## AGENDA

Lethbridge School District No. 51  
School Board  
Regular Meeting

<table>
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<tr>
<th>Time</th>
<th>Item Description</th>
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<tr>
<td>3:30 p.m.</td>
<td>1. Approval of Agenda</td>
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| 3:32 p.m. | 2. Approval of Minutes  
If there are no errors or omissions in the minutes of the Regular Meeting of May 24, 2016 and the Board Budget meeting on May 30, 2016, it is recommended that the minutes be approved by the Board and signed by the Chairman. |
| 3:34 p.m. | 3. Business Arising from the Minutes                                               |
| 3:35 p.m. | 4.1 Provincial Rugby Champions - WCHS Girls and Boys  
Enclosure 4.1 |
| 3:45 p.m. | 4.2 Westminster Full Day Kindergarten Pilot  
Enclosure 4.2 |
| 4:15 p.m. | 4.3 Report on the Impact of the New Counselling Model  
Enclosure 4.3 |
| 4:30 p.m. | Public Forum                                                                     |
| 4:35 p.m. | 5.1 Approval of International Trips  
Enclosure 5.1 |
| 5.2 Locally Developed Course Approvals – Middle School  
Enclosure 5.2 |
| 5.3 Locally Developed Course Approvals – High School  
Enclosure 5.3 |
| 5.4 Policy Review:  
Policy # 400.1 Welcoming, Caring, Respectful and Safe Work Environments  
Policy #1001.3 Communications  
Enclosure 5.4 |
| 5.5 Standing Committees  
Enclosure 5.5 |
| 5.6 Third Quarter Financial Report  
Enclosure 5.6 |
| 5:20 p.m. | 6. District Highlights                                                             |
| 5:22 p.m. | 7.1 Board Chair Report                                                            |
| 5:25 p.m. | 7.2 Superintendent Report  
7.2.1 L.H. Bussard Award Winners  
Enclosure 7.2.1  
7.2.2 Acknowledgements of Excellence  
Enclosure 7.2.2 |
7.2.3 WHIP Program
7.2.4 Administrative Appointments
7.2.5 Staff Long Service Recognition Awards
7.2.6 Donations and Support
7.2.7 Enrolment Summary, May 31, 2016
7.2.8 Calendar of Events

8. Reports
5:45 p.m.  8.1 Budget Committee – May 19, 2016  Enclosure 8.1
8.2 ATA Local Council – June 1, 2016  Enclosure 8.2
8.3 Friends of 51 Committee – June 1, 2016  Enclosure 8.3
8.4 ASBA Spring General Meeting – June 6-7, 2016  Enclosure 8.4
8.5 District School Council – June 6, 2016  Enclosure 8.5
8.6 Healthy Schools – June 6, 2016  Enclosure 8.6
8.7 Community Engagement – June 9, 2016  Enclosure 8.7

9. Correspondence - Received
5:55 p.m.  9.1 Legion Certificate  Enclosure 9.1
9.2 A Public Education  Enclosure 9.2

10. Correspondence - Sent
5:57 p.m.  10.1

6:00 p.m.  Adjournment

IN ATTENDANCE:

Trustees: Mich Forster; Donna Hunt; Tyler Demers; Jan Foster; Keith Fowler; Don Lacey; Lola Major

Administrators: Cheryl Gilmore; Wendy Fox; Don Lussier; Sharon Mezei
Michelle Loxton (Recorder)

Regrets:

The Chair called the meeting to order at 3:37 p.m.

1. Approval of Agenda
   Addition: 7.1.3 Public Budget Presentation
   Trustee Tyler Demers moved:
   “that the agenda be approved as amended.”
   CARRIED UNANIMOUSLY

2. Approval of Minutes
   Trustee Jan Foster moved:
   “that the minutes of the Regular Meetings held on April 26, 2016 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

3. Business Arising from the Minutes
   No business arising from the previous minutes.

4. Presentations
   4.1 ASCA Conference and AGM
   Superintendent Cheryl Gilmore introduced Allison Pike, President of the Alberta School Council Association (ASCA). Antonia Ormston, a parent who attended the ASCA Conference, provided a power point presentation with the Board sharing highlights from the ASCA Conference and Annual General Meeting.

   Action Items
   5.1 Policy Review
   District policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory Committee has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa
Loewen coordinates the meetings. In the current year, the Policy Advisory Committee will:

- Finish review of policies in the 600, 800, 900, 1000, 100 sections which were held over from last year.
- Approve new policies in these areas: Learning Commons, Copyright, Use of Technology/Digital Citizenship.
- Ensure that the policy manual is current, according to the new Education Act.

District Principal Teresa Loewen was in attendance to provide an overview, share any feedback received and respond to questions of the Board for the policies listed below:

- 502.4 – Harassment and Discrimination of Students
- 404.5 – Secondments and Exchanges
- 404.3.1 – Leaves of Absence
- 402.8.1 – Harassment and Discrimination
- 400.1 – Welcoming, Caring, Respectful and Safe Work Environments including Employee Code of Conduct (Appendix A)
- 608.1 – Counselling Services
- 1001.3 - Communications

Trustee Lola Major moved:
“that the Board remove Policy 502.4 Harassment and Discrimination of Students as presented.”
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 404.5 Secondments and Exchanges as amended.”
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 404.3.1 Leaves of Absence as amended”.
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 402.8.1 Harassment and Discrimination as amended.”
CARRIED UNANIMOUSLY
Trustee Lola Major moved:
“that the Board approve 1st Reading of Policy 400.1 Welcoming, Caring, Respectful and Safe Work Environments including Employee Code of Conduct (Appendix A).”

CARRIED UNANIMOUSLY

Policy 1001.3 Communications has been tabled until the June Board Meeting.

Trustee Lola Major moved:
“that the Board approve 2nd Reading of Policy 608.1 Counselling Services as presented.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve 3rd and Final Reading of Policy 608.1 Counselling Services.”

CARRIED UNANIMOUSLY

5.2 Copperwood Area School Naming
The School Naming Committee met on May 9 to shortlist the submissions for the Copperwood area elementary school name. The Committee comprised of an elementary principal, a teacher, a grade 5 student, School Council parent, Historical Society member, District Communications Officer, and Superintendent. The Board went through a final selection process during the in camera Board meeting and is pleased to announce that the Coalbanks Elementary School. The Board advised that communication regarding the new school name go out to District staff, students, school community members and the public.

Public Forum
ATA representative Derek Resler shared that the ATA retirement banquet invitations have been sent out.

6. District Highlights
- Jan Foster attended Woods Homes Fundraiser – April 30th a wonderful evening.
- Jan Foster attended NSCS Leadership Day – May 18th a great event.
- Donna Hunt attended the FNMI Grad Ceremony it was a special evening.
7. **Information Items**

7.1 **Board Chair Report**

7.1.1 **Edwin Parr Zone 6 Award**

On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association. Fleetwood Bawden School teacher Dawson Kennedy was the District nominee for the Zone 6 banquet held May 11, 2016 in Taber. The Board extended its congratulations to Dawson for his exceptional address at the banquet. The Board further extended its appreciation to Communications Officer Garrett Simmons for the production of an outstanding video showcasing Dawson.

7.1.2 **Public Presentation of the Budget**

As part of its community engagement mandate, the Board annually hosts a public meeting to provide all stakeholders an overview of the preliminary budget. This year the public meeting has been scheduled for Tuesday, May 24, 2016 beginning at 6:30 p.m. at the Education Centre. Director of Finance Christine Lee provided an overview of the preliminary budget which will be reviewed and debated on Monday, May 30, 2016. The preliminary budget will be forwarded to Alberta Education, and is expected to be finalized prior to November 30th, once the official September 30th enrolment counts are confirmed. An invitation to attend this evenings presentation was extended to staff, parents and the public by Keith Fowler, Chair of the Board Budget Committee.

7.1.3 **Public Budget Presentation**

Trustee Mich Forster reminded the Board of the Public Budget Presentation following the Board Meeting at 6:30, there will be a light dinner provided.
7.2 Superintendent Report

7.2.1 School Liaisons for 2016-2017
Superintendent Cheryl Gilmore provided the Board with the School Liaisons for the 2016-2017 school year.

7.2.2 Board Priorities Report
Superintendent Cheryl Gilmore provided the Board with a progress report of the Board Priorities.

7.2.3 Acknowledgements of Excellence

**Arts Alive and Well in Schools** Award Winners are:
Art 30 2D & 3D Award of Merit:
- Karly Hemus (Chinook)
- Nisali Kamburugamuwa (Chinook)
Junior High / Middle School Award of Merit:
- Marisa Wishnowski (GS Lakie Middle School)
Art 30 Award of Merit & Creativity:
- Natasha Silver (Victoria Park)
Curator’s Pick (independent selection made by SAAG curator):
- Brigitt Morton, Hanna Aubie and Michelle Bright

**G.S. Lakie Middle School** received the Betty Grigg Inclusive Education Award from the Lethbridge Association for Community Living. The award spotlights a Southern Alberta school that demonstrates high commitment to providing an environment and culture of inclusion for all students.

District English as a Second Language Lead Teacher, **David Fuller**, completed his Masters’ Degree on *A Curriculum of Tea: Restorative Practices for Students from Refugee Contexts*.

Dr. Probe School has a student who is battling leukemia and recently underwent a stem cell transplant at ACH in Calgary. His Grade 4 class has taken on a project to raise money for the family called “Crop a Top for Yuvraj”. Staff and students are going to shave their heads if they can raise over $1500 to help the family with some of the expenses of travelling back and forth and missing work. The goal was to raise that amount by June 3 and they’ve smashed it already. A group of boys raised over $400 on their own this weekend through a lemonade sale in Riverstone.

**Dr. Probe School Spring Musical** was held at Southminster Church on May 12th. Over 500 K-5 students performed classic
Disney songs for a packed house. Congratulations to all staff and students!

Gilbert Paterson Middle School’s Select Choir received 1st place and the Grade 6 Choir received 3rd place at Provincials.

Gilbert Paterson Middle School grade 6 student, Crysta Brauer, planned and raised $380 during a two-day blitz to help Fort McMurray residents. These monies have been taken to the Red Cross.

Immanuel Christian Elementary School grade 6 student Ezra Greenwood, placed 1st in the National Kangaroo Math contest which students from across Canada write on the same day at the same time. This is the third year that Ezra has written this exam and this year he placed 1st for all grade 6 students in Southern Alberta.

Immanuel Christian Elementary School grade 3 student Bryan Klassen wanted to contribute to the schools fundraising effort for Fort McMurray and so he opened a lemonade stand and raised close to $500 in two nights.

Winston Churchill High School teacher Greg Wolcott and a cast of 19 students put on a performance at the One Act Play Festival on April 27. The ensemble cast won their seventh straight Southern Alberta High School Drama Festival and earned a spot in the Provincial One Act Festival in Red Deer held May 5-7, 2016.

Winston Churchill Art 10 and ELL students collaborated to produce art pieces for the DEHR to Care Gala April 27. The art pieces were up for auction with proceeds going towards the Family Services Refugee Fund.

Winston Churchill Grade 12 student and Lethbridge Hurricane goaltender, Stuart Skinner, represented Canada in the U-18 World Hockey Championships in April.

Two teams from Winston Churchill are nearing completion of the High School Investment Challenge at the University of Lethbridge. The final presentations will be made at the U of L Trading Centre on May 27. Team members are:
- The Capitalists – Damian Halcro-Walker, Paa Odei-Wontumi, and Mark Betts
- Stratton Oakmont – Brody Roelofs, Josh Hasley, and Teigan Pritchard
47 Winston Churchill students wrote the annual University of Waterloo mathematics contests held each spring. Final national results are still pending but students who achieved the highest score in each of the contests were: Andy Sun (Gr 9 The Fryer), Nimaya DeSilva and Sabrina Fox (Gr 10 Galois), Mark Betts (Gr 11 Hypathia) and Shelly Lee (Gr 12 Euclid). Andy Sun is also recognized on the University of Waterloo honour roll page for the Fryer, as he scored a 37/40.

Of the 4223 students Canada-wise who wrote this grade 9 exam, Andy was one of 38 students to achieve this mark (top 1%).

Lethbridge Regional High School Baseball League All-Stars:

Chinook: Kyle Bloor, Raleigh Ferby, and Wyatt Tomalty

LCI: Kale Penner, Tevin Hall, and Skylar Braun

WCHS: Riley Trempner

MVP: Kale Penner (LCI)

7.2.4 Enrolment Summary, April 30, 2016

Superintendent, Cheryl Gilmore shared an enrolment summary for District schools, broken down by grade as of April 30, 2016 for the Board to receive as information.

7.2.5 Calendar of Events

The Calendar of Events was reviewed for the period of May 28, 2016 to June 30, 2016. A number of changes where noted a new Calendar of Events will be provided.

8. Reports

8.1 District School Council – May 2, 2016

Trustee Keith Fowler provided a written report on the District School Council Meeting held May 2, 2016.

8.2 Poverty Intervention – May 10, 2016

Trustee Jan Foster provided a written report on the Poverty Intervention Meeting held on May 10, 2016.

8.3 ASBA Zone 6 – May 11, 2016

Trustee Jan Foster provided a written report on the District Student Advisory Council Meeting held on April 14, 2016.
8.4 **Policy Advisory Committee – May 18, 2016**
Trustee Lola Major provided an oral report on the Policy Advisory Committee Meeting held May 18, 2016.

9 **Correspondence – Received**
9.1 Lethbridge Sports Hall of Fame Program – Neil Langevin
9.2 Terry Fox Foundation
9.3 University of Lethbridge Dual Credit
9.4 Thank you card from Wendy Fox
9.5 Thank you card for the Apples during Education Week

10 **Correspondence - Sent**
None at this time

**Adjournment**
Trustee Keith Fowler moved:
“that the meeting be adjourned at 5:24 p.m.”

*CARRIED UNANIMOUSLY*

________________________               _______________________
Mich Forster,                                          Don Lussier,
Chair                                                      Associate Superintendent

Policy Advisory Committee
Correspondence – Received
Correspondence – Sent
Adjournment

6458/16

IN ATTENDANCE:

Trustees: Mich Forster; Jan Foster; Tyler Demers; Keith Fowler; Donna Hunt; Don Lacey; Lola Major

Administrators: Wendy Fox; Don Lussier; Sharon Mezei; LeeAnne Tedder (Recorder)

Regrets: Cheryl Gilmore

Communications Officer: Garrett Simmons

Public: Allison Pike; Hollie Tarasewich

1. Call to Order
The chair called the meeting to order at 10:00 a.m.

2. Approval of the Agenda
Trustee Keith Fowler moved: “that the Agenda be approved as presented.”
CARRIED UNANIMOUSLY

3. Opening Comments
Trustees provided opening comments on the 2016-2017 Budget and commended administration, the Instructional Budget Committee and Director of Finance, Christine Lee for developing this budget.

4. Review of Belief Statements
The Board reviewed the Belief Statements for the 2016-2017 Budget.

5. Revenues
Debate in this section focused on revenues, including fees, inter-fund transfers, etc.

5.1 Fees
Trustee Keith Fowler moved: “that the fees be approved as presented.”
CARRIED UNANIMOUSLY
5.2 Overall Revenues
Trustee Keith Fowler moved:
“that the Board of Trustees approve the Revenues for
the 2016-2017 Budget as per pages 23-25 as presented.”

CARRIED UNANIMOUSLY

6. Expenditures
Debate will occur in five sections: Instructional Block,
Governance and System Administration, Operation and
Maintenance, Transportation and Capital.

6.1 Instructional Block
Trustee Keith Fowler moved:
“that the Board of Trustees approve the Instructional
Block expenditures as per page 30-32 of the 2016-
2017 Budget as presented.”

CARRIED UNANIMOUSLY

6.2 Governance and System Administration
Trustee Keith Fowler moved:
“that the Board of Trustees approve the expenditures
for Governance and System Administration as
outlined on pages 34-35 of the 2016-2017 Budget as
presented and not to exceed the 3.6% cap.”

CARRIED UNANIMOUSLY

6.3 Operations and Maintenance
Trustee Keith Fowler moved:
“that the Board of Trustees approve the expenditures
for Operations and Maintenance as outlined on page
38 of the 2016-2017 Budget as presented.”

CARRIED UNANIMOUSLY

6.4 Transportation
Trustee Keith Fowler moved:
“that the Board of Trustees approve the expenditures
for Transportation as outlined on page 42 of the
2016-2017 Budget as presented.”

CARRIED UNANIMOUSLY
6.5 Capital
Trustee Keith Fowler moved:
“that the Board of Trustees approve the Capital and Debt services expenditures as outlined on page 45 of the 2016-2017 Budget as presented.”
CARRIED UNANIMOUSLY

7. Budget Approval
Trustee Keith Fowler moved:
“that the Board of Trustees approve the 2016-2017 Budget for Lethbridge School District No. 51 as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget.”
CARRIED UNANIMOUSLY

8. Other

9. Adjournment
Trustee Keith Fowler moved:
“that the meeting be adjourned at 10:43 a.m.”
CARRIED UNANIMOUSLY

________________________     _______________________
Mich Forster,                                 Don Lussier,
Chair                                              Associate Superintendent
                                     Business Affairs
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Provincial Rugby Champions – WCHS Girls and Boys

Background
The Winston Churchill High School Girls and Boys Rugby teams won the Alberta Schools’ Athletic Association Tier 2 Provincial Championships.

Griffin team members include:

- Megan Creig
- Kaitlynn Small
- Ewurakua Odei-Wontumi
- Eloise Therien
- Kaitlyn Rombough
- Hannah Vanderhulst
- Hayden Lashley
- Nicole Carter
- Mikhaila Lagemaat
- Roxy Kenney
- Kasydi Whillans
- Abbey Neudorf
- Maila Funa
- Melissa Pearce
- Shelby Needham
- Amy Han
- Tyler Kruchkywich
- Kaitlyn Orr
- Sydney Toth
- Nikki Noel
- Jamie Ridder
- Jesse O’Connor
- Kiarra Clark
- Sydney Sikking
- Rachel Greeno
- Toby Boulet
- JJ Ondrus
- Genevieve Ahart
- Kylie Beninger

Coaches:

- Toby Boulet
- JJ Ondrus
- Genevieve Ahart
- Kylie Beninger

Bulldog team members include:

- Navid Azimi
- Walter Escamilla
- Sebastian Czarny
- Darryl Peters
- Ethan Chase
- Noah Christensen
- Chris Ulrich
- Kyle Mitchell
- Justin Herbison
- Connor Henderson
- Andrew Kim
- Tyler Toth
- Terry Terrazzano
- Jaren Vander Linden
- Dawson Stern
- Brendan Barclay
- Josh Peters
- Taylor Mason
- Owen Coppeters-McMillan
- Wyan Cameron
- Nolan DeLaus
- Ashton Sharp
- Shikhar Malik
- Noah Weiss
- Sean Adams
- Matt Passey
- Gabe Reyna
- Jonathan Dick
- Nevin Morrison
- Craig Oman

Some of the team members, accompanied by school administration and parents will attend the Board meeting to share their experiences.

Recommendation

It is recommended that the Board receive this report as information and take the opportunity to congratulate the players and coaches for their high level of achievement. Certificates of achievement will be presented to the team members.

Respectfully submitted,
Cheryl Gilmore, Superintendent
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Wendy Fox
   Associate Superintendent, Division of Instructional Services

RE: Westminster Full Day Kindergarten Pilot Presentation

Background
In the spring of 2016, the Board of Trustees approved the establishment of a full day kindergarten program at Westminster Elementary School. The program was intended to be a three-year pilot with the understanding that the program would be assessed to determine its impact on students.

Due to a high number of student registrations, two full day classes were offered during the 2015 – 2016 school year. A committee comprised of school and District administrators, and a professor from the University of Lethbridge Faculty of Education, monitored the program and conducted developed an assessment strategy. The committee, along with the two teachers who offered the program, will be in attendance to share the preliminary assessment data and report on their perceptions of its success.

Recommendation
That the Trustees receive this report as presented.

Respectfully submitted,
Wendy Fox
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Wendy Fox
    Associate Superintendent, Division of Instructional Services

RE: Report on the Impact of the New Counselling Model

Background
With the support of the Board of Trustees, a new centrally-funded counselling model was implemented in the fall of 2013. The model implemented is described below:

Elementary Level: Elementary Liaison Counsellor and Making Connections Worker

Middle School Level: Teacher Counsellor and Student Support

High School Level: Teacher Counsellor, Student Support, Family School Liaison Counsellor and Career Practitioner

Over the past three years, comprehensive feedback has been gathered as to the success of the model, and a report will be presented to the Board regarding its impact on supporting students.

Recommendation
That the Board receive this report as information.

Respectfully submitted,
Wendy Fox
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Wendy Fox
Associate Superintendent, Division of Instructional Services

Re: Approval of International Trips

Background
Lethbridge Collegiate Institute (LCI) is requesting permission to take their football team to Spirit Lake, Idaho from September 15th, 2016 to September 17th, 2016. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The cost of the trip is included in the football fee. Fundraising opportunities are available to the players through the parent committee (RAMPAC) to offset the cost of the trip.

Recommendation
That the LCI Football trip to Spirit Lake, Idaho from September 15th, 2016 to September 17th, 2016 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Wendy Fox
The LCI Ram football team will be heading to Spirit Lake, Idaho during their 2016 football season. The trip to the US provides our players with a unique opportunity for education. These trips promote team building and cooperation. Long bus rides with teammates bring teams together. Football in the US is culturally very significant, and the boys are able to experience some of the culture, and tradition of high school football in the US. All football games provide student athletes with the opportunity to grow as leaders. We look forward to giving our students these opportunities in the fall.

We will use Carefree Express for our transportation on both trips.

The trip will be included in our football fee which is annually $500.00. Students unable to pay are set up with our parent committee (RAMPAC) do work on fundraisers.

Darren Majeran
Itinerary for LCI Rams Football Trip to Spirit Lake, Idaho-September 15-17, 2016

(All times MST)

**September 15th**

7:45am- Board bus at LCI with all equipment, first aid, and passports

6:30am-Depart from LCI

10:00am-Arrive in Cranbrook, BC
   
   - Game day walk through on Cranbrook field
   
   - Eat lunch at restaurant of choice

12:00pm-Board bus to Spirit Lake

3:30pm-Arrive at Spirit Lake, Idaho
   
   - Check into hotel and unpack belongings
   
   - Relax
   
   - Eat supper

6:00pm-Pre game schedule begins

7:30pm-On Field for warm ups

8:00pm- Football Game

10:30pm-Post game schedule

11:00pm-Return to hotels

11:30pm-Lights out

**September 16th**

8:00am-Wake up

8:30am-Team jog

9:00am- Breakfast/Shower

10:30pm-Special Teams meetings

11:00pm-Offensive meetings

11:30pm-Defensive meetings

12:00pm-Game day walk through

1:00pm- Lunch

2:00 pm- Team building activity
3:00-Set up beds at Timberlake HS
4:00-Relax
6:00pm-Pre game schedule begins
7:30pm-On Field for warm ups
8:00pm-Football Game
10:30pm-Post game schedule
11:00pm-Return to hotels
11:30pm-Lights out

**September 17th**

8:30-Wake up, shower and eat breakfast
9:30-Depart from Timberlake High School for Silverwood amusement park
10:00-Silverwood
3:00-Depart Silverwood for Pullman, Washington
5:00-Arrive in Pullman for Washington State football game
9:00-Drive back to Timberlake HS to sleep
11:00-Arrive at Timberlake HS
11:30-Lights out

**September 18th**

7:00-Wake up, eat breakfast
8:00-Depart Spirit Lake for Lethbridge
11:00-Arrive in Cranbrook for Lunch
11:30-Depart Cranbrook
2:30-Arrive in Lethbridge
MEMORANDUM

June 28, 2016

To: Board of Trustees
From: Wendy Fox
Associate Superintendent, Division of Instructional Services

RE: Authorization of Locally Developed Courses

Background
Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. As the middle schools and high schools have expanded their educational opportunities for students, it has become necessary to create a number of locally developed courses to adhere to Alberta Education policy. Karen Rancier, Director of Curriculum, has worked closely with the secondary schools to develop course outlines and student learning outcomes for each course. Although the courses are categorized by school, it is recommended that the courses be approved for use in all District schools. A full description of all courses can be found at the following link: MS LDCs June 28 2016

Recommendation
That the Board of Trustees approve the use of the following locally developed grade 7 to 9 courses:

G. S. Lakie Middle School
Grade 6 Babysitting
GenYES Pilot

Gilbert Paterson Middle School
Grade 8 Driver’s Ed

Lethbridge Christian School
Bible 6, 7 & 8

Wilson Middle School
Baking Basics
Grades 7, 8 Babysitting
Travel and Tourism
Culture and Cuisine
Skateboarding

Winston Churchill High School
Grade 9 Canadian Military History

Respectfully submitted,
Wendy Fox
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Wendy Fox
    Associate Superintendent, Division of Instructional Services

Re: Authorization of Locally Developed Courses

Background
Alberta Education requires that all locally developed senior high courses be authorized for use by the Board of Trustees. District high schools would like to use the following locally developed courses acquired from their respective districts to enhance program offerings to students:

Calgary School District No. 19 from September 1, 2016 to August 31, 2020:
- Vocal Jazz 15, 25, 35 for 3 and 5 credits
- Biology (AP) 35 for 3 credits
- Chemistry (IB) 25 for 5 credits
- ESL Introduction to Mathematics 15 for 5
- ESL Expository English 15 and 25 for 5 credits
- Instrumental Jazz 15, 25, 35 for 3 and 5 credits
- Reading 15, 25 for 3 and 5 credits
- Theory of Knowledge (IB) 35 for 3 and 5 credits

- Film Studies 15, 25, 35 for 5 credits from September 1, 2016 to August 31, 2017

Edmonton School District No. 7 from September 1, 2016 to August 31, 2020:
- Works in Translation (IB) 35 for 3 credits
- Dance Performance 15, 25, 35 for 3 and 5 credits

- Biology (IB) 35 for 3 credits from September 1, 2016 to August 31, 2019

Golden Hills School Division No. 75 from September 1, 2016 to August 31, 2020:
- Leadership, Character & Social Responsibility 15, 25, and 35 for 3 and 5 credits

Pembina Hills Regional Division No. 7 from September 1, 2016 to August 31, 2020:
- Forensic Science Studies 35 for 5 credits

St. Albert Public School District No. 5565 from September 1, 2016 to August 31, 2020:
- European History (AP) 35 for 3 credits
- Extended Essay (IB) 35 for 3 credits
West Island College Society of Alberta from September 1, 2016 to August 31, 2020:
   Physics (AP) 35 for 3 credits

Permission has been granted by the respective Districts for our schools to use the courses. Also, all Alberta Education requirements for submission to the Board for approval have been met.

Recommendation
That the Board of Trustees approves the use of the following locally developed courses and any learning resources detailed in the course outline for use in all Lethbridge School District No. 51 High Schools:

From Calgary School District No. 19 from September 1, 2016 to August 31, 2020:
Vocal Jazz 15, 25, 35 for 3 and 5 credits
Biology (AP) 35 for 3 credits
Chemistry (IB) 25 for 5 credits
ESL Introduction to Mathematics 15 for 5
ESL Expository English 15 and 25 for 5 credits
Instrumental Jazz 15, 25, 35 for 3 and 5 credits
Reading 15, 25 for 3 and 5 credits
Theory of Knowledge (IB) 35 for 3 and 5 credits

Film Studies 15, 15, 35 for 5 credits from September 1, 2016 to August 31, 2017.

From Edmonton School District No. 7 from September 1, 2016 to August 31, 2020:
Works in Translation (IB) 35 for 3 credits
Dance Performance for 15, 25, 35 for 3 and 5 credits

Biology (IB) 35 for 3 credits from September 1, 2016 to August 31, 2019

From Golden Hills School Division No. 75 from September 1, 2016 to August 31, 2020:
Leadership, Character & Social Responsibility 15, 25, and 35 for 3 and 5 credits

From Pembina Hills Regional Division No. 7 from September 1, 2016 to August 31, 2020:
Forensic Science Studies 35 for 5 credits

From St. Albert Public School District No. 5565 from September 1, 2016 to August 31, 2020:
European History (AP) 35 for 3 credits
Extended Essay (IB) 35 for 3 credits

From West Island College Society of Alberta from September 1, 2016 to August 31, 2020
Physics (AP) 35 for 3 credits

Respectfully submitted,
Wendy Fox
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Policy Review

Background
District policies are reviewed on a continuous basis to ensure they reflect the position of the Board. The Policy Advisory has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen coordinates the meetings. In the current year, the Policy Advisory Committee will:

• Finish review of policies in the 600, 800, 900, 1000, 100 sections which were held over from last year.
• Approve new policies in these areas: Learning Commons, Copyright, Use of Technology/Digital Citizenship.
• Ensure that the policy manual is current, according to the new Education Act.

The policies listed below were reviewed by the Policy Advisory Committee. Subsequently, the policies were distributed to school and District administration, staffs and school councils for input.

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>400.1</td>
<td>Welcoming, Caring, Respectful and Safe Work Environments</td>
<td>2nd &amp; final reading</td>
</tr>
<tr>
<td>1001.3</td>
<td>Communications</td>
<td>2nd &amp; final reading</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>400.1</td>
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</tr>
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<td>Communications</td>
<td>2nd &amp; final reading</td>
</tr>
</tbody>
</table>

Respectfully submitted,
Cheryl Gilmore
400.1 Welcoming, Caring, Respectful and Safe Work Environments

Policy

The Board is committed to providing a welcoming, caring, respectful and safe work environment that respects diversity and fosters a sense of belonging. Every District employee has the right to work in sites that promote equality of opportunity, dignity, and respect.

The Board is further committed to protect all employees from harassment, discrimination, and violence. All those involved with the District including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory and violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner. Appropriate action will be taken against those whose behaviour contravenes this policy.

Regulations

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe work environments for all employees. It recognizes the importance of employees’ emotional, social, intellectual and physical wellness and expects employees to adhere to the District Employee Code of Conduct (see Appendix A).

2. The Board expects all trustees, employees, students, parents, volunteers, visitors, and contractors to adhere to this policy. This policy covers behaviour not only at District sites, but also during any school-related activities, or while engaging in other non-school activities that have a direct influence on maintaining a welcoming, caring, respectful, and safe environment in the workplace. This applies whether contact is face-to-face, by phone, fax, e-mail, internet or intranet, or by any other means of communication. This policy also covers threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community including behaviours such as “cyber” hate messaging and websites created in the employee’s home, in cyber cafes or other settings.

3. The Board expects reporting to the correct authority all incidents of threats, bullying, harassment, violence or intimidation regardless of the identity of the alleged harasser or offender.

4. An employee code of conduct will be developed to outline behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Employee Code of Conduct.
5. The Board’s expectations for employee conduct shall be communicated to all District employees.

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

References

Alberta School Act: Sections 18, 20, 105, 106, 119, 121,

District Policies: 400.1 Appendix A-Employee Code of Conduct; 400.2.1 Employee Conflict of Interest; 400.3 Whistleblower Protection; 402.8.1 Harassment and Discrimination; 402.8.2 Employee Assistance and Wellness Programs; 403.3 Employee Discipline; 405.6 Employee Recognition and Appreciation; 607.1 Fieldtrips, off-campus activities and Student Travel; 607.4 Responsible Use of Technology; 700.6 Emergency Response Planning; 1003.1 Channels of Communication and Disputes Resolution

Other: Alberta Human Rights Act, Sections 4, 7, 10; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act CUPE Equality Statement
400.1 Appendix A  Employee Code of Conduct

Purpose

In order to establish and maintain welcoming, caring, respectful, and safe work environments, this Code of Conduct establishes expectations and consequences for staff behaviour while at work, at work-related or school-sponsored activities, or while engaging in other non-work activities that have a direct influence on maintaining welcoming, caring, respectful, and safe work environments in the District.

Definitions

1. **Respect**: to demonstrate regard for the rights of others.

2. **Bullying**: aggressive and repeated behavior by an individual where the behaviour is intended to cause harm, fear or distress to another individual including physical, emotional, or social harm, harm to the individual’s reputation or harm to the individual’s property, or to create a negative environment for another individual. Bullying behaviour includes the use of any physical, verbal, electronic, written or other means. Bullying behavior also includes behaviour that targets an employee because of actual or perceived sexual orientation, gender identity or gender expression of themselves or other family members.

3. **Discrimination**: The denial of individual rights and freedoms in a manner which contravenes the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act* (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and/or citizenship is prohibited. The behaviour giving rise to a complaint of discrimination need not be intentional in order to be considered discrimination. With reference to employment, this definition does not apply to a refusal, limitation, specification or preference based on a bona fide occupation requirement.

4. **Harassment**: any behavior that in effect or intent disparages, humiliates, or harms another person or class of persons. It is behaviour that denies dignity and respect, and is demeaning and/or humiliating to another person or class of persons. Harassment may include, but is not limited to, references related to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, or citizenship.
status or sexual orientation. Sexual harassment is any unwelcome behavior that is sexual in nature. Harassing behavior may directly or indirectly affect or threaten to affect in an adverse manner an employee’s well-being and/or work environment. The behavior does not need to be intended as harassing to be considered as personal harassment. It is sufficient that one knows, or ought reasonably to know, that his/her behaviour is offensive and unwelcome. Harassment is not a relationship of mutual consent. It is any action including, but not limited to, verbal, physical, written and cyber messaging that is unwelcome or intimidating and denies individual dignity and respect.

Procedures
1. The District Employee Code of Conduct, and its enforcement through consequences, shall apply to employees
   1.1. in the workplace;
   1.2. on any District property;
   1.3. during any break times on or off District property;
   1.4. at District-sponsored or authorized activities;
   1.5. while riding in District-owned transportation; and/or
   1.6. when the employee’s conduct detrimentally affects the welfare of other individuals or the governance, climate, or efficiency of the workplace regardless of where that conduct occurs.

2. Any form of bullying, discrimination or harassment as defined above is unacceptable, whether or not it occurs within the District building, during the work day or by electronic means.

3. The Board expects compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:
   3.1. treat parents, students, community members, and other District employees with dignity, respect, and consideration, and be cognizant of the role model that they, as District employees, present to students and other staff;
   3.2. apply for, accept, offer, or assign a position or a responsibility on the basis of qualifications;
   3.3. adhere to the terms of a contract or appointment, the applicable employee collective agreements, District policy and procedures, and provincial and federal statutes;
   3.4. refrain from, report, and refuse to tolerate discrimination, harassment, or bullying behaviour, even if it happens outside of the workplace or work hours, or digitally;
3.5. make every reasonable effort to protect all individuals from conditions which are detrimental to learning, physical health, mental health, or safety;

3.6. deal considerately and justly with others and seek to resolve conflicts according to law and District policy (see policy 400.3 Whistleblower Protection);

3.7. only criticize the competence of another District employee in confidence to appropriate supervisors and after the other employee has been informed of the criticism;

3.8. report to work fit to conduct their duties;

3.9. endeavour to understand community cultures, and the home environment of students and other staff;

3.10. conduct their employment responsibilities in a respectful, honest and diligent manner, modeling and promoting respectful behaviour;

3.11. properly represent policies of the District and clearly distinguish them from personal attitudes and opinions;

3.12. manifest a positive role in District and school public relations;

3.13. refrain from improper use of alcohol and/or drugs;

3.14. deal with instances of bullying, harassment, and discrimination according to the policies and procedures of the District (see policy 402.8.1 Harassment and Discrimination);

3.15. perform duties in a manner which does not constitute a conflict of interest; and

3.16. be responsible digital citizens (see policy 607.4 Responsible Use of Technology).

4. Examples of unacceptable behaviours include, but are not limited to:

4.1. contravention of District policies and regulations;

4.2. behaviours that interfere with the work of others and/or the school environment, or that create unsafe working conditions;

4.3. acts of bullying, harassment, discrimination, coercion, and/or intimidation;

4.4. disparaging comments;

4.5. physical violence;

4.6. retaliatory behaviour against anyone who uses the policies and procedures of the District (see policy 400.3 Whistleblower Protection);

4.7. activities that are deemed to be in a conflict of interest (see policy 400.2.1 Employee Conflict of Interest);

4.8. illegal activity such as:

4.8.1. possession, use or distribution of illegal or restricted
substances;
4.8.2. unauthorized possession or use of weapons;
4.8.3. theft or damage to property;
Employees must immediately notify the Associate Superintendent, Human Resources if they are charged with a criminal offence. Employees charged with an offence under the Criminal Code of Canada may be suspended from their employment. An individual’s employment with the District may be terminated as a result of a criminal conviction.
4.9. willful disobedience and/or open opposition to supervisors;
4.10. use or display of improper or profane language;
4.11. behaviour that may compromise the District’s image or reputation including activities that may disparage, defame, or embarrass the District;
4.12. contravention of the provisions of Section 27 of the School Act related to trespassing, loitering, causing a disturbance, or selling goods, services, or merchandise in the school;
4.13. use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate;
4.14. accepting or providing a gift, payment, favour, or service from or to any individual or organization in the course of performance of their assigned duties if that gift, payment, favour, or service:
   4.14.1. is other than a normal exchange of hospitality between people doing business; or
   4.14.2. affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the District; or
   4.14.3. may create the appearance of undue influence.
4.15. use of District property, including vehicles, equipment, and material for personal benefit, gain, or unauthorized non-District use.
5. Breach of this District Employee Code of Conduct may result in a range of sanctions being imposed on the employee, up to and including termination of employment (see policy 403.3 Employee Discipline).
1001.3 Communications

Policy

Lethbridge School District No. 51 will foster effective two-way communication and the building of positive relationships within our community by developing and supporting communication networks among stakeholders.

Regulations

1. Lethbridge School District No. 51 will:
   1.1. inform external and internal stakeholders about proposals, programs, District activities, initiatives and policies, using interactive communication processes;
   1.2. provide a variety of opportunities for stakeholders to exchange information and ideas, and to be involved in collaboration and/or consultation; and
   1.3. gather public feedback, acknowledge input, and advise stakeholders of decisions made and the reasoning behind those decisions.

2. The Communications Officer will:
   2.1. be responsible for communications planning at the District level;
   2.2. facilitate communications planning throughout the District;
   2.3. develop and implement communication plans and strategies in support of District priorities;
   2.4. support the communication needs of Trustees; and
   2.5. oversee all communication activities as determined by the Superintendent.

3. Communication processes within Lethbridge School District No. 51 are the responsibility of all employees. Processes shall be open, clear, consistent, responsible and supportive of the Board’s mission statement and its priorities.

4. Communication shall include the promotion of school achievements, special events and may be shared through the use of social media, media releases and other correspondence.

5. The Board shall establish and maintain positive relationships with media, and respond to media requests in a timely manner.

6. Principals or designates are to notify the Communications Officer of all media requests received directly at the school.

7. School administrators will advise the appropriate manager at the Education Centre of issues that are serious in nature and may impact the school and/or District.

8. The Chair of the Board of Trustees is to be the official spokesperson on issues relating to the Board. The Chair may appoint a designate to speak in place of the Chair.
9. The Superintendent is to be the official spokesperson on all matters relating to the District. The Superintendent may appoint a designate to speak on the matter.

10. In the event of an emergency or critical incident, the “Response to Crisis or Critical Incident” Flowchart applies (Appendix A).

11. Channels of Communication for the public, parents, and students is as follows (see policy 1003.1):

![Channels of Communication Diagram]

In accordance with the emergency flow chart,

11.1. senior administration is responsible for notifying the Superintendent, the Communications Officer and Trustees of any situation they believe is of concern;

11.2. Senior administration are also to be the official spokespeople on Board programs or school issues, as directed by the Superintendent.

5.1. —

1001.3 Communications, cont’d

6.12. Any and all District communication must adhere to District policies, procedures, and Codes of Conduct.

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

References

District Policies: 202.1 Trustee Code of Conduct, 400.2 Employee Code of Conduct, 607.4 Responsible Use of Technology, 608.6 Parent and Student Handbook, 805.6 Access to Information 1003.1 Channels of Communication and Disputes Resolution
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

Re: Standing Committees

Background:
Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September. The Standing Committees are as follows:
    Facilities Committee
    Policy Advisory Committee
    Spirit of 51 Committee
    Board Budget Committee
    Poverty Intervention Committee
    Board Audit Committee
    Healthy Schools Committee

Annual reports and terms of reference reviews presented in September 2015 can be found on the website as examples.

Recommendation:
It is recommended that the Board accept this as information.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Don Lussier
    Associate Superintendent, Business Affairs

Re: Third Quarter Financial Report

Background:
The 2015-2016 Third Quarter Financial Report for the District is provided for review. Director of Finance, Christine Lee, will be in attendance to respond to any questions trustees may have.

Recommendation:
It is recommended that the Board receive the 2015-2016 Third Quarter Financial Report as presented.

Respectfully submitted,
Don Lussier
Lethbridge School District No. 51

Third Quarter Report 2016

This document is Management’s Discussion and Analysis of the Third Quarter for the period September 1, 2015 to May 31, 2016. This financial information contained herein has not been audited.

Report to the Board of Trustees
June 28th, 2016
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Notes to the Schedule of Program Operations ...... Page 17-18
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Notes to Statement of Capital Allocations .......... Page 24-25
Lethbridge School District No. 51 will expend $116 million to provide public education services to the citizens of the City of Lethbridge, Alberta, Canada for the 2015-2016 school year.

The School District was established in 1886 and has proudly served our community for over 129 years. Lethbridge School District No. 51 serves approximately 10,500 students from early education (pre-school) to grade twelve in 2015-2016. The District provides high quality learning experiences for students through a broad range of educational programs in twenty one schools and four institutional programs. For the 2015-2016 school year, the District is pleased to welcome two new schools, Immanuel Christian Elementary and Immanuel Christian High School as alternate programs. Through Immanuel Christian Schools an additional 487 students will be educated through Lethbridge School District No. 51.

The District experienced overall enrolment growth in 2015-2016 of 673 students (6.85%) over 2014-2015. It is anticipated that enrolment will increase by .76% for the 2016-2017 school year.

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, 2015 until May 31st, 2016 to provide fiscal accountability within the established guidelines.
Financial Position

As at May 31, 2016 Lethbridge School District No. 51 has total financial assets of $23.4 million and liabilities of $106.6 million for net financial debt of $83.2 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes $96.6 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of $13.4 million. Of this $13.4 million, $10.6 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 $796,000 of unrestricted reserves, and $1.9 million of capital reserves.

There is $101.7 million of non-financial assets (tangible capital assets, prepaid expenses, and supplies inventory) which is represented mostly by Deferred Expended Capital Revenue of $96.6 million as explained above, and the District's investment in capital assets of $4.9 million.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of $18.5 million. The chart below compares the financial position of May 31st with the prior year.
Budget Update as of September 30th
The revised budget for the 2015-2016 school year reflects changes to the district budget as of September 30th, 2015. Revenue in the revised budget increased by $1.4 million over preliminary budget projections developed in June 2015. This increase is due to increased student enrolment at September 30th of 146 students above preliminary projections. An additional 5.4 full time equivalent teachers were hired as well as 16 additional support staff positions in the revised budget. In budget 2015-2016, $2.8 million of one-time reserves will be utilized for new students entering our school jurisdiction that require additional supports, funding to facilitate the use of technologies to increase pathways for students to access curriculum, to respond to the demand for increased access to wireless local area networks, support for large class sizes at secondary schools, literacy intervention, the replacement of furniture and equipment, facility costs related to transitioning library spaces to learning commons, and school improvement initiatives.

Operations
For the nine months ended May 31st, 2016, $87.2 million of revenues have been recorded which is 77.01% of budget. Revenues are greater than budgeted due to other Government of Alberta grant revenue received, increased investment revenue, and gifts and donation revenue for school generated activities.

The chart below illustrates the source of funding for every $100 of revenue as at May 31st, 2016.

*used with the permission of the Bank of Canada
Expenditures are $86.7 million as of May 31st, 2016 which is 74.7% of the budget. Overall expenditures are as anticipated for the third quarter.

**Spending by Program**
**May 31st, 2016**

- **School Based,** 55.20%
- **Student Services,** 15.52%
- **SGF,** 3.99%
- **Technology,** 2.09%
- **Other Instructional programs,** 7.07%
- **Other,** 16.13%
- **Maintenance,** 10.19%
- **Transportation,** 2.76%
- **Administration,** 3.18%
- **Other,** 16.13%

**Forecasted Operations to Year End**
At May 31st, 2016, forecasted revenues and expenditures have increased to reflect revenues and expenses for seconded personnel, additional PUF grant funding, and grant funding for the Making Connections Program. The increased revenues are offset with a corresponding increase in expenditures. Expenditures have also been reduced for anticipated spending on supplies and materials.

**Capital Expenditures**
During the period, capital expenditures mainly included construction costs for the modernization of Wilson Middle School, new construction for Coalbanks Elementary School in Copperwood and the middle school in Waterbridge.

**Summary Comments**
As of May 31st, 2016, Lethbridge School District No. 51 is operating financially as anticipated based on the approved budget and within adjustments forecasted to August 31, 2016. Operating expenditures would indicate that spending is occurring for the benefit of today's students while not compromising opportunities for future operations of the District.
# Financial Position

**Lethbridge School District No. 51**  
**STATEMENT OF FINANCIAL POSITION**  
**As at May 31, 2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>May 31, 2016</th>
<th>May 31, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINANCIAL ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$20,716,891</td>
<td>$14,079,347</td>
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<tr>
<td>Accounts receivable (net after allowances)</td>
<td>$2,591,564</td>
<td>$2,729,652</td>
</tr>
<tr>
<td>Portfolio investments</td>
<td>$83,395</td>
<td>$83,584</td>
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<tr>
<td><strong>Total financial assets</strong></td>
<td>$23,391,850</td>
<td>$16,892,583</td>
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<tr>
<td><strong>LIABILITIES</strong></td>
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<td></td>
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<tr>
<td>Bank indebtedness</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$3,508,882</td>
<td>$3,084,714</td>
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<tr>
<td>Deferred revenue</td>
<td>$102,753,478</td>
<td>$86,795,169</td>
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<td>Employee future benefit liabilities</td>
<td>$28,966</td>
<td>$11,881</td>
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<tr>
<td>Other liabilities</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Long term debt</td>
<td></td>
<td></td>
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<tr>
<td>Supported: Debentures and other supported debt</td>
<td>$316,186</td>
<td>$728,037</td>
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<tr>
<td>Unsupported: Debentures and capital loans</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Capital leases</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Mortgages</td>
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<td>$0</td>
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<tr>
<td><strong>Total liabilities</strong></td>
<td>$106,607,512</td>
<td>$90,619,801</td>
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<td><strong>Net Financial Assets (Net Debt)</strong></td>
<td>($83,215,662)</td>
<td>($73,727,218)</td>
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<td><strong>NON-FINANCIAL ASSETS</strong></td>
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<tr>
<td>Tangible Capital assets</td>
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<tr>
<td>Land</td>
<td>$1,715,118</td>
<td>$1,715,118</td>
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<td>Buildings</td>
<td>$147,839,564</td>
<td>$147,839,564</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($49,993,415)</td>
<td>($49,993,415)</td>
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<tr>
<td>Equipment</td>
<td>$5,318,980</td>
<td>$5,318,980</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($3,788,739)</td>
<td>($3,788,739)</td>
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<tr>
<td>Vehicles</td>
<td>$978,015</td>
<td>$978,015</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($463,919)</td>
<td>($463,919)</td>
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<tr>
<td><strong>Total tangible capital assets</strong></td>
<td>$101,505,604</td>
<td>$89,328,961</td>
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<tr>
<td>Prepaid Expenses</td>
<td>$81,535</td>
<td>$168,440</td>
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<tr>
<td>Other Non-Financial Assets</td>
<td>$134,954</td>
<td>$114,536</td>
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<td><strong>Total non-financial assets</strong></td>
<td>$101,722,093</td>
<td>$89,611,937</td>
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<tr>
<td><strong>ACCUMULATED SURPLUS</strong></td>
<td></td>
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<tr>
<td>Unrestricted Surplus</td>
<td>$796,410</td>
<td>$799,912</td>
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<tr>
<td>Operating reserves</td>
<td>$10,603,743</td>
<td>$9,168,001</td>
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<tr>
<td><strong>Accumulated Surplus from Operations</strong></td>
<td>$11,400,153</td>
<td>$9,967,913</td>
</tr>
<tr>
<td>Investment in capital assets</td>
<td>$4,871,630</td>
<td>$4,267,191</td>
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<tr>
<td>Capital reserves</td>
<td>$1,914,774</td>
<td>$1,331,941</td>
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<tr>
<td>Endowments</td>
<td>$319,874</td>
<td>$317,674</td>
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<tr>
<td><strong>Total Accumulated Surplus (Deficit)</strong></td>
<td>$18,506,431</td>
<td>$15,884,719</td>
</tr>
</tbody>
</table>
Financial Assets

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

Cash and Cash Equivalents
Cash at May 31st, 2016 includes unspent capital contributions received for capital projects, deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable
Accounts receivable at May 31st, 2016 includes supported debenture debt to be paid by the Province on the District’s behalf, 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 May 31, 2016 are $23.4 million dollars.
**Liabilities**

**Accounts Payable**
Accounts payable at May 31, 2016 mostly includes payments for employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

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

**Employee Future Benefits**
Consists of benefits earned but not utilized that relate to banked time that will be utilized in a future period.

**Debt**
Debt is debt supported by the Province of Alberta on school facilities.

Total liabilities at May 31, 2016 are $105.4 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 $83.2 million**. A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes $96.6 million of deferred revenue related to supported capital from the Province of Alberta. These funds are related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported tangible capital assets. Supported tangible capital assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of $13.4 million.
**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.

**Capital Assets**

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 $101.5 million as of May 31, 2016. Capital activity during the period included construction costs associated with the modernization of Wilson Middle School, the construction of Coalbanks Elementary School in Copperwood and new middle school in Waterbridge.

**Prepaid Expenses**

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

**Other Non-Financial Assets**

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

**Total non-financial assets as of May 31st are $101.7 million.**

**Winston Churchill High School**

**Shave a lid for a kid**

**Fundraiser**

**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.
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 $18.5 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at May 31st, 2016.
## REVENUES

<table>
<thead>
<tr>
<th>Source</th>
<th>Actual Results</th>
<th>Forecast</th>
<th>Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Education</td>
<td>$81,618,097</td>
<td>$108,267,504</td>
<td>75.39%</td>
</tr>
<tr>
<td>Other - Government of Alberta</td>
<td>$442,300</td>
<td>$443,771</td>
<td>99.67%</td>
</tr>
<tr>
<td>Federal Government and First Nations</td>
<td>$329,833</td>
<td>$360,312</td>
<td>91.54%</td>
</tr>
<tr>
<td>Fees</td>
<td>$2,199,781</td>
<td>$2,100,815</td>
<td>99.67%</td>
</tr>
<tr>
<td>Other sales and services</td>
<td>$639,151</td>
<td>$640,000</td>
<td>99.87%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$129,063</td>
<td>$153,000</td>
<td>84.35%</td>
</tr>
<tr>
<td>Gifts and donations</td>
<td>$442,300</td>
<td>$445,000</td>
<td>99.39%</td>
</tr>
<tr>
<td>Rental of facilities</td>
<td>$26,928</td>
<td>$35,900</td>
<td>75.01%</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$1,464,775</td>
<td>$2,000,000</td>
<td>94.70%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$87,212,228</td>
<td>$114,446,302</td>
<td>76.20%</td>
</tr>
</tbody>
</table>

## EXPENSES

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual Results</th>
<th>Forecast</th>
<th>Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$72,534,577</td>
<td>$94,274,016</td>
<td>76.94%</td>
</tr>
<tr>
<td>Plant operations and maintenance</td>
<td>$8,833,865</td>
<td>$12,705,670</td>
<td>69.53%</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,391,884</td>
<td>$2,603,400</td>
<td>91.88%</td>
</tr>
<tr>
<td>Administration</td>
<td>$3,827,119</td>
<td>$3,827,119</td>
<td>71.95%</td>
</tr>
<tr>
<td>External services [International Services]</td>
<td>$149,341</td>
<td>$203,000</td>
<td>73.24%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$86,663,161</td>
<td>$113,613,205</td>
<td>76.28%</td>
</tr>
</tbody>
</table>

## Accumulated Surplus from Operations beginning of Year

<table>
<thead>
<tr>
<th>Source</th>
<th>Actual Results</th>
<th>Forecast</th>
<th>Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating surplus (deficit)</td>
<td>($549,067)</td>
<td>($833,097)</td>
<td>6.95%</td>
</tr>
<tr>
<td>Transfer to Capital Reserves</td>
<td>($540,000)</td>
<td>($540,000)</td>
<td>7.44%</td>
</tr>
<tr>
<td>Accumulated Surplus from Operations beginning of Year</td>
<td>$11,391,086</td>
<td>$11,391,086</td>
<td>9.83%</td>
</tr>
</tbody>
</table>

## AOS as a % of Expenditures

<table>
<thead>
<tr>
<th>Source</th>
<th>Actual Results</th>
<th>Forecast</th>
<th>Variances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating surplus (deficit)</td>
<td>$7,822,929</td>
<td>$11,684,183</td>
<td>10.28%</td>
</tr>
<tr>
<td>Accumulated Surplus from Operations beginning of Year</td>
<td>$11,400,153</td>
<td>$11,400,153</td>
<td>9.83%</td>
</tr>
</tbody>
</table>
About The Statement
This statement includes four main areas:

- The first area highlighted in blue is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in June 2015. The third column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.

- The second area highlighted in pink is the actual results for the period.

- The third area highlighted in yellow is the forecast. This information is the forecasted revenue and expenditures to August 31, 2016. The forecast will be changed each quarter based on best estimates given current and past financial information. Rationale will be provided when the forecast has been changed from the original budget.

- The fourth area highlighted in green is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.

REVENUES

Government of Alberta
Grants have been received as expected at the third quarter. The forecast has been updated to reflect an increase of $530,000 in the PUF grant for early learners requiring additional supports. The forecast has also been updated for an offsetting increase in expenditures to provide support under the PUF grant.

Other Government of Alberta
This revenue relates to interest paid on debenture debt that is paid on the District's behalf by Alberta Education to Alberta Treasury and Finance. It also includes grants received from Alberta Mental Health and Southwest Child and Family Services for the Making Connections Program. The forecast has been updated to include these revenues along with an offsetting increase in forecasted expenditures.
**Federal Government and First Nations**
Represents amounts billed for tuition for students living on the Kainai reserve. Funds are as anticipated at the third quarter. The forecast has been updated to reflect an increase in the amount to be received over the budget.

**Fees**
Reflects funds collected by schools for school fees and remitted to the Education Centre and tuition collected for foreign students. Fees that are collected for school generated activities are also included. Most school fees and tuition fees are collected at the beginning of the school year, while school activity fees are collected throughout the school year; therefore the amount collected is greater than 75% at the third quarter. The forecast has been updated to reflect fees received to date.

**Other Sales and Services**
Mainly includes funds received for staff that are seconded to the University of Lethbridge. The forecast has been changed to reflect funds received for these secondments with an offsetting adjustment in certificated staffing and benefits. Other sales and services are mainly from school generated activities.

**Investment Income**
Interest earned on operating revenue which is performing better than anticipated at the third quarter. Forecast has been increased to reflect anticipated increased investment income.

**Gifts and donations**
Gifts and donations that have been received for school generated activities and donations for the District’s poverty intervention program. Forecast has been increased for increased gifts and donations revenue at third quarter.

**Rental of Facilities**
Funds charged for use 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. Fundraising is less than anticipated at third quarter due to deferred spending of funds collected. Forecast has been adjusted accordingly.

**Overall, revenues are higher at May 31, 2016 due to PUF grant revenue, secondments, fees and donations from school generated activities, and increased investment income. The majority of these additional revenues will be offset by an equal expenditure.**
**EXPENSES**

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* that follows in this document.

**Instruction**

Instructional expenditures represent expenditures from early education to grade 12, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, First Nations Metis and Inuit programming, Institutional programs, Student Health Initiative and the Counselling program. A breakdown of spending in these instructional programs may be found in the *Schedule of Instructional Program Expenditures* later in this report.

Instructional expenditures are as expected at the third quarter. The forecast has decreased overall. It has been revised to reflect increased support staff costs related to additional PUF grant funding, and certificated staffing costs due to seconded staff to the University of Lethbridge. The forecast has also been adjusted to reflect expenditures in the Making Connections program that are funded through Alberta Mental Health and Southwest Child and Family Services. The decrease in the forecast is related to anticipated spending on supplies and materials being less than anticipated.

**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 lower than 75% at the third quarter due to spending on IMR and maintenance projects to occur in the fourth quarter.
**Transportation**
Transportation expenditures represent 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.

Expenditures are higher than 75% for Transportation due to transportation costs occurring over 10 months rather than 12 months and also due to purchasing two buses to transport early education students to and from school.

**Administration**
Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent.

Administration costs are lower at the third quarter due to some planned expenditures not occurring until June, such as employee recognition celebrations. Also utility costs are less than budgeted due to a mild winter.

**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. Tuition fees are collected from international students in this program.

Spending is less than 75% at third quarter as there was less revenue due to less long term tuition students and expenditures were less to match these revenues. The forecast has been adjusted accordingly.

**Overall, expenditures are as anticipated for the third quarter.**

**Operating Surplus**
The operating surplus is shown for the budget figures, the current period and adjusted based on changes to the forecast to August 31, 2016.
# Revised Budget

## Actual Nine Months % Expended

### 2015-2016 (Sept 30th 2015) May 31st, 2016 Revised Budget

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Revised Budget 2015-2016</th>
<th>Actual Nine Months May 31st, 2016</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Based Instruction</td>
<td>$64,613,183</td>
<td>$47,838,767</td>
<td>74.04%</td>
</tr>
<tr>
<td>Student Services *</td>
<td>$15,906,721</td>
<td>$11,989,318</td>
<td>75.37%</td>
</tr>
<tr>
<td>Shared Instructional Services</td>
<td>$4,040,478</td>
<td>$3,761,490</td>
<td>93.10%</td>
</tr>
<tr>
<td>School Generated Funds Activities</td>
<td>$4,050,000</td>
<td>$3,460,799</td>
<td>85.45%</td>
</tr>
<tr>
<td>Technology</td>
<td>$2,987,156</td>
<td>$1,816,348</td>
<td>60.81%</td>
</tr>
<tr>
<td>Institutional Programs</td>
<td>$980,145</td>
<td>$735,109</td>
<td>75.00%</td>
</tr>
<tr>
<td>Division of Instructional Services</td>
<td>$1,357,506</td>
<td>$943,795</td>
<td>69.52%</td>
</tr>
<tr>
<td>FNMI Programming</td>
<td>$793,021</td>
<td>$528,363</td>
<td>66.63%</td>
</tr>
<tr>
<td>Counselling Program</td>
<td>$1,992,419</td>
<td>$1,460,588</td>
<td>73.31%</td>
</tr>
<tr>
<td><strong>Total Instructional Program Expenditures</strong></td>
<td><strong>$96,720,629</strong></td>
<td><strong>$72,534,577</strong></td>
<td><strong>74.99%</strong></td>
</tr>
</tbody>
</table>

*Student Services Includes:*

- Inclusive Learning Supports
- Early Education Programs
- Program Unit Funding
About The Statement
The Schedule of Program Operations shows the type of expenditure by each functional area of the school district and the expenditures in these areas for the fiscal period and as compared to the September 30th operational budget. The expenditures are noted as a total for each functional area on the previous statement, the Statement of Operations. The percentage expended by each functional area as well as by type of expenditure is also provided to gauge expenditures for the fiscal period reported.

Certificated Salaries and Benefits
Certificated salaries and benefits are slightly higher than 75% expended for the quarter, due to payment of the 1% lump sum bonus to teachers in November, however, is within anticipated spending.

Non-Certificated Salaries and Benefits
Spending in this area is higher than budgeted at the third quarter, due to additional educational assistant support for the PUF program.
Services, Contracts and Supplies
At the third quarter, services, supplies and contracts are lower than 75%. It is anticipated that spending in this area, in particular supplies and materials, will be lower than budget as of year-end.

Amortization of Tangible Capital Assets
The amortization of capital assets reflects the September 30th budget at the third quarter.

Interest and Charges
Interest charges are mainly based on debenture debt that is paid on behalf of the district by the Province of Alberta. Other charges include foreign exchange costs on US purchases, and service charges related to the on-line payments system. Due to the decline in the CDN dollar, foreign exchange charges are significantly higher than in prior years.

Teamwork!
### Lethbridge School District No. 51

#### Schedule of Program Operations

**For the Nine Months Ended May 31st, 2016**

<table>
<thead>
<tr>
<th></th>
<th>Instruction (Grades ECS-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVISED BUDGET 2015-2016 (September 30th)</strong></td>
<td>$96,720,629</td>
<td>$12,705,670</td>
<td>$2,503,400</td>
<td>$3,827,119</td>
<td>$253,000</td>
<td>$116,009,818</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td>$72,534,577</td>
<td>$8,833,865</td>
<td>$2,391,884</td>
<td>$2,753,494</td>
<td>$149,341</td>
<td>$86,663,161</td>
<td></td>
</tr>
<tr>
<td>Certificated salaries and benefits</td>
<td>$50,031,764</td>
<td>$506,499</td>
<td>$61,222</td>
<td>$50,599,485</td>
<td>$66,642,873</td>
<td>75.93%</td>
<td></td>
</tr>
<tr>
<td>Non-certificated salaries and benefits</td>
<td>$14,718,546</td>
<td>$3,201,978</td>
<td>$72,800</td>
<td>$1,574,237</td>
<td>$19,567,561</td>
<td>$24,797,603</td>
<td>78.91%</td>
</tr>
<tr>
<td><strong>SUB - TOTAL</strong></td>
<td>$64,750,310</td>
<td>$3,201,978</td>
<td>$72,800</td>
<td>$2,080,736</td>
<td>$61,222</td>
<td>$70,167,046</td>
<td>76.74%</td>
</tr>
<tr>
<td>Services, contracts and supplies</td>
<td>$7,422,425</td>
<td>$3,270,124</td>
<td>$2,319,084</td>
<td>$571,071</td>
<td>$88,119</td>
<td>$13,670,823</td>
<td>65.43%</td>
</tr>
<tr>
<td>Amortization of capital assets</td>
<td>$297,195</td>
<td>$2,332,322</td>
<td>$101,687</td>
<td>$2,731,204</td>
<td>$3,631,627</td>
<td>75.21%</td>
<td></td>
</tr>
<tr>
<td>Interest and charges</td>
<td>$84,647</td>
<td>$29,441</td>
<td>$149,341</td>
<td>$43,771</td>
<td>214.96%</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$72,534,577</td>
<td>$8,833,865</td>
<td>$2,391,884</td>
<td>$2,753,494</td>
<td>$149,341</td>
<td>$86,663,161</td>
<td>74.70%</td>
</tr>
<tr>
<td>Total unexpended funds period to date</td>
<td>$24,186,052</td>
<td>$3,871,805</td>
<td>$111,516</td>
<td>$1,073,625</td>
<td>$103,659</td>
<td>$29,346,657</td>
<td>$116,009,818</td>
</tr>
<tr>
<td>% Expended of Budget</td>
<td>74.99%</td>
<td>69.53%</td>
<td>95.55%</td>
<td>71.95%</td>
<td>59.03%</td>
<td>74.70%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
Lethbridge School District No. 51
Notes to Schedule of Instructional Program Expenditures
For the nine months ended May 31st, 2016

About the statement
This statement provides further information about expenditures in programs that are within the Instruction functional area that is shown on the Statement of Operations and Schedule of Program Operations.

School Based Instruction
These expenditures represent expenditures at school sites and for programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed below.

Spending at school sites is less than budgeted at the third quarter, in particularly in the area of supplies and materials spending.

Student Services
Student Services includes expenditures for the Early Education Program, Program Unit Funding, and Inclusive Education. 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.

Spending is as anticipated at the third quarter.
**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.

This program is showing overspent due to full year allocations for the Employee Assistance fund, the teacher’s and support staff’s professional development funds, and the payment of the teachers 1% lump sum bonus in November. The over spend is also attributed to teacher replacement costs exceeding budget at May 31st.

**School Generated Funds Activities**

School Generated Funds 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. School generated activities are higher than budgeted for the third quarter, however reflect 9/10th of the school year activities.

**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 is underspent at the third quarter, however this is a planned under spend as unspent funds will be carried forward into reserve for the continuation of the District evergreen program in 2016-2017.

**Institutional Programs**

Spending on the District’s schools that are housed in institutions is within budget at the third quarter.

**Division of Instructional Services**

The Division of Instructional Services which provides curriculum and instructional support to schools and instructional programs is underspent at the third quarter, due to planned staffing to address new initiatives not occurring until late in the second quarter.
**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.

The FNMI program is underspent at the third quarter due to planned staffing additions not occurring until the end of the second quarter.

**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.

Spending is within budget at the third quarter.
Lethbridge School District No. 51

SCHEDULE OF CAPITAL REVENUE
(EXTERNALLY RESTRICTED CAPITAL REVENUE ONLY)
for the Period Ended May 31st, 2016 (in dollars)

<table>
<thead>
<tr>
<th>Unexpended Deferred Capital Revenue</th>
<th>Province Approved &amp; Funded Projects (A)</th>
<th>Surplus from Province Approved Projects (B)</th>
<th>Proceeds on Disposal of Provincially Funded Tangible Capital Assets (C)</th>
<th>Unexpended Deferred Capital Revenue from Other Sources (D)</th>
<th>Expended Deferred Capital Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at August 31, 2015</td>
<td>$3,266,361</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$86,915,466</td>
</tr>
<tr>
<td>Prior period adjustments</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Adjusted balance, August 31, 2015</td>
<td>$3,266,361</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$86,915,466</td>
</tr>
</tbody>
</table>

Add:

- Unexpended capital revenue received from:
  - Alberta Education school building & modular projects (excl. IMR): $10,000,655
  - Infrastructure Maintenance & Renewal capital related to school facilities: $0
  - Other Government of Alberta: $0
  - Federal Government and First Nations: $0
  - Other sources: $250,000

- Unexpended capital revenue receivable from:
  - Alberta Education school building & modular: $1,257,011
  - Unexpended capital revenue receivable from other than Alberta Education: $0

- Interest earned on unexpended capital revenue: $0

- Other unexpended capital revenue and donations: $0

- Net proceeds on disposal of supported tangible capital assets: $0

- Insurance proceeds (and related interest): $0

- Donated tangible capital assets (amortizable, @ fair market value): $0

- Public Private Partnership (P3), other Alberta Schools Alternative Program (ASAP) Initiative and Alberta Infrastructure managed projects: $0

- Transferred in tangible capital assets (amortizable, @ net book value): $0

- Expended capital revenue - current year: ($12,207,544) $0 $0 $0 $12,207,544

Deduct:

- Net book value of supported tangible capital dispositions, write-offs, or transfers: $0 $0 $0 $0 $0

- Capital revenue recognized: $2,489,039

<table>
<thead>
<tr>
<th>Balance at May 31st, 2016</th>
<th>$2,316,483</th>
<th>$0</th>
<th>$0</th>
<th>$250,000</th>
<th>$96,633,971</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)</td>
<td>(B)</td>
<td>(C)</td>
<td>(D)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Balance of Unexpended Deferred Capital Revenue at May 31, 2016 (A) + (B) + (C) + (D): $2,566,483

Unexpended Deferred Capital Revenue

(A) - Represents funding received from the Government of Alberta to be used toward the acquisition of new approved tangible capital assets with restricted uses only.

(B) - Represents any surplus of funding over costs from column (A) approved by Minister for future capital expenditures with restricted uses only.

(C) - Represents proceeds on disposal of provincially funded restricted-use capital assets to be expended on approved tangible capital assets per 10 (2) (a) of Disposition of Property Reg. 181/2010.

(D) - Represents capital revenue received from entities OTHER THAN the Government of Alberta for the acquisition of restricted-use tangible capital assets.
Unexpended Deferred Capital Revenue

This column shows restricted capital revenue that is unspent from the prior year, new capital contributions received by the district during the period, capital revenue that is still owing to the District, and funds expended on capital projects during the period.

Unexpended Capital Revenue Received
In the period September 1, 2015 to May 31, 2016, the district received $10 million of funding from Alberta Education for capital projects and $250,000 from the City of Lethbridge related to the new Westside elementary school gymnasium.

Unexpended Capital Revenue Receivable
At the end of the third quarter, $1.25 million of grant funding was receivable from the province to support capital projects.

Expended Capital Revenue
In the period September 1, 2015 to May 31, 2016, the District expended $12.2 million on capital projects. These funds were expended on planning and construction costs for the new West Lethbridge middle school, installation of modular facilities, and construction costs for Wilson Middle School Modernization and Coalbanks Elementary School in Copperwood. This amount also appears as an addition in the Expended Deferred Capital Revenue column.
Expended Deferred Capital Revenue

Expended Deferred Capital Revenue shows the amount of supported capital funds that have been spent but have yet to be amortized over the useful life of the supported tangible capital assets purchased.

Capital Revenue Recognized

The amount of capital allocations recognized as revenue in the period September 1, 2015 to May 31, 2016 is $2.5 million. This revenue is included under revenues from Alberta Education. This amount is equal to amortization expense charged on supported capital assets. The purpose of this allocation is to create a revenue/expense neutral situation as the assets are supported by an external party.
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

Re: L. H. Bussard Award Winners

Background:
The Board of Trustees of the Lethbridge School District No. 51, in recognition of the valued services rendered by Superintendent L. H. Bussard, authorized the annual presentation of a medal to an upper elementary student showing exceptional creative ability.

The original medal, which was cast in copper alloy and treated with acid, was especially designed by N. C. Johnson, a former Art Coordinator for Lethbridge School District No. 51. The swirling design sweeps the eye outward from Mr. Bussard’s profile, symbolizing the spread of the Arts. On the reverse side of the original medal, unity was maintained by six swirling areas symbolic of Art, Music, Drama, with their related fields, Structural Creativity, Creative Rhythmical Movement, and Creative Writing. Each of these respective fields was bound at the centre showing their interdependence and cohesion.

This medal is a tribute to a man whose high educational ideals symbolize the intent of this award.

The L. H. Bussard Medal and certificate are presented each year to a Division II student in each elementary school. This student should have demonstrated outstanding ability, imagination and originality in the area(s) of music, art, drama, language arts and physical education.

L. H. Bussard Award Winners for 2016

Dr. Probe Elementary School  Makayla Holthe
Ecolè Agnes Davidson Elementary School  Eloise Lefebvre
Fleetwood-Bawden Elementary School  Gordon Jones
Galbraith Elementary School  Ammon Oler
General Stewart Elementary School  Ava Lupton
Lakeview Elementary School  Ryder Fyfe
Lethbridge Christian School  Kamryn Warkentin
Mike Mountain Horse Elementary School  Steven Yang
Nicholas Sheran Community School  Isabelle Robinson
Park Meadows Elementary School  Karson Harper
Senator Buchanan Elementary School  Joshua Greeno
Westminster Elementary School  Jordy Nguany

Recommendation:
It is recommended that the Board receive this report as information.
Respectfully submitted, Cheryl Gilmore
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

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

Claire McMahon (LCI Grade 11) and Cara McWilliams (Chinook Grade 12) will be competing in the North American Irish Dance Championships this July in Florida.

Congratulations to the Churchill Family on hosting a highly successful ASAA Provincial Rugby Championship. 46 teams with over 1200 athletes participated in the event that encompassed all 3 Tiers of competition. Over 120 students, teachers and parents volunteered to a variety of tasks to ensure an exceptional experience for all the participating teams. Special thanks to teacher Toby Boulet for his tireless efforts in managing and coordinating this event.

Congratulations to the Churchill Griffin Rugby team as they captured the Tier II gold medal at the ASAA Rugby Championship June 3-4 in Lethbridge. This is the 4th gold medal for the Griffins in the past 5 years (they won silver in 2014).

Congratulations to the Churchill Bulldog Rugby team as they captured the Tier II gold medal at the ASAA Rugby Championship June 3-4 in Lethbridge. This is the 6th gold medal for the Bulldogs in the past 7 years (they won silver in 2011). In addition to their gold medal, the Bulldogs were also awarded with the ASAA Sportsmanship banner for the tournament.

Southern Alberta High School Rugby League Boys and Girls All-stars at South Zone Championships Girls MVP: Abby Neudorf (WCHS), Girls All-Stars: Sami Biesheuvel (Chinook), Tyra Pols (Chinook), Ava Law (Chinook), Meghan Buchanan (LCI), Sevedyn Westrop (LCI), Caitlin Purcell (LCI), Abby Neudorf (WCHS), Mikhi Lagemaat (WCHS), Mikayla Lelek (WCHS), Bailey Hill (WCHS), and Ewurakua Odei-Wontumi (WCHS). Boys All-Stars: Jack Martin (Chinook), Zack Prankard (Chinook), Connor Kopp (Chinook), Kade Langevin (Chinook), Cam Andres (Chinook), Jess Neilson (LCI), Dan O’Connor (LCI), Kyle Mitchell (WCHS), Navid Azimi (WCHS), Walter Escamilla (WCHS), Terry Terrazzano (WCHS), Justin Herbison (WCHS), and Tyler Toth (WHCS).
Keith Griffioen, teacher at Wilson Middle School and Mark Blankenstyn, Assistant Principal at Mike Mountain Horse completed their Masters of Education in Curriculum and Assessment with the University of Lethbridge.

Wilson Middle School students Luke Schmidtler, Troy Williams, and Brenna Durling competed in BMX racing and have qualified for the Alberta Summer Games in Leduc.

École Agnes Davidson student, Brenner Fyfe, on being selected as the goalie for Team Brick Alberta Hockey. Brenner will play at the Brick Invitation Hockey Tournament held at West Edmonton Mall in July, facing teams from Canada and the USA.

Immanuel Christian Elementary School teachers, Freda Middel and Dana Heshka, ran a very well received and organized Running Club for students of all ages with the culmination of a large percentage of the students competing in the Little Souls Marathon.

Gilbert Paterson Middle School student Kiera Westlake won bronze in her first National Judo Championship.

Gilbert Paterson Middle School students received their yellow judo belt: Anna Clark, Jack Davis, Will Dowson, Julie Lindquist, Tristen Paskuski, Ken Roldan, Marshall Scott, Levi Thomas and Cole Tisdale.

Dr. Probe School had a busy month raising money for a number of worthwhile causes. In May they raised $4360 for Jump Rope for Heart Foundation and had a fun day of skipping activities. June 3rd, over 24 staff and students “Cropped their Top for Yuvaraj”. The grade 4 team organized a fundraiser for a classmate undergoing a stem cell transplant to help with the ongoing expenses of travel and missed work. With a goal of $1500, the final total of $7100 smashed all expectations. What a great example of care and concern! Lastly, Grade 3 team held their Annual Lemonade Sale and Art Show to raise money for charities of their choice. This year the grade 3’s chose the Red Cross and Mrs. Moline’s 50 by 50 charity project to help a school in Africa. At press time, the final total was not in but the group had raised well over $1000. We are proud of the Probe community and their commitment to the 4 C’s – care, concern, cooperation and courage!

Congratulations to the Churchill Interact Club for raising over $8000 to empower cancer survivors to live their dreams and help fund lifesaving research through Kids Cancer Care Alberta. The Shave Your Lid for a Kid event, held May 19 at the school recognition assembly, saw 8 students and 1 staff member cut their hair for monetary donations as well as using the longer hair to make hair pieces for cancer patients thru Locks of Love. Special thanks to Great Clips for providing their stylists free of charge.
Congratulations to Churchill grade 11 student Taeya Koliaska on her gold medal win at the Canadian Open Judo Championships in Calgary May 20-23 in the U18 Womens - 52kg category. Taeya also won a bronze medal in the Senior Women – 52kg category.

Congratulations to Churchill grade 12 track athlete Matt Lukacs on his bronze medal performance in the 400m at the ASAA Track and Filed Championships June 3-4 in Edmonton. Matt was also a member of the South Zone 4x100 relay team that captured a bronze medal.

Congratulations to Churchill grade 11 student Alexis Iwaasa on winning the U16 National Junior Racquetball title in April, and then adding a bronze medal finish in the Senior Championships in the Womens’ Open division.

Churchill grade 12 student Jeff Masse competed at Canadian Junior Golf Tournament June 10-11. Jeff will be attending Charleston West Virginia University next year on a golf scholarship.

Congratulations to Churchill grade 12 student Matt Story on being honoured with the Youth Leadership Award at the 5th Annual Lethbridge Pride Awards.

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: WHIP (Wellness, Health, Intellectual Pursuit and Physical Fitness) Program

Background:
Lethbridge School District No. 51 offers the WHIP program to employees to gather points for healthy life choices with incentives for point levels reached throughout the school year.

It is encouraging to see the increase in the number of employees participating in the WHIP Program as indicated in the chart below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Participants</th>
<th>40+ Points WHIP Day Off</th>
<th>120+ Points Movie Mill Passes</th>
<th>240+ Points First Aid Kits</th>
<th>340+ Points Draw for Grand Prize</th>
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<td>2012-2013</td>
<td>255</td>
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<td>2014-2015</td>
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<td>220</td>
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<tr>
<td>2015-2016</td>
<td>362</td>
<td>56</td>
<td>295</td>
<td>246</td>
<td>179</td>
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The goal behind the WHIP program is for employees to achieve balance in all aspects of life to maintain good physical and mental health.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

Re: Administration Appointments

Background:
The following administration appointments have been made for the 2016/17 school year:

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<th>Name</th>
<th>Position</th>
<th>School/Department</th>
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<tr>
<td>Heather Hadford</td>
<td>Principal</td>
<td>Dr. Probe</td>
</tr>
<tr>
<td>Craig DeJong</td>
<td>Principal</td>
<td>Fleetwood Bawden</td>
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<td>Broc Higginson</td>
<td>Principal</td>
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<td>Darryl Christiansen</td>
<td>Principal</td>
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<td>Deborah Constable</td>
<td>Principal</td>
<td>Nicholas Sheran</td>
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<td>Angela Wilde</td>
<td>Principal</td>
<td>Westminster</td>
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<tr>
<td>Terra Leggat</td>
<td>Vice Principal</td>
<td>Agnes Davidson</td>
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<td>Catherine Thorsen</td>
<td>Vice Principal</td>
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<td>Candice Vercillo</td>
<td>Vice Principal</td>
<td>Dr. Probe</td>
</tr>
<tr>
<td>Bill Forster</td>
<td>Vice Principal</td>
<td>Chinook</td>
</tr>
<tr>
<td>Pierre Legal</td>
<td>Acting Assistant Principal</td>
<td>Agnes Davidson</td>
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<tr>
<td>Kim Orr</td>
<td>Acting Assistant Principal</td>
<td>G.S. Lakie</td>
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<td>Sean Alaric</td>
<td>Acting Assistant Principal</td>
<td>Immanuel Christian High School</td>
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<td>Melanie McMurrary</td>
<td>Vice Principal</td>
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<td>Kathy Mundell</td>
<td>Vice Principal</td>
<td>Nicholas Sheran</td>
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<td>Morgan Day</td>
<td>Vice Principal</td>
<td>WCHS</td>
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<td>Jeni Halowski</td>
<td>Vice Principal</td>
<td>Wilson</td>
</tr>
<tr>
<td>Cayley King</td>
<td>Counselling Coordinator</td>
<td>Education Centre</td>
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<tr>
<td>Morag Asquith</td>
<td>Associate Superintendent, Instructional Services</td>
<td>Education Centre</td>
</tr>
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Recommendation:
It is recommended that the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: Staff Long Service Recognition Awards

Background:
The District is very proud and appreciative of the commitment and dedication of all staff members. As each year concludes, recognition awards are presented to staff members who have served the District for five years, and for each subsequent five-year interval.

Recognition awards are presented to staff members by the trustee and executive council liaison for each school during the final month of the year.

A list of all staff members who received a long service award is included with this memo.

Recommendation:
It is recommended that the Board receive this report as information and extend congratulations and thanks to each of the long service recipients.

Respectfully submitted,
Cheryl Gilmore
<table>
<thead>
<tr>
<th>Employee</th>
<th>Years of Service</th>
<th>Location</th>
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<tr>
<td>Erin Wescott</td>
<td>5 Years</td>
<td>Gilbert Paterson Middle School</td>
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<td>Doris Wilson</td>
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<td>Amy Court</td>
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<td>Darren Majeran</td>
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<td>Ashley Parker</td>
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<td>Tim Thompson</td>
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</tr>
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<td>Thea Costello</td>
<td>5 Years</td>
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<td>Melissa Hooper</td>
<td>5 Years</td>
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<tr>
<td>Shelley Duda</td>
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<tr>
<td>Ken Fuglerud</td>
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<td>Katrina Hurdle</td>
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<td>Natalie Johnson</td>
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<td>Rebecca Kostek</td>
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<td>Ndale Philbert</td>
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<td>Shand Watson</td>
<td>5 Years</td>
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<td>Karen Wetterstrand</td>
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<td>General Stewart School</td>
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<td>Teri Dziedzic</td>
<td>5 Years</td>
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<td>Riley Kostek</td>
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<td>Tammy Sutherland</td>
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<td>Stacey Wichers</td>
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</table>
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
    Superintendent of Schools

Re: Donations and Support

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

City of Lethbridge 2016 Community Capital Project Grants:
- Lakeview Community Park Society of Lethbridge playground replacement - $169,504.92
- École Agnes Davidson School Parent Fundraising Association playground replacement - $200,000.00

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools


Background
Included with this memo is an enrolment summary for District schools, broken down by grade, as of May 31, 2016.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
### ALL SCHOOLS ENROLLMENT BY GRADE: May 31, 2016

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TOTAL STUDENTS / FTE ENROLLED AS OF MAY 31, 2016: 10733 10026.5
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2015: 10639 8663.5
**Calendar of Events**

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<td>29</td>
<td><strong>Winston Churchill High School Convocation</strong></td>
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<td>10:00 a.m., Lethbridge College</td>
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<tr>
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<td>29</td>
<td><strong>Chinook High School Convocation</strong></td>
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<td>1:30 p.m., Chinook</td>
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<td>30</td>
<td><strong>Immanuel Christian High School Convocation</strong></td>
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<td>5:30 p.m., Trinity Reformed Church</td>
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<td><strong>Staff School year ends</strong></td>
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<td>August</td>
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<td><strong>Staff School Year Begins</strong></td>
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<td>September</td>
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<td><strong>Welcome Back Breakfast</strong></td>
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<td>7:45 a.m., LCI Gymnasium</td>
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MEMORANDUM

June 28, 2016

To:       Board of Trustees

From:    Keith Fowler, Trustee

Re:      Budget Committee – May 19, 2016

The Board Budget Committee met to review the information that will be provided to the Board of Trustees and the Public for the May 24th budget presentation.

Significant changes to revenues, staffing and other expenditures were discussed. The use of one-time reserve funds in the 2016-2017 budget were outlined.

The committee was pleased with the summary budget document and infographics that were presented to the public and felt that they provided a good summary of how spending will align with the Board’s Budget Beliefs and Priorities.

Respectfully Submitted,
Keith Fowler
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Jan Foster, Trustee

Re: ATA Local Council – June 1, 2016

ATA Local 41 Council met on Wednesday, June 1, 2016 at Luigi’s Restaurant.

Trustee report included recent policies that have been brought to the Board for amendments, 1st reading and final reading. There was a question regarding changes in the Secondments and Exchanges policy. Also reported was naming of Coalbanks Elementary School, recognition of Dawson Kennedy as the District Edwin Parr nominee and the 2016-2017 Budget details.

Upcoming events as well as PD fund deadline were shared. Jaime Roberts reported on School Board Policy Advisory Board. Nora MacGregor reported on Economic Policy Committee – PD survey has been sent to each school, situation regarding lack of subs and accessing the ATA website.

DEHR Committee reported on Lethbridge Pride Fest 2016 celebrations and urging members to attend.

Aaron Fitchett reports on PD activities – review of ELL PD Day on May 5th and change in Mentorship program with start up on June 24th.

Vice-President Craig Findlay on MLA Meet and Greet and Political Action Grant update. He also spoke about the “Walking Together” symposium.

Danica Anderson was acclaimed as Treasurer for 2016-2018 and reminders to school reps to confirm with Nicole.

Respectfully submitted,
Jan Foster
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Lola Major and Tyler Demers, Trustees

Re: Friends of 51 Committee – June 1, 2016

The Friends of 51 Committee consisting of Tyler Demers, Jolayne Prus, Sharon Mezei, and Lola Major met on June 1, 2016 and reviewed the nominations for the 2015-2016 term. Twenty-three worthy recipients were chosen and plaques / write-ups were delivered and presented on June 15, 2016. Terms of Reference were followed.

The recipients were very appreciative of being recognized:

- Runners Soul Race Association
- Peter and Diane Starrenburg
- The Kitchen Centre
- Hall Dental
- Joann Matvichuk
- Ronna Broadbent
- Costco Readers
- Chinner Wealth Management Group
- Dr. Jennifer Mather
- Lethbridge Kinsmen Club
- Westside Community Church
- Jacob Dennill (Wooden Bee Custom Finishes)
- Wael Dleikan (Lethbridge Lodge)
- Ruth Elzinga
- Shirley and Murdoch McPherson
- Diane and Jerry LeGrandeur
- Linda and Terry Tillsley
- Logic Lumber
- Wilhelmina Konynenbelt
- Exteriors by Darcy and Leroy
- Chayne Stasiah
- Jace Forsyth
- Gayle Hiscocks

Respectfully Submitted,
Lola Major and Tyler Demers
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Jan Foster, Trustee

Re: ASBA Spring General Meeting – June 6 - 7, 2016

ASBA Spring General Meeting was held in Red Deer on June 6-7, 2016.

Business Meeting was held on June 6th.

Budget – a number of proposed amendments including 50% reduction in member fees, 1% increase in membership fees – all defeated. Two amendments giving 1% increase in salaries for ASBA staff ($28,000) and 1% increase in honorariums for President and Vice-President ($1,800) were passed by 57% - these increases will come from reserves.

Policies brought forward by Policy Development Committee – 2 brought forth to Order Paper – MGA Act (Motion 10EM) and Carbon levy (Motion 13EM). Two policies were withdrawn by mover for further discussion at FGM (ASEBP requirement and updated Welcoming, inclusive and safe learning environments policy).

Policies on Order Paper:

- Motion 10EM – “Be it resolved that the Alberta School Boards Association urge the provincial government to ensure that any amendments to the Municipal Government Act are protective of local school boards autonomy including but not limited to the management of existing school facilities, the planning, design, location and construction of new schools.” PASSED 100%.
- Motion 13EM – “Be it resolved that schools boards be fully rebated from carbon tax or levy.” PASSED 96%.
- Motion 14EM – “Be it resolved that Alberta School Boards Association reaffirm current ASBA policy from 2012 that reads, “The Alberta School Boards Association believes optimal learning occurs in welcoming, caring, respectful, safe and healthy learning environments that respect diversity, foster a sense of belonging and promotes student wellbeing. Each student has the right to learn in inclusive environments where equality of opportunity, dignity and respect are promoted.” PASSED 75%

Bylaw Amendments:

- Motion 2A – Add “President” to call for Special General Meeting-PASSED 89%
- Motion 3A – Changed to add elected First Nations Boards of Education and Metis Boards of Education as Associate Members. PASSED 95%
- Motion 4A – Recall of elected Directors of ASBA Board – DEFEATED 61.5%
• Motion 5A – Remove the voting rights of President and Vice-President – DEFEATED – 66%
• Motion 6A – Call for Special Meeting in the event of immediate need rather than wait to ratify at next General Meeting. DEFEATED 66%
• Motion 7A – Call for Special Meeting with agreement of 40% of Member Boards. CARRIED 70%.
• Motion 8A – Creation of new tier of membership for charge of $5,000 yearly including the allowance of participating in ASEBP, SIPP and ASBOA. DEFEATED 53%
• Motion 9A – Audio recording of all ASBA Board meetings – DEFEATED 69%

After the Business meeting, reception and dinner with Keynote speaker Dan Pontefract who spoke on Strengthening Relationships and Community Involvement.

On June 7th, Plenary session was held followed by Information sessions. I attended the Municipal Government Act Review session.

Respectfully submitted,
Jan Foster, Trustee
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Keith Fowler, Trustee

Re: District School Council – June 6, 2016

The group was presented with a detailed report on the Alberta School Council association AGM. Hollie Tarasewich, Antonia Ormston, Joy Morris, Jesy Malik and Duane Pike all told us about the various breakout sessions they attended and the business part of the meeting, a lot of this was covered at our last board meeting when Antonia Ormston presented her report on the AGM. I must say and I did say to the group that I am very impressed with the engagement of the parent group in education matters and I commend them on their participation and commitment to bettering the education system in Alberta and Lethbridge.

The issue of the amount of bathrooms in relation to the portables being added to schools was brought up as a concern and Cheryl and other trustees and myself present at the meeting informed them that we are subject to provincial code with so much washroom space per number of children and that Cheryl would follow up with Don Lussier for that code. We also related that we have felt that concern for some time but are hands have been tied with the government code, the other factor of course is that the distance to the washrooms becomes a concern when you add portables to one side of the building and build out from there.

There was a question on the Minister’s statement about the new Education Act and if we knew what the current government concerns were and although there is a bit of speculation no one is aware of any particular concerns.

I gave the trustee report with the only comment being from Hollie indicating that she appreciated the draft budget presentation and the board for seeking public input in the process.

Cheryl’s report was about the new math curriculum and was wondering if the group might be interested in a more detailed presentation next year.

The role of the DSC and its members was discussed and the general consensus was that the role was that meetings are a place for information sharing, general interest in the school district activities, report from Board members or superintendent as to recent activities or trends locally and provincially, and a group from which the board seeks out parent volunteers for its various committees. There was some concern about the ASCA involvement in the DSC this year but this is up to the parents that are on the committee to decide as the board and administration does
not have the authority to direct how parents wish to be involved in a provincial organization such as ASCA.

Very engaged group this year.

Respectfully submitted,

Keith
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Mich Forster, Trustee

Re: Healthy Schools Committee – June 6, 2016

Report is attached.
Healthy Schools Committee Report – meeting held on June 6, 2016

Several items were presented and discussed:

1. There was a brief report from Wendy Fox, with input from other attendees, on two recent events:
   - the Shaping the Futures Conference that was held early in the new year in Kananaskis.
   - the District Wellness Forum held in Lethbridge on March 16.
   Feedback and discussion indicated that both events were very good, especially the Wellness Forum. Discussion focused on the possibility of holding future Forums, possibly two per year: one in early fall and one in the spring.

2. Wendy and Lyndsey Spring then reported on the Health Champions Workshop that had been recently held on May 26 and that from all indicators had been very successful. Further discussion suggested that many positive wellness initiatives are happening in District schools.

3. High school reps then reported briefly on events in the high schools under the High School Wellness Project, which is now in its last year of funding. Wendy indicated, however, that there is still sufficient funding available to continue the position of Wellness Coach on a part-time basis for the upcoming year.

4. Discussion then followed on the future role of the Healthy Schools Committee, specifically the possibility of the HSC becoming more of a steering committee, where its main focus would be on broad general directions for continued wellness improvement in the district and providing guidance and support for schools at the grassroots level. After agreement to go forward with this new direction, a small subcommittee was formed to develop new Terms of Reference, which will go to the Board for approval in the fall.

5. Two other items were also presented:
   - Wendy presented the recent Tell Them From Me Survey results.
   - Lisa McMullin gave a brief report on the District Counselling model.

6. Under Celebrations the only topic discussed was the tremendous leadership and support that Wendy had provided to the Committee since its inception in 2009. Members thanked her for her wonderful contributions and noted that her leadership and hard work will be sorely missed and will leave a large role for the new Associate Superintendent to fill.

The meeting adjourned at 3:15 p.m.

Report submitted by Mich Forster, committee chair
MEMORANDUM

June 28, 2016

To: Board of Trustees

From: Jan Foster, Trustee

Re: Community Engagement – June 9, 2016

Community Engagement Committee met on Thursday, June 9, 2016.

Cheryl gave an update on plans to hold a fund raising event for scholarships in our district. The Scholarship will be called “Canada 150 Innovation Scholarship Fund” in celebration of Canada’s 150th Birthday in 2017. There will be 3 scholarships given out to students that have demonstrated by application, that they are innovative thinkers who are successful, confident, respectful and caring.
Organizing sub-committees have been formed and tentative date is January 25th, 2017 for Scholarship fundraising breakfast.

Cheryl reported on ASBA Community Engagement survey that was sent to School Councils. This survey will be placed on District website for feedback and results brought back to District School Council meeting in September.

Garrett reported on School Messenger System in our District.

The committee discussed possible ways that the District could be welcoming to newcomers to our schools as well as more involvement from FNMI parents. There were also suggestions on how trustees could continue to be accessible to parents such as informal “meet and greet” after Breakfast with the Board at schools.

Next meeting scheduled for September 12, 2016.

Respectfully submitted,
Jan Foster, Committee Chair
Certificate of Appreciation
Presented to

Lethbridge School District 51

For supporting the The Royal Canadian Legion Alberta-NWT Command’s Military Service Recognition Book. Your recognition and support for Veterans in Alberta and the NWT is sincerely appreciated. Thank you for your participation.

Chris Strong
President

Tammy Wheeler
Executive Director

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION
June 21, 2016

Hello Mitch,

First, I'd like to thank you and the Board of Trustees of Lethbridge School District #51 for continuing to support “A Public Education”.

Since receiving your approval for season #8, I've been notified by Bell Media, the owner of CTV2, that due to changes in its programming objectives a time slot for “A Public Education” is no longer available.

In place of the ½ hour monthly programs we are negotiating with CTV 2 to broadcast increased numbers of 2 and 3 minute interstitials.

Interstitials are stories that air at various times during the day, in lieu of commercial breaks.

The end result is that our stories will be seen more often across Alberta on CTV 2 than when they ran as a show once a month. These interstitials will also continue to air on Shaw, be uploaded to our web site, shared on Facebook and downloaded to school and district web sites.

Logo credits will be given at the end of all interstitials and of course in all our promotional materials.

Our goal is to produce more stories for each funding partner as we are no longer constricted by the many limits and deadlines of ½ hour television programming.

Please contact me with any questions or concerns.

Thank you.

Erv