Lethbridge School District No. 51
School Board
Regular Meeting

Tuesday, March 28, 2017
Board Room
3:30 P.M.

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

3:32 p.m. 2. Approval of Minutes
If there are no errors or omissions in the minutes of the Regular Meeting of February 28, 2017 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations
3:35 p.m. 4.1 2A Provincial Basketball Champions – ICHS Enclosure 4.1
4.2 Provincial Curling Champions – LCI Enclosure 4.2

5. Action Items
3:50 p.m. 5.1 International Trip Approval Enclosure 5.1
5.2 Policy Review:
   Policy 601.1.3 School Accounts
   Policy 100.1 Mission Statement
   Policy 100.1 Foundational Statement
   Exhibit 100.1 Vision Statement
   Exhibit 100.2 Mission Statement
   Exhibit 100.3 Guiding Principles Enclosure 5.2
5.3 Second Quarter Financial Report Enclosure 5.3
5.4 Board Budget Beliefs Statement Enclosure 5.4
5.5 Approval 2018-2021 Capital Master Plan Enclosure 5.5
5.6 Associate Superintendent, Human Resources Enclosure 5.6

4:30 p.m. Public Forum

4:35 p.m. 6. District Highlights

7. Information Items
4:40 p.m. 7.1 Board Chair Report
   7.1.1 Breakfast with the Board – April 11, 2017 LCI Enclosure 7.1.1
5:00 p.m.  7.2  Superintendent Report
  7.2.1  Board Priorities Report  Enclosure 7.2.1
  7.2.2  Acknowledgements of Excellence  Enclosure 7.2.2
  7.2.3  Snacks with the Superintendents
         April 12, 2017 – Galbraith  Enclosure 7.2.3
  7.2.4  Enrolment Summary, February 28, 2017  Enclosure 7.2.4
  7.2.5  Calendar of Events  Enclosure 7.2.5

8.  Reports
5:10 p.m.  8.1  District School Council – March 6, 2017  Enclosure 8.1
  8.2  District Student Advisory Council – March 7, 2017  Enclosure 8.2
  8.3  ASBA Zone 6 – March 8, 2017  Enclosure 8.3

9.  Correspondence - Received
5:20 p.m.  None at this time

10.  Correspondence - Sent
5:22 p.m.  None at this time

5:25 p.m.  Adjournment

IN ATTENDANCE:

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

Administrators: Cheryl Gilmore; Morag Asquith; Don Lussier; Sharon Mezei; LeeAnne Tedder (Recorder)

The Chair called the meeting to order at 3:35 p.m.

Jackie Lovell and Terry Belisle from RBC presented a cheque for $5,000 to be used for our GSA Conference. RBC is very committed to a diverse work force.

1. Approval of Agenda
   Trustee Keith Fowler moved:
   “that the agenda be approved as amended.”
   CARRIED UNANIMOUSLY

2. Approval of Minutes of the Regular Meeting
   Trustee Jan Foster moved:
   “that the minutes of the Regular Meeting of January 24, 2017 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

3. Business Arising from the Minutes
   There was no business arising from the previous minutes.

4. Presentations
   4.1 Edwin Parr Nomination
   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. Nominees from Zone 6 jurisdictions will be recognized at the May 10, 2017 Zone 6 ASBA meeting in Taber. One nominee from the zone will then be selected as the zone nominee for the Fall General Meeting of the ASBA.

   Lethbridge School District No. 51 2017 Edwin Parr Nominee is Brittney Petkau who teaches at Mike Mountain Horse School. Brittney, accompanied by Mike Mountain Horse Principal Erin Hurkett attended
the meeting. Both Erin and Brittney had the opportunity to address the Board at the meeting.

5. **Action Items**

5.1 **Policy Review**

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>
</tr>
</thead>
<tbody>
<tr>
<td>202.1</td>
<td>Trustee Code of Conduct</td>
</tr>
<tr>
<td>207</td>
<td>Campaign Contributions and Campaign Expense Discloser</td>
</tr>
<tr>
<td>301.3</td>
<td>Evaluation Process for the Superintendent</td>
</tr>
<tr>
<td>403.3</td>
<td>Employee Discipline</td>
</tr>
<tr>
<td>505.9</td>
<td>Appeals</td>
</tr>
<tr>
<td>600.1</td>
<td>Guiding Principles for Educational Programming</td>
</tr>
<tr>
<td>600.1.2</td>
<td>Annual School Budgets</td>
</tr>
<tr>
<td>605.4</td>
<td>Inclusive Learning Supports – Placement Appeal</td>
</tr>
</tbody>
</table>

Teresa Loewen was in attendance to provide the Board with an overview of the policies, share any feedback that had been received and responded to questions of the trustees.

Trustee Lola Major moved:
“that the Board approve Policy 202.1 Trustee Code of Conduct as amended.”

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:
“that the Board approve Policy 207 Campaign Contributions and Campaign Expense Discloser as amended.”

**CARRIED UNANIMOUSLY**

Trustee Lola Major moved:
“that the Board approve Policy 301.3 Evaluation Process for the Superintendent as amended.”

**CARRIED UNANIMOUSLY**
Trustee Lola Major moved:
“that the Board approve Policy 403.3 Employee Discipline as amended.”
*
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 505.9 Appeals as amended.”
*
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 600.1 Guiding Principles for Educational Programming as amended.”
*
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve Policy 600.1.2 Annual School Budgets as amended.”
*
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that the Board approve that Policy 605.4 Inclusive Learning Supports – Placement Appeals to be deleted from policy.”
*
CARRIED UNANIMOUSLY

5.2 Returning Officer for School Board Election
A signed agreement between the City of Lethbridge and Lethbridge School District No. 51 completed in January 2013 has the City of Lethbridge conducting School Board Elections. Under the agreement, the Board of Trustees of Lethbridge School District No. 51 is required to appoint the City Returning Officer as the Returning Officer for the School Board. This has been the practice for all school board elections conducted by the City of Lethbridge on our behalf.

Trustee Keith Fowler moved:
“that the Board appoint the City’s Returning Officer as the Returning Officer for the purpose of the 2017 School Board Trustee Election.”
*
CARRIED UNANIMOUSLY
5.3 Memorandum of Agreement with CUPE 290
The Board’s CUPE 290 Negotiating Committee met on a number of occasions with CUPE 290 in 2016 and 2017. On February 6, 2017 a Memorandum of Agreement was reached between both parties.

Trustee Donna Hunt moved:
"that the Board of Trustees approve the Memorandum of Agreement between the Board of Trustees of Lethbridge School District No. 51 and CUPE Local No. 290, which is for the 2016-17 and 2017-18 years."

CARRIED UNANIMOUSLY

Public Forum

6. District Highlights
Keith Fowler commended parents, staff and students who participated at Town Hall and looks forward to putting those items into planning for next year.

Donna Hunt commented that the word on the street is that the Scholarship Breakfast was a wonderful success.

Mich Forster acknowledged the Scholarship Breakfast committee members, accolades to the students who attended, LCI Jazz Band, as well as students with displays. He suggested that the Board make real effort to get more students to the breakfast next year.

Jan Foster shared that Ken Rogers thanked the Board for their contribution for their band program. The students really enjoyed coming to such a formal affair.

Don Lacey suggested we invite the band members to sit for breakfast next year.

Tyler Demers noted that the Southland International Off campus Experiential Learning event was very good. They are great supporters of students in our district.

Don Lacey thanked the Chamber of Commerce for their support of our events.
7. **Information Items**

7.1 **Board Chair Report**

7.1.1 **Breakfast with the Board – March 8, 2017 – Attwell Building**

Breakfast with the Board has been scheduled at the Attwell Building on Wednesday, March 8, 2017 from 8:00 – 8:30 a.m.

7.1.2 **Trip to China Report**

Trustee Donna Hunt, travelled to Anyang, China with a group of two dozen representative from Lethbridge County, the University of Lethbridge, Lethbridge College, Holy Spirit Catholic School Division No. 4, SouthGrow Regional Initiative, the Nikka Yuko Japanese Garden, the City of Lethbridge, and area businesses.

Trustee Donna Hunt reported on her China trip. She confirmed 15 – 20 students from Anyang will be attending our International Student summer camp as well as students coming from Japan to attend Wilson Middle School in 2018.

The Board thanked Donna for representing the school district.

7.2 **Superintendent Report**

7.2.1 **Donations and Support**

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.

- We are delighted to receive **$5000 from RBC** to assist us with hosting Lethbridge School District No. 51 Gay-Straight Alliance Conference for students March
This donation will assist with our conference running smoothly. Facilities, resources/promotions, release time for staff, lunch for the day and bringing in a guest speaker will all be supported by the RBC donation.

- Evangelical Free Church “Advent Conspiracy” donation to Lethbridge School District No. 51 Poverty Intervention Committee in the amount of $90,985.00. We are overwhelmed by their generosity. They would like someone from the district to talk to their congregation about what the funds will be spent on. The committee is looking at a plan for three to five years. Cheryl will craft a thank you letter on behalf of the Board.

7.2.2 Board Priorities Report
Superintendent Cheryl Gilmore provided the Board with a report on the progress in Board priority areas.

7.2.3 Acknowledgements of Excellence
Julien Todd, Grade 8, has been selected to represent Wilson Middle School at this year’s Southern Alberta Junior Honour Band sponsored by the Alberta Band Association. There are two Alberta Junior Honour Bands (north and south) held in conjunction with respective Teachers’ Conventions in Edmonton and Calgary, the junior honour bands provide an advanced performance experience for Alberta’s top Junior High and Middle School students. Congratulations to Julien Todd for being accepted into this year’s group on tuba.

Three Galbraith students participated in the Imagine All Star Cheer and Dance Championship in January at the Enmax. Congratulations to Reegan McLean (Kindergarten) – Tiny Prep – 1st place, Jared McLean (Grad 2) – Tiny – 1st place, and Kianna Setoguchi (Grade 3) – Downpour – 1st place.

Zara Enayetullah, a grade 2 student from Nicholas Sheran, has been chosen to be the Open Speech Leader and Student MC at the 2017 Leader in Me Symposium.
in Edmonton on March 14th. Zara will give a 5-minute speech about what leadership means to her and introduce the keynote speaker, Brad Montague (the creator of Kid President).

Ms. Anna Gotgilf’s Grade 5 class at Galbraith participated in the SumDog Zone 6 Math Contest and placed 2nd out of 22 registered classes and were the top of the class on January 31st. Special congratulations to CJ B., Marissa H., and Andrew H. who placed in the top ten out of 226 students.

7.2.4 **Snacks with the Superintendents – March 14, 2017 – Chinook High School**
All the staff of Chinook High School have been invited to have Snacks with the Superintendents on Tuesday, March 14, 2017 beginning at 7:30 a.m.

7.2.5 **Enrolment Summary, January 31, 2017**
Superintendent Cheryl Gilmore shared the enrolment summary for the District schools, broken down by grade, as of January 31, 2017.

7.2.6 **Calendar of Events**
The Calendar of Events was reviewed for the period of March 1 to March 28, 2017. Addtitions: March 2 – ATA New Teacher Induction
March 8 – Spirit of 51 Recognition

8. **Reports**

8.1 **Facilities Committee – January 31, 2017**
Trustee Tyler Demers provided a written report on Facilities Committee meeting held January 31, 2017.

8.2 **FNMI Advisory Committee – February 7, 2017**
Trustee Donna Hunt provided an oral report on the FNMI Advisory Committee Meeting held on February 7, 2017. Facts on truth and reconciliation report. Peter Weasel Head gave a wonderful address to the group.

8.2 **Policy Advisory Committee – February 15, 2017**
Trustee Lola Major provided an oral report on the Policy Advisory Committee Meeting held on

8.3 Community Engagement Committee – February 2017
Trustee Jan Foster provided a written report on the Scholarship Breakfast held on February 14, 2017 and the work of the Community Engagement Committee.

9. Correspondence – Received
   None at this time

10. Correspondence - Sent
    None at this time

11. Adjournment
    Trustee Keith Fowler moved:
    “that the meeting be adjourned at 4:42 p.m.”
    CARRIED UNANIMOUSLY

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

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: 2A Provincial Basketball Champions - ICHS

Background

The team was invited to attend the meeting.

Recommendation
That the Board recognize this achievement with presentation of certificates to the players, coaches and manager.

Respectfully submitted,

Cheryl Gilmore
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Provincial Curling Champions - LCI

Background
LCI Boys Curling team of Ayden Whittmire, Kyler Kurina, Daegan Nickel, Jackson Fletcher, and Dawson Wikkerink along with coach David Fletcher won the Provincial Curling Championship. The team was invited to attend the meeting.

Recommendation
That the Board recognize this achievement with presentation of certificates to the players and coach.

Respectfully submitted,

Cheryl Gilmore
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Morag Asquith
    Associate Superintendent, Division of Instructional Services

RE: Approval of International Trip

Background
Winston Churchill High School (WCHS) is requesting permission to take a group of students on a Twin City Exchange trip to Weilburg, Germany from March 27th to April 7th, 2018. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $2,500.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation
That the WCHS Twin City Exchange trip to Weilburg, Germany from March 27th to April 7th, 2018 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith
March 16th, 2017

Request for Board Approval of an International Trip:

Twin City Exchange: Weilburg, Germany

We would be thrilled to offer an incredible educational experience to the students of Winston Churchill High School. Winston Churchill High School would like to organize an exchange with Lethbridge Twin City – Weilburg, Hessen, Germany.

I have made initial contact with a German teacher, Henrik Riesen, whose wife originates from the Coalhurst area. What we would like to see happen is that his group of students would come to Lethbridge in September of 2017 and these students would be hosted by families of WCHS students. The German students would visit WCHS for a morning or afternoon to see how a Canadian school is run, visit the U of L and then visit some cultural sights during the time they are here.

The WCHS contingent would then travel to Frankfurt, Germany area and stay with the same host family as established from the offset of the exchange. We would be in Germany around Easter (March 27th - April 8th, 2018) (see proposed itinerary attached).

The benefit of this kind of exchange is students would be able to visit a German school and experience first-hand the many cultural components of Germany. Being integrated into the everyday life of a German family would have a lifelong impact as lasting memories and friendships are formed. This type of short term exchange is less intimidating than a 3 month exchange and travelling together as a WCHS/Canadian group would give students a better sense of comfort while abroad.

There are some costs that go along with an exchange (hosting fees, flights, ground transportation), but all efforts would be made to keep the cost under $2500. We would be coordinating a basic fundraising effort through the school via corporate sponsorships (past efforts have raised close to $6,000) and explore other options within the community. Students would also able to access funds through our grocery coupon fundraiser.

Thank you for your time.

Sincerely,

Kevin McBeath
<table>
<thead>
<tr>
<th>date / time</th>
<th>activity</th>
<th>responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday,</td>
<td>arrival of Canadian students, International airport Frankfurt</td>
<td>Henrik Riesen + students and host families</td>
</tr>
<tr>
<td>March 27</td>
<td></td>
<td></td>
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<tr>
<td>Wednesday,</td>
<td>attend school for about four hours visit at Hadamar Euthanasia Center</td>
<td>Henrik Riesen</td>
</tr>
<tr>
<td>March 28</td>
<td>(alternatively, Limburg =&gt; old town and cathedral)</td>
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<tr>
<td>Thursday,</td>
<td>visit at school (only three lessons because of Easter break)</td>
<td>Henrik Riesen + Christine Bill</td>
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<tr>
<td>March 29</td>
<td>city tour in <strong>Weilburg</strong>: castle, old city, river Lahn etc., shopping</td>
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<tr>
<td>Friday,</td>
<td>spending time in/with host families – individual trips to interesting</td>
<td>students + host families</td>
</tr>
<tr>
<td>March 30</td>
<td>sights</td>
<td></td>
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<tr>
<td>(Good Friday)</td>
<td></td>
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<tr>
<td>Saturday,</td>
<td>spending time in/with host families – individual trips to interesting</td>
<td>students + host families</td>
</tr>
<tr>
<td>March 31</td>
<td>sights</td>
<td></td>
</tr>
<tr>
<td>Sunday,</td>
<td>zoological garden in <strong>Weilburg</strong> castle in <strong>Braunfels</strong> (English guided</td>
<td>Henrik Riesen + Christine Bill</td>
</tr>
<tr>
<td>April 1</td>
<td>tour)</td>
<td></td>
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<tr>
<td>(Easter</td>
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<td>Sunday)</td>
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<tr>
<td>Monday,</td>
<td>trip to <strong>Rhine valley (Ruedesheim)</strong>: gondola + walking tour, visit of</td>
<td>Henrik Riesen + Christine Bill</td>
</tr>
<tr>
<td>April 2</td>
<td>Niederwalddenkmal (monument), shopping</td>
<td></td>
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<tr>
<td>(Easter</td>
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<td>Monday)</td>
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<tr>
<td>Tuesday,</td>
<td>trip to <strong>Frankfurt</strong>: old city including St. Paul’s Church + Römer</td>
<td>Henrik Riesen + Christine Bill (train + host</td>
</tr>
<tr>
<td>April 3</td>
<td>(city hall), English guided tour, museums + shopping</td>
<td>parents)</td>
</tr>
<tr>
<td></td>
<td>visit of show at English theatre Frankfurt</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Activity Description</td>
<td>Organizer</td>
</tr>
<tr>
<td>--------------</td>
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<tr>
<td>Wednesday, April 4</td>
<td>trip to <strong>Wetzlar</strong>: old city including the cathedral, museums + shopping</td>
<td>Henrik Riesen Christine Bill (train)</td>
</tr>
<tr>
<td>Thursday, April 5</td>
<td>trip to <strong>Trier</strong> (Germany’s oldest city) then drive to Luxembourg, city tour</td>
<td>Henrik Riesen Christine Bill (coach)</td>
</tr>
<tr>
<td>Friday, April 6</td>
<td>trip to <strong>Weilburg</strong>: crystal cave and SolmsNiederbiel: Grube Fortuna (former mine)</td>
<td>Henrik Riesen Christine Bill (train/bus)</td>
</tr>
<tr>
<td>Saturday, April 7</td>
<td>departure of Canadian students, International airport Frankfurt</td>
<td>Henrik Riesen Christine Bill + students and host families</td>
</tr>
</tbody>
</table>

- activities may change due to weather conditions etc. -
MEMORANDUM

March 28, 2017

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.
- 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.

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<tr>
<th>Policy #</th>
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<tr>
<td>601.1.3</td>
<td>School Accounts</td>
<td>Amendment</td>
</tr>
<tr>
<td>100.1</td>
<td>Mission Statement</td>
<td>Removal</td>
</tr>
<tr>
<td>100.1</td>
<td>Foundational Statements</td>
<td>1st reading</td>
</tr>
<tr>
<td>Exhibit</td>
<td>Exhibit Name</td>
<td>For information</td>
</tr>
<tr>
<td>100.1</td>
<td>Vision Statement</td>
<td>For information</td>
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<tr>
<td>100.2</td>
<td>Mission Statement</td>
<td>For information</td>
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<td>100.3</td>
<td>Guiding Principles</td>
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</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.

Educational Philosophy Restructuring

<table>
<thead>
<tr>
<th>Old</th>
<th>New</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Policy 100.1 Mission Statement</td>
<td>Becomes Exhibit 100.2 Mission Statement</td>
<td>Board must pass removal of Policy 100.1 Mission Statement</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th></th>
<th>Create new Policy 100.1 Foundational Statements</th>
<th>Board must accept new Policy 100.1 Foundational Statements (3 readings)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy 100.2 School District Logo</td>
<td>Nil</td>
<td>Logo is mentioned in new Policy 100.1 Board must pass removal of Policy 100.2</td>
</tr>
</tbody>
</table>
Lethbridge School District No. 51
Regular Meeting – March 28, 2017
Enclosure # 5.2

Policy 100.3 School District Motto
Nil
Motto is mentioned in new policy 100.1
Board must pass removal of policy 100.3

Policy 100.4 Vision Statement
Becomes Exhibit 100.1 Vision Statement
Board must pass removal of Policy 100.4 Vision Statement

Policy 201 Guiding Principles
Becomes Exhibit 100.3 Guiding Principles
Board must pass removal of Policy 201 Guiding Principles

**Recommendation**

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

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Respectfully submitted,
Cheryl Gilmore
601.1.3 School Accounts

Policy
The principal shall account for all monies raised and expended at the school level in accordance with established District internal controls.

Regulations
1. A review of a selection of school accounts shall occur on an annual basis.
   1.1. Responsibility for this review shall rest with the Associate Superintendent Business Affairs.

2. Schools and School Councils are required to obtain approval of the Associate Superintendent Business Affairs prior to opening any bank accounts for which the school has responsibility.
   2.1. The account name shall include the name of the school.
   2.2. All accounts must have a written narration outlining the source and application of funds flowing through the account.

3. Balances of school-based accounts shall be reported to the Associate Superintendent Business Affairs on an annual basis.

4. No cash shall be left in the building overnight unless a secure safe is available. Arrangements shall be made with the bank for a night deposit bag where funds cannot be reconciled and deposited the same day as received. The Board will accept no responsibility for the loss of money that is left in unlocked locations during the day or in desks, classrooms or offices at night, whether locked or unlocked. The principal is responsible for the establishment ensuring adherence to the written procedures for handling cash in the school.

5. All monies collected by the school for a designated purpose must be used only for the purpose so designated, unless a change in purpose is approved by the Superintendent or designate.

6. All undesignated monies collected by the school are to be classified as general revenue and shall be spent in a manner determined by the principal in consultation with staff and where appropriate, School Council.

7. Temporary cash surpluses arising during the year may be invested for short periods in savings accounts and/or guaranteed term deposits. Interest earned is to be classified as general revenue. Schools are required to obtain...
approval of the Associate Superintendent Business Affairs prior to opening any investment accounts.

601.1.3 School Accounts...

8. **A school is not permitted** prior to entering into loans, and time payment plans, or contractual arrangements of any kind, a duration longer than one year, the principal must consult the Associate Superintendent Business Affairs or designate.

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

References

School Act: 20
District Policies: 600.2 School-Based Decision Making, 601.1.2 School Annual Budget, 801.1 System Budgeting, 801.9 Financial Planning and Management - General, 802.2 Student Fees, Fines and Charges, 804.3 Financial Accountability and Audits, 1002.4 School Councils, 1005.6 School Generated Funds
Other: Lethbridge School District No. 51 Internal Controls Handbook
100.1 Foundational Statements

Policy
Foundational Statements serve to guide the Board in policy development and staff in decision-making. The District Priorities should reflect the Foundational Statements.

Definitions

A Vision is the ideal future state or conditions that the District aspires to change or create.

A Mission declares the practical commitments and actions that the District believes are needed to achieve its vision.

Guiding Principles are what anchor the District and provide the foundation of values and beliefs that guide decision-making.

Regulations
1. The Board will regularly review the Foundational Statements, individually or collectively.
2. The Board will engage stakeholders in the renewal or development of Foundational Statements.
3. The Board may approve a logo and/or motto for use in District publications.

References
Alberta School Act: Preamble, 59, 60, 61
District Policies: Exhibit 100.1 Mission Statement; Exhibit 100.2 Vision Statement; Exhibit 100.3 Guiding Principles
Other: Planning Resources for School Authorities
100.1 Vision Statement

The Vision of Lethbridge School District No. 51 is:

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

The Mission of Lethbridge School District No. 51 is:

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

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

The Board expects the operations and activities of the District will reflect the following Guiding Principles that provide the foundation for our learning system:

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

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

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

March 28, 2017

To: Board of Trustees

From: Don Lussier
Associate Superintendent, Business Affairs

RE: Second Quarter Financial Report

Background
The 2016-17 Second 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 2016-17 Second Quarter Financial Report as presented.

Respectfully submitted,

Don Lussier
Associate Superintendent
This document is Management’s Discussion and Analysis of the Second Quarter for the period September 1, 2016 to February 28th, 2017. This financial information contained herein has not been audited.
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Executive Summary

Lethbridge School District No. 51 has a total budget of $123.7 million and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

The School District was established in 1886 and has proudly served our community for over 130 years. Lethbridge School District No. 51 serves over 10,647 students from early education (pre-school) to grade twelve. The District provides high quality learning experiences for students through a broad range of educational programs in twenty one schools and four institutional programs.

The District experienced overall enrolment growth in 2016-2017 of 153 students (1.46%) over 2015-2016.

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, 2016 until February 28, 2017 to provide fiscal accountability within the established guidelines.
**Financial Position**

As at February 28, 2017 Lethbridge School District No. 51 has total financial assets of $21.7 million and liabilities of $122.8 million for net financial debt of $101.1 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes $117.1 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 $16 million. Of this $16 million, $12.9 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 $861,000 of unrestricted reserves, $2.2 million of capital reserves and $320,000 of endowment funds.

There is $122.7 million of non-financial assets (tangible capital assets, other non-financial assets and prepaid expenses) which is represented mostly by Deferred Expended Capital Revenue of $117.1 million as explained above, the District’s investment in capital assets of $5.4 million, other non-financial assets of $194,000 and prepaid expenses of $61,100.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of $21.6 million. The chart below compares the financial position of February 28th with the prior year.
Budget Update as of September 30th
The revised budget for the 2016-2017 school year reflects changes to the district budget as of September 30th, 2016. Revenue in the revised budget increased by $891,000 over preliminary budget projections developed in May 2016. This increase is due to increased student enrolment at September 30th of 74 students (.7%) above preliminary projections. An additional .5 full time equivalent teachers were hired as well as 8 additional support staff positions in the revised budget. In budget 2016-2017, $5.4 million of one-time reserves will be utilized for staffing in Inclusive Education, resources for French Immersion programming, Coalbanks Elementary school start-up costs, Literacy resources, staffing for ESL, Literacy and Technology integration support, supporting K&E programming at Victoria Park and technology evergreening at elementary schools.

Operations
For the six months ended February 28, 2017, $58.8 million of revenues have been recorded which is 50.02% of budget. Revenues are greater than budgeted due to increased investment revenue and fees and gifts and donation revenue for school generated activities.

The chart below illustrates the source of funding for every $100 of revenue as at February 28, 2017.

Expenditures are $58 million as of February 28, 2017 which is 47.18% of the budget. Overall expenditures are as anticipated for the second quarter.
Forecasted Operations to Year End
At February 28, 2017, Alberta Education revenues are anticipated to increase. Additional revenue will be received under the Program Unit Funding (PUF) and the Inclusive Learning grants based on confirmed funding in February. Expenditures have been reduced in Instruction based on spending patterns and average teacher salary costs incurred as of February 28, 2017.

Capital Expenditures
During the period, capital expenditures mainly included construction costs for the modernization of Wilson Middle School, and the construction of Coalbanks Elementary School and New West Lethbridge Middle School.

Summary Comments
As of February 28, 2017, Lethbridge School District No. 51 is operating financially as anticipated based on the approved budget. 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.
# Lethbridge School District No. 51

## STATEMENT OF FINANCIAL POSITION

As at February 28th, 2017

<table>
<thead>
<tr>
<th></th>
<th>February 28th, 2017</th>
<th>February 29th, 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FINANCIAL ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$17,951,633</td>
<td>$17,440,368</td>
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<tr>
<td>Accounts receivable (net after allowances)</td>
<td>$3,685,774</td>
<td>$2,241,220</td>
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<tr>
<td>Portfolio investments</td>
<td>$84,037</td>
<td>$83,395</td>
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<tr>
<td><strong>Total financial assets</strong></td>
<td>$21,721,444</td>
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<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>$2,892,003</td>
<td>$3,423,703</td>
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<tr>
<td>Deferred revenue</td>
<td>$119,815,543</td>
<td>$95,560,845</td>
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<td>Employee future benefit liabilities</td>
<td>$20,325</td>
<td>$28,966</td>
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<td>Other liabilities</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Long term debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supported: Debentures and other supported debt</td>
<td>$119,413</td>
<td>$316,186</td>
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<tr>
<td>Unsupported: Debentures and capital loans</td>
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<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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<td><strong>Total liabilities</strong></td>
<td>$122,847,284</td>
<td>$99,329,700</td>
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<tr>
<td><strong>Net Financial Assets (Net Debt)</strong></td>
<td>($101,125,840)</td>
<td>($79,564,717)</td>
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<tr>
<td><strong>NON-FINANCIAL ASSETS</strong></td>
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<td></td>
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<tr>
<td><strong>Tangible Capital assets</strong></td>
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<td></td>
</tr>
<tr>
<td>Land</td>
<td>$1,715,118</td>
<td>$1,715,118</td>
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<tr>
<td>Buildings</td>
<td>$170,714,824</td>
<td>$170,714,824</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($52,421,298)</td>
<td>$93,990,267</td>
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<tr>
<td>Equipment</td>
<td>$5,866,818</td>
<td>$5,866,818</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($3,969,877)</td>
<td>$1,896,941</td>
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<tr>
<td>Vehicles</td>
<td>$1,127,177</td>
<td>$1,127,177</td>
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<tr>
<td>Less: Accumulated amortization</td>
<td>($530,770)</td>
<td>$596,407</td>
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<tr>
<td><strong>Total tangible capital assets</strong></td>
<td>$122,501,992</td>
<td>$97,768,167</td>
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<tr>
<td>Prepaid Expenses</td>
<td>$61,138</td>
<td>$63,489</td>
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<tr>
<td>Other Non-Financial Assets</td>
<td>$194,090</td>
<td>$144,202</td>
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<tr>
<td><strong>Total non-financial assets</strong></td>
<td>$122,757,220</td>
<td>$97,975,858</td>
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<tr>
<td><strong>ACCUMULATED SURPLUS</strong></td>
<td></td>
<td></td>
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<tr>
<td>Unrestricted Surplus</td>
<td>$861,412</td>
<td>$796,410</td>
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<tr>
<td>Operating reserves</td>
<td>$12,865,166</td>
<td>$11,048,454</td>
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<tr>
<td><strong>Accumulated Surplus from Operations</strong></td>
<td>$13,726,578</td>
<td>$11,844,864</td>
</tr>
<tr>
<td>Investment in capital assets</td>
<td>$5,394,679</td>
<td>$4,952,351</td>
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<tr>
<td>Capital reserves</td>
<td>$2,190,249</td>
<td>$1,294,052</td>
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<tr>
<td>Endowments</td>
<td>$319,874</td>
<td>$319,874</td>
</tr>
<tr>
<td><strong>Total Accumulated Surplus (Deficit)</strong></td>
<td>$21,631,380</td>
<td>$18,411,141</td>
</tr>
</tbody>
</table>
Financial Assets

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

Cash and Cash Equivalents
Cash at February 28, 2017 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable
Accounts receivable at February 28, 2017 includes supported debenture debt to be paid by the Province on the District’s behalf, GST rebates receivable, funding owing on 16-17 modular facilities, funding on construction of Coalbanks Elementary School and West Lethbridge Middle School, Wilson Modernization, 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 February 28th are $21.7 million dollars.
**Liabilities**

**Accounts Payable**
Accounts payable at February 28, 2017 mostly includes payments for construction holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

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

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

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

**Total liabilities at February 28th are $122.8 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 101.1 million*. A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes $117.1 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 $16 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 $122.5 million as of February 28, 2017. Capital activity during the period included construction costs associated with the modernization of Wilson Middle School and construction of Coalbanks Elementary School and the new west Lethbridge middle school.

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

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

Total non-financial assets as of February 28th are $122.7 million.

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

Community Support
RBC donates to Gay-Straight Alliance Conference
Unrestricted surplus are funds that are not designated for a specific purpose and operating reserves are funds that have been designated for a specific program of the District.

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

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

The total accumulated surplus for the District which consists of both operating and capital funds is $21.6 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at February 28th, 2017.
## Lethbridge School District No. 51
### STATEMENT OF OPERATIONS
For the six months ended February 28th, 2017

<table>
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<tr>
<th></th>
<th>Budget Information</th>
<th>Actual Results</th>
<th>Forecast</th>
<th>Variances</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Preliminary Budget</td>
<td>Revised Budget</td>
<td>Actual Six Months</td>
<td>Forecasted To August 31, 2017</td>
</tr>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alberta Education</td>
<td>$110,643,265</td>
<td>$111,494,936</td>
<td>$55,163,600</td>
<td>$111,965,388</td>
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<tr>
<td>Other - Government of Alberta</td>
<td>$498,453</td>
<td>$498,453</td>
<td>$249,397</td>
<td>$498,453</td>
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<tr>
<td>Federal Government and First Nations</td>
<td>$170,312</td>
<td>$288,928</td>
<td>$198,502</td>
<td>$288,928</td>
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<tr>
<td>Fees</td>
<td>$1,420,219</td>
<td>$1,342,368</td>
<td>$1,288,296</td>
<td>$1,342,368</td>
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<tr>
<td>Other sales and services</td>
<td>$950,226</td>
<td>$950,226</td>
<td>$433,579</td>
<td>$950,226</td>
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<tr>
<td>Investment income</td>
<td>$143,000</td>
<td>$143,000</td>
<td>$94,099</td>
<td>$143,000</td>
</tr>
<tr>
<td>Gifts and donations</td>
<td>$390,000</td>
<td>$390,000</td>
<td>$308,649</td>
<td>$390,000</td>
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<tr>
<td>Rental of facilities</td>
<td>$35,900</td>
<td>$34,704</td>
<td>$17,952</td>
<td>$34,704</td>
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<tr>
<td>Fundraising</td>
<td>$2,461,000</td>
<td>$2,461,000</td>
<td>$1,076,854</td>
<td>$2,461,000</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td>$116,712,375</td>
<td>$117,603,615</td>
<td>$58,830,928</td>
<td>$118,074,067</td>
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<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction-Early Childhood Services</td>
<td>$5,952,585</td>
<td>$5,788,244</td>
<td>$2,833,566</td>
<td>$5,788,244</td>
</tr>
<tr>
<td>Instruction - Grades 1-12</td>
<td>$93,305,148</td>
<td>$95,889,593</td>
<td>$45,856,716</td>
<td>$94,313,663</td>
</tr>
<tr>
<td>Plant operations and maintenance</td>
<td>$14,473,006</td>
<td>$14,578,030</td>
<td>$6,208,943</td>
<td>$14,578,030</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,499,462</td>
<td>$2,499,462</td>
<td>$942,442</td>
<td>$2,499,462</td>
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<tr>
<td>Administration</td>
<td>$3,953,550</td>
<td>$3,960,850</td>
<td>$2,026,988</td>
<td>$3,960,850</td>
</tr>
<tr>
<td>External services (International Services)</td>
<td>$253,000</td>
<td>$253,000</td>
<td>$145,395</td>
<td>$253,000</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$120,436,751</td>
<td>$122,969,179</td>
<td>$58,014,050</td>
<td>$121,393,249</td>
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</table>

### Variances

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Forecast</th>
<th>Actual</th>
<th>Forecast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating surplus (deficit)</td>
<td>$(3,724,376)</td>
<td>$(5,365,564)</td>
<td>$(816,878)</td>
<td>$(3,319,182)</td>
</tr>
<tr>
<td>Accumulated Surplus from Operations beginning of Year</td>
<td>$11,684,183</td>
<td>$12,909,700</td>
<td>$12,909,700</td>
<td>$12,909,700</td>
</tr>
<tr>
<td>Accumulated operating surplus (deficit) at end of period</td>
<td>$7,959,807</td>
<td>$7,544,136</td>
<td>$13,726,578</td>
<td>$9,590,518</td>
</tr>
<tr>
<td>AOS as a % of Expenditures</td>
<td>6.61%</td>
<td>6.13%</td>
<td>11.16%</td>
<td>7.90%</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 May 2016. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.

- The second area highlighted in 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, 2017. 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 second quarter. Forecasted revenue has been increased to reflect additional Inclusive Learning grant revenue and funding for early learners who require additional support under the PUF grant.

Other Government of Alberta
Other Government of Alberta revenue has been received as expected at the second quarter. Other Government of Alberta Revenue includes interest on supported debenture debt, and grant funding for the Making Connections program.
**Federal Government and First Nations**
Represents amounts billed for tuition for students living on the Kainai reserve. Funds are as anticipated at the second quarter.

**Fees**
Reflects fees that are collected for optional programming fees, school generated activity fees, Preschool Fees and tuition for foreign students. Most school fees and tuition fees are collected at the beginning of the school year, while school activity fees are collected throughout the school year; therefore the amount collected is greater than 50% at the second quarter.

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

**Investment Income**
Interest earned on operating revenue which is performing better than anticipated at the second quarter.

**Gifts and donations**
Gifts and donations that have been received for school generated activities and donations for the District’s poverty intervention and Ready Set Go programs.

**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.

Overall, revenues are slightly higher at February 28th due to fees, fundraising and donations from school generated activities, and increased investment income.
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 - ECS
Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are as anticipated for the second quarter.

Instruction- Grades 1 - 12
Instruction Grades 1 – 12, represent expenditures from grade one to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. 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 less than 50% at the second quarter due to spending on one-time resources and technology evergreening that will not occur until the 3rd quarter. Due to new hires in the budget average teacher salary costs will be lower than originally budgeted. Forecasted expenditures have been reduced to reflect savings in average salary costs and some spending that may not occur as originally intended.

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 as anticipated at the second quarter. Significant expenditures on IMR projects will occur in the fourth quarter.

Transportation
Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses, cost sharing arrangements between the City of Lethbridge and Holy Spirit Catholic Schools, and the future replacement of yellow school buses. Costs include the provision of specialized bussing needs for students with disabilities.
Expenditures are lower than 50% in the second quarter due to billing adjustments for transportation costs to date to be received.

**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 higher at the second quarter due to costs that are paid for the whole year, such as memberships, audit costs, insurance, and computer licensing.

**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.

Overall, expenditures are lower than 50% of budgeted figures at the second quarter due to lower teacher salary costs and spending from one-time reserves to occur in future fiscal periods.

**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, 2017.
Lethbridge School District No. 51
Schedule of Program Operations
For the Six Months Ended February 28th, 2017

<table>
<thead>
<tr>
<th>Instruction (ECS)</th>
<th>Instruction (Grades 1-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISED BUDGET 2016-2017 (September 30th)</td>
<td>$5,788,244</td>
<td>$95,889,593</td>
<td>$14,578,030</td>
<td>$2,499,462</td>
<td>$3,960,850</td>
<td>$253,000</td>
<td>$122,969,179</td>
<td>$122,969,179</td>
</tr>
</tbody>
</table>

EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Instruction (ECS)</th>
<th>Instruction (Grades 1-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated salaries and benefits</td>
<td>$1,138,636</td>
<td>$32,026,854</td>
<td>$353,148</td>
<td>$40,807</td>
<td>$33,559,542</td>
<td>$68,136,372</td>
<td>49.25%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-certificated salaries and benefits</td>
<td>$1,621,852</td>
<td>$8,376,102</td>
<td>$2,272,167</td>
<td>$56,837</td>
<td>$1,062,909</td>
<td>$26,218,086</td>
<td>50.82%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB - TOTAL</td>
<td>$2,760,488</td>
<td>$40,402,956</td>
<td>$2,272,167</td>
<td>$56,837</td>
<td>$1,062,909</td>
<td>$26,218,086</td>
<td>49.69%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Services, contracts and supplies</td>
<td>$73,078</td>
<td>$5,117,215</td>
<td>$2,392,892</td>
<td>$891,805</td>
<td>$544,174</td>
<td>$104,488</td>
<td>36.89%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amortization of capital assets</td>
<td>$294,280</td>
<td>$1,586,997</td>
<td>$66,757</td>
<td></td>
<td>$1,048,044</td>
<td>$3,860,256</td>
<td>50.46%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest and charges</td>
<td>$42,255</td>
<td>$16,887</td>
<td></td>
<td></td>
<td></td>
<td>$59,142</td>
<td>244.86%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$2,833,566</td>
<td>$45,856,716</td>
<td>$6,208,943</td>
<td>$942,442</td>
<td>$2,026,988</td>
<td>$58,014,050</td>
<td>47.18%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total unexpended funds period to date</td>
<td>$2,954,678</td>
<td>$50,032,677</td>
<td>$8,369,087</td>
<td>$1,557,020</td>
<td>$1,933,862</td>
<td>$107,605</td>
<td>52.82%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Expended of Budget</td>
<td>48.95%</td>
<td>47.82%</td>
<td>42.59%</td>
<td>37.71%</td>
<td>51.18%</td>
<td>57.47%</td>
<td>47.18%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
About The Statement
The Schedule of Program Operations shows the type of expenditure by each functional area of the 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 expended as lower than budget at the second quarter due to new hires lowering the average cost of teachers from original projections.

Non-Certificated Salaries and Benefits
Spending on support staff salaries is as anticipated for the second quarter.
**Services, Contracts and Supplies**
At the second quarter, spending on services, contracts and supplies is less than 50% due to spending on new school start up, technology evergreening, and IMR projects that will not occur until later in the fiscal year.

**Amortization of Tangible Capital Assets**
The amortization of capital assets reflects the September 30th budget at the second 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. Charges are as anticipated for the period to February 28th, 2017.
# Schedule of Instructional (Grades 1-12) Program Expenditures

**For the Six Months Ended February 28th, 2017**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Revised Budget 2016-2017 (Sept 30th 2016)</th>
<th>Actual Six Months February 28th, 2017</th>
<th>% Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Based Instruction</td>
<td>$64,635,651</td>
<td>$30,905,191</td>
<td>47.81%</td>
</tr>
<tr>
<td>Inclusive Learning Supports</td>
<td>$13,162,884</td>
<td>$6,564,136</td>
<td>49.87%</td>
</tr>
<tr>
<td>Shared Instructional Services</td>
<td>$3,981,080</td>
<td>$2,389,757</td>
<td>60.03%</td>
</tr>
<tr>
<td>School Generated Funds Activities</td>
<td>$4,050,000</td>
<td>$2,189,622</td>
<td>54.06%</td>
</tr>
<tr>
<td>Technology</td>
<td>$4,577,056</td>
<td>$1,113,651</td>
<td>24.33%</td>
</tr>
<tr>
<td>Institutional Programs</td>
<td>$991,364</td>
<td>$495,682</td>
<td>50.00%</td>
</tr>
<tr>
<td>Division of Instructional Services</td>
<td>$1,629,468</td>
<td>$813,209</td>
<td>49.91%</td>
</tr>
<tr>
<td>FNMI Programming</td>
<td>$711,149</td>
<td>$307,558</td>
<td>43.25%</td>
</tr>
<tr>
<td>Counselling Program</td>
<td>$2,150,941</td>
<td>$1,077,910</td>
<td>50.11%</td>
</tr>
<tr>
<td><strong>Total Instructional (Grades 1-12) Program Expenditures</strong></td>
<td><strong>$95,889,593</strong></td>
<td><strong>$45,856,716</strong></td>
<td><strong>47.82%</strong></td>
</tr>
</tbody>
</table>
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 50% at second quarter due to the lower actual cost of average salaries and spending not as originally planned in site budgets.

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 within budget at the second 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 slightly overspent due to full year allocations for the Employee Assistance fund, and the teacher’s and support staff’s professional development funds. The over spend is also attributed to teacher replacement costs exceeding budget at February 28, 2017.

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 second quarter due to the amount of activities taking place early in the school year.

**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 second quarter due funds allocated for evergreening of computers at elementary schools that will not be expended until later in the fiscal year.

**Institutional Programs**
Spending on the District’s schools that are housed in institutions is within budget at the second quarter.

**Division of Instructional Services**
The Division of Instructional Services which provides curriculum and instructional support to schools and instructional programs is as anticipated at 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 second quarter due to planned staffing additions not occurring in the first and 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 as anticipated at the second quarter.
### SCHEDULE OF CAPITAL REVENUE

**EXTERNALLY RESTRICTED CAPITAL REVENUE ONLY**

for the Period Ended February 28th, 2017 (in dollars)

<table>
<thead>
<tr>
<th>Description</th>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th>(E)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Balance at August 31, 2016</strong></td>
<td>$537,547</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$109,048,230</td>
</tr>
<tr>
<td><strong>Prior period adjustments</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Adjusted balance, August 31, 2016</strong></td>
<td>$537,547</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$109,048,230</td>
</tr>
</tbody>
</table>

**Add:**

Unexpended capital revenue received from:

- Alberta Education school building & modular projects (excl. IMR): $6,218,999
- 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: 0
- Unexpended capital revenue receivable from other than Alberta Education: $2,760,013
- Interest earned on unexpired 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: ($9,516,559)

Surplus funds approved for future project(s): 0

**Deduct:**

- Net book value of supported tangible capital dispositions, write-offs, or transfers: 0
- Capital revenue recognized: $1,707,480

**Balance at February 28th, 2017**

<table>
<thead>
<tr>
<th>(A)</th>
<th>(B)</th>
<th>(C)</th>
<th>(D)</th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$117,107,309</td>
</tr>
</tbody>
</table>

**Balance of Unexpended Deferred Capital Revenue at February 28th, 2017 (A) + (B) + (C) + (D)**

<table>
<thead>
<tr>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
</tr>
</tbody>
</table>
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, 2016 to February 28, 2017, the district received $6.2 million of funding from the province related to the Wilson Middle School modernization, construction of Coalbanks Elementary School and new Westside middle school. During the quarter funds were also expended to install modular facilities at four elementary schools.

Unexpended Capital Revenue Receivable
At February 28, 2017 there is $2.7 million of capital revenue receivable. These are funds related to the final 10% on Coalbanks Elementary School construction and modular facilities and progress payments for Wilson Modernization and West Lethbridge Middle School construction.

Expended Capital Revenue
In the period September 1, 2016 to February 28, 2017, the District expended $9.8 million on capital projects. These funds were expended on construction costs for Wilson Middle School Modernization, Coalbanks Elementary School, and new Westside middle school. 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, 2016 to February 28, 2017 is $1.7 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.

Basketball
Winston Churchill High School
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Board Budget Beliefs Statement

Background
During its 2017 Planning Retreat, the Board reviewed the Budget Beliefs Statement that will serve as a guide as the 2017-18 budget is developed.

Recommendation
It is recommended that the Board adopt the Budget Beliefs Statement for 2017-18 as presented.

Respectfully submitted,

Cheryl Gilmore
Superintendent
LETHBRIDGE SCHOOL DISTRICT NO. 51

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2017-2018 BUDGET

Lethbridge School District No. 51 is primarily funded by Alberta Education. The Board is legally obligated to create and approve the annual district budget and to fiscally manage the District’s funds in a responsible manner, ensuring that the educational needs of students are met within a balanced budget, as required by the School Act.

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

March 28, 2017

To: Board of Trustees

From: Don Lussier
    Associate Superintendent, Business Affairs

RE: Approval of 2018-2021 Capital Master Plan

Background
The 2018-2021 Capital Plan for the District is provided for review.

Recommendation
It is recommended that the Board accept the 2018-2021 Capital Plan as presented.

Respectfully submitted,

Don Lussier
Associate Superintendent
The District has implemented its Capital Plan, which evolved out of a comprehensive review of educational facility needs.

Lethbridge School District No. 51 currently has 21 schools. Of those 21 schools, looking at the core and not including portables and relocatable modular units, all except for three are above 85% utilization and further there are ten ranging from 101% to 174% utilization.

Our schools in West Lethbridge range from 101% to 162% and all our elementary schools in South Lethbridge range from 101% to 174% utilization.

Programming and safety are severely restricted by the number of students in these schools. Assemblies that should include all students cannot take place because of fire and building codes.

We have placed the South Lethbridge Elementary School as our number one new construction project. After that, the number two new construction project would be the Garry Station Elementary School, which is in the northwest end of the West Lethbridge. Followed by the Elementary School in the south end of West Lethbridge.

Our No. 1 Modernization preservation project is our 104 year old school, Galbraith Elementary School.

The District is requesting funding from Alberta Education for the following projects over the next three years:

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>YEAR</th>
<th>PROJECT</th>
<th>ESTIMATE PROJECT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2018/2019</td>
<td>South Lethbridge Elementary School – New Construction – Core Only 600 Student School</td>
<td>$17,400,000.00</td>
</tr>
<tr>
<td></td>
<td>2019/2020</td>
<td>West Lethbridge Garry Station Elementary School – New Construction – Core Only 600 Student School</td>
<td>$17,400,000.00</td>
</tr>
<tr>
<td>3</td>
<td>2019/2020</td>
<td>South West Lethbridge Elementary School - New Construction – Core Only 600 Student School</td>
<td>$17,400,000.00</td>
</tr>
<tr>
<td>4</td>
<td>2018/2019</td>
<td>Galbraith Elementary School – Modernization</td>
<td>$15,000,000.00</td>
</tr>
<tr>
<td>5</td>
<td>2018/2019</td>
<td>Senator Buchanan Elementary School – Modernization</td>
<td>$9,272,000.00</td>
</tr>
<tr>
<td>6</td>
<td>2018/2019</td>
<td>Westminster Elementary School - Modernization</td>
<td>$9,787,000.00</td>
</tr>
<tr>
<td>7</td>
<td>2019/2020</td>
<td>Nicholas Sheran Community School - Modernization</td>
<td>$13,346,000.00</td>
</tr>
<tr>
<td>8</td>
<td>2019/2020</td>
<td>Park Meadows Elementary School - Modernization</td>
<td>$11,523,000.00</td>
</tr>
</tbody>
</table>
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Associate Superintendent of Human Resources

Background
Lethbridge School District No. 51 is pleased to announce that Rik Jesse has been appointed as Associate Superintendent, Human Resources commencing the 2017-18 school year.

Recommendation
It is recommended that the Board approve the appointment of Rik Jesse as Associate Superintendent, Human Resources.

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – LCI – April 11, 2017

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

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

Breakfast with the Board has been scheduled at LCI on Tuesday, April 11, 2017 from 7.30 – 8.00 a.m. Following the breakfast, Principal Wayne Pallett will provide a tour of the school for trustees.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Board Priorities Report

Background
The Education Centre Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. An update on progress will be provided in the form of a report each month.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
## 2016-17 DISTRICT PRIORITIES
### REPORT TO THE BOARD: January

<table>
<thead>
<tr>
<th>PRIORITY ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supporting Student Achievement and closing the achievement gap.</strong></td>
</tr>
<tr>
<td><strong>Literacy/ Numeracy (Karen, Cynthia, Morag)</strong></td>
</tr>
<tr>
<td>- The Literacy Work Plan has provided the framework for making literacy an ongoing priority.</td>
</tr>
<tr>
<td>- A Secondary Math Steering Committee has been formed and had their first meeting in March to review curriculum across grades, examine district results, and share best practices.</td>
</tr>
<tr>
<td><strong>Administrator Mentorship Program (Teresa)</strong></td>
</tr>
<tr>
<td>- Mentors/protégés continue to work together individually as need arises.</td>
</tr>
<tr>
<td><strong>District Professional Learning and District Collaborative Communities (Karen/ Rhonda/ All)</strong></td>
</tr>
<tr>
<td>- At this point, 18 Collaborative Communities have accessed additional time to work together between the two District Professional Learning Days.</td>
</tr>
<tr>
<td><strong>Parent Education (all)</strong></td>
</tr>
<tr>
<td>- The March District School Council meeting included a presentation regarding District software that is accessible from school and home by students. Rik Jesse and Jesse Sadlowski (Technology Lead Teacher) were the presenters.</td>
</tr>
<tr>
<td>- A parent and U of L professor, Joy Morris, is completing the delivery of parent tutoring sessions in mathematics for middle grades. The sessions were offered for 8 weeks at G.S. Lakie Middle School.</td>
</tr>
<tr>
<td><strong>Teacher Induction Support for Quality Teaching (Sharon/ Teresa)</strong></td>
</tr>
<tr>
<td>- Mentorship Planning committee held a retreat on March 2 to review feedback from TIP and set direction for programs in 2017-2018 for teachers in Year 1 and Year 2 of their careers.</td>
</tr>
<tr>
<td><strong>Early Learning (Isabelle)</strong></td>
</tr>
<tr>
<td>- District 51 is embarking in a pilot of the Early Years Evaluation (EYE) with 3 kindergarten teachers. Thus far, it has been a positive venture with helpful information regarding the strengths and needs of children within their kindergarten classes using a classroom-based assessment.</td>
</tr>
<tr>
<td><strong>FNMI (Jackie/Morag)</strong></td>
</tr>
<tr>
<td>- Lethbridge School District started a collaborative process of the development of Education Service Agreements with Kainai Board of Education. Lethbridge is working with surrounding districts for consistency of service and seamless transitions of students.</td>
</tr>
<tr>
<td><strong>Other Improvement Initiatives (all):</strong></td>
</tr>
<tr>
<td>Human Resources - addressing shortage of subs</td>
</tr>
<tr>
<td>Staffing is in full swing with administrative positions filled and the first round of teacher positions posted. Meetings to determine support staff allocations with each school are being completed.</td>
</tr>
</tbody>
</table>
### PRIORITY TWO

**Supporting the implementation of initiatives designed to develop innovative thinkers.**

#### High School re-design (Cheryl)

- High schools continue to implement strategies as outlined in their high school re-design plans that were reviewed with Alberta Education. A workshop was held in Lethbridge on March 16th with three of our high schools participating: LCI, Chinook and WCHS.

#### Engagement in provincial curriculum development (Karen)

- The seven teachers from our District selected by Alberta Education continue to provide input in the creation of new front matter and "scopes and sequences" being developed for the six subjects (Math, Language Arts, Social Studies, Science, Wellness, Arts) in Kindergarten through grade 12.
- A validation process for the draft of the front matter and scopes and sequences will be revealed this spring.

#### Build the capacity of teachers and administrators: technology, online learning and digital learning (Rik)

- SuperNet installation is now complete at Coalbanks Elementary School, the Tech Team will follow-up with Server and Switch configuration, making the Local Area Network available for use. Office PC's, Phones and Printers are scheduled for installation in the first week of April.
- The 2017 Elementary Evergreen Cycle continues, local servers are now in place, configuration and data transfer continues. New PC's and Monitors are being staged and are scheduled for deployment in April.
- Windows 10 is now in Beta testing, all new PC's will be preloaded with the new operating system. (District wide)

#### Program Development

- SuperNet installation is now complete at Coalbanks Elementary School, the Tech Team will follow-up with Server and Switch configuration, making the Local Area Network available for use. Office PC's, Phones and Printers are scheduled for installation in the first week of April.
- The 2017 Elementary Evergreen Cycle continues, local servers are now in place, configuration and data transfer continues. New PC's and Monitors are being staged and are scheduled for deployment in April.
- Windows 10 is now in Beta testing, all new PC's will be preloaded with the new operating system. (District wide)

### PRIORITY THREE

**Supporting Student Diversity**

#### Wellness for All program (Morag)

- Mental Health awareness and illness prevention – formal instruction of the Well Aware teaching series for grades 4 – 8, Training for Wellness teams in the use of the GAIN SS Screening Tool from Alberta Health Services
- Universal strategies for dealing with stress and anxiety – teacher counsellors have been around to classes to teach these strategies, universally
• Promotion of awareness of our Mental Health supports in the District – Cayley gave presentation to District School Council
• Substance use awareness and alternatives – National Addictions Awareness Week activities happened in schools across the District, and universal lessons happened in many of the classrooms.

<table>
<thead>
<tr>
<th>Inclusive Education (Cynthia)</th>
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<tbody>
<tr>
<td>• Reviewing allocation of individual iPads and process for tracking of iPads</td>
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<tr>
<td>• Promotion of meeting the needs of LGBTQ community of students and staff – presentation at the Learning Commons Facilitators Conference, meeting and planning of committee to host GSA conference in the Spring, individual presentations to school admin and counselling teams on action items and awareness</td>
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<table>
<thead>
<tr>
<th>ESL (Cynthia)</th>
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</thead>
<tbody>
<tr>
<td>• Working extensively with students in ESL LFS program at Wilson to provide social, emotional and behavioural supports</td>
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<td>• Collaborative Community focusing on course framework for English Language Leaners (ELL)</td>
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<tr>
<td>o Build an ESL framework for Limited Formal Schooling Middle and High School</td>
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<td>o Develop Middle School ESL framework that creates general leaner outcomes for ESL Transition</td>
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<tr>
<td>o Develop a High School Framework for Expository English 15, 25 and ESL Canadian Studies 15, 25</td>
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</table>
## 2016-17 DISTRICT PRIORITIES

**PRIORITY ONE:** Supporting Student Achievement and closing the achievement gap.

**OUTCOMES:**
1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement will meet or exceed provincial standards.
5. Teachers are highly skilled in all areas of the Teaching Quality Standard.
6. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.

**PRIORITY TWO:** Supporting the implementation of initiatives designed to develop innovative thinkers.

**OUTCOMES:**
1. Students demonstrate the attributes of innovation, creativity and critical thinking.
2. Learning is process-based supported by instructional practices that engage students in creative and critical thinking.
3. All learners effectively use technology as creative and critical thinkers capable of understanding digital information and creating knowledge.
4. All learners are responsible digital citizens.
5. A breadth of high quality programs within and outside the classroom foster innovative thinking.
6. The education system demonstrates collaboration and engagement.

**PRIORITY THREE:** Supporting Student Diversity

**OUTCOMES:**
1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments.
3. Schools are learning environments that promote healthy lifestyles.
4. Students with diverse learning and social needs are supported.
MEMORANDUM

March 28, 2017

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:

New Teacher Induction 2016-2017:

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<tr>
<th>Location</th>
<th>Name</th>
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<tr>
<td>Education Centre</td>
<td>Jackie Lever</td>
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<td>Amanda Sequeira</td>
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<td>Senator Buchanan</td>
<td>Hayley Platz</td>
<td>Emily Smith</td>
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</table>

Chinook Girls Curling Team of Hannah Terry, Brianne Slomp, Kalli Hansen, Jasmyn Mears and Kara Smith won provincial silver.

Chinook Mixed Curling Team of Levi Pawlak, Toshi Uyesugi, Aaron Lorenz, Shallynn Mertz, and Hayley Kothig won provincial bronze.
Chinook High School student **Tanner Lorenz** won the Individual Sportsmanship Award Pin at provincial curling.

LCI Grade 12 student, **Tanner Sudo** was named the Senior Male Athlete through the 2016 Lethbridge Sport Council Achievement Awards. Ceremony to be held in April.

**Gilbert Paterson Middle School Boys and Girls basketball teams** who captured the 1J Zone titles this month. The girls were coached by **Tyler Francis** and the boys were coached by **Eric Dekens** and **Raj Mathur**.

Winston Churchill grade 11 student **Caleb Kadijk** has been selected for the Basketball Alberta U17 Provincial team.

18 Churchill students accompanied teacher **Gen Ahart** to the U of L March 2 for Experience Fine Arts Day. The students had the opportunity to be a student across the faculties of music, visual arts and new media.

Winston Churchill grade 12 student **Dylan Meier** won a Silver medal at the Provincial Wrestling Championships.

Winston Churchill grade 11 student **Grace Linitski** was crowned Miss Teenage Alberta 2017. Grace will be representing Alberta in the Miss Teenage Canada national competition in August (Toronto).

Winston Churchill students **Shelly Lee, Andy Sun** and **Lauren Platz** received Certificates of Distinction on Pi Day (March 14) for their efforts on the University of Waterloo fall intermediate math contest. Certificates of Distinction are awarded to students reaching the top 25% of participants from across Canada.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

March 28, 2017

To:       Board of Trustees

From:  Cheryl Gilmore  
        Superintendent of Schools

RE:   Snacks with the Superintendents – Galbraith – April 12, 2017

Background
At the beginning of each school year, Executive Council members are designated as school liaisons for each of the District schools. As a liaison, the Executive Council members represent the District at school functions. It has also been a long standing practice for Executive Council members to visit schools and classrooms on a regular basis, observing first-hand the activities that take place in the school. Visits by Executive Council members are appreciated by staff.

On a monthly basis Executive Council as a whole meets with the staff of one school for snacks. The informal meeting provides an opportunity for staff to share highlights of their school. Additionally, Executive Council members can share information about district initiatives and respond to questions staff members may have.

All the staff of Galbraith have been invited to have Snacks with the Superintendents on Wednesday, April 12, 2017 beginning at 7:45 a.m.

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

Respectfully submitted,

Cheryl Gilmore  
Superintendent
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Enrolment Summary, February 28, 2017

Background
Included with this memo is an enrolment summary for District schools, broken down by grade, as of February 28, 2017.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
### ALL SCHOOLS ENROLLMENT BY GRADE: February 28, 2017

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**TOTAL STUDENTS / FTE ENROLLED AS OF FEBRUARY 28, 2017** 10719 10611.5

**TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2016** 10732 8663.5
## Calendar of Events for Board of Trustees

<table>
<thead>
<tr>
<th>April</th>
<th>3</th>
<th>District School Council 6:30 p.m., Education Centre</th>
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<tr>
<td></td>
<td>11</td>
<td>Breakfast with the Board 7:30 a.m., LCI</td>
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<td>11</td>
<td>Board Committee of the Whole 3:00 p.m., Education Centre</td>
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<td>12</td>
<td>Education Centre Leadership Team Meeting 9:00 a.m., Education Centre</td>
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<td>14-21</td>
<td>Easter Break</td>
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<td>24</td>
<td>No School for students District wide Professional Learning Day</td>
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<td>25</td>
<td>Board Meeting 3:30 p.m., Board Room</td>
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<td>27</td>
<td>Administrators’ Committee Meeting &amp; Strategic Planning</td>
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MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Keith Fowler, Trustee

RE: District School Council – March 6, 2017

The meeting started with a presentation on Technology software by Rik Jesse and Jesse Sadlowski. It was a very interesting presentation on what current software is being used. Most students are now able to access their school e-mail account, homework, as well as some District software programs from home. There was a question of whether students without access to computers at home were disadvantaged and Rik indicated that the information they have is over 90% of students have access at home, there is however ample time for students to use school computers if needed to complete assignments.

The town hall results were reviewed and most felt it was one of the best yet, still some tweaking to go as the size of the groups made it difficult to hear each other. Most felt it was a worthwhile process and enjoyed it.

I reported on our Edwin Parr nominee as well as the policies that were reviewed and passed. One parent expressed some concern about the rewording of the superintendent policy. We explained that the evaluation committee is in a position to determine which stakeholders need to be involved in the survey; this was also done so there can be consistency between evaluations.

The issue of Bill 1 had just been announced by the provincial government and we disclosed that we had no information on how this would roll out, but we would be sure to inform them when we know how it affects us.

The resolutions to the ASCA were presented but to be discussed at the individual school councils, it was reminded that if no one could attend they could assign their proxy to someone who is. There was also a discussion about whether this is the role of the DSC to organize this committee. A School Council wrote a letter expressing this concern. To respond to this concern, a survey with questions about the role of School Councils in this matter is being sent to school councils with feedback to be shared at the May District School Council meeting.

The representatives from various committees reported; of special note is the poverty intervention committee who received over $92,000.00 from the Christmas donation drive last Christmas.

The topic of hosting or co-hosting election forums for the trustee election in the fall were discussed and they were to contact the ATA local council to see if they would partner up to put
this together, I indicated that the district would be happy to provide a facility when/if the forum could be arranged.

Cheryl showed the “A public education” video featuring Joy Morris doing the math tutoring for parents and students at GS Lakie school, lots of participation and well received. Joy also got some of her grad students to assist.

Next meeting April 3

Respectfully submitted,
Keith Fowler
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Lola Major, Trustee
      Donna Hunt, Trustee

RE: District Student Advisory Council (DSAC) – March 7, 2017 (Wilson Middle School)

Students from our middle schools were welcomed by Lindsay Jorgenson. The “Getting to Know You” activity presented by G.S. Lakie Middle School students and teacher, Lori Adamson, was creative and excellent. A video “Three Beautiful Human Minutes” and discussion of “how we are the same” and “how we are different” was effective as the whole group was involved.

Lindsay asked the students to reflect and report what they had accomplished on their leadership projects since our last meeting.

Rob vanSpronsen and students from Immanuel Christian High School presented “Active Listening is a Leadership Skill.” Introducing listening as the least understood skill, the students discussed the video (InspirationBoost.com) and Covey’s ideas. The students were engaged and responsive.

Matt Brunner and Gilbert Paterson Middle School participants encouraged the students to provide “Feedback for Principals” as students’ transition from elementary to middle and middle to high school. The students enjoyed expressing their good ideas in groups on plans of action.

Thank you to the students from Lethbridge Christian School for reorganizing the Board Room. Student and teacher participation was impressive for all topics.

Respectfully submitted,

Lola Major, Trustee
Donna Hunt, Trustee
MEMORANDUM

March 28, 2017

To: Board of Trustees

From: Don Lacey, Trustee

RE: ASBA Zone 6 – March 8, 2017

Don Lacey will provide an oral report.