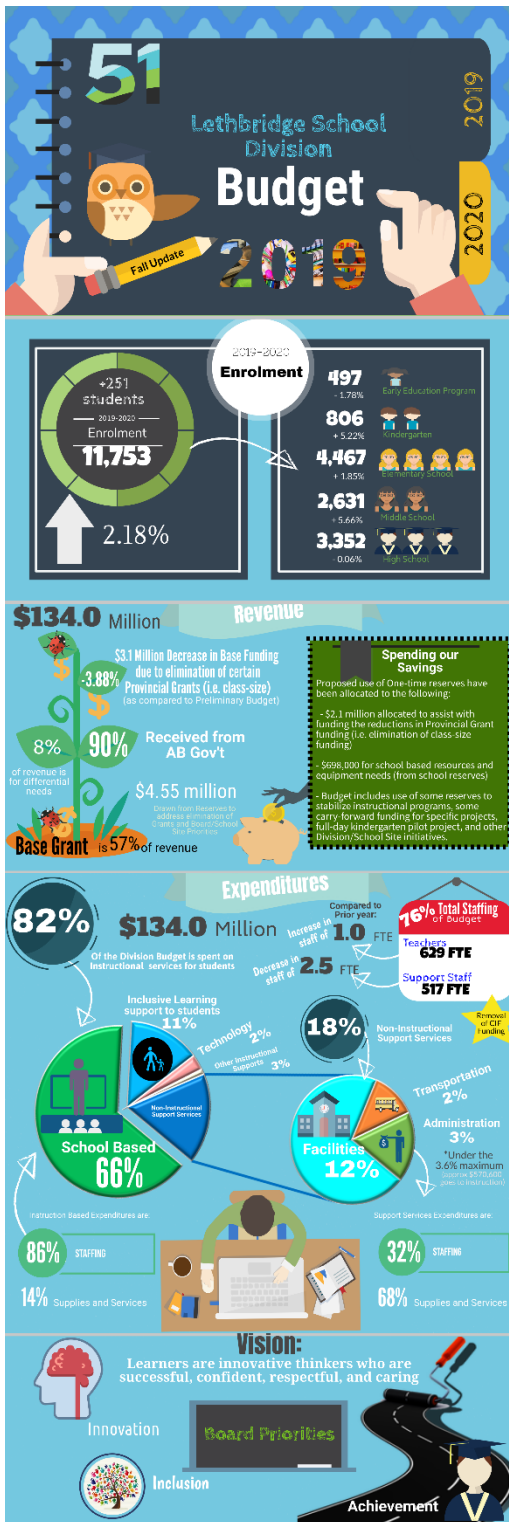
The secondary school phase of the technology evergreening will be starting during 2019-2020; whereas, the Division has saved up capital reserves specifically for this evergreening phase.

In 2019, the Division developed a comprehensive Three (3) Year Capital Plan (2019-2020 to 2021-2022), which provides details on the Division's capital planning processes and priorities, reviews utilization, and provides details on the Division's plans for capital projects and modernizations. The Capital Plan is available to the public on the Division's website.



**Senator Joyce Fairbairn Middle School in west Lethbridge**  
Opened for the 2018-2019 school year.





## Information

### Board of Trustees

The elected board of trustees of [Lethbridge School Division](#) for the period October 2017 to October 2021:

*Mr. Clark Bosch, Chair*  
*Mrs. Christine Light, Vice Chair*  
*Mr. Tyler Demers*  
*Mrs. Jan Foster*  
*Mrs. Donna Hunt*  
*Mr. Doug James*  
*Mrs. Lola Major*

### Senior Administration

Senior administration for [Lethbridge School Division](#):

*Dr. Cheryl Gilmore, Superintendent*  
*Mrs. Morag Asquith, Associate Superintendent, Instructional Services*  
*Mrs. Christine Lee, Associate Superintendent, Business Affairs*  
*Mr. Rik Jesse, Associate Superintendent, Human Resources*

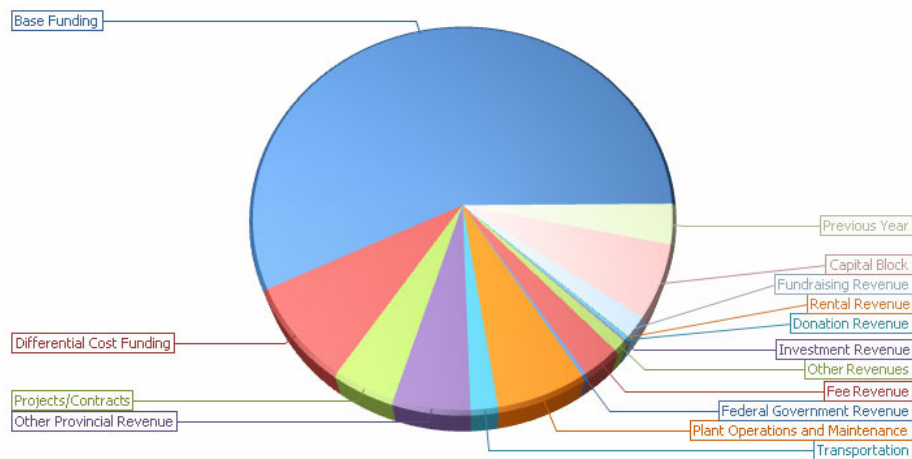
[Lethbridge School Division](#) prides itself on providing outstanding educational opportunities for the students of the City of Lethbridge and believes in its new mission “**Lethbridge School Division is inclusive, forward-thinking, and accountable for engaging students in quality learning experiences that develop strong foundations, innovative minds and responsible citizens**”. For further information about [Lethbridge School Division](#) view the Division’s Three Year Education Plan and Annual Education Results Report and the Audited Financial Statements on the Division’s website at [www.lethsd.ab.ca](http://www.lethsd.ab.ca). The website is a great resource to provide further information about [Lethbridge School Division’s](#) schools services, and resources.

## Revenue And Allocations To Budget Center

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Lethbridge School Division



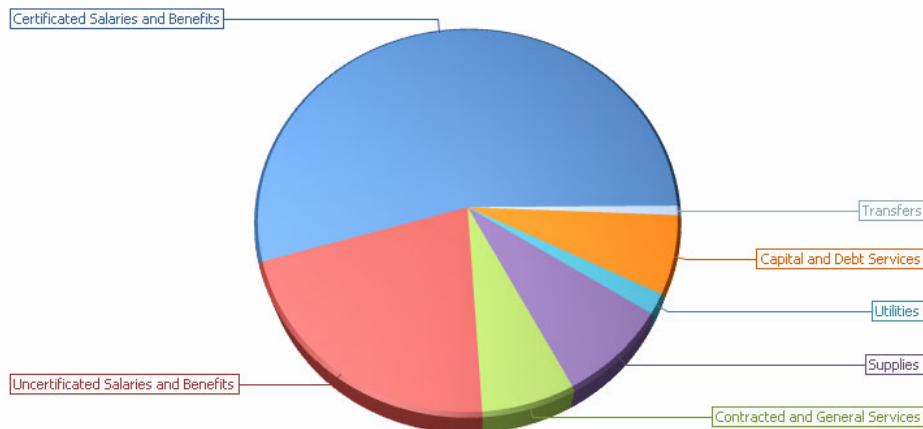
Category	Amount	Percentage
Base Funding	\$76,266,804	57%
Differential Cost Funding	\$11,354,665	8%
Projects/Contracts	\$6,085,617	5%
Other Provincial Revenue	\$7,422,533	6%
Transportation	\$2,631,000	2%
Plant Operations and Maintenance	\$8,711,000	7%
Federal Government Revenue	\$388,944	0%
Fee Revenue	\$3,762,082	3%
Other Revenues	\$1,289,101	1%
Investment Revenue	\$193,000	0%
Donation Revenue	\$408,000	0%
Rental Revenue	\$34,704	0%
Fundraising Revenue	\$2,461,000	2%
Capital Block	\$8,433,276	6%
Previous Year	\$4,554,728	3%
<b>Revenue And Allocations To Budget Center</b>	<b>\$133,996,454</b>	

## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Lethbridge School Division



Category	Amount	Percentage
Certificated Salaries and Benefits	\$72,877,323	54%
Uncertificated Salaries and Benefits	\$28,891,278	22%
Contracted and General Services	\$9,028,389	7%
Supplies	\$10,946,942	8%
Utilities	\$2,307,600	2%
Capital and Debt Services	\$8,890,030	7%
Transfers	\$1,054,891	1%
<b>Expenditures</b>	<b>\$133,996,454</b>	

# Budget Report

**Lethbridge School Division**  
**2019-2020 September 30th Budget**

Lethbridge School Division

2019-2020 September 30th Budget

## Lethbridge School Division

### Revenue And Allocations To Budget Center

Base Funding	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
ECS Base Instruction Revenue	\$3,587,053	\$4,174,553
ECS Basic Grant Rate	\$3,339.90	\$3,339.90
ECS Class Size Rate	\$0.00	\$760.84
ECS in Preschool	268 students	205 students
ECS Regular Enrollment	806 students	813 students
Grade 1 to 3 Basic Instruction Revenue	\$17,408,080	\$21,783,662
Gr1-3 Class Size Rate	\$0.00	\$1,521.68
Grade 1 to 3 Basic Grant Rate	\$6,680	\$6,680
Grade 1 to 3 Enrollment(Excluding First Nations Students)	2,606 students	2,655 students
Institutional Enrollment Gr1-3	0 students	1 students
Grade 4 to 6 Base Instruction Revenue	\$18,122,840	\$17,902,400
Grade 4 to 6 Basic Grant Rate	\$6,680	\$6,680
Grade 4 to 6 Enrollment (Excluding First Nations Students)	2,713 students	2,680 students
Grade 7 to 9 Base Instruction Revenue	\$17,060,720	\$17,174,280
Grade 7 to 9 Basic Grant Rate	\$6,680	\$6,680
Grade 7 to 9 Enrollment (Excluding First Nations Students)	2,553 students	2,567 students
Institutional Enrollment Gr4-9	1 students	4 students
Grade 10 to 12 Base Instruction Revenue	\$17,796,138	\$18,245,859
# of CEU's to equal 1 FTE	35.000 CEU	35.000 CEU
CEU Rate	\$190.85	\$190.85
CTS Tier 2 additional Revenue	\$0	\$23,000
CTS Tier 3 Grant	\$200,000	\$225,000
Enrollment Contingency	0.00 fte	0.00 fte
Grade 10 -12 FTE enrollment (excluding First Nations students)	2,574 FTE	2,635 FTE
Tier 4 Revenue - Off Campus	\$400,000	\$400,000
Outreach Program Funding	\$62,973	\$62,973
Outreach Base Funding	\$62,972.76	\$62,972.76
Total Number of Outreach Sites	1 sites	1 sites
Stabilization Funding	\$2,229,000	\$0
<b>Base Funding</b>	<b>\$76,266,804</b>	<b>\$79,343,727</b>
<b>Revenue And Allocations To Budget Center</b>	<b>57%</b>	<b>60%</b>

Differential Cost Funding	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Aboriginal Funding	\$909,951	\$977,049
Aboriginal Factor	0.6235 factor	0.6235 factor
Aboriginal Students Identified	773 students	830 students
Learning Grant	\$1,888	\$1,888
Englishas a Second Language Funding	\$1,028,845	\$988,821
ESL Enrollment	874 students	840 students
ESL Factor	0.6235 factor	0.6235 factor
Learning Grant	\$1,888	\$1,888
Small School by Necessity	\$85,000	\$94,000
Socio Economic Status Funding	\$1,173,870	\$1,128,269
Learning Grant	\$1,888	\$1,888
Social Economic Status Index student population	2,497 students	2,400 students
Socio Economic Status Factor	0.2490 factor	0.2490 factor
Inclusive Education Funding	\$8,157,000	\$8,295,566
<b>Differential Cost Funding</b>	<b>\$11,354,665</b>	<b>\$11,483,705</b>
<b>Revenue And Allocations To Budget Center</b>	<b>8%</b>	<b>9%</b>

<b>Projects/Contracts</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
ECS Severely Disabled PUF Revenue	\$4,300,000	\$4,500,000
FNMI One-time Grant	\$62,500	
Institutional Program Grants	\$882,936	\$942,043
Regional Collaborative Services Delivery Revenue	\$310,524	\$310,524
School Nutrition Program	\$251,657	\$0
SuperNet Funding	\$278,000	\$272,790
Building Collaboration & Capacity in Education	\$0	\$10,050
<b>Projects/Contracts</b>	<b>\$6,085,617</b>	<b>\$6,035,407</b>
<b>Revenue And Allocations To Budget Center</b>	<b>5%</b>	<b>5%</b>

<b>Other Provincial Revenue</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Alberta Mental Health - MC#3	\$380,711	\$380,711
Equity of Opportunity Grant	\$1,109,000	\$1,075,000
French Immersion Revenue	\$0	\$85,000
Narrowing Teacher's Salary Gap Funding	\$90,332	\$90,332
School Fee Reduction Grant	\$0	\$252,000
Southwest Child and Family Services - MC#1	\$97,490	\$97,490
Grant Clawback from Alberta Education	(\$755,000)	(\$653,000)
Teacher Pension Costs Paid by Government	\$6,500,000	\$6,500,000
<b>Other Provincial Revenue</b>	<b>\$7,422,533</b>	<b>\$7,827,533</b>
<b>Revenue And Allocations To Budget Center</b>	<b>6%</b>	<b>6%</b>

<b>Transportation</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
ECS Severely Disabled Transportation Revenue	\$40,967	\$40,967
Special Transportation for Disabilities Revenue	\$175,448	\$175,448
Urban Transportation Revenue	\$2,414,585	\$2,252,085
<b>Transportation</b>	<b>\$2,631,000</b>	<b>\$2,468,500</b>
<b>Revenue And Allocations To Budget Center</b>	<b>2%</b>	<b>2%</b>

<b>Plant Operations and Maintenance</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Plant Operation and Maintenance Revenue	\$8,711,000	\$8,725,187
<b>Plant Operations and Maintenance</b>	<b>\$8,711,000</b>	<b>\$8,725,187</b>
<b>Revenue And Allocations To Budget Center</b>	<b>7%</b>	<b>7%</b>

<b>Federal Government Revenue</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
First Nation's Revenue	\$388,944	\$248,128
First Nation's Gr. 10-12 Tuition Rate	\$10,032	\$10,032
First Nations 10-12 Enrollment	17 students	4 students
First Nations 1-9 Enrollment	21 students	20 students
First Nations ECS Enrollment	0 students	0 students
First Nation's ECS Tuition Rate	\$5,016	\$5,016
First Nations Gr. 1-9 Tuition Rate	\$10,400	\$10,400
<b>Federal Government Revenue</b>	<b>\$388,944</b>	<b>\$248,128</b>
<b>Revenue And Allocations To Budget Center</b>	<b>0%</b>	<b>0%</b>

<b>Fee Revenue</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Fees for Optional Courses or Materials	\$235,621	\$235,621
Fee Revenue Collected	\$235,621	\$235,621
School Fees - School Generated Funds	\$3,526,461	\$3,526,461
<b>Fee Revenue</b>	<b>\$3,762,082</b>	<b>\$3,762,082</b>
<b>Revenue And Allocations To Budget Center</b>	<b>3%</b>	<b>3%</b>

Other Revenues	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Early Education Program Fees	\$324,350	\$324,350
Lethbridge FCSS - MC#4	\$201,325	\$220,660
Miscellaneous Sales Revenue	\$138,802	\$138,802
Parent Link - MC#2	\$26,509	\$26,509
Teacher Secondment Revenue	\$153,115	\$153,115
Tuition Fees (Foreign)	\$315,500	\$315,500
Dual-Credit Tuition	\$129,500	\$129,500
Average CEU - Dual-Credit - EA	6 CEU	6 CEU
Average CEU - Dual-Credit - Mechanic	15 CEU	15 CEU
Average CEU - Dual-Credit - Standard	5 CEU	5 CEU
Dual-Credit Enrolment - EA	0 students	0 students
Dual-Credit Enrolment - Mechanic	0 students	0 students
Dual-Credit Enrolment - Standard	100 students	100 students
Dual-Credit tuition - Standard	\$259	\$259
<b>Other Revenues</b>	<b>\$1,289,101</b>	<b>\$1,308,436</b>
<b>Revenue And Allocations To Budget Center</b>	<b>1%</b>	<b>1%</b>

Investment Revenue	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Interest and Investment Income	\$193,000	\$193,000
<b>Investment Revenue</b>	<b>\$193,000</b>	<b>\$193,000</b>
<b>Revenue And Allocations To Budget Center</b>	<b>0%</b>	<b>0%</b>

Donation Revenue	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Gifts and Donations	\$408,000	\$363,000
<b>Donation Revenue</b>	<b>\$408,000</b>	<b>\$363,000</b>
<b>Revenue And Allocations To Budget Center</b>	<b>0%</b>	<b>0%</b>

Rental Revenue	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Rentals - Facilities	\$34,704	\$34,704
<b>Rental Revenue</b>	<b>\$34,704</b>	<b>\$34,704</b>
<b>Revenue And Allocations To Budget Center</b>	<b>0%</b>	<b>0%</b>

Fundraising Revenue	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Fundraising Revenue	\$2,461,000	\$2,461,000
<b>Fundraising Revenue</b>	<b>\$2,461,000</b>	<b>\$2,461,000</b>
<b>Revenue And Allocations To Budget Center</b>	<b>2%</b>	<b>2%</b>

Capital Block	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Amortization of Capital Allocations	\$5,097,276	\$4,576,935
Infrastructure Maintenance and Renewal Grant Revenue	\$3,336,000	\$3,056,087
<b>Capital Block</b>	<b>\$8,433,276</b>	<b>\$7,633,022</b>
<b>Revenue And Allocations To Budget Center</b>	<b>6%</b>	<b>6%</b>

Previous Year	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Administration Surplus/(Deficit) Carry Forward	\$250,000	\$0
Instruction Surplus/(Deficit) Carry Forward	\$3,540,842	\$617,421
Maintenance Surplus/(Deficit) Carry Forward	\$100,000	\$60,000
Transportation Surplus/(Deficit) Carry Forward	\$435,000	\$54,177
Previous Year Committed funds	\$228,886	\$0
Prior Year Committed funds	\$228,886	\$0
<b>Previous Year</b>	<b>\$4,554,728</b>	<b>\$731,598</b>
<b>Revenue And Allocations To Budget Center</b>	<b>3%</b>	<b>1%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$133,996,454</b>	<b>\$132,619,029</b>
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Expenditures	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Certificated Salaries and Benefits	\$72,877,323	\$73,969,826
<b>Expenditures</b>	<b>54%</b>	<b>56%</b>

Uncertificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Uncertificated Salaries and Benefits	\$28,891,278	\$28,644,327
Expenditures	22%	22%

Contracted and General Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Alberta Home and School AGM Registration Fees	\$7,000	\$7,000
Board Communications	\$8,947	\$8,947
Building Maintenance	\$629,323	\$627,825
Employee Assistance	\$20,160	\$20,160
Grounds Maintenance	\$53,000	\$53,000
Insurance/Bond Premium	\$562,957	\$458,250
District Health and Wellness Committee	\$24,000	\$24,000
Extra Curricular	\$81,298	\$79,798
Professional Learning	\$915,765	\$919,448
Auditor	\$31,500	\$31,500
Legal Services	\$25,000	\$25,000
Computer Services	\$192,960	\$195,868
Consultants	\$794,861	\$687,425
Election Expenses	\$12,000	\$12,000
Employee Assistance Expense	\$720	\$720
Postage	\$54,721	\$52,671
Telephone	\$187,600	\$187,900
Wide Area Network (WAN) Communications	\$321,688	\$352,000
Bussing Costs	\$2,201,267	\$2,051,766
Bus Pass Purchases	\$235,000	\$235,000
Bussing - Field Trips	\$77,425	\$78,625
Equipment Repair	\$153,912	\$159,412
Building Rentals	\$27,400	\$27,400
Equipment Rental/Leases	\$100,200	\$102,200
Server Evergreen	\$5,000	\$5,000
Dues/Fees	\$297,158	\$302,608
ASBA Membership Fees	\$67,458	\$67,458
Membership Zone 6	\$2,850	\$2,850
Printing	\$353,250	\$343,350
Advertising	\$33,700	\$33,700
Advertising & Recruitment of Personnel	\$6,000	\$6,000
Banquets and Lunches	\$69,690	\$58,000
Miscellaneous Services	\$1,084,651	\$1,083,236
Employee Recognition	\$15,000	\$15,000
Technology Department Costs	\$26,798	\$26,798
Multimedia Infrastructure Repairs	\$17,053	\$17,053
Travel and Subsistence	\$108,965	\$108,315
Car Allowances	\$145,239	\$143,139
Co-curricular	\$76,874	\$76,868
Contracted and General Services	\$9,028,389	\$8,687,290
Expenditures	7%	7%

Supplies	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Services, Contracts and Supplies School Generated Activities	\$6,481,461	\$6,481,461
Supplies	\$2,588,199	\$2,217,146
Media Materials	\$108,599	\$87,586
Computer Supplies and Software	\$744,012	\$517,864
Textbooks	\$198,191	\$188,518
Furniture and Equipment (Under \$5000)	\$452,006	\$372,562
Computer Purchases	\$374,475	\$332,563
Supplies	\$10,946,942	\$10,197,700
Expenditures	8%	8%

<b>Utilities</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Electricity	\$1,515,000	\$1,515,000
Gas	\$590,000	\$590,000
Water and Sewer	\$202,600	\$202,600
<b>Utilities</b>	<b>\$2,307,600</b>	<b>\$2,307,600</b>
<b>Expenditures</b>	<b>2%</b>	<b>2%</b>

<b>Capital and Debt Services</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Amortization of Capital Assets	\$5,658,525	\$5,138,184
Infrastructure Maintenance and Renewal	\$3,231,505	\$2,951,592
<b>Capital and Debt Services</b>	<b>\$8,890,030</b>	<b>\$8,089,776</b>
<b>Expenditures</b>	<b>7%</b>	<b>6%</b>

<b>Transfers</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Capital Purchases (Over \$5000)	\$788,329	\$690,283
Committments from prior year	\$228,886	\$0
Prior Year Committed funds	\$228,886	\$0
Contingency (Unallocated Expense)	\$37,676	\$32,227
<b>Transfers</b>	<b>\$1,054,891</b>	<b>\$722,510</b>
<b>Expenditures</b>	<b>1%</b>	<b>1%</b>

<b>Expenditures</b>	<b>\$133,996,454</b>	<b>\$132,619,029</b>
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#### Summary

	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Total Revenues and Allocations To Budget	\$133,996,454	\$132,619,029
Total Expenditures	\$133,996,454	\$132,619,029
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>

#### Notes

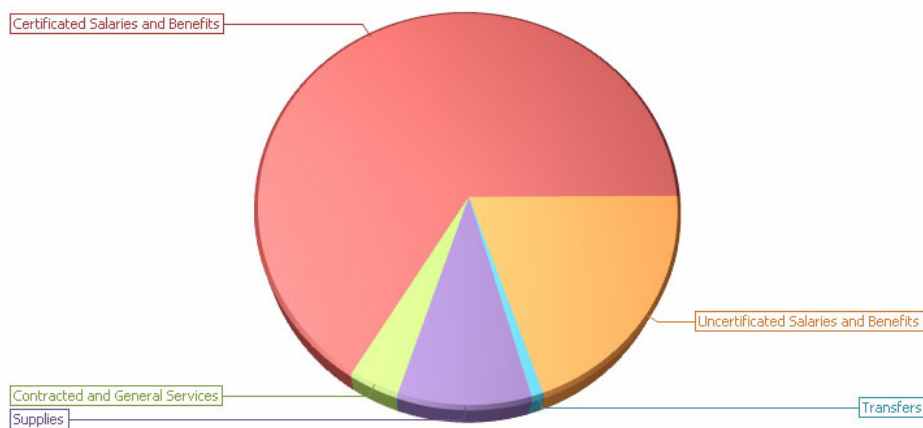


## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Total Instruction



Category	Amount	Percentage
Capital and Debt Services	\$0	0%
Certificated Salaries and Benefits	\$72,154,729	66%
Contracted and General Services	\$3,950,113	4%
Supplies	\$10,601,520	10%
Transfers	\$970,991	1%
Uncertificated Salaries and Benefits	\$21,748,590	20%
<b>Expenditures</b>	<b>\$109,425,941</b>	

# Budget Group Report

Lethbridge School Division  
2019-2020 September 30th Budget

Lethbridge School Division

2019-2020 September 30th Budget

## Total Instruction

### Revenue And Allocations To Budget Center

Basic Program Allocation	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$109,425,941</b>	<b>\$109,041,841</b>
<b>Revenue And Allocations To Budget Center</b>	<b>100%</b>	<b>100%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$109,425,941</b>	<b>\$109,041,841</b>
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### Expenditures

Certificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$72,154,729</b>	<b>\$73,247,232</b>
<b>Expenditures</b>	<b>66%</b>	<b>67%</b>

Uncertificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$21,748,590</b>	<b>\$21,430,195</b>
<b>Expenditures</b>	<b>20%</b>	<b>20%</b>

Contracted and General Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Building Maintenance	\$125,100	\$123,602
Employee Assistance	\$16,800	\$16,800
Insurance/Bond Premium	\$37,950	\$37,950
District Health and Wellness Committee	\$24,000	\$24,000
Extra Curricular	\$81,298	\$79,798
Professional Learning	\$851,930	\$855,613
Consultants	\$709,414	\$601,978
Postage	\$45,571	\$43,521
Telephone	\$122,100	\$122,400
Wide Area Network (WAN) Communications	\$321,688	\$352,000
Bussing - Field Trips	\$77,425	\$78,625
Equipment Repair	\$102,812	\$108,312
Building Rentals	\$27,400	\$27,400
Equipment Rental/Leases	\$69,200	\$71,200
Server Evergreen	\$5,000	\$5,000
Dues/Fees	\$277,658	\$283,108
Printing	\$321,250	\$311,350
Advertising	\$7,700	\$7,700
Banquets and Lunches	\$19,000	\$19,000
Miscellaneous Services	\$415,268	\$413,853
Technology Department Costs	\$26,798	\$26,798
Multimedia Infrastructure Repairs	\$17,053	\$17,053
Travel and Subsistence	\$52,225	\$51,575
Car Allowances	\$118,599	\$116,499
Co-curricular	\$76,874	\$76,868
<b>Total</b>	<b>\$3,950,113</b>	<b>\$3,872,003</b>
<b>Expenditures</b>	<b>4%</b>	<b>4%</b>

<b>Supplies</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Services, Contracts and Supplies School Generated Activities	\$6,481,461	\$6,481,461
Supplies	\$2,288,676	\$1,919,148
Media Materials	\$108,599	\$87,586
Computer Supplies and Software	\$742,112	\$515,964
Textbooks	\$198,191	\$188,518
Furniture and Equipment (Under \$5000)	\$433,006	\$353,562
Computer Purchases	\$349,475	\$307,563
<b>Total</b>	<b>\$10,601,520</b>	<b>\$9,853,802</b>
<b>Expenditures</b>	<b>10%</b>	<b>9%</b>

<b>Transfers</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Capital Purchases (Over \$5000)	\$788,329	\$690,283
Transfers to (-) / from other sites (+)	(\$83,900)	(\$83,900)
Committments from prior year	\$228,886	\$0
Prior Year Committed funds	\$228,886	\$0
Contingency (Unallocated Expense)	\$37,676	\$32,227
<b>Total</b>	<b>\$970,991</b>	<b>\$638,610</b>
<b>Expenditures</b>	<b>1%</b>	<b>1%</b>

<b>Expenditures</b>	<b>\$109,425,941</b>	<b>\$109,041,841</b>
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#### Summary

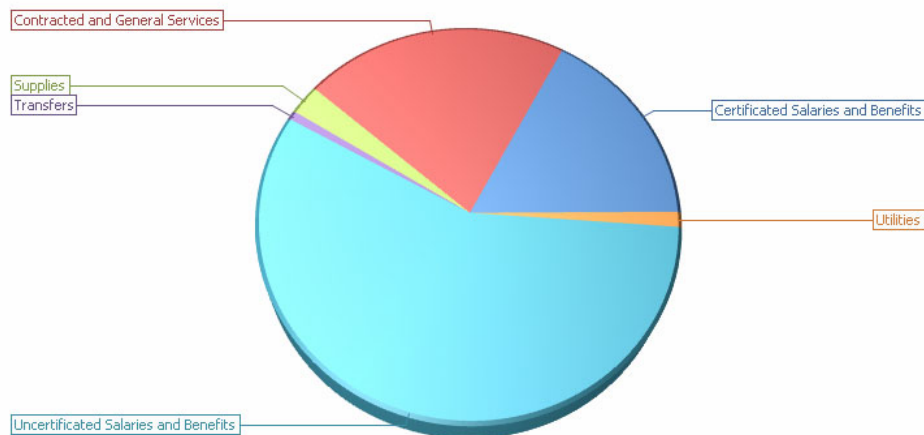
	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Total Revenues and Allocations To Budget	\$109,425,941	\$109,041,841
Total Expenditures	\$109,425,941	\$109,041,841
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>

## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Total Administration



Category	Amount	Percentage
Certificated Salaries and Benefits	\$722,594	17%
Contracted and General Services	\$915,565	22%
Supplies	\$106,228	2%
Transfers	\$31,300	1%
Uncertificated Salaries and Benefits	\$2,424,995	57%
Utilities	\$52,600	1%
<b>Expenditures</b>	<b>\$4,253,283</b>	

# Budget Group Report

Lethbridge School Division

2019-2020 September 30th Budget

Lethbridge School Division

2019-2020 September 30th Budget

## Total Administration

### Revenue And Allocations To Budget Center

Basic Program Allocation	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$4,253,283</b>	<b>\$4,253,283</b>
<b>Revenue And Allocations To Budget Center</b>	<b>100%</b>	<b>100%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$4,253,283</b>	<b>\$4,253,283</b>
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### Expenditures

Certificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$722,594</b>	<b>\$722,594</b>
<b>Expenditures</b>	<b>17%</b>	<b>17%</b>

Uncertificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$2,424,995</b>	<b>\$2,438,001</b>
<b>Expenditures</b>	<b>57%</b>	<b>57%</b>

Contracted and General Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Alberta Home and School AGM Registration Fees	\$7,000	\$7,000
Board Communications	\$8,947	\$8,947
Building Maintenance	\$30,000	\$30,000
Insurance/Bond Premium	\$126,700	\$126,700
Professional Learning	\$38,003	\$38,003
Auditor	\$31,500	\$31,500
Legal Services	\$25,000	\$25,000
Computer Services	\$192,960	\$195,868
Consultants	\$65,447	\$65,447
Election Expenses	\$12,000	\$12,000
Employee Assistance Expense	\$720	\$720
Postage	\$9,150	\$9,150
Telephone	\$28,000	\$28,000
Equipment Repair	\$5,000	\$5,000
Equipment Rental/Leases	\$31,000	\$31,000
Dues/Fees	\$17,500	\$17,500
ASBA Membership Fees	\$67,458	\$67,458
Membership Zone 6	\$2,850	\$2,850
Printing	\$32,000	\$32,000
Advertising	\$25,000	\$25,000
Advertising & Recruitment of Personnel	\$6,000	\$6,000
Banquets and Lunches	\$48,190	\$36,500
Miscellaneous Services	\$18,000	\$18,000
Employee Recognition	\$15,000	\$15,000
Travel and Subsistence	\$49,500	\$49,500
Car Allowances	\$22,640	\$22,640
<b>Total</b>	<b>\$915,565</b>	<b>\$906,783</b>
<b>Expenditures</b>	<b>22%</b>	<b>21%</b>

Supplies	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Supplies	\$79,228	\$75,005
Furniture and Equipment (Under \$5000)	\$12,000	\$12,000
Computer Purchases	\$15,000	\$15,000
<b>Total</b>	<b>\$106,228</b>	<b>\$102,005</b>
<b>Expenditures</b>	<b>2%</b>	<b>2%</b>

<b>Utilities</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Electricity	\$25,000	\$25,000
Gas	\$25,000	\$25,000
Water and Sewer	\$2,600	\$2,600
<b>Total</b>	<b>\$52,600</b>	<b>\$52,600</b>
<b>Expenditures</b>	<b>1%</b>	<b>1%</b>

<b>Transfers</b>	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Transfers to (-) / from other sites (+)	\$31,300	\$31,300
<b>Total</b>	<b>\$31,300</b>	<b>\$31,300</b>
<b>Expenditures</b>	<b>1%</b>	<b>1%</b>

<b>Expenditures</b>	<b>\$4,253,283</b>	<b>\$4,253,283</b>
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#### Summary

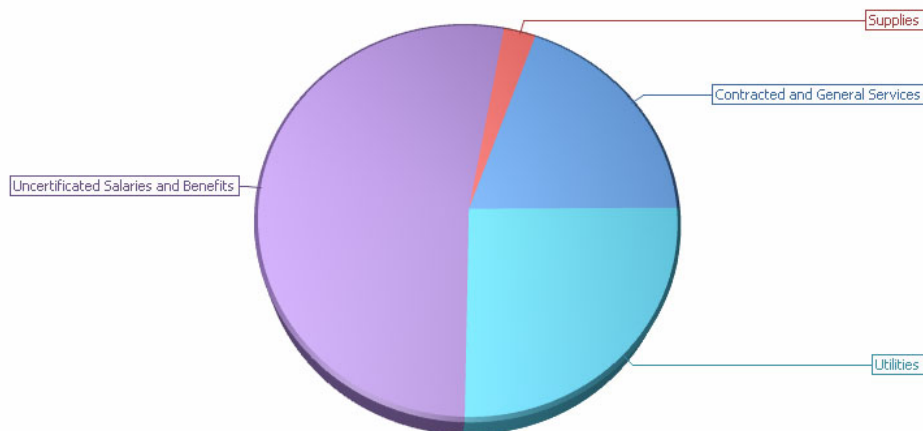
	<b>2019-2020 September 30th Budget</b>	<b>2019-2020 Preliminary Budget</b>
Total Revenues and Allocations To Budget	\$4,253,283	\$4,253,283
Total Expenditures	\$4,253,283	\$4,253,283
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>

## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Plant Operations and Maintenance



Category	Amount	Percentage
Contracted and General Services	\$1,694,445	19%
Supplies	\$229,195	3%
Transfers	\$0	0%
Uncertificated Salaries and Benefits	\$4,630,281	53%
Utilities	\$2,255,000	26%
<b>Expenditures</b>	<b>\$8,808,921</b>	

# Budget Group Report

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

## Plant Operations and Maintenance

### Revenue And Allocations To Budget Center

Basic Program Allocation	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$8,808,921</b>	<b>\$8,765,350</b>
<b>Revenue And Allocations To Budget Center</b>	<b>100%</b>	<b>100%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$8,808,921</b>	<b>\$8,765,350</b>
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### Expenditures

Uncertificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$4,630,281</b>	<b>\$4,688,719</b>
<b>Expenditures</b>	<b>53%</b>	<b>53%</b>

Contracted and General Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Building Maintenance	\$474,223	\$474,223
Employee Assistance	\$3,360	\$3,360
Grounds Maintenance	\$53,000	\$53,000
Insurance/Bond Premium	\$398,307	\$293,600
Professional Learning	\$15,832	\$15,832
Telephone	\$37,500	\$37,500
Equipment Repair	\$46,100	\$46,100
Dues/Fees	\$2,000	\$2,000
Advertising	\$1,000	\$1,000
Banquets and Lunches	\$2,500	\$2,500
Miscellaneous Services	\$651,383	\$651,383
Travel and Subsistence	\$5,240	\$5,240
Car Allowances	\$4,000	\$4,000
<b>Total</b>	<b>\$1,694,445</b>	<b>\$1,589,738</b>
<b>Expenditures</b>	<b>19%</b>	<b>18%</b>

Supplies	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Supplies	\$220,295	\$222,993
Computer Supplies and Software	\$1,900	\$1,900
Furniture and Equipment (Under \$5000)	\$7,000	\$7,000
<b>Total</b>	<b>\$229,195</b>	<b>\$231,893</b>
<b>Expenditures</b>	<b>3%</b>	<b>3%</b>

Utilities	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Electricity	\$1,490,000	\$1,490,000
Gas	\$565,000	\$565,000
Water and Sewer	\$200,000	\$200,000
<b>Total</b>	<b>\$2,255,000</b>	<b>\$2,255,000</b>
<b>Expenditures</b>	<b>26%</b>	<b>26%</b>

<b>Expenditures</b>	<b>\$8,808,921</b>	<b>\$8,765,350</b>
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### Summary

	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Total Revenues and Allocations To Budget	\$8,808,921	\$8,765,350
Total Expenditures	\$8,808,921	\$8,765,350
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>

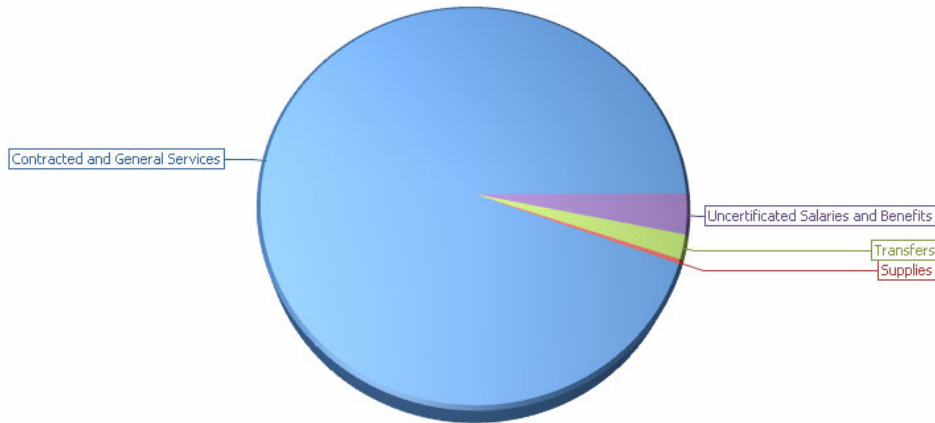


## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Transportation



Category	Amount	Percentage
Contracted and General Services	\$2,468,267	94%
Supplies	\$10,000	0%
Transfers	\$52,600	2%
Uncertificated Salaries and Benefits	\$87,413	3%
<b>Expenditures</b>	<b>\$2,618,279</b>	

# Budget Group Report

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

## Transportation

### Revenue And Allocations To Budget Center

Basic Program Allocation	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$2,618,279</b>	<b>\$2,468,779</b>
<b>Revenue And Allocations To Budget Center</b>	<b>100%</b>	<b>100%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$2,618,279</b>	<b>\$2,468,779</b>
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### Expenditures

Uncertificated Salaries and Benefits	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$87,413</b>	<b>\$87,413</b>
<b>Expenditures</b>	<b>3%</b>	<b>4%</b>

Contracted and General Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Professional Learning	\$10,000	\$10,000
Consultants	\$20,000	\$20,000
Bussing Costs	\$2,201,267	\$2,051,766
Bus Pass Purchases	\$235,000	\$235,000
Travel and Subsistence	\$2,000	\$2,000
<b>Total</b>	<b>\$2,468,267</b>	<b>\$2,318,766</b>
<b>Expenditures</b>	<b>94%</b>	<b>94%</b>

Supplies	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Computer Purchases	\$10,000	\$10,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Expenditures</b>	<b>0%</b>	<b>0%</b>

Transfers	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Transfers to (-) / from other sites (+)	\$52,600	\$52,600
<b>Total</b>	<b>\$52,600</b>	<b>\$52,600</b>
<b>Expenditures</b>	<b>2%</b>	<b>2%</b>

<b>Expenditures</b>	<b>\$2,618,279</b>	<b>\$2,468,779</b>
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### Summary

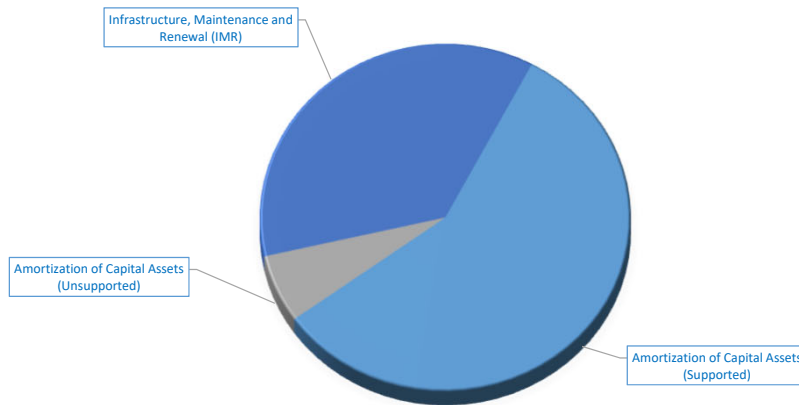
	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Total Revenues and Allocations To Budget	\$2,618,279	\$2,468,779
Total Expenditures	\$2,618,279	\$2,468,779
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>

## Expenditures

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

### Capital and Debt Services



Category	Amount	Percentage
Amortization of Capital Assets (Supported)	\$5,097,276	57%
Amortization of Capital Assets (Unsupported)	\$561,249	6%
Infrastructure, Maintenance and Renewal (IMR)	\$3,231,505	36%
<b>Expenditures</b>	<b>\$8,890,030</b>	

# Budget Group Report

Lethbridge School Division  
2019-2020 September 30th Budget  
Lethbridge School Division

2019-2020 September 30th Budget

## Capital and Debt Services

### Revenue And Allocations To Budget Center

Basic Program Allocation	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
<b>Total</b>	<b>\$8,890,030</b>	<b>\$8,089,776</b>
<b>Revenue And Allocations To Budget Center</b>	<b>100%</b>	<b>100%</b>

<b>Revenue And Allocations To Budget Center</b>	<b>\$8,890,030</b>	<b>\$8,089,776</b>
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### Expenditures

Capital and Debt Services	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Amortization of Capital Assets	\$5,658,525	\$5,138,184
Infrastructure Maintenance and Renewal	\$3,231,505	\$2,951,592
<b>Total</b>	<b>\$8,890,030</b>	<b>\$8,089,776</b>
<b>Expenditures</b>	<b>100%</b>	<b>100%</b>

<b>Expenditures</b>	<b>\$8,890,030</b>	<b>\$8,089,776</b>
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### Summary

	2019-2020 September 30th Budget	2019-2020 Preliminary Budget
Total Revenues and Allocations To Budget	\$8,890,030	\$8,089,776
Total Expenditures	\$8,890,030	\$8,089,776
<b>Variance</b>	<b>\$0</b>	<b>\$0</b>



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Lethbridge School  
Division

2019

Budget

2020

Fall Update

2019

2019-2020

## Enrolment

+251  
students2019-2020  
Enrolment

11,753

2.18%

497

- 1.78%

Early Education Program

806

+ 5.22%

Kindergarten

4,467

+ 1.85%

Elementary School

2,631

+ 5.66%

Middle School

3,352

- 0.06%

High School

\$134.0 Million

## Revenue

\$3.1 Million Decrease in Base Funding  
due to elimination of certain  
Provincial Grants (i.e. class-size)  
(as compared to Preliminary Budget)

-3.88%

8%

90%

Received from  
AB Gov't

\$4.55 million

Drawn from Reserves to  
address elimination of  
Grants and Board/School  
Site Priorities

Base Grant is 57% of revenue

Spending our  
SavingsProposed use of One-time reserves have  
been allocated to the following:- \$2.1 million allocated to assist with  
funding the reductions in Provincial Grant  
funding (i.e. elimination of class-size  
funding)- \$698,000 for school based resources and  
equipment needs (from school reserves)- Budget includes use of some reserves to  
stabilize instructional programs, some  
carry-forward funding for specific projects,  
full-day kindergarten pilot project, and other  
Division/School Site initiatives.

## Expenditures

82%

\$134.0 Million

Of the Division Budget is spent on  
Instructional services for studentsCompared to  
Prior year:Increase in  
staff of 1.0 FTEDecrease in  
staff of 2.5 FTE76% Total Staffing  
of BudgetTeachers  
629 FTESupport Staff  
517 FTERemoval  
of CIF  
FundingInclusive Learning  
support to students  
11%

Technology 2%

Other Instructional  
Supports 3%Non-Instructional  
Support ServicesSchool Based  
66%

Instruction Based Expenditures are:

86%

STAFFING

14% Supplies and Services

18%

Non-Instructional  
Support Services

Facilities

12%

Transportation  
2%Administration  
3%\*Under the  
3.6% maximum  
(approx \$570,600  
goes to instruction)

Support Services Expenditures are:

32%

STAFFING

68% Supplies and Services

## Vision:

Learners are innovative thinkers who are  
successful, confident, respectful, and caring

Innovation

Board Priorities

Inclusion

Achievement





# FALL UPDATE TO THE 2019-2020 BUDGET

Lethbridge School Division

Department of Business Affairs  
November 26<sup>th</sup>, 2019



# Fall Update to the 2019-2020 Budget

What has changed since the legally adopted budget in the spring?

## Revenues

### **Government of Alberta**

Government of Alberta revenue decrease mainly consists of the following:

- Elimination of the Class-size funding (\$5.0 million), the Classroom Improvement Fund (\$1.3 million), and the School Fee Reduction Grant (\$252,000). Overall, there was a total of \$6.5 million in grants that were eliminated. The Division was expecting the removal of the Classroom Improvement Fund (\$1.3 million); therefore, resulted in a \$5.2 million of unexpected reductions in Provincial Funding. The Province is providing a one-time transitional grant of \$2.2 million, thus leaving a \$3.0 million funding shortfall.
- There was an increase in the Provincial "claw-back" for benefit rate savings.
- Differential Grant funding was slightly less than projected as certain factors such as eligible refugee students was less than projected.
- The Program Unit Funding (PUF) is projected to be reduced as there has been a reduction in the amount of PUF eligible students in the ECS programs.
- The School Nutrition Program was funded in 2019/2020 for \$252,000; whereas, this was not expected to be received in the Preliminary Budget.
- Increase in transportation and Infrastructure, Maintenance & Renewal (IMR) funding (based on growth of the District).
- Capital allocations revenues increased by \$520,000 for the increased supported amortization which correlates to the increased amortization expenses.

## **Federal and First Nations**

Increase in estimated First Nation revenues with projected increases in the amount of students attending our schools from the Kainai reserve.

## **Donations**

There was an increase in budgeted donations as the Ready-Set-Go program was included in the 2019/2020 budget.

## **Expenses by Program**

### **Instruction**

Increase in Instruction relates to additional staffing hired to address student growth, which was offset by the reductions from the CIF grant. There was an additional 9.5 FTE teachers hired to address enrolment growth and other site needs; whereas, there was a removal of 8.5 FTE relating specifically to the CIF program, resulting in a net increase of 1.0 FTE. In the Preliminary Budget, there were additional contingency positions budgeted, but were not to be hired, until the Provincial Budget was announced (these contingency positions were removed based on the funding shortfall).

For support staffing, there was an additional 5.0 FTE of support staff (including educational assistants) hired to address enrolment growth and student needs; whereas, there was a removal of 7.85 FTE relating to the CIF program, resulting in a net decrease of 2.5 FTE. In the Preliminary Budget, there were no increase to support staff and had budgeted a net reduction of 7.5 FTE; however, some surplus carry-forward were utilized to assist in these areas of student need.

The average teacher costs were recalculated in October as majority of new hires, retirements, and grid movements were completed; whereas, there was a slight reduction to the average teacher costs which assisted in the 2019-2020 funding shortfall.

School specific initiatives/projects, funded by school-based reserves, were updated in the budget; whereas, these were increases to instructional supplies and contracted services at the schools. Each of these initiatives/projects were discussed/reviewed to ensure that they were required in the school year.



## **Operations and Maintenance**

Plant Operations and Maintenance expenditures mainly increased due to an increase for insurance costs on school facilities that needs to be updated based on the overall increased costs of insurance premiums.

## **Transportation**

No overall change to budgeted expenditures.

## **Administration**

No overall change to budgeted expenditures.

The administration budget represents 3.17% of the total updated budget, which is below the 3.6% limit prescribed by Alberta Education.

## **External Services**

External Services represents the costs of the International Services Program. No change to budgeted expenditures.

## **Operating Surplus/Deficit**

There is an increase in the operating deficit due to the Provincial Funding Shortfall. The Division utilized \$2.1 million of one-time reserve funds to assist in funding shortfall. There was \$698,000 for school based resources and equipment needs; whereas, each of these requests were reviewed and added if required. Operating reserves were also used to address priority areas such as elementary literacy assessment, Spanish resources, and funding a full day kindergarten project pilot.

## **Accumulated Surplus from Operations**

The change in the Accumulated Surplus from Operations (ASO) since the spring report is due to a smaller year-end deficit in 2018-2019 than budgeted, which was a result in a higher August 31, 2019 ASO than originally projected. In the Preliminary Budget, the adjusted ASO (excluding SGF) was projected to result at 4.15%; however, with reduced deficit, it resulted in 6.23% adjusted ASO. These savings assist with covering the funding shortfall in 2019-2020.

AOS will be lower at the end of August 31, 2020 than originally anticipated due to use of one-time reserves to cover the funding shortfall and other Division/School initiatives. The adjusted ASO is projected at 2.90% after funding the Provincial Funding Shortfall. This projected adjusted ASO is within the Provincial recommended range of 1% to 5%.

Capital Reserves remained at similar levels between August 31, 2018 and August 31, 2019; whereas, this balance is expected to decrease as the secondary school technology evergreening phase will start in 2019-2020.

## Expenses by Object

### **Certificated Salaries and Benefits**

Overall decrease from Preliminary Budget relates to the reduction in the average teacher costs and the removal of a couple contingent positions (that were not hired) as they were based on the Provincial Budget announcements.

### **Non-certificated Salaries and Benefits**

Overall increase from Preliminary Budget relates to the additional support positions (i.e. educational assistants) that were added to address enrolment growth and student needs and that were funded by carryforward funding from the prior year.

### **Services, Contracts, and Supplies**

Increase in services, contracts, and supplies relates to the use of one-time funds to replace equipment, furniture, purchase literacy resources, supplies, and additional classroom resources and classroom enhancements.

### **Amortization Expense**

Increase in original estimate of supported amortization due to the addition of new facilities coming in-service and increase in non-supported amortization due to the purchase of equipment and vehicles. The estimate has been adjusted to reflect the actual amortization of these capital assets.

### Certificated Staffing FTE

A total of 629.06 FTE budgeted for certificated staffing. There was an additional 9.5 FTE teachers hired to address enrolment growth and other site needs; whereas, there was a removal of 8.5 FTE relating to the CIF program, resulting in a net increase of 1.0 FTE.

### Non-Certificated Staffing FTE

A total of 517.17 FTE budgeted for non-certificated staffing. There was an additional 5.0 FTE of support staff (including educational assistants) hired to address enrolment growth and student needs; whereas, there was a removal of 7.85 FTE relating to the CIF program, resulting in a net decrease of 2.5 FTE.

### Eligible Funded Students

Eligible funded students are enrolments that are funded by Alberta Education, not the head count at September 30th. Funded enrolment decreased over the May budget at Grades 1 to 12. Funded enrolment increased at Preschool over original projections.

Highlights of the 2019-2020 Operating Budget as compared to the 2019-2020 Preliminary Budget and the 2018-2019 Operating budget may be found in the Executive Summary to the budget in the November 2019 AERR report.

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: City of Lethbridge Operational Review Recommendation Re: Transportation**

**Background**

Superintendents and Board representatives of both Lethbridge School Division and Holy Spirit Catholic School Division met with Mayor Chris Spearman and Councillor/ Deputy Mayor Belinda Crowson to discuss the City of Lethbridge Operational Review recommendation regarding transportation for students. Implications of the Operational Review recommendation that the City of Lethbridge no longer partner with the two school divisions in the delivery of school bus services will be discussed. Of significant concern is the short timeline the report recommends for any transition of services.

**Recommendation:**

It is recommended that the Board endeavour to find avenues to engage the City of Lethbridge in conversations and advocacy regarding the benefit of continuing a cost-neutral school bus transportation partnership for students and families.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Public Forum Response from the October 22, 2019 Board Meeting**

**OCTOBER 2019 BOARD PUBLIC FORUM - RESPONSE**

Response to concern brought forward by Allison Pike

**Description of concern:**

Allison Pike addressed the Board of Trustees at the public forum portion of the October 22 Board Meeting. Mrs. Pike expressed concerns raised by parents related to the lateness of Bus Route Schedules being available to parents. Bus Schedules were posted on the Friday prior to the Tuesday school start date. Mrs. Pike state that this was not enough time for parents to make the appropriate arrangements for the start of school.

**Response to Concern:**

Christine Lee, Associate Superintendent Business Affairs, responded to Mrs. Pikes' concerns expressing that the Division was also concerned with the lateness of the posting of the bus routes and schedules and understood parent's frustrations.

The Division will be working in partnership with our school transportation provider, the City of Lethbridge, to develop processes to provide access to school bus schedules and routes on a more timely basis for the 2020-2021 school year so that parents have time to prepare students for their bus ride on the first day of school. One of the challenges is that the Student Information System is not available for the new school year until all entries are complete for the preceding school year. This means that the Student Information System that has all of the information necessary for planning routes cannot be accessible for the school year until all summer school marks for high school students have been entered and submitted to the province in August. The Division will work with the summer school provider as well as transportation to try to ensure there are at least a few days in advance of the school start up.

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Breakfast with the Board – G.S. Lakie – December 4, 2019**

**Background**

Lethbridge School Division trustees have a long-standing practice of visiting Division facilities in order to better understand the operations at each site. Visits by trustees are truly appreciated by staff.

On a monthly basis trustees meet with the staff of at least one Division site for a continental breakfast. The informal meeting provides an opportunity for staff to share highlights of their work with trustees. Additionally, trustees can share information about Division initiatives and respond to questions staff members may have.

Breakfast with the Board has been scheduled at G.S. Lakie on Wednesday, December 4, 2019 at 8:00 a.m. Following the breakfast, Principal Sharon Mezei will provide a tour of the school for trustees.

**Recommendation**

It is recommended the Board receive this report as information.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Christine Lee  
Associate Superintendent, Business Affairs

**RE: Business Affairs Report**

**Background**

The November 2019 report of the Associate Superintendent Business Affairs is attached.

**Recommendation**

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

Respectfully submitted,  
Christine Lee

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## Facilities

- South Lethbridge Elementary School. Outer shell of the school is under construction. A few weather delays in schedule, but still progressing as anticipated and on budget.



- Two modular classrooms were placed at Coalbanks Elementary School on October 25<sup>th</sup> and 26<sup>th</sup>. High winds on Friday the 25<sup>th</sup> resulted in operations being suspended until Saturday morning. Work has begun on getting the classroom hooked up to utilities and prepared for students.





- The Division has requested more modular classrooms for the 2020-2021 school year to address enrolment pressures in West Lethbridge. Modular classrooms have been requested for Coalbanks Elementary, Dr. Gerald Probe Elementary and Chinook High School. The Division will be notified in early 2020 regarding our modular classroom request.
- Work continues on Senator Buchanan and Westminster Schools on the lower floor of the schools under Phase 2 of the project. Staff and students have been excellent to work with during the renovation.



Westminster Learning Commons now has windows!

- The Director of Facility Services has been in discussion with the City of Lethbridge and an environmental consultant related to the issue of lead in drinking water systems in Alberta. Our consultant has been in contact with Alberta Health Services, and further guidance will be provided by AHS to school divisions regarding testing for lead at school sites by the end of November. The Division will work with the government and consultants to ensure the required testing is undertaken.

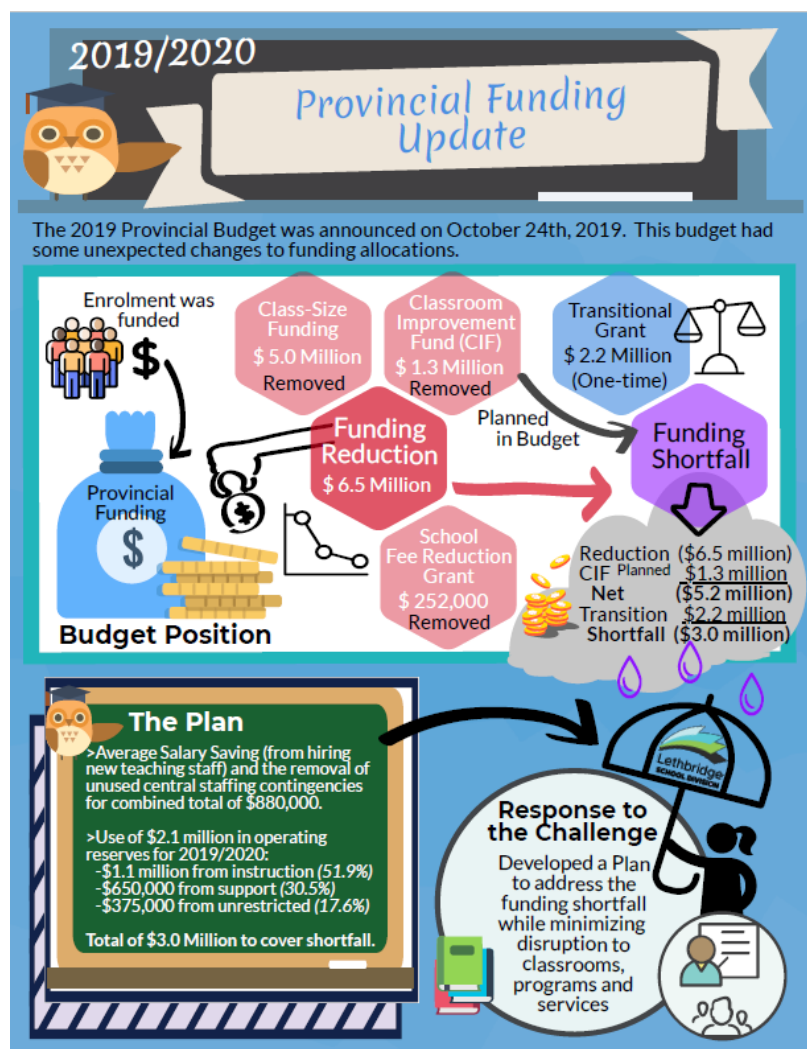
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## Transportation

- The transportation grant submission is being prepared for submission to Alberta Education by November 30th.

## Finance

- The Audited Financial Statements for the 2018-2019 School Year are presented to the Board of Trustees at the November Board meeting.



•The Provincial Budget was released on October 24<sup>th</sup>. The Board and Division leadership reviewed the implications of the budget. There was an overall unplanned funding shortfall of \$3 million. In response to this challenge this short fall will be address by using Division operating reserves without disruption to classrooms, programs and services. The fall budget update is presented to the Board of Trustees at the November Board Meeting. Work will begin over the coming months to examine the implications of changes in levels of government education funding for the development of the 2020-2021 budget.

•Congratulations to Mark DeBoer, Director of Finance on earning his Certified Administrator and School Finance and Operations (SFO) designation from ASBO International.

## Community Engagement Committee

- We are pleased to announce that all table sponsors have returned from last year for the 2020 ICE Scholarship Breakfast on February 14<sup>th</sup>, 2020. The ICE Breakfast also has two new sponsors including MRG/Xerox has agreed to be the event sponsor with a sponsorship of \$3000. To date we have collected \$13,000 in sponsorship for the event. 17 of the 26 tables are considered sold with only 9 tables (72 tickets) that will be available for sale.
- Tickets will go on sale at the end of November to the public.

## Keynote speaker selected for 2020 scholarship breakfast

The 2020 version of the Canada 150 ICE Awards Scholarship Breakfast will be held Feb. 14, 2020.

Judy Trinh, an award winning broadcast journalist, will be this year's keynote speaker. Trinh, a graduate of Winston Churchill High School, has been nominated for two Canadian Screen Awards and a National Magazine Award for feature writing.

She aims to tell captivating stories through print, broadcast and social media and does not shy away from controversial or complex issues.

Trinh has reported from disaster zones, investigated terror suspects and shone a light on sexual assault in the music industry and in work places.

She is committed to giving a voice to people who are marginalized and strives to be both critical and compassionate in her reporting.

Judy also mentors immigrant journalists and is a sought after speaker on social-justice issues. Her family's experience is also woven into the Canada's proud history. In 2017, Judy's story of fleeing Vietnam inspired a Heritage Minute that marked Canada's humanitarian efforts on the nation's 150th birthday.

In 2018, Trinh was inducted into the Winston Churchill High School Hall of Fame.



Judy Trinh will be in Lethbridge on Feb. 14, 2020.

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## Occupational Health and Safety

- All committee members are required to take mandatory training as per legislation. This training includes Part 1 – 2 hour online course and Part 2 – 6-8 hours of facilitated instruction by an approved trainer. The Division will provide two opportunities for the Part 2 training, the first was held on October 3<sup>rd</sup> and the second session was held on November 7<sup>th</sup> for committee members. All Committee members have completed Part 1 training.
- As per legislation, another 8 hours of training will be required for our Division Health and Safety Committee representatives. Training has been planned on Hazard Identification and conducting workplace inspections that will occur on January 30<sup>th</sup> and February 6<sup>th</sup> for committee members.



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## Other matters

- Work related to Insurance, legal, and labour relations matters
- Work with leadership team and schools through generative dialogue process
- South Lethbridge Elementary School construction meetings
- Education Plan review meetings
- Attended the following events/meetings:
  - City of Lethbridge Public Consultation, October 23<sup>rd</sup>
  - ASBO International, National Harbour, MD, October 25<sup>th</sup> to October 28<sup>th</sup>
  - Chamber of Commerce, Finance Minister luncheon, November 1<sup>st</sup>
  - Newsie's - presented by Chinook High School and Lethbridge Musical Theatre – November 1<sup>st</sup>
  - Facilities Committee meeting, November 5<sup>th</sup>
  - Chinook High School parent council, November 6<sup>th</sup>
  - Spanish Heritage Night, Coalbanks Elementary School, November 7<sup>th</sup>
  - Westminster Cargill family breakfast, November 8<sup>th</sup>
  - MC General Stewart Remembrance Day Assembly, November 8<sup>th</sup>
  - Visit to Collaborative Communities at Fleetwood Bawden, Galbraith and Buchanan, November 12<sup>th</sup>
  - Snacks with Superintendents, Immanuel Christian Secondary School, November 14<sup>th</sup>
  - Audit Committee meeting, November 14<sup>th</sup>
  - ASBA Fall AGM, Edmonton, November 17<sup>th</sup> to 19<sup>th</sup>
  - Urban Schools Insurance Consortium (USIC) quarterly meeting, Edmonton, November 20<sup>th</sup>
  - Lead Negotiator Training, Module 4 – Calgary, November 21<sup>st</sup>



**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Rik Jesse  
Associate Superintendent, Human Resources

**RE: Human Resources Report**

**Background**

The November 2019 report of the Associate Superintendent Human Resources is attached.

**Recommendation**

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

Respectfully submitted,  
Rik Jesse

## Associate Superintendent, Human Resources

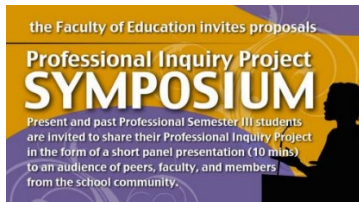
### Report to the Board of Trustees

November 26, 2019

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

#### HR Events:

##### *Upcoming HR Recruitment opportunities:*



#### University of Lethbridge PS III On-Campus Seminar

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

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

**From:** 8:45 a.m. (start time) - 11:45 a.m. (Session 1: 8:45-9:35, Session 2: 9:50-10:40, Session 3: 10:55-11:45)

**Room:** Curriculum Laboratory (Our Library Building), University of Lethbridge

We anticipate that we will have approximately 150 Interns, and other students graduating at the end of the semester in attendance. There will be three concurrent sessions (50 minutes each), offered three times for different groups of approximately 50 students:

1. Administrators' Panel – How to Get Hired!
2. From Graduation to (Substitute) Teaching in Alberta
3. **School District Walk About** (a mini-job fair for our partner school districts)

#### Professional Learning at a Glance



#### **Webinar** - Tough Times Ahead: Budget Reductions and Employee Layoffs - **McLennan Ross Recess Break**

A discussion on employee layoffs in the context of budget reductions including:

- layoff clauses in collective agreements for teachers and non-teaching staff

- layoff clauses in policy/procedure for teachers and non-teaching staff
- proper application of Staff Reduction policies
- *Education Act / Employment Standard Code* layoff requirements
- contractual employment requirements
- notice requirements for layoffs and terminations

We will also discuss challenges with respect to prevention, detection and response including:

- Recent layoff and staff reduction case law for teaching and non-teaching staff
- Practical risk management tips to deal with teaching and non-teaching staff layoffs/terminations

### *Hiring at a Glance:*

#### **Substitute Teacher**

- 201 Teacher Substitutes
- 13 Hired
- 8 New Offers
- 6 Video interview requests have been made
- 4 awaiting reference checks

#### **Substitute Support**

- 53 Support Educational Assistant Substitutes as of November 20 - Some subs had very limited availability i.e., KG Assistants were available Fridays only

#### **Resignations / Terminations between October 16 and November 19**

- 6 Support Resignations

#### **Medical/Maternity Leaves – November**

- 1 new Maternity leave for a total of 13
- 7 EDB
- 11 Medical Leaves

#### **November Hiring – Support**

- Administrative Support – 1
- Educational Assistant – 12
- Career Practitioner - 1

#### **November Hiring – Teaching**

- Coalbanks Spanish
- FMNI Language/Culture Teacher

#### **Medical/Maternity Leaves – Teaching**

- 22 Maternity leaves, 2 to commence in November, 6 to commence in the new year



- 9 EDB
- 11 Medical Leaves

### **CUPE 290**

- None

### **Non-Union**

- FNMI – 1
- FSLC – 1



### **Voluntary Retirement Plan Update as of November 20, 2019**

3 ~ Alberta Teachers' Association Retirement Fund Members

1 ~ Canadian Union of Public Employees (CUPE) 290

0 ~ Canadian Union of Public Employees (CUPE) 2843

0 ~ Non-Union Employees

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

### **Historical Data:** ATA Retirements

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

### **2019 / 2020 Temporary Contracts**

- 44 Temporary as a result of a leave
- 24 Temporary



# ALL SCHOOLS ENROLLMENT BY GRADE: October 31, 2019

SCHOOL	Pre-Kindergarten			Kindergarten			Grades 1 - 12															Total	Total FTE
	Oct 31 2019	Sep 30 2019	Diff	Oct 31 2019	Sep 30 2019	Diff	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Oct 31 2019	Sep 30 2019	Diff	Oct 31 2019	Oct 31 2019
																				1-12		1-12	PreK-12
Victoria Park												1	3	3	12	36	55	165	275	258	17	275	275.0
Chinook High															315	283	266	311	1175	1181	-6	1175	1175.0
Immanuel Christian Secondary												45	42	47	42	38	49	44	307	305	2	307	307.0
LCI - Total Students															220	242	200	235	897	894	3	897	897.0
LCI - French Immersion															53	37	43	51	184	185	-1	184	
WCHS															213	253	201	222	889	892	-3	889	889.0
G S Lakie												133	156	160					449	450	-1	449	449.0
Gilbert Paterson - Total Students												275	252	250					777	780	-3	777	777.0
Gilbert Paterson - French Immersion												77	64	66					207	199	8	207	
Lethbridge Christian				31	31	0	30	28	28	20	28	23	20	20					197	194	3	228	212.5
Senator Joyce Fairbairn												173	212	149					534	531	3	534	534.0
Wilson												216	214	254					684	684	0	684	684.0
Coalbanks - Total Students	43	40	3	115	115	0	104	106	94	71	79								454	452	2	612	454.0
Coalbanks - Spanish				48	48	0	47	39	23										109	109	0	157	
Dr. Probe	41	41	0	87	86	1	95	99	102	96	121								513	511	2	641	577.0
École Agnes Davidson - Total Students	55	54	1	93	93	0	79	97	76	72	84								408	413	-5	556	482.0
École Agnes Davidson - French Immersion				68	68	0	52	64	42	46	52								256	260	-4	324	
École Nicholas Sheran - Total Students	36	38	-2	78	78	0	78	90	77	75	101								421	423	-2	535	478.0
École Nicholas Sheran - French Immersion				41	41	0	49	47	37	27	28								188	188	0	229	
Fleetwood Bawden - Total Students	25	25	0	37	36	1	59	56	62	61	71								309	305	4	371	340.0
Fleetwood Bawden - Montessori							33	27	30	23	32								145	146	-1	145	
Galbraith	41	39	2	39	39	0	60	64	64	78	88								354	355	-1	434	394.0
General Stewart	52	52	0	18	18	0	24	22	20	19	25								110	110	0	180	145.0
Immanuel Christian Elementary	30	30	0	43	44	-1	44	57	29	59	50								239	240	-1	312	275.5
Lakeview				72	72	0	78	99	76	97	89								439	438	1	511	475.0
Mike Mountain Horse	71	68	3	83	82	1	76	104	68	86	127								461	460	1	615	538.0
Park Meadows	44	45	-1	54	55	-1	37	48	60	55	52								252	253	-1	350	301.0
Senator Buchanan	23	23	0	44	44	0	64	50	35	41	49								239	242	-3	306	272.5
Westminster	27	25	2	24	23	1	27	36	21	34	33								151	149	2	202	188.5
SUB TOTALS	488	480	8	818	816	2	855	956	812	864	997	866	899	883	802	852	771	977	10534	10520	14	11840	11120.0
Stafford Ridge																3	1	3	7	6	1	7	7.0
Harbour House																			0	1	-1	0	0.0
Pitawani													1		1		3	3	8	7	1	8	8.0
CAMP											1								1	4	-3	1	1.0
SUB TOTALS																			16	18	-2	16	16

TOTAL STUDENTS / FTE ENROLLED AS OF OCTOBER 31, 2019	11856	11136.0
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2019	11834	11197.5

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Morag Asquith  
Associate Superintendent, Instructional Services

**RE: Instructional Services Report**

**Background**

The November 2019 report of the Associate Superintendent Instructional Services is attached.

**Recommendation**

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

Respectfully submitted,  
Morag Asquith

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

### **Important Dates- November/December**

**Rock your Mocs** - November 13<sup>th</sup>-15<sup>th</sup>

**Laura Paiement visit** (Wellness and self-regulation school-based initiatives) - November 20-22<sup>nd</sup>

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

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

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

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

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

### **Curriculum and Instruction**

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

The Elementary and Secondary Numeracy Steering Committee meetings are coming up. The secondary committee meets on November 20 while the elementary committee meets on December 5.

Lots of fabulous professional learning happened on November 12<sup>th</sup> with Learning Commons Facilitators, and Collaborative Communities. November 21<sup>st</sup> and 22<sup>nd</sup> school based professional learning will be happening (Nov. 21 Middle and High School in p.m. and Nov. 22 Elementary/Middle and High School PL).

Morag has been working with John Chief Calf, Kathy Mundell, Garrett Simmons and Lyndsey Spring on developing a “one stop” website that features resources and links for Wellness Work and First Nations, Metis and Inuit Education for all staff. These will be password protected webpages and will include resources accessible to staff including FNMI Liaisons, teachers, health champs, counsellors and administrators.

### **Diversity and Inclusion Parent Café**

A notice was sent out to Parents who attended the Diversity and Inclusion Parent Café as well as Administrators and staff regarding next steps. After the team who organized the event met, the following topics were identified as “hot spots” to focus on for the remainder of the year.

- Continuing work on effective and supportive transitions for students from grade 5/6 and grade 8/9
- Continuing to provide EA training in response to the ongoing turnover of staff, new hires and the need to continually build capacity (i.e. SIVA, Literacy for Complex Needs, Meeting the needs of student with Complexities)
- Enhancing a deeper understanding of EA roles and responsibilities through the lens of fostering student independence
- Working on website and ensuring there is sufficient information for parents on the topic of inclusion and diversity
- Hosting 2 more evening events this year- one on January 21<sup>st</sup> with Shelley Moore addressing “What is UDL” as this was a question that came from the parent body, a second evening will be hosted in the spring with a “Diversity and Inclusion Student Panel” for Parents
- Establishing a Parent Group for parents/families of FNMI ancestry

## First Nations, Metis and Inuit Education

### **Staffing**

We have two F.N.M.I. Liaison postings that we will be releasing Wednesday November 20<sup>th</sup> as a result of staffing shortages. We continue to struggle to find qualified and experienced candidates for our Liaison positions. Monte Wolf Child and Winter Eagle Plume have been working in our schools without Liaisons over the past month. He is offering Indigenous learning opportunities through a "Place Based Learning" approach. Place-based education promotes learning that is rooted in what is local—the unique history, environment, culture, economy, literature, and art of a particular place—that is, in students' own "place" or immediate schoolyard, neighborhood, town or community. The preliminary feedback from schools has indicated the students and staff have very much enjoyed Monte and Winter's support and learning.

### **KBE Partnership**

Kainai Board of Education had 10 Administrators visit our Administrator's Committee, November 14<sup>th</sup>. It was a very positive event and there was a lot of sharing and learning from both school divisions. The planning group will now be getting together to determine a date for when our Administrators visit KBE! We look forward to continuing and supporting this exchange and learning.

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

John Chief Calf and Morag are working to have the Strategic Plan for F.N.M.I. Education completed by November 30<sup>th</sup>, 2019. Once it is completed it will be shared with the F.N.M.I. Committee, Administrators and the F.N.M.I. Education Team.

## Early Education and Program Unit Funding

Morag, Isabelle and Rochelle sent out an "All Day" (alternating day) Kindergarten survey. Teachers, Administrators and Parents responded. 78 of the respondents indicated they were satisfied with the arrangement, 13 indicated they were dissatisfied. In the qualitative information many of the parents who were dissatisfied wished to have full day, all day kindergarten instead, indicating that they would prefer their children to have regular everyday consistent kindergarten.

One of the barriers indicated was that there were some weeks when "All Day" alternating students would only have 1 day of kindergarten due to professional learning days. Although this is recognized as only one day of learning a week, the hours still calculate out to the same amount of instructional time as half day Kindergarten. Those parents who shared their positive thoughts about All Day Kindergarten (majority) shared these reasons for why they preferred ADK (twice a week) to half day kindergarten (4 times a week):

- Easier to get child care
- Doesn't disrupt the work day "I don't have to leave my work at lunch to pick up my child"
- Fewer transitions through a day
- Longer day allows for students to build stamina
- Longer day allows for greater variety in the day
- Students get to have a lunch hour and play
- Students who have food scarcity issues can receive a full day of food
- Why isn't Friday available for kindergarten programming and consistency?

One teacher surveyed shared that "the level of learning has significantly increased. With the whole day programming students are able to go deeper during their exploration and inquiry times."

### **Laura Paiement visit - November 20-22<sup>nd</sup>**

Let the self-regulation learning continue - here is the schedule for Laura Paiement who will be visiting our schools presenting on “the calm classroom”, hosting and facilitating “wellness fair” and consulting directly with teachers on universal self regulation strategies:

**November 20 - a.m. Senator Buchanan  
p.m. Galbraith**

**November 21 - a.m. Wilson  
p.m. Nicholas Sheran**

**November 22 - a.m. Fleetwood Bawden**

Fast Forward - High School Completion Initiative



**Fast Forward**  
**High School Completion Initiative**  
**Lethbridge School Division**

**Year End Report**  
**2018-2019**

Respectfully submitted by  
Nikki Cale  
Fast Forward Student Support Advisor

## DATA REPORT 2018-2019

Age as of September 1, 2018	Number of Students	Number of Credits Earned to August 31, 2019
19 years old or younger	64	1056
20 years old or older	19	136
<b>TOTAL</b>	<b>Students: 83</b>	<b>Credits: 1192</b>

**83** - number of students registered in Fast Forward in 2017-2018

19 – number of overage students (20 years or older on September 1<sup>st</sup>, 2017)

64 – number of underage students (19 years or younger on September 1<sup>st</sup>, 2017)

40 - number of males

41 - number of females

2 – identified as other gender

**45** - total number of students who made inquiries, but ultimately did NOT register in Fast Forward, and were, instead supported and directed to other places

12 – total number of First Nations, Metis and Inuit students

5 – total number of English Language Learner students

7 – total number of students who have children

16 – total number of students (of which I am aware) receiving ongoing support from Alberta Health Services, Mental Health and Addictions

**1192** – total number of credits earned by Fast Forward students in 2017-2018

136 - number of credits earned by overage students

1056 - number of credits earned by underage students

18 – number of students who earned a High School Diploma

1 – number of students who earned a Certificate of Achievement

2 – number of students who earned a High School Equivalency

4 - number of students who earned pre-requisites for a trade or upgrading for post-secondary

1 – number of students attending University in 2019-20

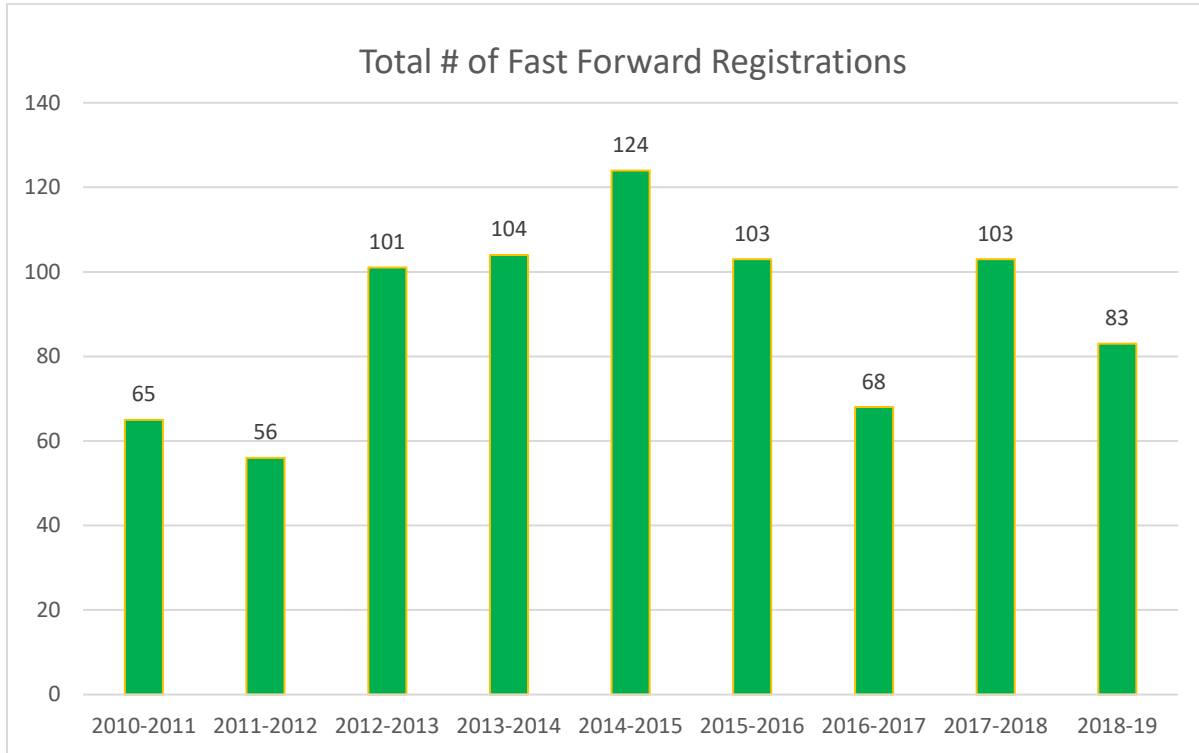
5 – number of students attending College in 2019-20

2 – number of students training in a trade 2019-20

23 – number of students returning to Fast Forward in 2019-20

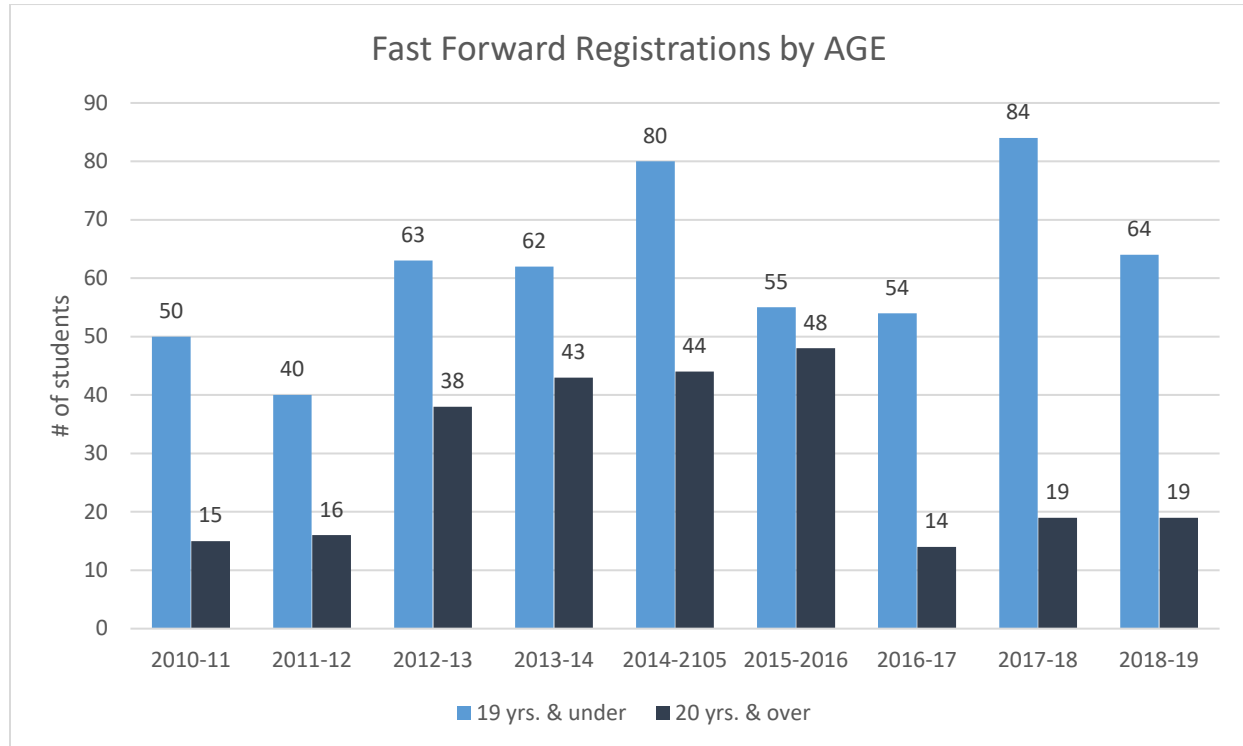
2 – number of deceased students

**Table 1. Historical Summary of Student Registrations in the FASTFORWARD Program**

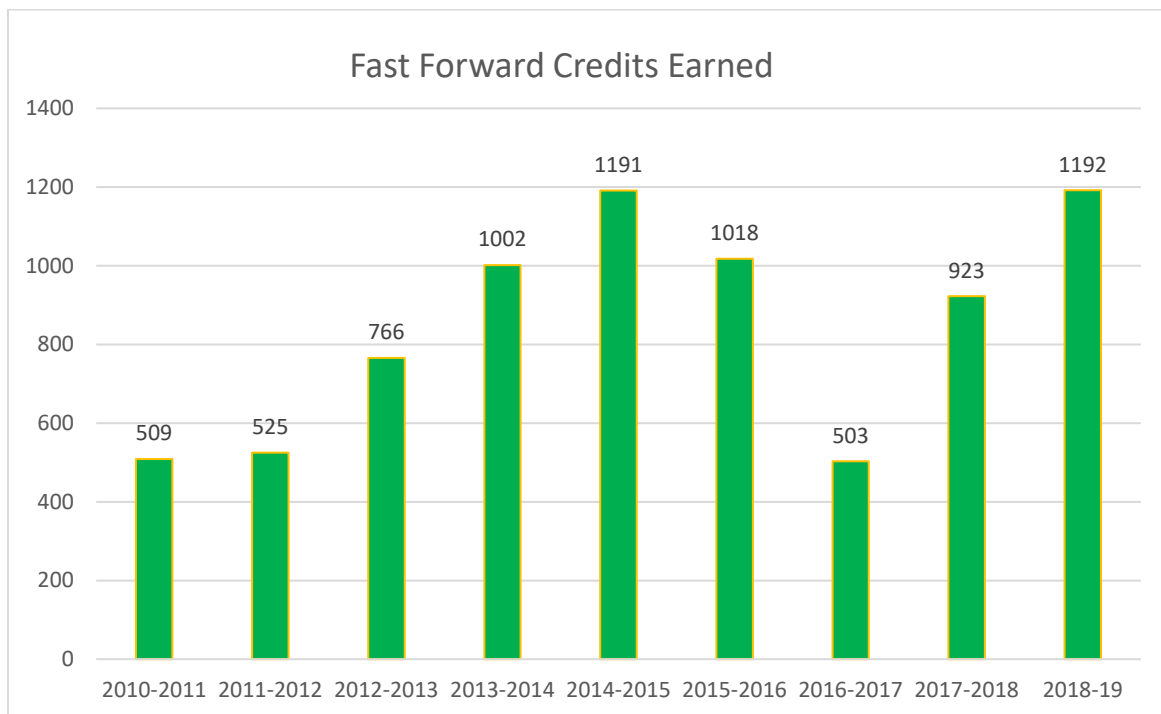




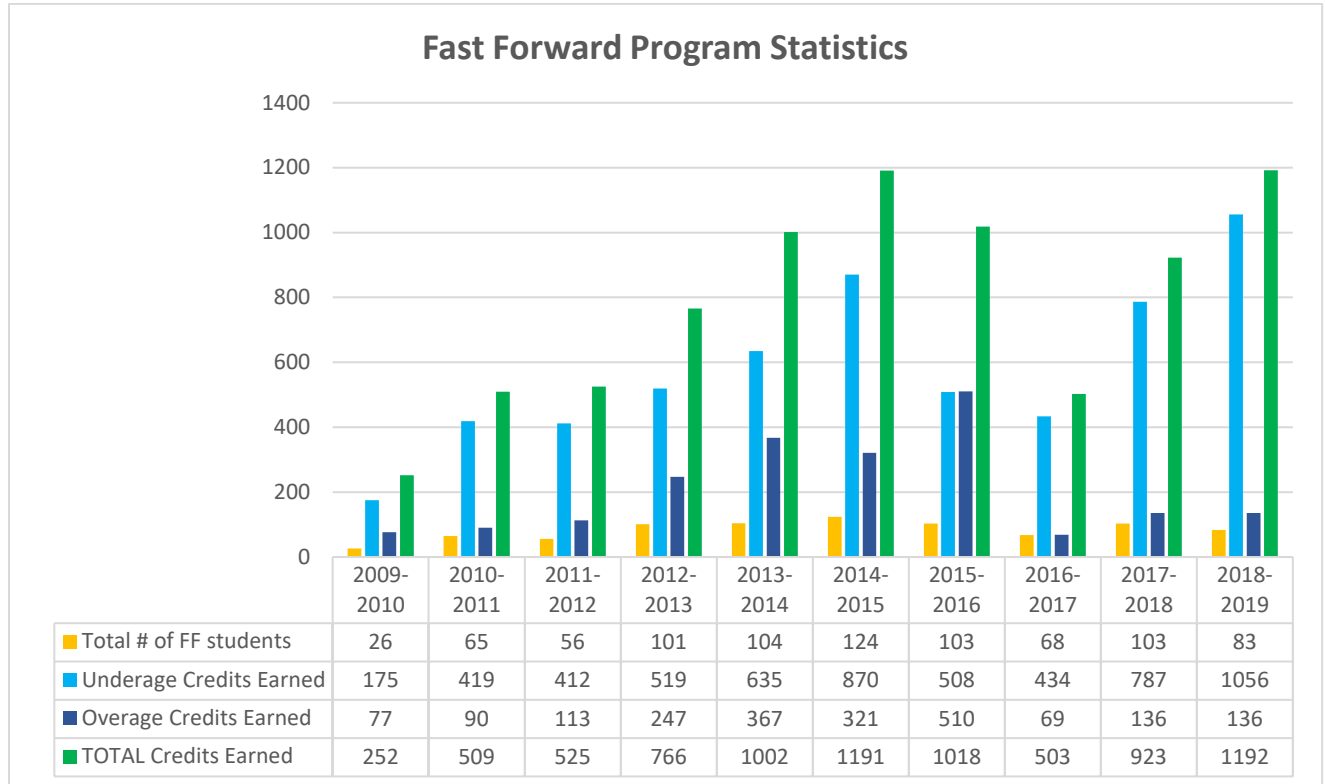
**Table 2. Historical Summary of Student Registrations in the FASTFORWARD Program by AGE**



**Table 3. Historical Summary of Credits Earned in the FASTFORWARD Program**



**Table 4. Historical Summary of Program Statistics for both Registrations and Credit Earned**



**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Board Priorities Report**

**Background:**

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

**Recommendation**

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent



## 2019-2020 DIVISION PRIORITIES

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

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

**PRIORITY ONE: ACHIEVEMENT**

**Literacy**

- Elementary and middle school Literacy Steering Committees met in the month of November. School-based Literacy Plans were reviewed and plans for supporting schools were put in place.
- Bev Smith, Literacy Lead Teacher, continues to support classroom teachers in Kindergarten through grade 8 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings.

**Numeracy**

- Numeracy Lead Teacher, Jenn Giles, continues to support classroom teachers in Grades 1-9 in the form of residencies, presentations to our new teachers in the Teacher Induction Program (TIP), at school-based PL Days, Collaborative Communities, and staff meetings. Her areas of foci include the use of manipulatives, “Number Talks” and math vocabulary.
- All schools had students (grades 2-9) complete the MIPI this fall with Jenn collating and analyzing the data, comparing it to PAT results, and then reviewing it with teachers and administrators. An “action plan” has been created by each school to address areas of concern.

**Curriculum Implementation**

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

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

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

**Middle School Initiatives**

- The Middle School Learning Day held on October 15<sup>th</sup> focused on concept-based teaching and learning. Schools continue to extend learning from the day to application at school sites among collaborative teams.

**Early Learning**

- We are currently exploring Early Education Programming for 2020-2021 school year and the impacts of reduced base instruction funding now that the class size initiative portion has been removed. Base instruction funding is required to pay the salaries of the Early Education Program Managers and one EA to support classes of typically 20 children that are 3 and 4 years old.
- The Early Years Evaluation (EYE) assessment has been completed in kindergarten. It is an observational assessment used within regular classroom activities over a period of 3 – 4 weeks that indicates where children are at in 5 developmental areas. The print-out from the program, along with anecdotal information written by the teacher, serves as the first report card in kindergarten. The Learning Bar, developer of the EYE, have developed a brand new resource that they provide to school divisions having a subscription to the EYE, with a resource for kindergarten teachers of play-based classroom activities that support the development of children in areas of need as assessed through the EYE. This formative assessment is now supported by evidence-based activities that will bring children forward in the various areas of development.
- Family Oriented Programming (FOP) has been offered to children accessing Program Unit Funding (PUF) which very positive uptake by families. Various sessions, relating to their child’s developmental

needs, are offered on specific Friday mornings and some evenings. This allows for parents to learn strategies that will support their child's development in fun and meaningful ways that they can incorporate into their daily home and community lives. Over 100 families expressed interest in attending our first evening FOP that was held at 4 different locations. An unexpected fall of snow and icy roads that evening led to about 75% attendance which was still very positive given the terrible weather conditions that night. Cooking and Communication (families made their own supper at various stations while combining it with speech and language strategies) was held at Agnes Davidson, Superhero FOP (focusing on speech and language) was held at Westminster, Family Games night (focussing on communication, social skills and motor skills) was held at Park Meadows and Music and Movement FOP (focusing on communication, social skills and pre-literacy) was held at Mike Mountain Horse.

- Lethbridge School Division participated in the National Child Day event at the Lethbridge College on Saturday, November 16<sup>th</sup> with an interactive booth for young children.

#### FNMI

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

#### Administrator Professional Learning

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

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

- Our Division's first PL day occurred on November 12 with all teachers participating in one of 84 different Collaborative Communities (CCs) created by them. CC themes included such topics as math/numeracy, literacy, English Language Learners (ELL), concept-based teaching and learning, and FNMI.
- Human Sexuality training for grades 6-9 teachers was provided in November. Elementary teachers will be trained in February.
- The final session of our literacy in-service with Alberta Health Services for students with complex communication needs takes place on December 5.
- Over 20 teachers and EAs were trained in SIVA on November 18 and 19. The next training session is being offered on December 2 and 3.
- On November 12, our Making Connections, FSLC, AES, and FNMI teams were fortunate to attend a PL session on Impacts of Intergenerational Trauma with Tim Fox.
- Train the Trainer PL was offer to Caretaking and Maintenance staff on November 12.
- HR and Payroll Teams continue to learn and have PL sessions.

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

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

#### Parent Engagement

- The second Division School Council meeting was held November 4. The agenda included a learning session for parents focused on access to software programs for students at school and home as well as new trends in social media for parents to look out for.

#### Community and Business/Industry Engagement

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

### **PRIORITY TWO: INCLUSION**

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

- Over the past few months, Inclusive Education has partnered with Alberta Health Services to offer specialized support to teachers and EAs in promoting literacy development for students with complex communication needs in middle and high school. The last of five sessions takes place at Gilbert Paterson School on December 5.
- In October, we made the decision to suspend the Resiliency program at Westminster and offer support division wide through the creation of a behaviour support team. The team consists of the Resiliency teacher, Mackenzie Penner, and four Advanced Education Support. Over the next few weeks, we expect to have followed up on 12 referrals for support with students with complex behavioural challenges.
- The Limited Formal Schooling program at GS Lakie is now up and running. The addition of a teacher and AES at Winston Churchill High School to provide support to the high number of newcomer/refugee students at that site has eased the stress and workload of existing staff and provided better access to language acquisition and learning for students.
- The arrival of new English Language Learners has slowed down in recent weeks. In the absence of ESL Lead Teacher, Heather Willms, Ann Muldoon is doing language proficiency and academic intakes for new students.
- Through a SW Regional Collaborative Service Delivery sub-committee, Ann is working with other school divisions and community partners to plan PL on supporting children and young people with autism.

### **PRIORITY THREE: INNOVATION**

#### Breadth of Program Options

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

#### Technology

- On December 6, 2019, one technology representative from each school will be meeting at the Education Centre to discuss and review several items related to technology in schools. Some of the items on the agenda include our current service model, student and staff passwords, saving to local drives and a presentation on digital citizenship.
- On Saturday, November 30, 2019, the Technology Team, along with Kids Code Jeunesse will be offering a free kid coding workshop at Coalbanks Elementary School for teachers. This workshop will

provide educators with the tools to explore and learn computational thinking, basic coding and artificial intelligence, while providing ideas for how to bring these into the classroom.

- On November 29, 2019, the Technology Department, along with SAPDC is offering a 3D Printer Workshop. The workshop is a great professional learning opportunity for teachers and will provide them with the tools and knowledge required to bring integrated 3D printing into the classroom. We have had so many requests to register, that will be hosting another session in the spring and possibly an advanced course for people that want to continue to learn more about 3D printing.
- The Tech Team along with Inspiris has been busy preparing workflow and setting up infrastructure to allow for the digitization of student records. At this point we have created a workflow and will start piloting the scanning of student records at General Stewart Elementary School in the coming weeks.
- The Tech Team is working with Business Affairs to integrate Power Bi into Atrieve. Power Bi is a business analytics tool that will allow for enhanced financial reporting and greater transparency for budgeting purposes.
- The Tech Team has been working on creating a positive email phishing campaign that is intended to help inform and educate users about fraudulent emails. After the short positive campaign, we hope to send out some sample internal emails to help bring awareness to the types of emails people may receive.



**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent of Schools

**RE: Acknowledgements of Excellence**

**Background:**

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

Division students **Abigail Reimer** (GPMS), **Auron Emard** (LCI), **Kyira Franklin** (GS Lakie), and **Jasper Davis** (WCHS) made the Team Canada Roller Derby teams. There were 86 competitors from across Canada and 40 were selected.

Immanuel Christian Elementary School teacher, **Dana Heshka** attended an Educational Leadership and Development Institute for teachers interested in leadership. She has taken on a leadership role with developing a numeracy plan for the school.

**Immanuel Christian Secondary** hosted the 2A Boys Volleyball Provincials in November with the help of WCHS gym space. We anticipate good volleyball and positive sportsmanship!

**Matthew Bekkering** (ICSS Principal) will be honoured with the 2019 Zone Award of Merit in recognition of his contribution to high school athletics in Alberta and to the zone.

**Mark DeBoer**, Director of Finance earned his Certified Administrator of School Finance and Operations (SFO) designation. Mark will join approximately 430 other school business officials from across North America who have earned the SFO credential and distinguishes them as a skilled professional who demonstrates a commitment to high standards in school business.

**Lynn Wytrykusz**, Westminster EEP Manager, made a presentation along with Dr. Robin Gibb from the University of Lethbridge to the staff at Westwind School Division as part of the Building Better Brains project and speaking about 10 play based activities that educators and parents can do regularly to strengthen executive functioning and brain development. Lynn practices these strategies everyday with students and it makes a difference.

Thank you to Westminster staff **Bret Jesse** and **Cheryl McIntyre** for participating in the Volleyball program being implemented in elementary schools. **Andy Tyslau**, Vice Principal of Galbraith helped organize the league and most elementary schools are now holding games after school this month. Students are excited to show off their skills.

LCI Top 10 Zone Cross Country finishers are:

For Juniors:

**Kieran Schmidtke 1<sup>st</sup>**

**Parker Leavitt 3<sup>rd</sup>**

**Makena Wood 5<sup>th</sup>**

For Intermediate:

**Owen Stewart 2<sup>nd</sup>**

**Carter Van Roon 3<sup>rd</sup>**

**Hayden Thomas 4<sup>th</sup>**

**Carter Lewis 5<sup>th</sup>**

**Courtlynd Cherpin 2<sup>nd</sup>**

For Seniors:

**Mercy Trinh 1<sup>st</sup>**

**Kennedy Tanner 4<sup>th</sup>**

**Kya Bester 5<sup>th</sup>**

**Maddi Boehme 7<sup>th</sup>**

LCI Top 10 Provincial Cross Country finishers:

**Kieran Schmidtke 2<sup>nd</sup>**

**Courtlyn Cherpin 9<sup>th</sup>**

**Owen Stewart 6<sup>th</sup>**

LCI Cross Country coaches: **Mrs. Sutherland, Ms Lavergne, Bruce Stewart, and David Stewart.**

Bouquet to **Isabelle Plomp** and **Rochelle Neville** for recognition by Alberta Education for having 100% of the audit files approved for the last three consecutive years. Your diligence and thoroughness in preparing files for review is to be commended.

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: 2019 Christmas Celebrations**

**Background**

The 2019 Christmas Celebrations season schedule is attached.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore



## LETHBRIDGE SCHOOL DISTRICT No. 51 2019 CHRISTMAS SEASON SCHEDULE

DATE	SCHOOL	TIME	EVENT	LOCATION/Other Info
Nov 18, 19, 20	Chinook High School	7:00 pm	"Chinook Night at the Pops"	Chinook Theatre
Nov 25	Immanuel Christian Elem	9 am	Advent Chapel – Hope	Immanuel Christian Elem Gym
Nov 27	LCI	7 pm	LCI Choir Concert	College Drive Community Church
Dec 2	Immanuel Christian Elem	9 am	Advent Chapel – Peace	Immanuel Christian Elem Gym
Dec 4	LCI	7 pm	LCI Band Concert	Southminster United Church
Dec 4	Wilson Middle School	6 pm	Christmas Concert	Wilson Middle School Gym
Dec 5	Senator Buchanan	6 pm	Snowflake Ball	Sen. Buchanan Gym
Dec 5	Ecole Nicholas Sheran	6:30 pm	Winter Dance	Nicholas Sheran Gym
Dec 5	Immanuel Christ. Second	7 pm	Band & Choir Concert, Gr 6-12	Trinity Reformed Church
Dec 7	Galbraith	1 pm, 3 pm	Winter Concert	Park Meadows Baptist Church
Dec 9	Gilbert Paterson	7 pm	Christmas Concert – Handbells & Choir	College Drive Community Church
Dec 9	Immanuel Christian Elem	9 am	Advent Chapel – Joy	Immanuel Christian Elem Gym
Dec 9	WCHS	7 pm	WCHS Winter Concert	Southminster United Church
Dec 10	Senator Buchanan	7 pm	Con Moto Choir	Sen. Buchanan Gym
Dec 10	MMH	6:30 pm	Christmas Concert, EEP, Gr 1,2,4 (Fahey/Horvey)	College Drive Community Church
Dec 11	Coalbanks	6 pm	Christmas Concert	Coalbanks Gymnasium
Dec 11	Agnes Davidson	6:30 – 8 pm	Family Night (Bingo, Dance, Songs, etc.)	Agnes Davidson School
Dec 12	MMH	6:30 pm	Christmas Concert, Gr K, 3,5,4 (Nelson/Kubik)	College Drive Community Church
Dec 12	Coalbanks	6 pm	Christmas Concert	Coalbanks Gymnasium
Dec 12	Agnes Davidson	6:30 – 8 pm	Family Night (Bingo, Dance, Songs, etc.)	Agnes Davidson School
Dec 12	Gilbert Paterson	7 pm	Winter Band Concert	Southminster United Church
Dec 12	Leth. Christian Elementary	5-6pm Gr K-1/2 7-8pm Gr 2-5	Informal Christmas celebration with song/stories	Leth. Christian Gymnasium
Dec 13	Fleetwood Bawden	4-8 pm	Christmas Celebration (come and go activities)	Fleetwood
Dec 16	Immanuel Christian Elem	9 am	Advent Chapel – Love	Immanuel Christian Elem Gym
Dec 17	General Stewart	10:30 am & 7 pm	Christmas Concert	General Stewart Gym
Dec 17	Dr. Probe	6 pm	Winter Concert	Southminster United Church
Dec 17	Leth. Christian Middle	7 pm	Middle School Christmas Concert	Lethbridge Christian
Dec 18	Dr. Probe	6 pm	Winter Concert	Southminster United Church
Dec 18	Westminster	1:30pm/6:30pm	Holiday Concert	Westminster Gymnasium
Dec 18	Sen. Joyce Fairbairn	7 pm	Christmas Concert	SFJ Atrium
Dec 19	Ecole Nicholas Sheran	9 am, 1 pm	Winter Movie Day (9am/Gr 4,5 & 1pm/Gr1-3)	Nich. Sheran Community Room
Dec 20	Immanuel Christian Elem	9 am	Christmas Chapel	Immanuel Christian Elem Gym

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: Snacks with the Superintendents – Galbraith – December 5, 2019**

**Background**

At the beginning of each school year, Executive Council members are designated as school liaisons for each of the Division schools. As a liaison, the Executive Council members represent the Division at school functions. It has also been a long-standing practice for Executive Council members to visit schools and classrooms on a regular basis, observing first-hand the activities that take place in the school. Visits by Executive Council members are appreciated by staff.

On a monthly basis Executive Council as a whole meet with the staff of one school for snacks. The informal meeting provides an opportunity for staff to share highlights of their school. Additionally, Executive Council members can share information about Division initiatives and respond to questions staff members may have.

All the staff of Galbraith have been invited to have Snacks with the Superintendents on Thursday, December 5, 2019 starting at 7:45 am.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Cheryl Gilmore  
Superintendent

**Re: Donations and Support**

**Background**

Lethbridge School Division is fortunate to be in a community that strongly supports programs and services for students. The Division is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the Division.

- **Panago Pizza** owners Wade & Sandy Pierson made a donation to **ATA Local No. 41** who in turn donated the funds towards the Division Nutrition Program in the amount of \$475.

**Recommendation**

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

Respectfully submitted,  
Cheryl Gilmore

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

December	2	Division School Council Meeting 6:00 p.m. Education Centre Board Room
	4	Breakfast with the Board 8:00 a.m. G.S. Lakie Middle School
	4	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	5	Snacks with the Superintendents 7:45 a.m. Galbraith School
	5	Community Engagement Committee Meeting 6:00 p.m., Education Centre
	17	Board Meeting 3:30 p.m. Education Centre Board Room
	21	Christmas break begins
January	6	Classes resume
	8	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	13	Division School Council 6:00 p.m. Education Centre Board Room
	14	Board Committee of the Whole 3:00 p.m. Education Centre Conference Room
	15	Joint City of Lethbridge / School Divisions Meeting 9:00 a.m. Holy Spirit Catholic School Division
	23	Administrators' Committee Meeting 1:15 p.m. Education Centre Board Room
	28	Board Meeting 3:30 p.m. Education Centre Board Room

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Doug James, Trustee

**RE: First Nations Métis and Inuit (FNMI) Advisory Committee – October 29, 2019**

Joey Bebe (Student), John Chief Calf (FNMI Consultant), Crystal Cross Child (FNMI liaison), Marni Hope (FNMI Liaison), Darryl Christiansen (Administrator), Phil Williams (Teacher), Sarah Burton (Teacher), Gus Wensmann (Teacher), Doug James (Trustee), Kevin Wood (Administrator), Morag Asquith (Associate Superintendent), Yzzi Forbes (Student)

John Chief Calf started the meeting by having Joey Bebe read the Treaty 7 Acknowledgement (Walking Together). John proceeded to show the video, "The Indian Act Explained". This video featured the book, *21 Things You May Not Know about the Indian Act* by Bob Joseph. A discussion followed with the committee which was very enlightening and informative.

The committee followed up with small group discussions regarding Indigenous Education and our experiences and perceptions. The groups reported back their conversations which was very positive. John then proceeded to share a video from Chinook High School which had students and staff talk about their experiences with combining Indigenous perspectives into their English and Social Studies classes. This stimulated further discussion about future infusion of indigenous understanding into the curriculum and the positive learning growth for both staff and students.

In closing, the committee firmed up the number of meetings and the dates they should occur. Members also voiced that they would like to see some goals and objectives set for the committee for the coming year.

Respectfully submitted,  
Doug James, Trustee



**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Doug James, Trustee

**RE: Division Student Advisory Council – October 29, 2019**

Trish Syme introduced herself and the committee members. Students proceeded to introduce their selves. Trish explained the purpose of this committee and a brief historical review. The next meeting dates were confirmed:

- November 13 Leadership Conference
- November 19 DSA Committee Meeting
- March 10 DSA Committee Meeting
- May 12 DSA Committee Meeting

Ard B. from Chinook High School presented the theme (Look Outside Ourselves - Act Inside Our Circle of Influence) for the above mentioned Leadership Conference. Each High School then proceeded to give a snapshot of their presentation to the DSA council members. The presentations came from an assigned chapter from the conference book, Make Your Bed, by Admiral William H. McRaven. Chinook's presentation was based around resiliency. Churchill's presentation was dealing with how to overcome difficult situations. Immanuel Christian School's unique presentation focussed on the parallels of "making a bed" daily and the possible symbolism. The LCI presentation was based on the concept of "Standing Up to Bullying" while using the concept of expressing yourself similar to the students in the movie, Dead Poet's Society. After each presentation the students were given the opportunity to give feedback and possible suggestions to consider.

Inclosing the students were very involved and enthusiastic... a very positive afternoon.

Respectfully submitted,  
Doug James, Trustee

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Lola Major, Trustee

**RE: Division School Council – November 4, 2019**

Division School Council meeting minutes are available on the Division website:  
<https://www.lethsd.ab.ca/download/215534>

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Doug James, Trustee

**RE: Facilities Committee – November 5, 2019**

Minutes of the Facilities Committee meeting are attached.

# **Lethbridge School Division**

## **Facilities Committee**

### **Minutes**

November 5<sup>th</sup>, 2019

#### **Committee Members:**

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

#### **1. 2020-2021 Modular Requests:**

- The committee discussed the new Modular Classroom requests submitted to the Province on October 11, 2019. The requests are as follows:
  - Coalbanks – 2 classrooms and 1 washroom unit
  - Probe – 1 classroom
  - Chinook – 2 classrooms
- The Province will announce modular classroom allocations for the 2020-2021 school year in early 2020.



## 2. Updates:

- **Coalbanks and Probe modular classrooms**
  - The classrooms have finally arrived, and commissioning is in progress for occupancy in January 2020.
- **Senator Buchanan and Westminster projects**
  - Work continues on Phase 2 of these projects. Staff and students have been great to work with during the renovations.
- **S.E. Elementary School**
  - Due to weather delays, this project is two weeks behind in schedule. Project is on budget.
- **Other projects**
  - The facilities department is reviewing and updating the three-year IMR project plan.

## 3. 2020-2021 – 2022-2023 Capital Plan

- Initial thoughts and ideas for the plan discussed with the committee.

## 4. Other Items

- October 24<sup>th</sup> Provincial Budget and impact on facilities budgets discussed.
  - Grant rates for PO&M stayed the same. Actual grant come in a bit less than anticipated due to prior year enrolment verification adjustments.
  - Due to revenue less than anticipated and significant increase in property insurance premium costs, the labour vacancy not filled. The facilities department will be one labour short.
  - The Province cut the Summer Temporary Employment Program Grant (STEP) that provided subsidy for summer vacation and grounds help.



**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Lola Major, Trustee

**RE: ATA Local Council – November 6, 2019**

Trustee Lola Major will provide an oral report.

**MEMORANDUM**

November 26, 2019

To: Board of Trustees

From: Lola Major, Trustee

**RE: Policy Advisory Committee – November 20, 2019**

The Policy Advisory Committee reviewed the following policies:

- Policy 902.5 Disposal of Property
- Policy 904.1 Surplus Space
- Policy 1002.5 Parent/Guardian Responsibilities
- Policy 501.6 Resident Students

The next meeting will be held January 8, 2020.

Respectfully submitted,  
Lola Major



*Office of the Minister  
MLA, Calgary - Acadia*

November 5, 2019

Dear All Board Chairs and Superintendents of Schools:

As you are likely aware, there have been recent concerns circulating in the media with regards to lead health risks in schools. We appreciate the continued work and attention that school divisions across the province are giving to this issue.

The health and safety of Alberta's children is of the utmost importance. While any cases are few and far between, and many school divisions acted years ago, we are writing to remind you that Alberta Health Services (AHS) stands ready to support school divisions should they wish to test lead concentrations in water sources.

If your division has completed testing of water for lead concentration, those results can be provided to AHS Medical Officers of Health and Public Health Inspectors, who will review the results against the Maximum Acceptable Concentration guidelines set out by Health Canada. AHS will then provide recommendations or directives of actions that should or could be taken to mitigate any risk to human health that would be posed by the lead water levels.

If a member of the public or someone who owns a private business shares water sample results with AHS, staff will work with them to address the type of drinking water system they use and help with any advice or next steps that could be required.

For more information, please contact Alberta Health Services at [AHS.Corp@albertahealthservices.ca](mailto:AHS.Corp@albertahealthservices.ca) or 780-342-2000 or toll free at 1-888-342-2471.

We look forward to continued collaboration and appreciate your efforts on this issue.

Sincerely,

Tyler Shandro  
Minister of Health

Adriana LaGrange  
Minister of Education



# Lethbridge School Division

## Board of Trustees

433 -15 Street South

Lethbridge, AB T1J 2Z4

Phone: 403.380.5300 | Fax: 403.327.4387

[www.lethsd.ab.ca](http://www.lethsd.ab.ca)



November 13, 2019

To: Scott Woods, Interim Chief of Police, Lethbridge Police Service  
[scottwoods@lethbridgepolice.ca](mailto:scottwoods@lethbridgepolice.ca)  
Public Complaints Director, Police Commission [lpc@lethbridgepolice.ca](mailto:lpc@lethbridgepolice.ca)  
Mayor Chris Spearman, City of Lethbridge [mayor@lethbridge.ca](mailto:mayor@lethbridge.ca)

**Re: School Resource Officer staffing decrease**

We are corresponding with those parties who oversee, staff and support Lethbridge Police Services, specifically the School Resource Officer (SRO) Program in Lethbridge School Division and Holy Spirit Catholic School Division.

Our school division educates over 12,000 students and their families and employs over 1500 staff. We genuinely believe that Lethbridge Police Services, School Resource Officers play an important role in our school division. The services and supports School Resource Officers provide range from school zone speed enforcement, responding to possession of weapons and illegal substances, issuing no trespass orders to individuals who compromise the day to day safety of our staff and students, lockdown drills and response and participating in violence threat risk assessments.

Having regular police contact and presence in our schools directly impacts the culture and safety of our schools and ultimately assures the safety of our students. It has also been recognized in meetings with Lethbridge Police Services that school policing assists in the larger policing within the City of Lethbridge.

Please refer to the graph attached that illustrates since 2016, we have noticed a significant decrease in the level of service our school division receives. The financial contribution our school division has committed to, to secure these School Resource Officer services has actually increased.

	2016/17	2017/18	2018/19	2019/20
Supervisor	Renee Scotland	Renee Scotland/ Mike Reeder	Mike Reeder/ Kevin Mortensen	Kevin Mortensen
Staff Sergeant	Dwayne Smith	Dwayne Smith/ Wade Davidson	George Carscadden	George Carscadden

	2016/17	2017/18	2018/19	2019/20
<b>Team Members all are shared with Verendrye, Holy Spirit and Lethbridge School Division</b>	<b>Brussee</b> <b>Roth</b> <b>Wigand</b> <b>Williamson</b> <b>Sander</b> <b>Pierzchala</b>  <b>(6 members)</b>  <b>6 schools per member</b>	<b>Pierzchala</b> <b>Williamson</b> <b>Sander</b> <b>Wigand</b> <b>Thibeau</b> <b>Brusee</b> <b>Darby</b>  <b>(7 members)</b>  <b>5-6 schools per member</b>	<b>Steve Veale</b> <b>Sam Scarpelli</b> <b>Mike Darby</b> <b>Rob Thibeau</b> <b>Mark Sander</b> (went on leave) Peter Wiggand (went to FASD officer)  <b>6-7 schools per member</b>	Steve Veale (been moved to staffing) <b>Sam Scarpelli</b> <b>Mike Darby</b> <b>Rob Thibeau</b> Mark Sander (on desk duty)  <b>3 currently able to be in our schools</b>  <b>8-9 schools per member</b>

Respectfully we acknowledge that the City has been facing new policing pressures that impact the safety of the City, unfortunately our schools have also had increases in criminal pressures with less access to policing.

The School Resource Officers currently working in our division provide exceptional service to the best of their ability and are stretched too thin to provide services that our schools are requiring and have received in the past.

This letter is advocating Lethbridge Police Services and the City of Lethbridge return SRO staffing levels to where they were in 2016 so we can meet the increasing complexity of the needs that present in our schools. We appreciate the importance of the work School Resource Officers do and understand how the work in our schools provides greater information and knowledge around how to better support the City of Lethbridge.

Sincerely,



Clark Bosch  
Board Chair

**Lethbridge School Division Board of Trustees**

Clark Bosch, Christine Light, Tyler Demers, Jan Foster, Donna Hunt, Doug James, Lola Major