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 May 22, 2018 and the Board Budget Debate meeting on May 28, 2018, it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4. Presentations
3:35 p.m. 4.1 WCHS Bulldogs, Tier 2 Provincial Rugby champions
Enclosure 4.1
4.2 ICE Scholarships
Enclosure 4.2
4.3 ASBO International Eagle Award Scholarships
Enclosure 4.3
4.4 Wellness Committee Self-Regulation Grant (Senator Buchanan)
Enclosure 4.4

5. Action Items
4:15 p.m. 5.1 Approval of International Trips
Enclosure 5.1
5.2 Locally Developed Courses
Enclosure 5.2
5.3 Policy Review:
   Policy 606.5 Home Education/Distance Learning
   Policy 602.1 Early Childhood Services
   Policy 605.5 Inclusive Learning Supports – Early Childhood Services (ECS)
   Policy 401.2 Local Authority Pension Plan (LAPP)
   Policy 805.7 Preservation and Disposal of Records
5.4 Third Quarter Financial Report
Enclosure 5.4
5.5 2019-2020 School Year Calendar
Enclosure 5.5
5.6 Policy 502.1 and Student Code of Conduct
Enclosure 5.6

4:30 p.m. Public Forum

5:20 p.m. 6. District Highlights

7. Information Items
5:22 p.m. 7.1 Board Chair Report
   7.1.1 Standing Committees

5:22 p.m. 7.2 Standing Committees Meeting

3:30 P.M.
5:25 p.m.  7.2  Associate Superintendent Reports
          7.2.1  Business Affairs
          7.2.2  Human Resources
          7.2.3  Instructional Services

7.3  Superintendent Report
    7.3.1  L.H. Bussard Award Winners
    7.3.2  Acknowledgements of Excellence
    7.3.3  Administrative Appointments
    7.3.4  Board Priorities Report
    7.3.5  CIF (Classroom Improvement Fund) update
    7.3.6  Calendar of Events

8.  Reports
    5:45 p.m.  8.1  Joint Committee of City of Lethbridge and
                 School Boards – May 23, 2018
    8.2  Community and Social Development Committee – May 25, 2018
    8.3  Friends of 51 Committee – May 30, 2018
    8.4  ASBA Spring General Meeting – June 3-5, 2018
    8.5  District School Council – June 4, 2018
    8.6  Facilities Committee – June 5, 2018
    8.7  Community Engagement Committee Update

9. Correspondence - Received
    5:55 p.m.  9.1  Legion certificate
                9.2  Alberta Education
                9.3  Alberta Infrastructure

10. Correspondence - Sent
     5:57 p.m.  None at this time

6:00 p.m.  Adjournment

IN ATTENDANCE:

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

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

Regrets: Clark Bosch

The Vice Chair called the meeting to order at 3:41 p.m.

1. Approval of Agenda

   Trustee Tyler Demers moved: “that the agenda be approved as amended.”

   CARRIED UNANIMOUSLY

2. Approval of Minutes

   Trustee Donna Hunt moved: “that the minutes of the Regular Meeting of April 24, 2018 be approved and signed by the Vice Chair.”

   CARRIED UNANIMOUSLY

3. Business Arising from the Minutes

   There was no business arising from the minutes.

4. Presentations

   4.1 Honouring Spirit: Indigenous Student Awards

   ASBA hosted an Indigenous student awards event at Government house on May 12, 2018. District students who were recognized by ASBA as honourable mention were in attendance at the Board meeting to receive their certificates.

   4.2 Communications Plan

   Communications Officer, Garrett Simmons presented his Communications Plan to the Board. The Board shared appreciation for Garrett’s promotion of the District and schools.

5. Action Items

   5.1 Approval of International Trips - LCI

   LCI requested approval to take a group of athletes to the XC Race in Cut Bank, Montana, USA on Friday, August 31, 2018.
LCI football team requested to attend two trips to the USA: Pocatello, Idaho from August 24 to 26, 2018 and Sandpoint, Idaho from October 19 to October 20, 2018.

Trustee Donna Hunt moved:
“that the LCI trip to the XC Race in Cut Bank, Montana, USA on August 31\textsuperscript{st}, 2018 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

Trustee Tyler Demers moved:
“that the LCI football trip to Pocatello, Idaho from August 24\textsuperscript{th}, 2018 to August 26\textsuperscript{th}, 2018 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

Trustee Tyler Demers moved:
“that the LCI football trip to Sandpoint, Idaho trip from October 19\textsuperscript{th} to October 20\textsuperscript{th}, 2018 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 Policy Review
Policies reviewed by the Board:
Policy 400.3 Whistleblower Protection
Policy 602.2 French Immersion
Policy 602.3 French as a Second Language
Policy 602.6 Second language Programs Other than English and French
Policy 607.3 Instructional Resources and Materials
Policy 609.2 Report Cards

Trustee Lola Major moved:
“to approve Policy 400.3 Whistleblower Protection, as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 602.2 French Immersion, as amended.”

CARRIED UNANIMOUSLY
Trustee Lola Major moved:
“to approve Policy 602.3 French as a Second Language, as amended.”
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“that Policy 602.6 Second Language Programs Other than English and French go back to Policy Advisory Committee for further review.”
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 607.3 Instructional Resources and Materials, as amended.”
CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 609.2 Report Cards, as amended.”
CARRIED UNANIMOUSLY

Public Forum – nothing at this time.

5.3 Authorization of Locally Developed Courses
Alberta Education requires that all locally developed grade 7 to 9 courses be authorized for use by the Board of Trustees. Middle School locally developed courses are listed below.

Gilbert Paterson Middle School:
Archery, Babysitting, Design, Leadership, Photo Scrapbooking, Yoga

Wilson Middle School:
Baseball, Business and Employment Skills, CO2 Cars, Digital Citizenship, Entrepreneurship in Me, Exploratory Broadcasting, History Explorations/Believe It or Not, Indoor and Outdoor Gardening, Jewellery Making, Photography/Photoshop/New Media, Rock Band, Science Experiments, Soccer, WMS Yearbook

WCHS:
Active Living – Fitness, Attributes of Wellness, Churchill Connection, Critical and Creative Thinking, Power to Change, World Geography

Trustee Donna Hunt moved:
“to approve the use of the locally developed grade 7 to 9 courses as presented in all District middle and high schools.”
CARRIED UNANIMOUSLY
Trustee Tyler Demers moved: “to approve the extended authorization dates for Advanced Dance 25 for 3 and 5 credits until August 31, 2019 for use in all of our district high schools.”  **CARRIED UNANIMOUSLY**

Locally Developed
Advanced Dance 25
6729/18

Advanced Dance 35
6730/18

Trustee Tyler Demers moved: “to approve extended authorization dates for Advanced Dance 35 for 3 and 5 credits until August 31st, 2020 for use in all of our district high schools.”  **CARRIED UNANIMOUSLY**

ESL Introduction to
Science 15
6731/18

Trustee Tyler Demers moved: “to approve the extension of authorization dates for ESL Introduction to Science 15 for 5 credits until August 31st, 2019 for use in all of our district high schools.”  **CARRIED UNANIMOUSLY**

ESL Introduction to
Canadian Studies 15
6732/18

Trustee Tyler Demers moved: “to approve the extension of authorization dates for ESL Introduction to Canadian Studies 15 for 5 credits until August 31st, 2019 for use in all of our district high schools.”  **CARRIED UNANIMOUSLY**

ESL Introduction to
Canadian Studies 25
6733/18

5.4 Approval of 2018-2019 School Fees

As part of budget 2018-2019, the Board is required to approve school fees for the 2018-2019 school year. School fee schedule was presented by Director of Finance, Mark DeBoer.

Trustee Doug James moved: “to approve the 2018-2019 School Fee Schedule for submission to Alberta Education for approval.”  **CARRIED UNANIMOUSLY**

Approval of 2018-2019
School Fees
6734/18

5.5 CUPE 2843 Ratification

The Board Negotiating Committee reached a Memorandum of Agreement with the Negotiating Committee of CUPE #2843 as of May 3, 2018.
Trustee Tyler Demers moved: “that the Memorandum of Agreement between the Board of Trustees of Lethbridge School District No. 51 and the Canadian Union of Public Employees No. 2843 dated the 3rd day of May 2018 be approved.” CARRIED UNANIMOUSLY

6. District Highlights
   • Lola – events with the students visiting from Thailand, the ICSS production written by students, delivering apples and attending Edwin Parr.
   • Doug – Mike Mountain Horse anniversary celebration and ATA meeting.
   • Donna – Mike Mountain Horse anniversary celebration, Edwin Parr Banquet, and the opening of the new Muslim mosque.
   • Christine – the culinary skills competition, ELL tea at Wilson, spoke at Lethbridge Christian School Grade 6 class about trusteeship, Poverty Intervention luncheon, and Chinook Grad Gala.
   • Jan – Thai night, Opportunity Knocks Job Fair sponsored by Chamber of Commerce, 30th anniversary at Mike Mountain Horse, and Edwin Parr evening.

7. Information Items
   7.1 Board Chair Report
      7.1.1 Edwin Parr Zone 6 Award
      On an annual basis, each school jurisdiction is invited to submit the name of one first year teacher as its nomination for the Edwin Parr Award, which is sponsored by the Alberta School Boards Association. The Board extended congratulations to District nominee Sarah Williamson for her exceptional address at the banquet and to Garrett Simmons on his excellent video presentation.

      7.1.2 Budget Open House
      As part of its community engagement mandate, the Board annually hosts a public meeting to provide all stakeholders an overview of the preliminary budget. The Budget Open House will take place following this Board meeting at 6:30 p.m.
7.2 **Associate Superintendent Reports**

7.2.1 **Business Affairs**
Associate Superintendent Christine Lee provided a written Business Affairs report. Three modular classrooms for Coalbanks have been approved.

7.2.2 **Human Resources**
Associate Superintendent Rik Jesse provided a written Human Resources report including an enrolment summary.

7.2.3 **Instructional Services**
Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 **Superintendent Reports**

7.3.1 **School Liaisons for 2018-19**
District Executive Council and Board members have designated liaison schools each year. The 2018-19 school liaison list was shared.

7.3.2 **Donations and Support**
Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. Kinette Club of Lethbridge presented a cheque to the FastForward program in the amount of $1350.40.

7.3.3 **Board Priorities Report**
Superintendent Cheryl Gilmore provided the Board with a report and shared highlights on the progress in Board priority areas. Purpose of the report is to keep Board members apprised of the actions that have been implemented targeting strategic priorities between board meetings.

7.3.4 **Acknowledgements of Excellence**
Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the staff and students when visiting schools.
7.3.5 Calendar of Events

The Calendar of Events was reviewed for the period May 22 to June 29, 2018.

8. Reports

8.1 District Student Advisory Council – May 1, 2018
Trustees Lola Major and Doug James provided a written report from the District Student Advisory Council meeting held May 1, 2018.

8.2 Community Engagement Committee – May 2, 2018
Trustee Christine Light provided a written report from the Community Engagement Committee meeting held May 2, 2018.

8.3 ATA Local 41 Council – May 2, 2018
Trustee Doug James provided a written report from the ATA Local 41 Council held May 2, 2018.

8.4 District School Council – May 7, 2018
Trustees Lola Major and Doug James provided a written report from the District School Council meeting held May 7, 2018.

8.5 ASBA Zone 6 – May 9, 2018
Trustee Donna Hunt provided a written report from the ASBA Zone 6 meeting held May 9, 2018. Three recommendations: Board and Executive Council photos in the foyer, Indigenous artwork in the foyer with acknowledgement, and digital sign to highlight priorities. Christine Lee will explore the cost of a digital sign for the Education Centre.

8.6 Poverty Intervention Committee – May 10, 2018
Trustee Christine Light provided an oral report from the Poverty Intervention Committee meeting held May 10, 2018.

8.7 District Wellness Committee – May 14, 2018
Trustee Donna Hunt provided a written report from the District Wellness Committee meeting held May 14, 2018. Recommendation for a report to the Board – what schools
are doing with teachers/student lunch hours.

8.8 **Policy Advisory Committee – May 16, 2018**
Trustee Lola Major provided an oral report from the Policy Advisory Committee meeting held May 16, 2018.

9 **Correspondence – Received:**
9.1 Alberta Education – Capital Planning – April 19, 2018

10 **Correspondence – Sent** – none

Presentation on 2018-19 Preliminary Budget
Director of Finance, Mark DeBoer, reviewed the preliminary budget.

The meeting adjourned at 6:12 p.m.

_________________________   ________________________
Clark Bosch,                                   Christine Lee,
Chair                                             Associate Superintendent
                                                    Business Affairs

IN ATTENDANCE:

Trustees: Jan Foster; Tyler Demers; Donna Hunt; Doug James; Christine Light
Lola Major arrived at 9:12 a.m.

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

Regrets: Clark Bosch

1. Call to Order
The chair called the meeting to order at 9:09 a.m.

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

3. Opening Comments
Trustees provided opening comments on the 2018-2019 Budget and commended administration, the Instructional Budget Committee and Director of Finance, Mark DeBoer for developing this budget.

4. Review of Belief Statements
The Board reviewed the Belief Statements for the 2018-2019 Budget.

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

5.1 Overall Revenues
Trustee Donna Hunt moved:
“that the Board of Trustees approve the Revenues for the 2018-2019 Budget as per pages 26-28 as presented.”
CARRIED UNANIMOUSLY

6. Expenditures
Debate occurred in five sections: Instructional Block, Governance and System Administration, Operation and Maintenance, Transportation and Capital.
6.1 Instructional Block
Trustee Donna Hunt moved:
“that the Board of Trustees approve the Instructional Block expenditures as per page 31-33 of the 2018-2019 Budget as presented.”
CARRIED UNANIMOUSLY

6.2 Governance and System Administration
Trustee Donna Hunt moved:
“that the Board of Trustees approve the expenditures for Governance and System Administration as outlined on pages 34-36 of the 2018-2019 Budget as presented and not to exceed the 3.6% cap.”
CARRIED UNANIMOUSLY

6.3 Operations and Maintenance
Trustee Donna Hunt moved:
“that the Board of Trustees approve the expenditures for Operations and Maintenance as outlined on page 37-39 of the 2018-2019 Budget as presented.”
CARRIED UNANIMOUSLY

6.4 Transportation
Trustee Donna Hunt moved:
“that the Board of Trustees approve the expenditures for Transportation as outlined on pages 40-41 of the 2018-2019 Budget as presented.”
CARRIED UNANIMOUSLY

6.5 Capital
Trustee Donna Hunt moved:
“that the Board of Trustees approve the Capital and Debt services expenditures as outlined on pages 42-43 of the 2018-2019 Budget as presented.”
CARRIED UNANIMOUSLY

7. Budget Approval
Trustee Donna Hunt moved:
“that the Board of Trustees approve the 2018-2019 Budget for Lethbridge School District No. 51 as detailed in the previous motions and authorize administration to allocate and expend funds in accordance with the budget.”
CARRIED UNANIMOUSLY
8. **Other** – nothing at this time.

9. **Adjournment at 10:05 a.m.**

________________________      ___________________

Clark Bosch,                                  Christine Lee,
Chair                                              Associate Superintendent

Business Affairs

**Other**

**Adjournment**
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: WCHS Bulldogs, Tier 2 Provincial Rugby Champions

Background
Winston Churchill High School Bulldogs Rugby team won the Alberta Schools’ Athletic Association (ASAA) Tier 2 Championships.

Team members include:
- Sean Adams
- Adam Borho
- Keanan Ceron
- Sebastian Czarny
- Nolan DeLauw
- Andrew Durling
- Blayze Elder
- Colten Hemsley
- Peyden Keith
- Brody Mason
- Marcus Pauly
- Teigan Pritchard
- Matt Stewart
- Yannis Boenn
- Seth Brown
- Nyles Clark
- Eric DeLauw
- Tie Dewacht
- Justin Durling
- Slade Elder
- Jeff Herbison
- Noah Lang
- Taylor Mason
- Josh Peters
- Caden Roelofs
- Jesse Tortorello

Coaches are Jonathan Dick and Nevin Morrison
Trainer is Craig Oman

Recommendation
It is recommended that the Board congratulate the champions and present them with a certificate.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: ICE Scholarships

Background
Canada 150 Innovation Creativity and Entrepreneurship (ICE) is an annual scholarship awarded by Lethbridge School District No. 51. The awards seek to recognize student innovation, in keeping with the District’s vision: *Learners are innovative thinkers who are successful, confident, respectful, and caring.*

Winners of the 2018 Canada ICE Scholarships are:
- **Clara LeBon-Volia** (grade 9, LCI): Using a Marine Environment to Grow Plants
- **Jonathan Smith** (grade 10, Chinook): Arduino Home Automation
- **Chayse Stasiuk** (grade 12, ICSS): The Awareness Project (TAP)

The students have been invited to attend the June Board meeting.

Recommendation
It is recommended that the Board congratulate the winners of the ICE Scholarship awards and present them with a cheque and certificate.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Christine Lee, Associate Superintendent, Business Affairs

RE: Association of School Business Officials (ASBO)
International Eagle Award High School Scholarships

Background
In 2017, the school district received $2500 US ($3000 cdn) from ASBO International in recognition of Christine Lee receiving an ASBO International Eagle Award. The District is awarding three (3) $1000 scholarships to three (3) deserving high school students. This is a one-time award offered this year only.

The three recipients are:
- Josh Freund, Chinook High School
- Justin Bly, Lethbridge Collegiate Institute
- Nimaya De Silva, Winston Churchill High School

More information about the scholarship is attached.

Recommendation
The Board congratulate these three students for recognition of the ASBO International Eagle Award scholarship.

Respectfully submitted,
Christine Lee, Associate Superintendent, Business Affairs
ASBO International Eagle Award, High School Scholarships

Background about the Scholarship
In 2017, the school district received $2500 US ($3000 cdn) from ASBO International in recognition of Christine Lee receiving an ASBO International Eagle Award. The District is **awarding three (3)- $1000 scholarships to three (3) deserving high school students**. This is a one-time award offered this year only.

The Essay
Students were asked the following question:

What do you see as the driving forces that support student learning and becoming productive citizens in an ever-changing technological society? What resources, financial or otherwise, are required to support students?

What we heard
- Create a structure that allows the opportunity for students to learn, investigate, engage, critically analyze and find solutions through collaboration and communication.
- A high variety of available classes beyond mandatory core classes allows students to explore their own skills and interest and make informed post-secondary and career choices, expediting their learning and fast growth beyond high school.
- In order to support every student it is crucial that a teacher consistently applies different learning styles in a learning environment to accommodate for the needs of as many students as possible.

Award Recipients:
- **Josh Freund, Chinook High School**: Josh has been accepted for admission to Harvard. Josh is a positive member of the Chinook community and has achieved high academic standing while training with an elite swim club.
- **Justin Bly, LCI**: Justin is considered a leader in fine arts, athletics and the classroom and has a very strong work ethic and academic commitment. Justin is enrolled at the U of L in the Engineering Program.
- **Nimaya De Silva, WCHS**: Nimaya is extremely involved and valued member of the WCHS community. She is president of the Human Rights Club, Treasurer of School Council, member of the badminton team and an outstanding student. Nimaya has already published a paper in the Scientific Journal and presented at conferences. Nimaya is enrolled at the U of C in Bachelor of Medicine.

Congratulations to our three Award Recipients. Our future is in great hands!
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
   Superintendent of Schools

RE: Wellness Committee Self-Regulation Grant

Background
Senator Buchanan Principal, Dawn Ronne, will deliver a presentation regarding the progress of strategies implemented by the schools that have been supported by the Wellness Committee Self-Regulation Grant. Board members will be given the opportunity to ask questions.

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

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Approval of International Trips

Background
Lethbridge Collegiate Institute (LCI) is requesting approval to take their wrestling team to a tournament in Cut Bank, Montana, USA from January 3rd to January 5th, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $20.00 over and above their regular athlete fees. Any students that are unable to afford the additional cost would have their registration fee covered by the program.

LCI is requesting approval to take their choir students on a tour of Ireland from April 18th to April 28th, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $3,994.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Winston Churchill High School (WCHS) is requesting approval to take their band students on a Southern California, USA Tour from February 16th, 2019 to February 23rd, 2019. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $1,540.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation
That the LCI wrestling trip to Cut Bank, Montana, USA from January 3rd to January 5th, 2019, be approved, on the condition that all district policies and procedures are strictly followed.

That the LCI choir tour of Ireland from April 18th to April 28th, 2019 be approved, on the condition that all district policies and procedures are strictly followed.

That the WCHS band tour of Southern California, USA from February 16th to February 23rd, 2019 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,
Morag Asquith
Lethbridge Collegiate Institute (LCI)

Proposed Wrestling Trip to Cut Bank, Montana

January 3-5/19

This proposal is regarding a wrestling trip to a tournament in Cut Bank, Montana. This high school tournament would take place January 4th and 5th of 2019. This trip would create an amazing opportunity for student-athletes to pursue their sport at a higher level of competition than they currently experience in Alberta. Wrestling in the United States is very popular and is done at a very high level. The wrestling style for this tournament is called Folkstyle which is a little different in the scoring system than the Freestyle or Olympic style that we use so there would be some score specific coaching adjustments that would be made in the instruction that our coaches would provide to our student-athletes. This also would allow our athletes the opportunity to expand their wrestling knowledge and to interact as well as compete with student-athletes from the United States. In travelling and competing together, our athletes would demonstrate the values of sportsmanship, cooperation and team-building.

Proposed Itinerary

Thursday, January 3rd – Afternoon departure for Cut Bank, MT where we would arrive at our hotel and locate High school where the tournament will be held.

Friday, January 4th – High School SV tournament throughout the day

Saturday, January 5th – High School JV tournament throughout the day. At the conclusion of which we will return to Lethbridge.

The cost for this tournament would be in addition to the regular fees that athletes pay for wrestling but would not be a large amount. Around $20 per athlete. This tournament would also be a self-drive tournament where parents would be taking their own kids to Cutbank. Any students that are unable to afford the additional cost would have their registration fees covered by the program.
LCI proposed Ireland Choir Tour April 2019

The main priorities for me of any school music trip are, in order of importance: safety, education, and fun. Previous international travel has provided students with the chance to perform in prestigious venues, attend workshops, meet other people their own age and experience a cultural exchange.

We would endeavour to have an average of one focused music event per day while on tour, combined with social and recreational goals. The main educational goal would be to perform multiple times, giving us a reason to learn and prepare as much as possible before-hand, and a chance to test our abilities in various venues. Some of the events would offer the opportunity to work with a professional conductor/clinician in a high-level workshop environment. Our true abilities would be tested in all our performing and workshop events. One of the things that excites me about school travel is the chance for both of my ensembles to be together - this gives the choristers a chance to really get to know each other as well as an opportunity to perform for each other in our concerts as well as to perform some music together. We would also visit many important and historical venues on this trip as outlined in the attached itinerary.

The travel company has included information on how proposed travellers can pay for the tour by redeeming their RBC Visa Reward points which can really help decrease the tour cost for families that collect these points.

The LCI Choir Parent Association engages in several fundraising opportunities for the students that would earn them 30-40% profit on each fundraiser. There is also a possibility of group fundraisers to offset expenses that pertain to the whole group, like bussing to the airport etc.

LCI as a school has a grocery card fundraiser that those travelling are able to participate in.

Respectfully submitted,
Karen Hudson
LCI Choirs
LETHBRIDGE COLLEGIATE CHOIR
11 DAY TOUR TO IRELAND
APRIL 18-28, 2019 (TENTATIVE)
Preliminary Itinerary – May 15, 2018

Note: It is the responsibility of all participants to be in possession of the correct documentation to travel out of the country. Failure to do so will result in participants being denied entry/boarding and returned home at the expense of the individual. Canadian Citizens require a valid passport (authorities at your destination require that passports are valid for at least the duration of your stay in the country; Ellison Travel & Tours recommends passports are valid for 6 months beyond your return date). Groups are advised to obtain witnessed letters of consent for persons under 18 years of age. Non-Canadian travellers should contact Ellison Travel & Tours at traveldocuments@etttravel.com so we can check entry and transit requirements and confirm that they have the correct travel documentation and/or visa requirements.

Day 1 – Thursday, April 18 - DEPARTURE DAY
- transportation to the airport is the responsibility of the group
- arrive at Calgary International Airport (pending flight schedules)
- check in for your flights at the airline counter (groups should check in 3 hours prior to departure)
- scheduled departure of your flight to Dublin (connections)
- meal served in flight, at the discretion of the airline

Day 2 – Friday, April 19 - ARRIVE IN DUBLIN - CORK
- breakfast served in flight prior to landing, at the discretion of the airline
- set your watches to local time of destination
- scheduled arrival at Dublin Airport; clear customs and collect your luggage
- meet your driver-guide, who will be with you until the end of the tour, and your coach; load your luggage onto the coach and board
- depart for Cork (267km approx.)
- on the way, stop at the Rock of Cashel - a spectacular group of Medieval buildings set on an outcrop of limestone in Tipperary’s Golden Vale, including the 12th Century round tower, High Cross and Romanesque Chapel, 13th Century Gothic Cathedral, 15th Century Castle and the restored Hall of the Vicars Choral – Bru Boru, a national heritage centre located at the foot of the rock, is a cultural and interpretative village, designed around a village green and is home to the study and celebration of traditional Irish music, song, dance, storytelling, theatre and Celtic studies
- purchase your own lunch
- continue to Cork
- arrive in Cork, check in to the Imperial Hotel (or similar) for a 2 nights stay
- group dinner at the hotel
- retire to your rooms for the night

Day 3 – Saturday, April 20 - CORK
- full Irish breakfast included at the hotel
- meet as a group in the lobby, board your coach and depart for Blarney Castle
- arrive at Blarney Castle and check-in for your group reservation; built in the 15th century by one of Ireland’s greatest chieftains, Cormac MacCarthy, Blarney Castle is famous for its stone – the legendary Stone of Eloquence, found at the top of the tower, which legend tells has the power of
conferring eloquence on all who kiss it
- visit **Blarney Woollen Mills**, built in 1823; it was used mainly for spinning and weaving wool; the mill briefly closed between 1973 and 1975, after which it was re-opened as an Irish heritage shop
- purchase your own lunch
- meet and board your coach for transfers back to Cork
- arrive at **Kennedy Pier**

2:00pm - board ferry for **Spike Island**
2:15pm - arrive at **Spike Island**; in the last 1300 years Spike Island has been home to heroes and villains, captains and convicts, red coats and rioters, sinners and saints. The islands impressive 104 acres have at one time or another hosted an Island monastery, and Island prison, and Island fortress and an Island home.
- return to **Cork** by ferry
- **group dinner** at the hotel
- retire to your rooms for the night

**Day 4 – Sunday, April 21 – TO KILLARNEY**

- **full Irish breakfast** included at the hotel, followed by check out
- load your luggage onto the coach and board
- depart for **local church**
- arrive at **local church**, set up for Sunday service performance
- **Lethbridge Collegiate performs**
- purchase lunch on your own in the area
- locate and board coach; depart for your **workshop location**
- arrive at your **workshop location**
- participate in an Irish Music Workshop
- workshop ends; locate, board coach and depart for **Killarney**
- arrive in **Killarney**, **check in to the Dromhall Hotel Killarney** (or similar) for a 2 nights stay
- **group dinner** at the hotel
- retire to your rooms for the night

**Day 5 – Monday, April 22 – KILLARNEY AND AREA**

- **full Irish breakfast** included at the hotel
- meet as a group in the lobby, board coach and head out on the **Ring of Kerry**
- the **Ring of Kerry** is a road that takes you through 10,000 years of Irish history. It’s a road that takes you from deep forest to the crashing waters of the wild Atlantic. It’s a road through rugged, majestic landscapes: where wild stag roam and where tumbling waterfalls crash into crystal streams teeming with wild salmon.
- purchase lunch on your own
- return to Killarney
- **group dinner** at the hotel
- head out as a group to your **performance location** for set up and sound check
- **Lethbridge Collegiate performs**
- concert ends; return to your hotel
- retire to your rooms for the evening

**Day 6 – Tuesday, April 23 – TO GALWAY**

- **full Irish breakfast** included at the hotel
- load your luggage onto the coach and board
- depart for **Galway** (206km approx.)
- visit the **Cliffs of Moher**; standing 214m at their highest point, they stretch for 8km along the Atlantic coast of County Clare; on a clear day, one can see the Aran Islands and Galway Bay, as well as the Twelve Pins and the Maumturk mountains in Connemara
- arrive in **Galway**, **check in to the Menlo Park Hotel Galway** (or similar) for a 1 night stay
- **group dinner** at the hotel
- retire to your rooms for the night
Day 7 – Wednesday, April 24 – TO BELFAST
- full Irish breakfast included at the hotel
- load your luggage onto the coach and board
- depart for Belfast (325km approx.)
- purchase lunch on your own
- arrive in Belfast
- meet your locally hired guide and enjoy a panoramic city tour of Belfast
- tour ends at Titanic Belfast; check-in for your self-guided tour
- visit ends; locate and board your coach for transfers to your hotel
- check-in at the Park Inn Belfast (or similar) for a 2 nights stay
- group dinner at the hotel
- retire to your rooms for the night

Day 8 – Thursday, April 25 – GIANTS CAUSEWAY
- full Irish breakfast included at the hotel
- meet as a group in the lobby, board coach and head out to Bushmills
- arrive at the Giant’s Causeway
- For centuries countless visitors have marveled at the majesty and mystery of the Giants Causeway. At the heart of one of Europe’s most magnificent coastlines its unique rock formations have, for millions of years, stood as a natural rampart against the unbridled ferocity of Atlantic storms. The rugged symmetry of the columns never fails to intrigue and inspire our visitors. To stroll on the Giants Causeway is to voyage back in time
- check in for your group reservation and self-guided tour
- visit ends, locate, board coach and depart for Dunluce Castle
- The iconic ruin of Dunluce Castle bears witness to a long and tumultuous history. First built on the dramatic coastal cliffs of north County Antrim by the MacQuillan family around 1500, the earliest written record of the castle was in 1513
- arrive at Dunluce Castle, check in for your group reservation and self-guided tour
- visit ends, locate, board coach and return to Belfast
- rehearsal for this evening’s performance
- group dinner at the hotel
- evening performance with local choir
- performance ends; return to your hotel
- retire to your rooms for the night

Day 9 – Friday, April 26 – TO DUBLIN
- full Irish breakfast included at the hotel
- load your luggage onto the coach and board
- depart for Dublin (169km approx.)
- purchase lunch on your own
- upon arrival enjoy a panoramic city tour of Dublin with your locally hired tour guide
- enjoy a visit to Trinity College and the Book of Kells; dating back to 1592, Trinity College Library is the largest library in Ireland; set on the college campus in Dublin city centre, the library is home to 5 million printed volumes as well as the Book of Kells, written around the year 800 AD
- visit St. Patrick’s Cathedral; founded in 1191 it is the National Cathedral of the Church of Ireland. With it’s 43-metre spire, St. Patrick’s is the tallest church in Ireland
- visit the Collins Barracks; a former military barracks, the buildings are now the National Museum of Ireland, housing both British Armed Forces and Irish Army garrisons through three centuries; the barracks were the oldest continuously occupied example in the world.
- check in at the Clayton Hotel Leopardstown (or similar) for a 2 nights stay
- group dinner
- retire to your rooms for the night

Day 10 – Saturday, April 27 - DUBLIN
- full Irish breakfast included at the hotel
- morning choir rehearsal
- lunchtime concert in Christchurch Cathedral or similar
- purchase lunch on your own
- afternoon free to explore Dublin in chaperoned groups
- farewell dinner
- retire to your rooms for the night

**Day 10 – Saturday, April 28 - DEPART FOR HOME**

- **full Irish breakfast** included at the hotel; followed by check-out
- load your luggage onto the coach and board
- transfer to Dublin Airport
- say goodbye to your driver-guide
- check in for your flight (*groups should check in 3 hours prior to departure*)
- scheduled departure of your flight to Calgary (connections)
- set your watches to local time of destination
- scheduled arrival at Calgary International Airport; collect your luggage and make your way to the Arrivals Hall
- *transportation from the airport is the responsibility of the group*
- WELCOME HOME!

**B - Breakfast / L – Lunch / D - Dinner** denote meals included in tour cost

Please advise your group leader in advance of any allergy and/or dietary restriction, so that we can advise our suppliers of the request. Not every location may be able to accommodate allergy and/or meal requirements for unique circumstances.

*Itinerary is tentative and subject to final confirmation*

Ellison Travel & Tours is giving away four $500 SCHOLARSHIPS. Are you a secondary school student who has travelled on an Ellison Travel & Tours school trip and are graduating from secondary school in the current year? See our website [http://ettravel.com/scholarships-sponsorships](http://ettravel.com/scholarships-sponsorships) for more details.
Educational Benefits
Students benefit from international travel by gaining self-confidence, leadership skills, independence, greater global awareness, and an international perspective. They would also work with clinicians and conductors who are internationally recognized in their field of expertise. I have also included a professional performance (such as a symphony, musical theatre, dance presentation, or variety show) in the proposed itinerary so students “grow in the appreciation, understanding, and enjoyment of music as a source of personal fulfillment [and] appreciate creativity as exhibited in all areas of human endeavor” (Alberta Education, Instrumental Music 10-20-30 Program of Studies).

It is my experience that students who travel together form stronger relationships with each other and, in turn, create stronger ensembles as musicians. They learn to look out for one another and think beyond themselves. These vital skills always translate to improved performances both in the classroom and on the concert stage.

Respectfully submitted,

Kade Hogg
M.Ed., B.Mus.
WCHS Band Director

Cost per student (based on 50 participants) is $1,540.86

Fundraising Opportunities
Students have the opportunity to fundraise through the school’s grocery card program. They will also have the option to participate in several campaigns with QSP Fundraising.

WCHS Band – Southern California Tour

Itinerary

(Please note – this is a draft itinerary. Times may not be exact. Changes will be communicated.)

Saturday, February 16, 2019
7:00 am Depart Lethbridge for Coutts
8:00 am Coutts border crossing
8:30 am Depart for Provo, Utah (switch drivers at Conrad, MT)
1:30 pm Lunch in Butte, MT (students on their own*)
9:00 pm Arrive Provo [Check in → Fairfield Inn]
11:00 pm Lights out
Sunday, February 17, 2019
7:00 am  Continental breakfast at hotel (included)
8:00 am  Depart for Anaheim, CA
1:00 pm  Lunch on the road (students on their own)
6:00 pm  Arrive Anaheim [Check in → Springhill Suites]
6:30 pm  Free time in downtown Disney (supervised**)
10:00 pm  Head back to hotel
11:00 pm  Lights out

Monday, February 18, 2019
8:00 am  Continental breakfast at hotel (included)
10:00 am  Theme park activities (supervised)
2:00 pm  Disney Music Magic Clinic
4:00 pm  Theme park activities
6:00 pm  Dinner at House of Blues restaurant (included)
7:00 pm  Theme park activities (supervised)
10:00 pm  Head back to hotel
11:00 pm  Lights out

Tuesday, February 19, 2019
8:00 am  Continental breakfast at hotel (included)
9:00 am  Depart for Knotts Berry Farm
11:00 am  Performance at Knotts – Main Stage
12:00 pm  Theme park activities (supervised)
6:00 pm  Depart for Medieval Times
7:00 pm  Dinner at Medieval Times (included)
9:30 pm  Head back to hotel
11:00 pm  Lights out

Wednesday, February 20, 2019
8:00 am  Continental breakfast at hotel (included)
10:00 am  Theme park activities (supervised)
6:00 pm  Dinner at House of Blues restaurant (included)
7:00 pm  Theme park activities (supervised)
10:00 pm  Head back to hotel
11:00 pm  Lights out

Thursday, February 21, 2019
8:00 am  Continental breakfast at hotel (included)
9:00 am  Depart for LA Farmer’s Market
10:00 am  Performance at LA Farmer’s Market
11:00 am  Lunch at Market (students on their own)
12:00 pm  Depart for Universal Studios
1:00 pm Theme park activities (supervised)
TBA Dinner (students on their own)
8:00 pm Head back to hotel
11:00 pm Lights out

**Friday, February 22, 2019**
7:00 am Continental breakfast at hotel (included)
8:00 am Depart for Las Vegas, NV
12:00 pm Lunch on the road (students on their own)
2:00 pm Arrive Las Vegas [Check in → Fairfield Inn]
3:00 pm Outlet Mall free time (supervised)
6:00 pm Depart for Cirque Performance
7:30 pm Cirque de Soleil performance
10:00 pm Depart for hotel via Vegas shuttle service
11:00 pm Lights out

**Saturday, February 23, 2019**
7:00 am Continental breakfast at hotel (included)
8:00 am Depart for Idaho Falls, ID
12:00 pm Lunch on the road (students on their own)
5:30 pm Arrive Idaho Falls [Check in → Fairfield Inn]
6:00 pm Dinner at Famous Dave’s (included)
7:00 pm Free time at hotel pool (supervised)
11:00 pm Lights out

**Sunday, February 24, 2019**
7:00 am Continental breakfast at hotel (included)
8:00 am Depart for Lethbridge, AB
12:00 pm Lunch on the road (students on their own)
3:00 pm Coutts border crossing
4:30 pm Arrive Lethbridge
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Division of Instructional Services

Re: Authorization of High School Locally Developed Courses

Background
Alberta Education requires that all locally developed senior high school courses be authorized for use by the Board of Trustees. District high schools would like to use the following courses to enhance student learning:

Academic Achievement through English Language and Development 15, 25 and 35 for 3 credits from September 1st, 2018 to August 31st, 2021; Chemistry (Advanced) (2018) 35 for 3 credits and Technical Theatre 15, 25 and 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2022 all acquired from Calgary School District No. 19;

Forensic Studies 25 and 35 for 3 credits from September 1st, 2018 to August 31st, 2020 acquired from Edmonton School District No. 7;

Learning Strategies (2018) 15, 25 and 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2022 acquired from Calgary Roman Catholic Separate School District No. 1;

Psychology – Abnormal 35 for 3 credits from September 1st, 2018 to August 31st, 2022 acquired from Pembina Hills Regional Division No. 7; and

Portfolio Art 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2019 acquired from Edmonton Catholic Separate School District No. 7.

Recommendation:
That the Board of Trustees approve the use of locally developed senior high school courses as delineated above including any learning resources detailed in the course outlines for use in all of our District High Schools.

Psychology – Abnormal 35 for 3 credits from September 1st, 2018 to August 31st, 2022 acquired from Pembina Hills Regional Division No. 7; and

Portfolio Art 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2019 acquired from Edmonton Catholic Separate School District No. 7.
Forensic Studies 25 and 35 for 3 credits from September 1st, 2018 to August 31st, 2020 acquired from Edmonton School District No. 7;

Learning Strategies (2018) 15, 25 and 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2022 acquired from Calgary Roman Catholic Separate School District No. 1;

Psychology – Abnormal 35 for 3 credits from September 1st, 2018 to August 31st, 2022 acquired from Pembina Hills Regional Division No. 7; and

Portfolio Art 35 for 3 and 5 credits from September 1st, 2018 to August 31st, 2019 acquired from Edmonton Catholic Separate School District No. 7.

and any learning resources detailed in the course outlines for use in all of our District High Schools.

Respectfully submitted,

Morag Asquith
MEMORANDUM

June 26, 2018

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 sections which were held over from previous years.
- Approve new policies in the 100 and 200 sections to ensure they reflect the new vision and mission statements as well as the 300 sections if the Principal Leadership Quality Standard and the Superintendent Quality Standard Documents are finalized by Alberta Education.
- Assist in the orientation of new members to the policy development process.

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

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

<table>
<thead>
<tr>
<th>Policy #</th>
<th>Policy Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>606.5</td>
<td>Home Education/Distance Learning</td>
<td>Amended</td>
</tr>
<tr>
<td>602.1</td>
<td>Early Childhood Services</td>
<td>Amended</td>
</tr>
<tr>
<td>605.5</td>
<td>Inclusive Learning Supports – Early Childhood Services (ECS)</td>
<td>Amended</td>
</tr>
<tr>
<td>401.2</td>
<td>Local Authority Pension Plan (LAPP)</td>
<td>Amended</td>
</tr>
<tr>
<td>805.7</td>
<td>Preservation and Disposal of Records</td>
<td>Amended</td>
</tr>
</tbody>
</table>

Respectfully submitted,
Cheryl Gilmore
606.5  **Home Education/Distance Learning Educating Students at Home**

**Policy**

The District shall provide for the supervision of resident home education/distance learning programs for resident students who are educated at home.

**Definitions**

**Home Education:** the educating of the child in the home environment that meets all the requirements imposed by the Government of Alberta, including the Program of Studies, and is provided by the parent/guardian who is responsible for delivering the courses in the program. The progress is verified by a Home Education Facilitator.

**Home Schooling:** the educating of the child in the home environment that does not follow the Alberta Education Program of Studies. The parents/guardians determine the learning activities, select instructional methods, and evaluate the student's progress. The program must address the learning outcomes for students as outlined in the Home Education Regulation. The student’s progress is verified by a Home Education Facilitator.

**Blended Program:** The parents/guardians and the District share responsibility for educating the child. Parents/guardians and the District work together to determine which subjects the student will attend at school and which will be completed at home. The student’s progress is verified by a Home Education Facilitator.
**Home Education Facilitator:** the professional teacher assigned by the District to assist and verify the progress of a student being educated in the home.

**Regulations**

1. The terms and conditions of a home education/distance learning program for the learning program of a student educated at home shall be set out in a written agreement between the parent/guardian and the District.

2. Programs for students educated at home shall comply with Home education/distance learning programs shall meet Alberta Education Home Education Regulations requirements.

3. Parents/guardians may choose to provide education for their children at home at any time:
   - 3.1 Where a student is already registered with the Board, and the parent/guardian chooses home education, home schooling, or blended education after September 30th, the Board will ensure that the student has access to an education program in accordance with the School Act and funding regulations.
   - 3.2 Where a resident student is enrolled with another board or accredited private school as of September 30, and the parent/guardian wishes to commence a home education, home schooling, or blended program, approval must be granted by the Superintendent, or designate.

4. The District encourages the use of blended programming to help the student stay connected with the school environment.

5. District staff - A Home Education Facilitator shall monitor home education/distance learning programs students being educated at home on a regular basis.

6. All students who are educated at home shall be registered in a District school.

7. Students shall write any provincially mandated exams as required unless excused in accordance with Alberta Education policy and Home Education Regulation.

8. A home Home education/distance or Blended Program-learning program shall be terminated and the student directed to enroll in a District school if the student fails to meet an acceptable level of achievement, or the program ceases to meet the requirements of the School Act Home Education Regulation.
5.1.8.1. The decision to terminate shall be preceded by a review of the program and the student’s achievement, in consultation with the parent/guardian.

8.2. The parent/guardian shall be provided with written notice of the termination.

8.3. The parent/guardian may appeal a termination decision according to District Policy to the Superintendent.

9. A Home Schooling Program agreement shall be terminated if the program fails to meet the requirements as outlined in the Home Education Regulation. Parents/guardians shall be informed that the student must enroll in a District school or partner with another school district.

5.3.10. A parent/guardian may terminate educating their student at home at any time by providing written notice and enrolling the student in school.

606.5 Home Education/Distance Learning...

6. The District encourages the use of blended programming to help the student stay connected with the school environment.

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

References

Alberta School Act 8–29, 39, 45, 123, 124, 125
Alberta Education Documents: Home Education Handbook 2010
Home Education Regulations 145/2006
602.1 Early Childhood Services

Policy

The design and delivery of Early Childhood Services shall be consistent with provincial requirements, coordinated with elementary programming and provided in a cost efficient manner.

Regulations

1. Early Childhood Services encompasses all District programming for children up to 6 years of age including early education, kindergarten, and District programming offered in private and community-based programs.

2. The number and location of Early Childhood Services programs shall be determined by the Superintendent or designate.

3. Any Early Childhood Services program fee shall be subject to annual review and approval by the Board.

4. The District may allocate funding beyond that available through provincial grants to the provision of Early Childhood Services.

5. Transportation for Early Childhood Services children shall be provided in accordance with District policy and provincial legislation.

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

References

School Act: 30
District Policies: 605.2 Inclusive Learning Supports – Out of District Placements, 502.5 Student Transportation/Bussing, 802.2 Student Fees, Fines and Charges
Policy

605.5 Inclusive Learning Supports – Early Childhood Services (ECS)

Policy

The District shall provide a continuum of learning supports for children in Early Childhood Services (ECS) settings.

Definitions:

Early Childhood Services (ECS): funded educational programs for children prior to grade one.

Program Unit Funding (PUF): is available to approved ECS operators and school authorities for young children who are 2 years 8 months and less than 6 years of age by September 1 and who have been identified with a severe disability/delay.

Regulations

1. Wherever possible, supports and services shall be provided within the ECS setting of the child’s neighbourhood school. In some situations the identified supports and services may be provided at a location other than the child’s neighbourhood school.

2. Identification, admission, and placement decisions shall be based upon an assessment of the child’s needs and in consultation with the parent/guardian and referring agencies.

   2.1. Authority for admission and placement of children who qualify for program unit or mild/moderate funding shall rest with the Associate Superintendent Instructional Services, or designate.

3. Program design and delivery shall be based upon an assessment of the child’s needs.

   3.1. The school shall be responsible for programming for children with mild or moderate needs who qualify for funding through Alberta Education.

   3.2. The Associate Superintendent Instructional Services, or designate, shall have authority to assign responsibility for the design and delivery of programs/services for children who qualify for program unit funding.

4. Programming for ECS children shall be consistent with Alberta Education regulations and guidelines.
5. The District shall consult with and inform the parent/guardian on all decisions regarding supports and services.

6. District staff shall work in partnership with the parent/guardian and the community to meet the needs of children.

605.5 Inclusive Learning Supports – Early Childhood Services (ECS)...

7. The District shall ensure that inclusive learning supports for children include strategies for:
   7.1. Early intervention;
   7.2. Referral by or to outside agencies;
   7.3. A variety of levels of assessment;
   7.4. Collaborative planning and programming;
   7.5. Coordinating supports and services;
   7.6. Transition planning; and
   7.7. Dispute resolution and appeals in accordance with District policy.

8. Procedures associated with the implementation of this policy shall be consistent with those of Procedure 605.1 Inclusive Learning Supports – General, with the following exceptions:

   8.1. The District may accept assessments completed by outside agencies for determination of program eligibility; and

   8.2. The District may provide supports for children with identified needs in kindergarten, private preschools, early education programs and other settings approved by Instructional Services.

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

References

Alberta School Act: 30
District Policies: 602.1 Early Childhood Services, 605.4 Inclusive Learning Supports – Placement Appeals, 501.2 Eligibility for Early Childhood Services, 505.9 Appeals
401.2 Local Authority Pension Plan (LAPP)

Policy

The Board shall meet the requirements of the Local Authorities Pension Plan (LAPP) Act and its Regulations.

Regulations

1. Eligible employees are those employees not covered under the Alberta Teachers’ Retirement Fund (ATRF).
2. The LAPP is applicable to all eligible employees. Participation in the Plan shall be in accordance with the LAPP Act and its Regulations.
3. Participation in LAPP is mandatory for employees working thirty (30) hours, or more, per week.
4. Participation in LAPP will be optional for employees who work less than thirty (30) hours per week but not less than fifteen (15) hours per week.
5. Employees who work less than fifteen (15) hours per week are non-participating and ineligible for LAPP.
6. Once employees have been enrolled, they remain members until they leave employment. A temporary drop in hours would not allow for the re-determination of an employee’s membership, unless they move to non-participating.
7. A probationary period of one calendar year of service will be required before eligible employees may join LAPP.
8. Proven service with another local authority will count toward completing the probationary period if any break in employment between the former and the current employer is less than one working day.
9. Effective January 1, 2014, Educational Assistants for pension purposes would have 1.0 year of service @ .86 FTE. This will apply to Educational Assistants on a continuing contract.
10. Once an employee has been on extended disability for a period of twenty-four (24) months and there is medical evidence to support that the employee will be unable to return to work because of disability, the Board shall then have the right to terminate the relationship.

References

Local Authorities Pension Plan Act and Regulations
805.7 Preservation & Disposal of Records

Policy

Procedures consistent with sound business practice and all legal requirements shall be established for the management, preservation and disposition of District and school records.

Regulations

1. All records shall be retained and disposed of in accordance with the Record Retention/Disposition Schedule.

2. Responsibility for development and regular review of the Record Retention/Disposition Schedule shall rest with the Superintendent of Schools, or designate.

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

References

Alberta School Act: Sections 23-74

Other Statutes: Freedom of Information and Protection of Privacy Act, Statute of Limitations

District Policies: 805.6 Access to Information

Lethbridge School District No. 51 Records Retention Schedule

District Procedures: 805.7 Preservation and Disposal of Records

Other: Alberta Education: Policy Information Bulletin 3.2.6, Access to Information Alberta Regulation 213/89, Student Record Regulation 225/2006
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Christine Lee
   Associate Superintendent, Business Affairs

Re: Third Quarter Financial Report

Background:
The 2017-2018 Third Quarter Financial Report for the District is provided for review. Director of Finance, Mark DeBoer, will be in attendance to respond to any questions trustees may have.

Recommendation:
It is recommended that the Board receive the 2017-2018 Third Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee
This document is Management’s Discussion and Analysis of the Third Quarter for the period September 1, 2017 to May 31, 2018. This financial information contained herein has not been audited.
Lethbridge School District No. 51

Third Quarter Report
September 1, 2017 to May 31st, 2018

TABLE OF CONTENTS

Executive Summary  Pages 2-4
- Overview
- Finance at a Glance

Financial Position  Pages 5-10
- Statement of Financial Position
- Financial Assets
- Financial Liabilities
- Non-financial Assets (Capital assets)
- Accumulated Surplus (Reserves)

Operations  Pages 11-25
- Budget Update
- Statement of Operations
- Schedule of Program Operations
- Revenues
- Expenditures
- Schedule of Instructional (Grades 1-12) Program Expenditures
- Schedule of School Based Instruction Expenditures
- Schedule of School Generated Funds (SGF)
- Schedule of Projected Operations

Appendices (Charts)  Page 26-34
- Summary of Revenues
- Summary of Expenditures
- Expenditures by Program/Function
Lethbridge School District No. 51
Management Discussion and Analysis Report
Third Quarter Report

**Executive Summary**

Lethbridge School District No. 51 has a total budget of $128.8 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

The School District was established in 1886 and has proudly served our community for over 130 years. Lethbridge School District No. 51 serves over 11,274 students from early education (pre-school) to grade twelve. The District provides high quality learning experiences for students through a broad range of educational programs in twenty one schools and four institutional programs.

The District has experienced overall enrolment growth in 2017-2018 of 627 students (5.89%) over 2016-2017 enrollment.

Lethbridge School District No. 51 believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under Policy 801.1 System Budgeting, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated District or school-based administrator. The executive summary presents highlights of the school district’s financial operations for the period September 1, 2017 until May 31st, 2018 to provide fiscal accountability within the established guidelines.
MAY 2018
FINANCE AT A GLANCE
2017-2018 - Third Quarter Reporting - Sept 1/17 to May 31/18

Overview:
The following is an overview of the quarterly reporting on the operations of Lethbridge School District No. 51. This report is for the 3rd quarter of the year (up to May 31, 2018).

The graphs/charts compare the year-to-date amounts to the budget and its forecast for the period. The report is the projected amount of the budget that typically incurs during the reporting period (based on normal timing of transactions).

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

For details on the above information and other financial reporting, please see the May 31, 2018 Quarterly Report.
Operations Overview
As shown in the “Finance at a Glance” report, Lethbridge School District No. 51 is operating financially as anticipated based on the approved budget and the forecasted budget for May 31st, 2018.

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

- **Salaries, Benefits & Professional Development** are less than the forecasted budget. This is somewhat due to the actual average costs of teachers being slightly less than the budgeted average teaching costs. Overall, professional development is typically higher than the forecast in the 3rd quarter (forecasted at 75%) as for many schools/departments have a large portion of the professional development that occurs at the beginning portion of the school year.

- **Contracted Services** are greater than the forecasted budget. This is mostly due to that the maintenance projects have increased from projections, including the costs for the building maintenance for the schools and renovations at the Atwell Building. Increase from forecast is likely due to the timing of the maintenance projects.

- **Other Services** are greater than the forecasted budget. Within these other services, the homestay and recruitment costs of the international program are higher than budget (increased costs offset by increased related revenues), employee recognition events and poverty committee (funded by reserves) costs are higher than forecast. These increased costs are currently offset by reductions in other services such as the joint-use maintenance (still to receive invoices).

- **Supplies** are less than the forecasted budget. This is mostly due to that the technology supplies include the contribution to the upcoming evergreening cycle (which is transferred at the end of the year to the technology reserve account) and the supplies at the schools are less than forecast (or still to be invoiced).

- **Other Expenditures** are significantly less than the forecasted budget. This is due to a large portion relates to contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, any unspent contingency funds are carried forward to the following budget year.

- **Transfers, SGF, & Capital/IMR** are less than the forecasted budget. This mostly relates to the IMR expenditures being less than the forecasted amount (due to timing of projects). These reduced costs are offset by increases in the forecasted SGF expenditures. The increases in the SGF expenditures would be offset by the increases in the SGF revenues (fees, donations, and fundraising).
Financial Position

As at May 31, 2018 Lethbridge School District No. 51 has total financial assets of $24.70 million and liabilities of $140.79 million for net financial debt of $116.09 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes $131.38 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of $15.3 million. Of this $15.3 million, $12.2 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 $836,700 of unrestricted reserves, $2.15 million of capital reserves and $320,000 of endowment funds.

There is $137.23 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 $131.38 million as explained above, the District's investment in capital assets of $5.65 million, prepaid expenses, and other non-financial assets.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of $21.14 million. The chart below compares the financial position of May 31st with the prior year.
The statement above compares the Financial Position of the 3rd quarter of 2017/2018 to the 3rd quarter of the prior year for comparative purposes.
FINANCIAL ASSETS:
Financial assets consist of assets that are readily converted to cash.

Cash and Cash Equivalents
Cash at May 31st, 2018 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable
Accounts receivable at May 31st, 2018 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the District.

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

Total Financial Assets of the District at May 31, 2018 are $24.70 million dollars.

FINANCIAL LIABILITIES:

Accounts Payable
Accounts payable at May 31st, 2018 mostly includes payments for construction invoices/holdbacks, and employee benefits such as remittances to the Canada Revenue Agency, Local Authorities Pension Plan, and to the Alberta School Employee Benefit Plan.

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

Deferred revenue, excluding capital revenue noted above, is mainly unspent Infrastructure Maintenance and Renewal (IMR) grant funding. Funding is allocated to revenue as funds are expended. Deferred revenue also includes externally restricted School Generated Funds, such as student travel group deposits or school activity fees.
**Employee Future Benefits**
Consists of benefits earned but not utilized that relate to banked time that will be utilized in a future period.

**Debt**
Debt is debt supported by the Province of Alberta on school facilities. This debt was fully repaid during the 2nd quarter on 2017/2018.

Total financial liabilities at May 31, 2018 are $140.79 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 $116.09 million.

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes $131.38 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.

<table>
<thead>
<tr>
<th>As at May 31, 2018:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Financial Assets</td>
<td>$ 24.70 Million</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>140.79 Million</td>
</tr>
<tr>
<td><strong>Net Financial Assets (Debt)</strong></td>
<td>$(116.09) Million</td>
</tr>
<tr>
<td>Non-Financial Assets</td>
<td>137.23 Million</td>
</tr>
<tr>
<td><strong>Accumulated Surplus</strong></td>
<td>$ 21.14 Million</td>
</tr>
</tbody>
</table>

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of $15.3 million as at May 31st, 2018.

Lethbridge Christian School's Sports Day
NON-FINANCIAL ASSETS:
Non-financial assets are tangible assets that are used in the operations of the district and are not readily converted to cash.

Tangible Capital Assets
Tangible capital assets include land, buildings, equipment and vehicles used in the operations of the District. These assets are amortized over their estimated useful lives to arrive at a net value of $136.8 million as of May 31, 2018.

Capital activity during the period included construction costs associated with the construction of the Senator Joyce Fairbairn Middle School (West Lethbridge), final costs received for Coalbanks Elementary School and the Wilson Modernization project, and installation of modular structures at three (3) elementary schools. Since the beginning of the school year a total of $6.8 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the Senator Joyce Fairbairn Middle School.

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

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

Total non-financial assets as of May 31st are $137.23 million.
ACCUMULATED SURPLUS:
Accumulated surplus is represented by accumulated surplus from operations which is made up of unrestricted reserves and operating reserves. Also included in accumulated surplus are capital funds which include investment in capital assets and capital reserves. Funds held by the District, where the principal must be maintained permanently, called endowments, are also included in accumulated surplus.

The restricted operating reserves consist of 79% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves for the future replacement of technology, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.

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

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

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

The total accumulated surplus for the District which consists of both operating and capital funds is $21.14 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at May 31st, 2018.
Operations

Budget Update as of September 30th

The revised budget for the 2017-2018 school year reflects changes to the district budget as of September 30th, 2017, based on the additional information received since the preliminary budget.

Revenue in the revised budget increased by $2,482,200 over preliminary budget projections developed in May 2017. This majority of increase is due to the increased student enrolment at September 30th of 104 students (0.93%) above preliminary projections and additional one-time Classroom Improvement Fund (CIF) grant of $1,254,000. Subsequent to the approval of the September budget, it was also determined that the Program Unit Funding (PUF) program grant increased by $813,195, the Transportation grant decreased by $283,351, and the Lease Grant was added for $509,582; these updates are include in the “September 30th operating budget”.

An additional 19 full time equivalent teachers were hired as well as an additional 20 full time equivalent support staff positions in the revised budget. The majority of the increases in staffing related to the additional staffing component of the Classroom Improvement Fund (CIF).

In budget 2017-2018, $3.35 million of one-time reserves will be utilized for various priorities including: the West Lethbridge Middle school start-up costs, an Elementary Literacy Assessment, staffing increases and school based priorities.

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2017/2018 Operating Budget.
# Lethbridge School District No. 51

## STATEMENT OF OPERATIONS

For the nine months ended May 31st, 2018

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alberta Education</td>
<td>$115,595,687</td>
<td>$124,478,538</td>
<td>$139,368,501</td>
<td>$148,033,688</td>
<td>74.30%</td>
<td>98.51%</td>
<td>$118,594,385</td>
<td>$70,827</td>
</tr>
<tr>
<td>Other - Government of Alberta</td>
<td>$47,734</td>
<td>$59,374</td>
<td>$445,301</td>
<td>$491,468</td>
<td>82.78%</td>
<td>110.37%</td>
<td>$593,734</td>
<td>$0</td>
</tr>
<tr>
<td>Federal Government and First Nations</td>
<td>$268,926</td>
<td>$268,126</td>
<td>$363,128</td>
<td>$369,597</td>
<td>137.84%</td>
<td>140.65%</td>
<td>$369,597</td>
<td>$101,469</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,880,049</td>
<td>$1,874,026</td>
<td>$1,655,116</td>
<td>$1,574,121</td>
<td>84.00%</td>
<td>94.54%</td>
<td>$1,874,026</td>
<td>$0</td>
</tr>
<tr>
<td>Other sales and services</td>
<td>$1,069,926</td>
<td>$1,193,768</td>
<td>$730,013</td>
<td>$1,106,031</td>
<td>92.65%</td>
<td>151.51%</td>
<td>$1,193,768</td>
<td>$0</td>
</tr>
<tr>
<td>Investment income</td>
<td>$193,000</td>
<td>$193,000</td>
<td>$144,750</td>
<td>$190,247</td>
<td>98.57%</td>
<td>131.43%</td>
<td>$253,663</td>
<td>$50,663</td>
</tr>
<tr>
<td>Gifts and donations</td>
<td>$390,000</td>
<td>$390,000</td>
<td>$292,500</td>
<td>$436,847</td>
<td>112.01%</td>
<td>149.35%</td>
<td>$390,000</td>
<td>$0</td>
</tr>
<tr>
<td>Rental of facilities</td>
<td>$34,704</td>
<td>$34,704</td>
<td>$26,028</td>
<td>$25,712</td>
<td>74.03%</td>
<td>98.77%</td>
<td>$54,704</td>
<td>$0</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$2,461,000</td>
<td>$2,461,000</td>
<td>$1,845,750</td>
<td>$1,855,220</td>
<td>75.38%</td>
<td>100.51%</td>
<td>$2,461,000</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$122,723,028</td>
<td>$125,486,918</td>
<td>$121,801,827</td>
<td>$124,082,911</td>
<td>74.97%</td>
<td>99.26%</td>
<td>$123,719,877</td>
<td>$232,959</td>
</tr>
<tr>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction - Early Childhood Services</td>
<td>$7,836,226</td>
<td>$8,748,089</td>
<td>$6,374,891</td>
<td>$6,260,324</td>
<td>71.56%</td>
<td>98.20%</td>
<td>$8,748,089</td>
<td>$0</td>
</tr>
<tr>
<td>Instruction - Grades 1-12</td>
<td>$93,914,522</td>
<td>$97,804,512</td>
<td>$73,442,325</td>
<td>$71,416,866</td>
<td>73.02%</td>
<td>97.24%</td>
<td>$95,700,468</td>
<td>($2,104,044)</td>
</tr>
<tr>
<td>Plant operations and maintenance</td>
<td>$15,641,805</td>
<td>$15,800,113</td>
<td>$12,179,839</td>
<td>$10,573,318</td>
<td>66.92%</td>
<td>86.81%</td>
<td>$15,800,113</td>
<td>$0</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,774,000</td>
<td>$2,477,928</td>
<td>$1,858,446</td>
<td>$1,861,069</td>
<td>75.11%</td>
<td>100.14%</td>
<td>$2,477,928</td>
<td>$0</td>
</tr>
<tr>
<td>Administration</td>
<td>$4,054,544</td>
<td>$4,165,355</td>
<td>$3,162,067</td>
<td>$3,032,171</td>
<td>72.80%</td>
<td>93.89%</td>
<td>$4,165,355</td>
<td>$0</td>
</tr>
<tr>
<td>External services /International Services</td>
<td>$25,1000</td>
<td>$377,130</td>
<td>$307,773</td>
<td>$362,886</td>
<td>97.81%</td>
<td>139.86%</td>
<td>$377,130</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$124,474,097</td>
<td>$129,373,087</td>
<td>$97,325,341</td>
<td>$93,512,634</td>
<td>72.28%</td>
<td>96.08%</td>
<td>$127,269,043</td>
<td>($2,104,044)</td>
</tr>
<tr>
<td>Operating surplus (deficit)</td>
<td>($1,751,069)</td>
<td>($3,886,169)</td>
<td>($2,544,254)</td>
<td>($570,297)</td>
<td>($1,549,166)</td>
<td>($1,537,166)</td>
<td>($1,549,166)</td>
<td>($1,537,166)</td>
</tr>
<tr>
<td>Accumulated operating surplus (deficit) at end of period</td>
<td>$8,514,764</td>
<td>$6,376,664</td>
<td>$7,721,579</td>
<td>$10,836,130</td>
<td>$8,716,667</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AOS as a % of budgeted expenditures</td>
<td>1.4%</td>
<td>4.9%</td>
<td>5.9%</td>
<td>8.3%</td>
<td>6.6%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**About The Statement**
The above statement includes four main areas:

- The first area highlighted in **GREEN** is budget Information. The first budget information is the preliminary budget that was approved by the Board of Trustees in May 2017. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.

- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year; whereas, the following are some of the significant transactions that impact the forecast:
  - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
  - Insurance premiums and international program revenues/expenses are typically paid/received in the 1st quarter.
  - Billing for Kainai Board of Education students is done in the 1st and 3rd quarter.

- The third area highlighted in **BLUE** is the actual results for the period.

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

- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2018. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

**OPERATION RESULTS:**
For the nine months ended May 31st, 2018, $94.08 million of revenues have been recorded which is 74.97% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of $94.78 million would have been received in the reporting period; whereas, the actuals were less than forecasted, specifically in the funding received from Alberta Education. The reduction in Alberta Education funding from actual is due to that the forecast are based on 25% per quarter; whereas, the actual funding received can vary between the different types of grants. Overall the revenues recorded are consistent with the forecasted budget as it accounts for 99.26% of the forecast.

Expenditures are $93.51 million as of May 31st, 2018 which is 72.28% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of $97.33 million would have been incurred in the reporting period; whereas, the actuals were less than forecasted. Overall the expenditures recorded are consistent with the forecasted budget as it accounts for 96.08% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the district to ensure that the departments are not incurring cost overruns.
# Lethbridge School District No. 51
## Schedule of Program Operations
For the nine months ended May 31st, 2018

<table>
<thead>
<tr>
<th></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>REVISED BUDGET 2017-2018 (September 30th)</td>
<td>$8,748,949</td>
<td>$17,904,512</td>
<td>$15,600,113</td>
<td>$2,477,928</td>
<td>$4,165,356</td>
<td>$377,130</td>
<td>$129,373,087</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FORECAST - May 31st</td>
<td>$6,374,891</td>
<td>$7,342,325</td>
<td>$12,179,839</td>
<td>$1,858,446</td>
<td>$3,152,067</td>
<td>$307,773</td>
<td>$97,325,341</td>
<td></td>
<td></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>$2,296,682</td>
<td>$50,125,416</td>
<td>$3,129,280</td>
<td>$3,656</td>
<td>$1,623,207</td>
<td>$64,378</td>
<td>$53,111,901</td>
<td>$70,564,161</td>
<td>73.60%</td>
</tr>
<tr>
<td>Non-certificated salaries and benefits</td>
<td>$3,782,964</td>
<td>$13,104,056</td>
<td>$3,129,280</td>
<td>$3,656</td>
<td>$1,623,207</td>
<td>$64,378</td>
<td>$21,768,612</td>
<td>$23,156,050</td>
<td>93.75%</td>
</tr>
<tr>
<td>SUB - TOTAL</td>
<td>$6,069,646</td>
<td>$63,229,471</td>
<td>$6,258,560</td>
<td>$7,312,487</td>
<td>$3,246,414</td>
<td>$128,756</td>
<td>$74,879,513</td>
<td>$101,420,211</td>
<td>73.65%</td>
</tr>
<tr>
<td>Services, contracts and supplies</td>
<td>$175,678</td>
<td>$7,677,282</td>
<td>$5,041,405</td>
<td>$1,767,872</td>
<td>$690,869</td>
<td>$304,508</td>
<td>$15,677,614</td>
<td>$23,710,048</td>
<td>66.12%</td>
</tr>
<tr>
<td>Amortization of capital assets</td>
<td>$0</td>
<td>$453,364</td>
<td>$2,355,349</td>
<td>$9,514</td>
<td>$92,170</td>
<td>$0</td>
<td>$2,953,424</td>
<td>$3,637,894</td>
<td>76.00%</td>
</tr>
<tr>
<td>Interest and charges</td>
<td>$0</td>
<td>$56,749</td>
<td>$4,334</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$56,749</td>
<td>$4,334</td>
<td>146.98%</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$6,260,324</td>
<td>$71,416,860</td>
<td>$10,573,366</td>
<td>$8,101,987</td>
<td>$3,632,171</td>
<td>$368,666</td>
<td>$93,612,604</td>
<td>$129,373,087</td>
<td>72.28%</td>
</tr>
</tbody>
</table>

Total unexpended funds period to date: $2,467,725

% Expended of Budget
- Instruction (ECS): 71.56%
- Instruction (Grades 1-12): 73.02%
- Plant Operations and Maintenance: 66.92%
- Transportation: 75.11%
- Board & System Administration: 72.80%
- External Services: 97.81%
- TOTAL: 72.28%

% Expended of projected
- Instruction (ECS): 98.20%
- Instruction (Grades 1-12): 97.24%
- Plant Operations and Maintenance: 86.81%
- Transportation: 100.14%
- Board & System Administration: 95.69%
- External Services: 119.60%
- TOTAL: 96.08%

### EXPENDITURES

- Uncertificated Salaries and Benefits: 23.26%
- Services, Supplies and Contracts: 15.77%
- Amortization of Tangible Capital Assets: 8.16%
- Interest on Debt: 0.07%
- Certificated Salaries and Benefits: 55.01%

### Spending by Program

- School Based: 55.53%
- Transportation: 11.19%
- Administration: 11.24%
- Technology: 1.75%
- Other Instructional Programs: 6.62%
- Student Services: 15.62%
- Maintenance: 11.38%
Lethbridge School District No. 51
Notes to the Statement of Operations
For the nine months ended May 31st, 2018

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

Government of Alberta
Government of Alberta (Alberta Education) funding represents approx. 94% of the District’s total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 3rd quarter, the District has received 98.51% of the forecasted funds received (or 74.30% of the total budget).

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

Federal Government and First Nations
Represents amounts billed for tuition for students living on the Kainai reserve. Funds are as anticipated in the first and third quarter.

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

Other Sales and Services
Other sales and services are mainly from school generated activities. Also includes funds received for staff that are seconded to the University of Lethbridge.
**Investment Income**  
Interest earned on operating revenue which is performing better than forecasted.

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

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

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

Overall, revenues are comparable to the forecasted budget at May 31st, 2018.

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

**Instruction - ECS**  
Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 71.56% of the total budget (compared to 72.9% forecasted).

**Instruction - Grades 1 - 12**  
Instruction Grades 1 – 12, represent expenditures from grade one to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 73.02% of the total budget (compared to 75.2% forecast). See the Schedule of Instructional (Grade 1-12) Program Expenditures for details of the major programs within this functional area.

Winston Churchill High School’s Family Day
**Plant Operations and Maintenance**

Plant operations and maintenance expenditures represent spending on operating and maintaining the District’s schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 66.92% of the total budget (compared to 77.1% forecasted).

**Transportation**

Transportation expenditures represent mainly the cost of contracted bussing to bus students who reside more than 2.4 km away from their resident school. These costs include the operation of buses, cost sharing arrangements between the City of Lethbridge and Holy Spirit Catholic Schools, and the future replacement of yellow school buses. Costs include the provision of specialized bussing needs for students with disabilities. Transportation expenditures are at 75.11% of the total budget (compared to 75.0% forecasted).

**Administration**

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 72.80% of the total budget (compared to 75.9% forecasted).

**External Services**

An external service represents costs that are outside regular provincially mandated instruction and operations. For the District, the International Services program provides programming to students who attend District schools from other countries and pay a tuition fee to attend our schools. Costs include costs of homestay providers, student insurance, student recruitment and administration of the program. External (international) expenditures are at 97.81% of the total budget (compared to 81.6% forecasted).

**Overall, expenditures are lower than the forecasted figures at May 31st, 2018**
Lethbridge School District No. 51
Schedule of Instructional (Grades 1-12) Program Expenditures
For the nine months ended May 31st, 2018

<table>
<thead>
<tr>
<th>Program</th>
<th>Budget</th>
<th>Forecast</th>
<th>Actual Results</th>
<th>Variances</th>
<th>Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Updated</td>
<td>To May 31</td>
<td>Nine Months</td>
<td>% Expended</td>
<td>Forecast</td>
</tr>
<tr>
<td></td>
<td>2017-2018</td>
<td></td>
<td>May 31st</td>
<td>% Expended</td>
<td>to May 31st</td>
</tr>
<tr>
<td></td>
<td>2017-2018</td>
<td></td>
<td>May 31st</td>
<td>% Expended</td>
<td>31st</td>
</tr>
<tr>
<td>School Based Instruction</td>
<td>$62,227,989</td>
<td>$46,687,442</td>
<td>$45,530,191</td>
<td>73.17%</td>
<td>97.52</td>
</tr>
<tr>
<td>Inclusive Learning Supports</td>
<td>$9,205,004</td>
<td>$6,903,754</td>
<td>$7,621,233</td>
<td>73.8%</td>
<td>98.37</td>
</tr>
<tr>
<td>Shared Instructional Services</td>
<td>$11,475,097</td>
<td>$8,678,813</td>
<td>$8,281,366</td>
<td>72.17%</td>
<td>95.42</td>
</tr>
<tr>
<td>School Generated Funds Activities</td>
<td>$4,565,173</td>
<td>$3,423,880</td>
<td>$3,626,898</td>
<td>79.45%</td>
<td>105.93</td>
</tr>
<tr>
<td>Technology</td>
<td>$2,709,294</td>
<td>$2,031,970</td>
<td>$1,632,801</td>
<td>60.27%</td>
<td>82.06</td>
</tr>
<tr>
<td>Institutional Programs</td>
<td>$994,280</td>
<td>$745,710</td>
<td>$611,337</td>
<td>66.51%</td>
<td>88.69</td>
</tr>
<tr>
<td>Division of Instructional Services</td>
<td>$872,428</td>
<td>$654,321</td>
<td>$636,459</td>
<td>72.95%</td>
<td>97.27</td>
</tr>
<tr>
<td>FNMI Programming</td>
<td>$711,512</td>
<td>$533,634</td>
<td>$514,083</td>
<td>72.25%</td>
<td>96.34</td>
</tr>
<tr>
<td>Counselling Program</td>
<td>$2,385,186</td>
<td>$1,788,890</td>
<td>$1,780,050</td>
<td>74.63%</td>
<td>99.51</td>
</tr>
<tr>
<td>Other Instructional Programs</td>
<td>$2,658,548</td>
<td>$1,993,511</td>
<td>$1,962,448</td>
<td>73.82%</td>
<td>98.42</td>
</tr>
<tr>
<td>Total Instructional (Grades 1-12) Program</td>
<td>$97,804,512</td>
<td>$73,442,325</td>
<td>$71,416,866</td>
<td>73.02%</td>
<td>97.24</td>
</tr>
</tbody>
</table>

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

Institutional Programs:
- Harbor House School
- CAMF (Lethbridge Regional Hospital School)
- Pitawan School
- Stafford Ridge School (AADAC)

Inclusive Learning Supports:
- Inclusive Education
- English as a Second Language
This statement provides further information about expenditures in programs that are within the Instruction (Grades 1-12) functional area that is shown on the Statement of Operations and the Schedule of Program Operations.

**School Based Instruction**
These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 73.17% of the total budget (compared to 75.0% forecasted). See the Schedule of School Based Instruction Expenditures for details of each of the schools.

**Inclusive Learning Supports**
Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 73.78% of the total budget (compared to 75.0% forecasted).

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

The forecasted budget is increased from the standard 25.0% as the ATA Professional Development fund is contributed in the 1st quarter. Shared Instructional Services expenditures are at 72.17% of the total budget (compared to 75.6% forecasted).
School Generated Funds Activities
School Generated Funds (SGF) activities includes activities at the school level for students that are not of a curricular nature, such as clubs, international travel, groups, athletics, and the arts. These activities are normally funded through user fees, fundraising, and donations. SGF activity expenditures are at 79.45% of the total budget (compared to 75.0% forecasted). SGF activities are higher than forecasted for the third quarter due to the amount of activities taking place early in the school year. These increases in expenditure are offset by the increases in the SGF revenues. See the Schedule of School Generated Funds (SGF) for details of the each of the schools.

Technology
The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school district for the implementation of information and communication technology. Technology expenditures are at 60.27% of the total budget (compared to 75.0% forecasted).

Institutional Programs
Institutional Programs include Harbor House School, CAMP (Lethbridge Regional Hospital School), Pitawani School, and Stafford Ridge School (AADAC). Institutional Programs expenditures are at 66.51% of the total budget (compared to 75.0% forecasted).

Division of Instructional Services
The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 72.95% of the total budget (compared to 75.0% forecasted).

First Nations Métis and Inuit (FNMI) Program
The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 72.25% of the total budget (compared to 75.0% forecasted).

FNMI – Feather Ceremony and Metis Sash Celebration
**Counselling Program**
A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 74.63% of the total budget (compared to 75.0% forecasted).

**Other Instructional Program**
These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Classroom Improvement Fund (CIF). Other Instructional Program expenditures are at 73.82% of the total budget (compared to 75.0% forecasted).

Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at May 31, 2018.
# Lethbridge School District No. 51

## Schedule of School Based Instruction Expenditures

For the nine months ended May 31st, 2018

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Budget (Updated 2017-2018)</th>
<th>Forecast To May 31st</th>
<th>Actual Nine Months</th>
<th>% Expended</th>
<th>Variances</th>
<th>Projection</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lethbridge Collegiate Institute</td>
<td>$4,748,591</td>
<td>$3,564,444</td>
<td>$3,619,831</td>
<td>76.23%</td>
<td>101.55%</td>
<td>$4,748,591</td>
<td>$0</td>
</tr>
<tr>
<td>Winston Churchill High School</td>
<td>$4,909,252</td>
<td>$3,681,939</td>
<td>$3,503,789</td>
<td>71.37%</td>
<td>95.16%</td>
<td>$4,811,878</td>
<td>($57,373)</td>
</tr>
<tr>
<td>Chinook High School</td>
<td>$6,762,279</td>
<td>$5,072,084</td>
<td>$4,610,705</td>
<td>68.18%</td>
<td>90.90%</td>
<td>$6,587,443</td>
<td>($175,336)</td>
</tr>
<tr>
<td>Victoria Park High School</td>
<td>$1,955,720</td>
<td>$1,466,790</td>
<td>$1,424,954</td>
<td>72.86%</td>
<td>97.15%</td>
<td>$1,937,420</td>
<td>($18,300)</td>
</tr>
<tr>
<td>Immanuel Christian Secondary School</td>
<td>$1,981,670</td>
<td>$1,486,503</td>
<td>$1,493,956</td>
<td>75.39%</td>
<td>100.50%</td>
<td>$1,981,670</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Middle Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS Lakie Middle School</td>
<td>$5,143,549</td>
<td>$3,861,412</td>
<td>$3,717,125</td>
<td>72.27%</td>
<td>96.26%</td>
<td>$5,105,134</td>
<td>($34,415)</td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td>$3,840,249</td>
<td>$2,880,712</td>
<td>$2,863,913</td>
<td>74.56%</td>
<td>90.25%</td>
<td>$3,840,949</td>
<td>$0</td>
</tr>
<tr>
<td>Gilbert Paterson</td>
<td>$4,019,325</td>
<td>$3,014,494</td>
<td>$2,992,904</td>
<td>74.46%</td>
<td>95.28%</td>
<td>$4,019,325</td>
<td>$0</td>
</tr>
<tr>
<td>Lethbridge Christian School</td>
<td>$1,275,257</td>
<td>$950,216</td>
<td>$950,216</td>
<td>74.51%</td>
<td>99.35%</td>
<td>$1,270,864</td>
<td>($4,393)</td>
</tr>
<tr>
<td>Senator Joyce Fairbairn Middle School</td>
<td>$0</td>
<td>$1,487</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Elementary Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senator Buchanan</td>
<td>$1,706,114</td>
<td>$1,279,586</td>
<td>$1,270,413</td>
<td>74.46%</td>
<td>99.28%</td>
<td>$1,706,114</td>
<td>$0</td>
</tr>
<tr>
<td>Immanuel Christian Elementary School</td>
<td>$1,611,548</td>
<td>$1,216,918</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$1,611,948</td>
<td>$0</td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>$3,225,112</td>
<td>$2,418,834</td>
<td>$2,293,709</td>
<td>71.12%</td>
<td>94.38%</td>
<td>$3,111,589</td>
<td>($113,523)</td>
</tr>
<tr>
<td>Fleetwood-Bawden</td>
<td>$2,170,057</td>
<td>$1,627,543</td>
<td>$1,630,301</td>
<td>75.13%</td>
<td>100.17%</td>
<td>$2,170,057</td>
<td>$0</td>
</tr>
<tr>
<td>Galbraith</td>
<td>$2,617,763</td>
<td>$1,966,573</td>
<td>$1,894,947</td>
<td>72.39%</td>
<td>96.36%</td>
<td>$2,572,693</td>
<td>($45,071)</td>
</tr>
<tr>
<td>Lakeview</td>
<td>$2,964,047</td>
<td>$2,224,786</td>
<td>$2,149,594</td>
<td>72.52%</td>
<td>96.62%</td>
<td>$2,962,893</td>
<td>($1,155)</td>
</tr>
<tr>
<td>General Stewart</td>
<td>$851,663</td>
<td>$639,522</td>
<td>$636,683</td>
<td>74.76%</td>
<td>99.56%</td>
<td>$851,663</td>
<td>$0</td>
</tr>
<tr>
<td>Westminster</td>
<td>$1,519,438</td>
<td>$1,139,579</td>
<td>$1,128,589</td>
<td>74.28%</td>
<td>99.04%</td>
<td>$1,519,438</td>
<td>$0</td>
</tr>
<tr>
<td>Coulbanks Elementary School</td>
<td>$2,488,809</td>
<td>$1,866,607</td>
<td>$1,858,355</td>
<td>74.67%</td>
<td>95.56%</td>
<td>$2,488,809</td>
<td>$0</td>
</tr>
<tr>
<td>Ecole Nicholas Sheran</td>
<td>$3,209,686</td>
<td>$2,409,753</td>
<td>$2,391,354</td>
<td>74.50%</td>
<td>99.24%</td>
<td>$3,206,834</td>
<td>($3,004)</td>
</tr>
<tr>
<td>Park Meadows</td>
<td>$1,996,165</td>
<td>$1,497,174</td>
<td>$1,481,741</td>
<td>74.23%</td>
<td>98.93%</td>
<td>$1,996,165</td>
<td>$0</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>$3,087,028</td>
<td>$2,355,271</td>
<td>$2,299,222</td>
<td>74.48%</td>
<td>99.31%</td>
<td>$3,087,028</td>
<td>$0</td>
</tr>
<tr>
<td>Dr. Probe Elementary School</td>
<td>$3,099,811</td>
<td>$2,326,109</td>
<td>$2,317,929</td>
<td>74.78%</td>
<td>99.65%</td>
<td>$3,099,811</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Allocation of ECS Teachers included in Schools</strong></td>
<td>($2,956,897)</td>
<td>($2,217,673)</td>
<td>($2,217,673)</td>
<td>75.00%</td>
<td>100.00%</td>
<td>($2,956,897)</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total School Based Instruction Expenditures</strong></td>
<td>$62,227,989</td>
<td>$46,687,442</td>
<td>$45,530,191</td>
<td>73.17%</td>
<td>97.52%</td>
<td>$61,735,420</td>
<td>($492,569)</td>
</tr>
</tbody>
</table>
## Lethbridge School District No. 51
### Schedule of School Generated Funds (SGF)

For the nine months ended May 31st, 2018

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>SGF Balances</th>
<th>Actual Results</th>
<th>SGF Balances</th>
<th>Change in SGF</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>August 31st</td>
<td>Revenues up to</td>
<td>May 31st</td>
<td>Expenses up to</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>May 31st</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>REVISED BUDGET 2017-2018 (September 30th)</td>
<td>N/A</td>
<td>$4,431,173</td>
<td>($4,565,173)</td>
<td>N/A</td>
</tr>
<tr>
<td>FORECAST - February 28th</td>
<td>N/A</td>
<td>$3,323,380</td>
<td>($3,423,880)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### High Schools:

- Lethbridge Collegiate Institute: $167,022
- Winston Churchill High School: $264,647
- Chinook High School: $223,716
- Victoria Park High School: $182,399
- Immanuel Christian Secondary School: $48,226

### Middle Schools:

- GS Lakie Middle School: $230,298
- Wilson Middle School: $321,957
- Gilbert Paterson: $149,068
- Lethbridge Christian School: $41,366

### Elementary Schools:

- Senator Buchanan: $26,839
- Immanuel Christian Elementary School: $3,781
- Ecole Agnes Davidson: $162,181
- Fleetwood-Bawden: $29,770
- Galbraith: $62,523
- Lakeview: $52,653
- General Stewart: $7,499

### Total School Generated Funds:

- $2,375,004
- $3,595,285
- $3,626,898
- $2,343,391

### Percentage Expended of Budget:

- 81.14%
- 79.45%

### Percentage Expended of Projected:

- 108.18%
- 105.93%
PROJECTED OPERATIONS:
The projected operations are the expected yearend results based on the current financial information (will likely change each quarter on best estimates). The following are projected changes to the yearend results:

![Lethbridge School District No. 51 Schedule of Projected Operations](image)

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

Projected Revenues:

- **Alberta Education** – increase in projections of $70,827 for the addition of the ARN Leadership Grant revenues recognized. This was not specifically budgeted and is directly tied into the related ARN expenditures; whereas, the projection is based on the current ARN expenditures. All other Alberta Education grant revenues are expected to be consistent with the operating budget.

- **Federal Government and First Nations** - increase in projections of $101,469 for the billings to Kainai Board of Education students attending our schools. The projection is based on the final billings for the number of students attending our District.

- **Investment Income** – increase in projections of $60,663 based on the total investment income received to date. The projection is based on the amount of interest received in the first three quarters of the year should be similar to the expected amount for the last quarter of the year.
Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of $2,104,044 due to the following factors (as shown in the Schedule of Instructional (Grades 1-12) Program Expenditures):
  
  o **School Based Instruction** has a projected reduction of $492,569 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.
  
  o **Shared Instructional Services** has a projected reduction of $1,165,768 for cost savings from the average salaries. The actual average costs of teachers have been slightly less than the budgeted average teaching costs. The projection is based on these cost savings from average salaries for all teaching staff across the district (schools are allocated based on the budgeted costs).
  
  o **Technology** has a projected reduction of $445,707 for cost savings from the supplies include the contribution to the upcoming evergreening cycle, which is transferred at the end of the year to the technology reserve account. The projection is based on the current costs of supplies and projecting similar costs for the remaining portion of the year.

- **External Services (International)** – The 2nd quarter projections originally had projected a reduction in costs from unused contingency; however, this has been updated in the 3rd quarter to project that the contingency will be fully utilized by the increases in the homestay and recruitment costs of the international students (there are also additional fees to cover these costs).
The Appendices include charts and graphs for the revenues and expenditures at May 31st, 2018. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

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

Expenditures:
- **Summary of Expenditures**
  Compares the types of expenditures

- **Instruction – ECS**
  Reviews the total ECS instructional expenditures, including the breakdown by the types of expenditures.

- **Instruction – Grade 1-12**
  Reviews the total Grade 1-12 instructional expenditures, including the breakdown by the types of expenditures.

- **Plant Operations and Maintenance**
  Reviews the total Plant Operations and Maintenance expenditures, including the breakdown by the types of expenditures.

- **Transportation**
  Reviews the total Transportation expenditures, including the breakdown by the types of expenditures.

- **Board & System Administration**
  Reviews the total Board & System Administration expenditures, including the breakdown by the types of expenditures.

- **External Services**
  Reviews the total External Services (international program) expenditures, including the breakdown by the types of expenditures.
Lethbridge School District No.51
Summary of Revenues
Quarterly Reporting - May 31st, 2018

Financial Data as at June 15th, 2018

Total Revenue Tachometer:

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

Alberta Education
Government of Alberta
Federal & First Nations
Fees
Other Sales & Services
Investment Income
Gifts & Donations
Rental of Facilities
Fundraising

Budget | Forecast | YTD | Variance | YTD %
-------|----------|-----|----------|------
119,236,335 | 89,368,501 | 88,033,688 | 1,334,913 | 73.3%
593,734 | 445,301 | 491,468 | 66,967 | 82.8%
268,128 | 263,128 | 369,597 | (106,460) | 137.8%
2,220,154 | 1,665,116 | 1,574,122 | 90,993 | 70.9%
847,640 | 730,013 | 1,106,031 | (376,018) | 130.5%
193,000 | 144,750 | 190,247 | (45,497) | 98.6%
390,000 | 292,500 | 436,847 | (144,347) | 112.0%
34,704 | 26,028 | 25,712 | 316 | 74.1%
2,461,000 | 1,845,750 | 1,855,220 | (9,470) | 75.4%

126,244,695 | 94,783,085 | 94,082,533 | 490,150 | 74.3%

74.5% received
Lethbridge School District No.51
Summary of Expenses
Quarterly Reporting - May 31st, 2018

Financial Data as at June 15th, 2018

<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>Forecast</th>
<th>YTD</th>
<th>Variance</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>81,125,980</td>
<td>60,846,629</td>
<td>59,232,938</td>
<td>1,613,691</td>
<td>79.0%</td>
</tr>
<tr>
<td>Benefits</td>
<td>19,627,543</td>
<td>14,644,860</td>
<td>14,780,064</td>
<td>(135,204)</td>
<td>75.3%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>789,105</td>
<td>591,829</td>
<td>677,703</td>
<td>(85,874)</td>
<td>85.9%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>6,990,113</td>
<td>5,358,728</td>
<td>5,475,218</td>
<td>(116,490)</td>
<td>78.3%</td>
</tr>
<tr>
<td>Other Services</td>
<td>2,123,216</td>
<td>1,859,695</td>
<td>1,938,153</td>
<td>(78,458)</td>
<td>91.3%</td>
</tr>
<tr>
<td>Supplies</td>
<td>5,403,695</td>
<td>4,018,170</td>
<td>3,086,005</td>
<td>932,165</td>
<td>57.1%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,478,694</td>
<td>1,129,377</td>
<td>416,371</td>
<td>713,014</td>
<td>28.2%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>11,834,742</td>
<td>8,876,057</td>
<td>7,906,183</td>
<td>969,873</td>
<td>68.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>129,373,088</strong></td>
<td><strong>97,325,340</strong></td>
<td><strong>93,512,634</strong></td>
<td><strong>3,812,708</strong></td>
<td><strong>77.3%</strong></td>
</tr>
</tbody>
</table>

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

---

**Total Expense Tachometer:**

- **72.3%** spent

**Year-to-date (YTD)** compared to budget and forecast, including % of budget indicator
Instruction - ECS
Summary
Quarterly Reporting - May 31st, 2018

Financial Data as at June 15th, 2018

Total Expense Tachometer:

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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Salaries

<table>
<thead>
<tr>
<th>Budget</th>
<th>Forecast</th>
<th>YTD</th>
<th>Variance</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>7,257,372</td>
<td>5,445,172</td>
<td>5,274,835</td>
<td>170,337</td>
<td>72.7%</td>
</tr>
<tr>
<td>1,139,281</td>
<td>712,423</td>
<td>771,492</td>
<td>(59,968)</td>
<td>62.7%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>50,000</td>
<td>37,500</td>
<td>28,921</td>
<td>8.579</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>105,450</td>
<td>56,085</td>
<td>57,689</td>
<td>(1,665)</td>
</tr>
<tr>
<td>Other Services</td>
<td>67,000</td>
<td>41,250</td>
<td>64,679</td>
<td>(23,405)</td>
</tr>
<tr>
<td>Supplies</td>
<td>114,947</td>
<td>71,960</td>
<td>51,411</td>
<td>20,549</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>14,000</td>
<td>10,500</td>
<td>11,297</td>
<td>(797)</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>8,748,049</td>
<td>6,374,891</td>
<td>6,260,324</td>
<td>114,567</td>
</tr>
</tbody>
</table>

72.9%
Instruction - Grades 1-12
Summary
Quarterly Reporting - May 31st, 2018

Financial Data as at June 15th, 2018

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

Salaries

Benefits

Professional Development

Contracted Services

Other Services

Supplies

Other Expenditures

Bank Charges and Transfers

The chart shows the comparison of budget, forecast, and YTD (Year to Date) figures. The YTD figures are compared to the budget and forecast, and the percentage of budget spent is indicated.

Total Expense Tachometer:

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

73.3% spent
*The Plant Operation and Maintenance year-to-date (YTD) salaries are reduced by $209,476 of internal wages (as at May 31, 2018) that were capitalized as part of the one-time funding for capital projects and modular installation (costs reallocated to capital projects).
Transportation Summary
Quarterly Reporting - May 31st, 2018

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 75% of the approved budget).

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>Forecast</th>
<th>YTD</th>
<th>Variance</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>76,744</td>
<td>57,558</td>
<td>47,494</td>
<td>10,964</td>
<td>61.9%</td>
</tr>
<tr>
<td>Benefits</td>
<td>22,639</td>
<td>16,980</td>
<td>15,207</td>
<td>1,772</td>
<td>67.2%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>2,500</td>
<td>1,875</td>
<td>955</td>
<td>820</td>
<td>38.2%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>2,311,445</td>
<td>1,733,584</td>
<td>1,742,119</td>
<td>(8,535)</td>
<td>75.4%</td>
</tr>
<tr>
<td>Other Services</td>
<td>0</td>
<td>0</td>
<td>71</td>
<td>(71)</td>
<td>0%</td>
</tr>
<tr>
<td>Supplies</td>
<td>10,000</td>
<td>7,500</td>
<td>2,248</td>
<td>5,525</td>
<td>22.5%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>2,000</td>
<td>1,500</td>
<td>3,987</td>
<td>(1,487)</td>
<td>193.3%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>52,600</td>
<td>39,450</td>
<td>48,988</td>
<td>(9,538)</td>
<td>93.1%</td>
</tr>
</tbody>
</table>

Total Expense Tachometer:
- 75.1% spent
- Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

---

Financial Data as of June 15th, 2018
Board & System Administration Summary
Quarterly Reporting - May 31st, 2018

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e., regular transactions, such as payroll, are based on 75% of the approved budget).

Salaries
- Budget: $2,470,021
- Forecast: $1,852,516
- YTD: $1,821,670
- Variance: $30,845
- Variance %: 73.8%

Benefits
- Budget: $551,585
- Forecast: $413,688
- YTD: $358,803
- Variance: $54,886
- Variance %: 65.0%

Professional Development
- Budget: $33,003
- Forecast: $24,752
- YTD: $31,569
- Variance: $6,817
- Variance %: 96.7%

Contracted Services
- Budget: $431,256
- Forecast: $330,317
- YTD: $312,490
- Variance: $17,827
- Variance %: 72.5%

Other Services
- Budget: $301,507
- Forecast: $257,305
- YTD: $222,464
- Variance: $34,842
- Variance %: 73.8%

Supplies
- Budget: $188,888
- Forecast: $141,666
- YTD: $121,087
- Variance: $20,579
- Variance %: 64.1%

Other Expenditures
- Budget: $89,640
- Forecast: $67,230
- YTD: $52,117
- Variance: $15,113
- Variance %: 58.1%

Bank Charges and Transfers
- Budget: $99,456
- Forecast: $74,592
- YTD: $111,898
- Variance: $37,406
- Variance %: 112.5%

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

- 72.8% spent
*Other Services includes the international homestay and recruitment costs. Increased costs with increased amount of international students (fee revenues covers increased costs).
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of School

Re: 2019-2020 School Year Calendar

Background:
The DRAFT 2019-2020 School Year Calendar is attached for review.

Recommendation:
It is recommended that the Board approve the 2019-2020 School Year calendar as presented.

Respectfully submitted,
Cheryl Gilmore
# Lethbridge School District No. 51

## 2019-2020 DRAFT School Year Calendar

<table>
<thead>
<tr>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3</td>
</tr>
<tr>
<td>14 15 16 17 18 19 20</td>
<td>11 12 13 14 15 16 17</td>
</tr>
<tr>
<td>21 22 23 24 25 26 27</td>
<td>18 19 20 21 22 23 24</td>
</tr>
<tr>
<td>28 29 30 31</td>
<td>25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

**Approved by the Board of Trustees on ________________**

**Sep 2 Labour Day**  
**Sep 3 first day for students**

**Nov 11 Remembrance Day**  
**Nov 12 No school for students**  
**Nov 12 District-wide Professional Learning Day**  
**Nov 21 No school in pm for MS/HS**  
**Nov 21 No school all day for Elem**  
**Nov 22 No school for students**

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4 5 6 7</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>13 14 15 16 17</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>20 21 22 23</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>27 28 29 30 31 32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>November</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
<td>8 9 10 11 12 13 14</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>15 16 17 18 19 20 21</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>22 23 24 25 26 27 28</td>
</tr>
<tr>
<td>26 27 28 29 30 31 32</td>
<td>29 30 31 32 33 34 35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2 3 4</td>
<td>1</td>
</tr>
<tr>
<td>5 6 7 8 9 10 11</td>
<td>2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>12 13 14 15 16 17 18</td>
<td>9 10 11 12 13 14 15</td>
</tr>
<tr>
<td>19 20 21 22 23 24 25</td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>26 27 28 29 30 31 32</td>
<td>23 24 25 26 27 28 29</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2 3 4 5 6 7</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>8 9 10 11 12 13 14</td>
<td>5 6 7 8 9 10 11</td>
</tr>
<tr>
<td>15 16 17 18 19 20 21</td>
<td>12 13 14 15 16 17 18</td>
</tr>
<tr>
<td>22 23 24 25 26 27 28</td>
<td>19 20 21 22 23 24 25</td>
</tr>
<tr>
<td>29 30 31 32 33 34 35</td>
<td>26 27 28 29 30 31 32</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S M T W T F S</strong></td>
<td><strong>S M T W T F S</strong></td>
</tr>
<tr>
<td>1 2</td>
<td>1 2 3 4 5 6</td>
</tr>
<tr>
<td>3 4 5 6 7 8 9</td>
<td>7 8 9 10 11 12 13</td>
</tr>
<tr>
<td>10 11 12 13 14 15 16</td>
<td>14 15 16 17 18 19 20</td>
</tr>
<tr>
<td>17 18 19 20 21 22 23</td>
<td>21 22 23 24 25 26 27</td>
</tr>
<tr>
<td>24 25 26 27 28 29 30</td>
<td>28 29 30 31</td>
</tr>
<tr>
<td>31 32 33 34 35 36 37</td>
<td>38 39 40 41 42 43 44</td>
</tr>
</tbody>
</table>

### Student Days

<table>
<thead>
<tr>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>181</td>
</tr>
</tbody>
</table>

### Teacher Days

<table>
<thead>
<tr>
<th>Sem 1</th>
<th>Sem 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>96</td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th></th>
<th>197</th>
</tr>
</thead>
</table>

---

**Approved by the Board of Trustees on ________________**
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of School

Re: Policy 502.1 and Student Code of Conduct

Background:
Bill 24 Amendments to the School Act requires a review and confirmation of the District’s Welcoming, Caring, Respectful, and Safe Learning Environment Policy, including the Student Code of Conduct.

Lethbridge School District No. 51 Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments is enclosed as well as a copy of Appendix A “Student Code of Conduct” for Board review.

Recommendation:
It is recommended that the Board approve Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments and the appended Student Code of Conduct as presented.

Respectfully submitted,
Cheryl Gilmore
502.1 Welcoming, Caring, Respectful and Safe Learning Environments

Policy

The Board is committed to providing a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Every school community member within the District has the right to learn and work in schools that promote equality of opportunity, dignity, and respect.

The Board affirms the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of each student enrolled in a school operated by the Board. Students enrolled in the school operated by the Board will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms.

The Board is further committed to protect all students from harassment, discrimination, and violence during the District’s school-related activities. All those involved with the District including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory, or violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner.

Regulations

1. The Board acknowledges its responsibility to ensure welcoming, caring, respectful and safe learning environments for all students. It recognizes the importance of students’ emotional, social, intellectual and physical wellness to their success in school and expects students to adhere to the District Student Code of Conduct (see Appendix A) and schools’ codes of conduct.

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

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

4. The Board expects that Violence Threat Risk Assessment (VTRA) Protocol Response and/or Section 27 of the School Act will be activated when warranted.

5. The Student Code of Conduct outlines behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Student Code of Conduct.

6. The procedures will be regularly reviewed to ensure welcoming, caring, respectful and safe learning and working environments.

6.1. Student Safety:

Each school shall implement procedures designed to provide a safe environment for students while at school or participating in school sponsored activities. See Procedure 502.1.1.

6.2. Supervision:

The principal shall ensure that students are properly supervised while attending school and/or at school sponsored/authorized activities. See Procedure 502.1.2.

6.3. Conduct on Authorized Transit:

Students shall comply with District and school expectations for student conduct while on school authorized transit. See Procedure 502.1.3.

6.4. Use of Physical Restraint:

The use of physical restraint, although permitted, must be limited to situations where there is judged to be a threat to personal safety, the safety of others or damage to property. See Procedure 502.1.4.

6.5. Searches:

From time to time in order to discharge the duty of maintaining a welcoming, caring, respectful and safe learning environment, it is necessary to conduct student searches. Procedure 502.1.5 outlines the process to use when conducting student searches.
6.6. Vandalism of School Property:

Individuals or groups causing damage to District property shall be held responsible for the payment of costs related to repair or replacement of the property. See Procedure 502.1.6.

6.7. Possession and/or Misuse of Controlled Substances:

The following are prohibited on school property and at authorized student activities:

- possession and/or use of alcohol;
- possession and/or use of illicit drugs;
- possession and/or use of prescription and non-prescription cannabis;
- use of tobacco and/or electronic smoking products;
- inappropriate use of prescription and non-prescription medication; and
- persons under the influence of alcohol, non-prescribed cannabis, or illegal drugs. See Procedure 502.1.7.

6.8. Weapons:

All persons, with the exception of police officers, are prohibited from bringing weapons, or having weapons in their possession at the following: schools, school grounds, school busses, and school-sponsored activities. See Procedure 502.1.8.

6.9. Threat-making and Worrisome Behaviour

The principal of each school shall ensure that threat-making and/or worrisome behaviour are addressed with the VTRA Protocol when warranted. See VTRA Protocol.

6.10 Student Discipline:

The principal of each school shall ensure that a Student Code of Conduct is developed or reviewed annually and communicated to students and parents. See Procedure 502.1.9.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.
LETHBRIDGE SCHOOL DISTRICT NO. 51

502.1 Welcoming, Caring, Respectful and Safe Learning Environments, cont’d

References

Alberta School Act: Sections 12, 13, 14, 15, 16, 18, 20, 24, 27, 51, 57(1), 60

District Policies: 500.1 Rights and Responsibilities; 501.1 Attendance at School; 502.1 Appendix A-Student Code of Conduct; 502.1 Procedures; 502.3 Suspensions and Expulsions; 504.8 Involvement with Authorized Agencies; 400.3 Whistleblower Protection; 607.1 Fieldtrips, off-campus activities and Student Travel; 607.4 Responsible Use of Technology; 700.6 Emergency Response Planning; 802.2 Student Fees, Fines and Charges; 1003.1 Channels of Communication and Disputes Resolution; 1005.6 School Generated Funds

Other: Alberta Human Rights Act, Section 4; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act; Young Offenders Act; Safety Guidelines for Physical Activity in Alberta Schools; Southwest Regional Collaborative Service Delivery VTRA Protocol
Purpose

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

The Code of Conduct is intended to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in the school community.

The Code of Conduct is also intended to help students learn how to address issues of dispute, develop empathy, and become good citizens within and outside the school community.

Definitions

1. Bullying: The School Act defines bullying as “repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual’s reputation.” Bullying behavior also includes behaviour that targets a student because of the actual or perceived sexual orientation, gender identity or gender expression of parents or other family members.

2. Discrimination: The denial of individual rights and freedoms in a manner which contravenes the Canadian Charter of Rights and Freedoms and/or the Alberta Human Rights Act (AHRA). Discrimination on the basis of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, creed, sexual orientation, and citizenship is prohibited.

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

Procedures
1. The District and schools’ Student Codes of Conduct, and their enforcement through consequences, shall apply to students
   1.1. in school;
   1.2. on the school grounds;
   1.3. during any recess or lunch periods on or off school property;
   1.4. at school sponsored or authorized activities;
   1.5. on school busses or other forms of approved transportation; or
   1.6. when the student’s conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) regardless of where that conduct occurs.

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

3. The Board encourages compliance with the following behavioural expectation examples, realizing this is not an exhaustive list:
   3.1. respect yourself and the rights of others in the school;
   3.2. make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment in the school that respects yourself, the rights of others, diversity, and fosters a sense of belonging for others in your school;
   3.3. refrain from, report, and refuse to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours, or digitally;
3.4. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school;

3.5. act in ways that honour and appropriately represent you and your school;

3.6. attend school regularly and punctually;

3.7. be ready to learn and actively engage in, and diligently pursue, your education;

3.8. know and comply with the rules of your school;

3.9. cooperate fully with everyone authorized by the Board to provide education programs and services;

3.10. be accountable for your behaviour to your teachers and other staff;

3.11. contribute positively to your school and community; and


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

4.1. behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;

4.2. acts of bullying, harassment, discrimination, coercion, or intimidation;

4.3. physical violence;

4.4. retribution against any person in the school who has intervened to prevent or report bullying or any other incident of safety concern;

4.5. illegal activity such as:
   4.5.1. possession and/or misuse of controlled substances;
   4.5.2. possession or use of weapons;
   4.5.3. theft or damage to property;

4.6. contravention of District policies and regulations;

4.7. willful disobedience and/or open opposition to authority;

4.8. use or display of improper or profane language;

4.9. interfering with the orderly conduct of class(es) or the school;

4.10. contravention of the Code of Conduct as set out in the School Act, Section 12;

4.11. Contravention of the provisions of Section 27 of the School Act related to trespassing, loitering, and causing a disturbance;

4.12. Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.
5. Rules governing student conduct while being transported on school buses or other approved transport, shall be developed by the District in consultation with the school administration and/or transit provider.

6. The following consequences of unacceptable behaviour shall apply taking into account the severity and magnitude of the incident(s) and the student’s age, maturity, and individual circumstances:
   6.1 school-based intervention
   6.2 consequences as outlined in the school’s Code of Conduct;
   6.3 Violence Threat Risk Assessment;
   6.4 suspension;
   6.5 expulsion;
   6.6 involvement of police authorities

7. Parents and guardians play a vital role in developing student behavior and conduct. It is the District’s expectation that a parent or guardian has the responsibility to:
   7.1. take an active role in the student’s educational success, including assisting the student in complying with Regulation 3 of this policy;
   7.2. ensure that the parent or guardian’s conduct contributes to a welcoming, caring, respectful and safe learning environment;
   7.3. co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student;
   7.4. encourage, foster and advance collaborative, positive and respectful relationships with students, teachers, principals, other school staff and professionals providing supports and services in the school; and
   7.5. engage in the student’s school community
   7.6. collaborate with the VTRA Protocol.

8. The school shall provide support for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour. Schools may consult with the Division of Instructional Services for determining support mechanisms.

   9.1. Should a student be subject to or witness of: bullying, harassment, discrimination, unwanted behaviors as described in procedure 4, or conduct that interferes with maintaining a welcoming, caring, respectful, and safe learning environment in the school, that student should contact a classroom teacher, their advisor, school counsellor, or any other staff member with whom they feel comfortable. A parent or guardian may make contact regarding a complaint or concern.
   9.2. All complaints of discriminatory, harassing, and bullying language and behaviours are taken seriously, documented, and dealt with in a timely manner.
9.3. Confidentiality regarding the complaint shall be maintained by all parties as agreed relative to further action.

9.4. A complaint or concern may be communicated informally through oral communication or formally in writing with a professional staff member or principal. Where possible, the complaint should clearly outline the cause for complaint or issue, as well as a description of the specific incident or incidents, the dates, and names of any witnesses.

9.5. Complaints shall follow the channels of communication as outlined in Policy 1003.1 Channels of Communication and Dispute Resolution, Regulation #11 (start with closest source such as teacher or counsellor, to school administrator with principal the highest school level, to Associate Superintendent, to Superintendent, to Board). Policy 505.9 Appeals can be followed if a student or parent/guardian is dissatisfied with the decision at the level of the school principal.

9.6. The professional staff member or principal will investigate the complaint and apply the appropriate consequences as delineated in number (6) including the School's Student Code of Conduct.

9.7. The principal will determine whether the level of seriousness requires an investigation and/or police involvement. If the principal determines that the incident(s) requires police involvement, Policy 504.8 Involvement with Authorized Agencies will be followed.

9.8. The professional staff member and/or school administrator and/or District administrator will document the investigation and outcome, including any disciplinary action and supports as described in number (8). Policy 609.5 Student Records applies for record retention and disposition.

9.9. Retaliation. No member of Lethbridge School District No. 51 school community, including students, staff, parents/guardians, and/or volunteers, shall take retaliatory action with the intent of dissuading or punishing an individual for participating in the complaint resolution process. Individuals who retaliate may be subject to discipline and/or legal action.

10. Schools shall have a Student Code of Conduct that aligns with the District Student Code of Conduct. The Student Code of Conduct will include the following elements:

10.1. a statement of purpose that provides a rationale for the Code of Conduct, with a focus on welcoming, caring, respectful and safe learning environments;
10.2. definitions of bullying, discrimination (including one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act), and harassment;

10.3. one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day, or by electronic means (see Procedures #3 and #4);

10.4. consequences of unacceptable behaviour which take into account the student’s age, maturity, and individual circumstances. On the continuum of consequences, it shall be noted that a student may be suspended or expelled.

10.5. Possible supports that may be provided to students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour.


11. The Board shall ensure the following:

11.1. Make the policy and Code of Conduct available throughout the year in a prominent location on a publicly accessible website maintained by or on behalf of the Board;

11.2. Display in a place clearly visible to students in each school the Uniform Resource Locator (URL) of the policy and Code of Conduct on the publicly accessible website;

11.3. On request, provide a copy of the policy or Code of Conduct to an individual;

11.4. By June 30 of each year, review the policy and Code of Conduct, confirm the review by a Board resolution, and post or repost the policy and Code of Conduct on the publicly accessible website after review; and

11.5. Comply with any further requirements respecting a policy or Code of Conduct established by the Minister by order.
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Clark Bosch
   Board Chair

Re: Standing Committees

Background:
Board of Trustees Committee chairs will need to provide an Annual Report and Terms of Reference Review at the Board meeting in September 2018. The Standing Committees are as follows:
   Facilities Committee
   Policy Advisory Committee
   Spirit of 51 Committee
   Board Budget Committee
   Poverty Intervention Committee
   Board Audit Committee
   District Wellness Committee
   Community Engagement Committee
   FNMI Advisory Committee

Annual reports and terms of reference reviews presented in September 2017 can be found on the website or requested through the Superintendent’s office for updating.

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

Respectfully submitted,
Clark Bosch
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background
The June 2018 report of the Associate Superintendent Business Affairs is attached.

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

Respectfully submitted,
Christine Lee
Facilities

- The South East Elementary School is ready to go to tender. The approval letter for construction of the school has been received. We are still awaiting the grant agreement that is still 2-3 weeks away. A start-up meeting was held with Alberta Infrastructure to discuss steps leading up to tender, award and then construction. We will likely seek a special board meeting for tender approval in late August.
- Senator Joyce Fairbairn Middle School construction in west Lethbridge is starting to be progressively turned over and on target for school opening September 2018. Supplies and Materials are beginning to arrive on site and the process to start fitting up furniture and equipment will begin in July. The staff of the new school were provided the opportunity for a site tour led by Principal Bill Bartlett on June 8th.
- Planning work continues on summer capital projects through IMR. Report of projects is included in the Facilities Committee Report.

Technology

- Planning work on various summer projects and set up for Senator Joyce Fairbairn Middle School.
- The staff of Senator Joyce Fairbairn held a parent night and discussed the laptop project with parents. Principal Bill Bartlett and some staff members visited a school that has successfully launched a similar project and brought back great ideas for use of the laptops. All laptops will be rented through the school rather than having a choice of bringing own device. Staff at SJF demonstrated to parents some of the ways that the laptops are integrated into a typical student’s day at the parent meeting. Work will continue on developing rental agreements and procedures around the use and rental of the laptops.

Finance

- Third Quarter financial update is provided at the board meeting.
- The Finance and Human Resources departments are working with PowerSchool/Atrieve to review processes and functionality and implement changes to address concerns related to how the software is meeting current demands in HR and Payroll.
Transportation

- With the resignation of our Transportation Coordinator after return from leave, we have now hired a new Transportation Coordinator. Her name is Cheryl Shimbashi and she is just completing a replacement position as a Transportation Coordinator with Horizon School Division. Cheryl brings with her significant experience in the field of school bus transportation.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.

Kids are our Business
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Rik Jesse
    Associate Superintendent, Human Resources

RE: Human Resources Report

Background
The June 2018 report of the Associate Superintendent Human Resources is attached.

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

Respectfully submitted,
Rik Jesse
Recruitment: Lethbridge School District No. 51 is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

HR Events:

**Employee Recognition – Years of Service**

Employees are recognized in 5-year intervals.

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<tr>
<th>Years of Service</th>
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<td>Certificate and Wooden Pen</td>
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<tr>
<td>5</td>
<td>Frame with Certificate</td>
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Human Resources wraps the awards and organizes them for delivery to each school. The administration at each school along with a Trustee and Executive Council member acknowledge the employee and presents the award.

Event date: School’s year end celebration in June (TBA by location)

**2017 / 2018 Friends of 51 Recognition Program**

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to School District No. 51.

Recipients:

- Michelle Madge
- Bonnie James
- Lisa Weiss
- Southland International Trucking
- Deb Campbell
- LA Chefs
- Save-On-Foods
- Sounds Unlimited
- Ashcroft Homes
- Rebecca Colbeck

- Kacie Bosch
- Cindy Suyker
- Pearl Neiboer
- LDS East Stake
- Glenn Miller
- Brunco Landscape Center
- Home Depot
- Tony Deys
- Patrick Blackplume
June Hiring at a Glance:

- 39 Permanent Certification requests were made via TWINS (Teacher Workforce Information System)
- 7 Administrator contract changes (Probationary to Continuing)
- 8 new Administrator contracts
- Letters of notification AP’s to VP’s
- 175 ATA contracts and 298 CUPE 2843 contracts were delivered to various sites across the District (June 14 & 15)
- 5 of 5.5 CIF Teachers have been hired and placed

Substitute Teacher / Educational Assistant List:

- Substitute Teacher List: 211 Active Substitutes (195 in May)
  - Reference checks have been completed for 10 applicants to the Teacher Substitute posting. There are 18 new applicants for review.
  - Reference checks have been completed for 16 applicants to the Educational Assistant Substitute posting. There are 4 new applicants for review.

Classroom Improvement Fund 2018-19 Update:

The Classroom Improvement Fund (CIF) Grant Program for the 2018-19 school year will commence on September 1, 2018 and conclude on August 31, 2019.

The intent of the CIF grant is to improve the student experience in the classroom. For the 2018-19 school year, school boards are strongly encouraged to prioritize the retention of staff hired with 2017-18 CIF funding and focus on improving experiences for students with complex needs and English Language Learners.

5.5 Teachers were hired in early June as per 2018-19 Classroom Improvement Fund (CIF) allocation. The following schools received CIF Teachers:

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### ALL SCHOOLS ENROLLMENT BY GRADE: May 31, 2018

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<td>18</td>
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**TOTAL STUDENTS / FTE ENROLLED AS OF MAY 31, 2018: 11335 / 10258.0**

**TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2017: 11274 / 8663.5**
MEMORANDUM

May 22, 2018

To: Board of Trustees

From: Morag Asquith
   Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background
The June 2018 report of the Associate Superintendent Instructional Services is attached.

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

Respectfully submitted,
Morag Asquith
Tipi transfer process

School District No. 51 purchased a Tipi at the beginning of the school year. A group of mentorship students at Victoria Park have been painting the Tipi and Monte WolfChild has been supporting our students with this valuable learning activity.

In order for a Tipi to be “authentic” a Tipi transfer process for the design has to take place between an Elder and the Tipi owner.

The Tipi design has been transferred by Elder, Bruce WolfChild to Andrea Fox, as the female caretaker. The male caretaker for the Tipi is John Chief Calf our Teacher of FNMI Language and Culture. The students were an integral part of helping Monte paint the tipi. Last week we had a small ceremony transferring the Rights to Paint the Tipi. The Transfer Ceremony took place from 10 am to 12pm in front of the Ed Centre building on Thursday, June 21 on National Indigenous Day.

Alberta Education Nutrition Programming for 2018/19 School Year and Wellness Grant application Recipients

The following 10 schools will be receiving additional funding to support Nutrition Programming at their school in the next academic school year - Fleetwood Bawden, Lakeview, Westminster, General Stewart, Winston Churchill, GS Lakie, Senator Buchanan, Wilson, Gilbert Paterson, Nicholas Sheran. Various levels of programming will be offered from targeted supports at lunchtime to universal breakfast programming.

The Wellness Grant subcommittee met on Wednesday, June 20. We received a variety of applications in support of staff wellness and self-regulation. 16 Schools applied and almost all schools received a level of funding. The range in support financially is 500-$2000 and the majority of the funds will be going toward continuing to enhance self-regulation equipment in schools and enhancing education and awareness around self-regulation. It is anticipated that we will be contracting Laura Paiement (Canadian Self Regulation Initiative Member and Pediatric Therapist) to come in again and work with another wave of teachers !!!

Universal Design for Learning (UDL) Professional Learning Planning

The Division of Instructional Services is delighted to be a part of the planning for Administrator's professional development for the upcoming year. Universal Design for Learning has been identified as an area for learning and desired growth by our Administrators in our District. Over the year our DIS Leadership Team has been reading “Teaching to Diversity” (Jennifer Katz) and we look forward to sharing our learning with our Administrators. Ann Muldoon, Karen Rancier and Morag Asquith will be working together on developing a PL plan for UDL.
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

Re: L. H. Bussard Award Winners

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

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

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

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

L. H. Bussard Award Winners for 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amalie Helm</td>
<td>École Agnes Davidson School</td>
</tr>
<tr>
<td>Molly Johnsrude</td>
<td>Fleetwood Bawden School</td>
</tr>
<tr>
<td>Janah Kratchmer</td>
<td>Galbraith School</td>
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<tr>
<td>Abbey Zellmer</td>
<td>General Stewart School</td>
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<tr>
<td>Tracy Wen</td>
<td>Lakeview School</td>
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<tr>
<td>Kathriel Perales</td>
<td>Lethbridge Christian School</td>
</tr>
<tr>
<td>Averi Lublinkhof</td>
<td>Nicholas Sheran School</td>
</tr>
<tr>
<td>Shaylene Graham</td>
<td>Park Meadows School</td>
</tr>
<tr>
<td>Thomas Ellis-Toddington</td>
<td>Dr. Probe School</td>
</tr>
<tr>
<td>Jordyn White Quills</td>
<td>Senator Buchanan School</td>
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<tr>
<td>Nevaeh Christie</td>
<td>Westminster School</td>
</tr>
<tr>
<td>Lydia Enkirch</td>
<td>Coalbanks School</td>
</tr>
<tr>
<td>Berkley Manser</td>
<td>Mike Mountain Horse School</td>
</tr>
</tbody>
</table>

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

Respectfully submitted, Cheryl Gilmore
MEMORANDUM

June 26, 2018

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:

Jonathan Dick (WCHS teacher) was recognized for his leadership as the Southwest Regional Representative on the ATA Health and Physical Education Council (HPEC).

District students played on the Lethbridge Rattlers Ringette team, which won the U16B Provincial Championships in Sherwood Park in March. Team members: Madi Andres (Chinook), Trey Blair (Chinook), Emily Miller (Chinook), Mikayla Miller (Chinook), Brooke Robinson (G.S. Lakie), Kiarra Robinson (Chinook), Brynn Stevenson (LCI), Tehya Trekofski (Chinook) and Emma Zgurski (Chinook).

Turning Points is a Canada wide essay contest for grade 6 – 12. Every year, the organization publishes an anthology built from the best essay contributions for each grade level. G.S. Lakie students in Nicholas Rickards (Grade 7 Teacher) classroom participated. Student winners Maha Khan (1st), Simon Bain (2nd), Alexis Weitz (3rd) and students with honourable mentions for Ashly Vera Runquist, Brooklyn Ponech, Carter Cook, Ciara Meadows, and Raiyana Shams. Winners will receive plaques, a small financial award, and become published authors in the 2017-2018 anthology. Students who received honourable mentions will be awarded a certificate to acknowledge their authorship as well.

Rae Marie First Charger (Kindergarten student - Nicholas Sheran) was selected as Canada’s 2018 Canskate Athlete of the Year.

South Zone Junior High Track and Field Championships held at the University of Lethbridge recently saw the following District awards:

- Gilbert Paterson Middle School captured the 1J banner
Aggregate champions included: Kenzie Kutsch (bantam girls - Gilbert Paterson), Aidan Doyle (bantam boys - G.S. Lakie), Orion Legg (midget boys – Gilbert Paterson), and Cayla Stimson (juvenile girls – WCHS)

Kenzie Kutsch (Gilbert Paterson) 1st place – bantam girls 100 metres, 200 metres, long jump, and triple jump

Jenna Danyluk (G.S. Lakie) 1st place – bantam girls 1500 metres

Jonah Pinksen (Gilbert Paterson) 1st place – bantam girls 3000 metres

Grace Hansen (Gilbert Paterson) 1st place – midget girls 200 metres

Lily Neill (Gilbert Paterson) 1st place – midget girls 80 metre hurdles

Mia Westrop (Gilbert Paterson) 1st place – midget girls 800 metres

Emma Zgurski (Chinook) 1st place – juvenile girls shot put

Aidan Doyle (G.S. Lakie) 1st place – bantam boys 100 metres, long jump, and triple jump

Owen Thompson (Gilbert Paterson) 1st place – bantam boys 80 metre hurdles

Abed Al Sayyed (G.S. Lakie) 1st place – bantam boys 1500 metres

Cale Strom (G.S. Lakie) 1st place – bantam boys shot put and discus

Orion Legg (Gilbert Paterson) 1st place – midget boys 200 metres, 100 metre hurdles, and triple jump

Kieran Schmidtke (Gilbert Paterson) 1st place – midget boys 1500 metres and 3000 metres

Jasper Lowe (G.S. Lakie) 1st place – midget boys long jump

Mason Brussee (ICSS) 1st place – juvenile boys high jump

G.S. Lakie girls bantam 4 x 100 relay

G.S. Lakie boys bantam 4 x 100 relay

Gilbert Paterson boys midget 4 x 100 relay

LCI boys juvenile 4 x 100 relay

Gilbert Paterson Middle School students who won aggregate titles at the recent LSAA City Track and Field Meet: Orion Legg (Midget Boys), Presley Heggie (Midget Girls), Kenzie Kutsch (Bantam Girls), Emma Boehme / Autumn Wood (Pee wee Girls). The Paterson team also took 5 of 6 team titles at the meet and later won the 1J South Zone team title at the regional Meet.

Gilbert Paterson Middle School Grade 8 Band under the direction of Karly Lewis received a rating of Superior at Band Provincials in May. The Select Choir under the direction of Tyler Leavitt was Third at Choir Provincials in May as well.

Thank you to Tyler Francis and Rob Wood, who took the Gilbert Paterson Middle School Grade 8 French Immersion students on their culminating “Voyage Quebec” trip in June. The students put their language to the test in Ottawa, Montreal and Quebec City.

Immanuel Christian Secondary School staff Alice Houweling on earning a Certificate of Educational Assistant, Jaime Hummel on earning a combined degree of Bachelor of Arts from the U of L, and Lee-Ann Groenheide on earning a combined degree of Bachelor of Arts from the U of L.
Gilbert Paterson Middle School students recently competed in the Math Kangaroo Canada 2018 contest:

- **Harmony Morris** – 1st place Lethbridge Regional (Grade 7)
- **Zitong Wu** – 1st place Lethbridge Regional (Grade 6)
- **Akshara Nagaruru** – 2nd place Lethbridge Regional – Grade 6
- **Sophie Sheets** – 2nd place Lethbridge Regional – Grade 6

District staff who performed two concerts with the Chinook Chamber Singers recently are: **Karen Hudson, Stephanie McFarlane, Elizabeth Olsen, Regan Brooks, Jordana Kohn, Tyler Leavitt, Graeme McFarlane, and Ken Rogers.**

**Gilbert Paterson Select Choir** (director: **Tyler Leavitt**) and **LCI Chamber Choir** (director: **Karen Hudson**) were selected by the Alberta Music Festival Association to perform in the Alberta Music Festival.

**Dylan Taylor**, LCI student, was appointed as a member of the 2018/19 Minister’s Youth Council. Working at a provincial level, this 33-member council will share diverse student perspectives and provide input on education issues.

Congratulations to the **Churchill One Act play ensemble** for their successful weekend at the Provincial Drama Festival May 3-5 in Red Deer. Their play, *You are Playing You Now*, received recognition as the outstanding school in the Province for Choral Speech as well as the Provincial award as the Best Large Cast Ensemble. Teacher/Director **Greg Wolcott** and the students cast of 19 wrote the original play.

Congratulations to Churchill Tae Kwon Do students **Yen Tat** (grade 11) and **Peter Johansen** (grade 10) on winning gold medals at the Legacy Tae Kwon Do tournament May 4-5. **Darin Gibson** teaches a Tae Kwon Do option program at Churchill for grades 9-12.

Congratulations to the **Churchill Badminton team** on capturing the 3A South Zone Championship.

Congratulations to Churchill grade 11 student **Damon Van de Graaf** on being a representative to the Alberta Education Minister’s Youth Council. Students on the Council provide their perspectives to the Minister and Alberta Education on educational issues. Damon is a politically involved student who recognizes the crucial role politics plays in shaping how society functions.

Congratulations to Churchill grade 10 athlete **Josh Kiss** on winning gold at the ASAA Track and Field Provincials as member of the South Zone Junior Boys relay team.

Congratulation to the **Churchill Bulldog Rugby** team on winning gold in the ASAA Rugby Tier II Provincial Championships! The Bulldogs have been to the Provincials 10 consecutive years, winning 7 Gold, 2 Silver and 1 bronze.

Congratulations to the **Churchill Griffins rugby** team who finished 4th at ASAA Rugby Tier II Provincials.

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

Re: Administration Appointments

Background:
The following administration appointments have been made for the 2017/18 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Aaron Fitchett</td>
<td>Vice-Principal</td>
<td>WCHS</td>
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<td>Keith van der Meer</td>
<td>Vice-Principal</td>
<td>LCI</td>
</tr>
<tr>
<td>Rebecca Adamson</td>
<td>Vice-Principal</td>
<td>Senator Joyce Fairbairn Middle</td>
</tr>
<tr>
<td>Terry Hagel</td>
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<td>Senator Joyce Fairbairn Middle</td>
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<tr>
<td>Chris Harris</td>
<td>Principal</td>
<td>General Stewart</td>
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<td>Bob White</td>
<td>Vice-Principal</td>
<td>Senator Buchanan</td>
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<td>Gordon Vatcher</td>
<td>Vice-Principal</td>
<td>LCI</td>
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<tr>
<td>Tara Cunningham</td>
<td>Vice-Principal</td>
<td>Chinook</td>
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Recommendation:
It is recommended that the Board receive this report as information.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

June 26, 2018

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
2017-18 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. School Leaders are highly skilled in all areas of the Principal Leadership Quality Standard and 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 in a process based learning environment.
2. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.
3. The education system demonstrates collaboration and engagement to further District priorities, including innovative thinking.

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.
2017-18 DISTRICT PRIORITIES
REPORT TO THE BOARD
June 2018

PRIORITY ONE
Supporting Student Achievement and closing the achievement gap.

Literacy/ Numeracy
- Our District will host its first “home-grown” Summer Writing Institute with the Lucy Calkins Teachers’ College Reading/Writing Project! Elementary teachers and administrators will participate in this amazing opportunity at no cost to themselves or their school. Two teachers and one-two administrators from each school will have the opportunity to participate in this event running from August 20 – 23 in the Education Centre.
- The Secondary Math Steering Committee had its last meeting of the year and created two presentations for their middle and high school math colleagues, respectively, for general math as well as strategies for math facts and math vocabulary. These presentations will be made during exam time in June.
- Videos on our District’s Literacy focus are being created by Bev Smith and Garrett Simmons and will be shown to the Board in the fall. These short videos will be in a series format and will focus on the impact of literacy resources and Professional Learning on students and teachers.
- Classroom Improvement Funds (CIF) continue to be infused into elementary and middle schools’ Learning Commons to facilitate increased opportunities for students to access creative and interactive tools for problem solving and collaboration in Maker Spaces.
- Additional math resources were purchased for Kindergarten through Grade 8 French Immersion teachers to support student learning and improve student achievement.
- French Lucy Calkins literacy resources were purchased for French Immersion teachers in Kindergarten through Grade 5 at both schools.

Middle School Re-Visioning
- A Middle School Learning Day committee comprised of teachers and administrators met with Karen Rancier regarding the development of a plan for the day. Senator Joyce Fairbairn Middle School will host the day.

Administrator Mentorship Program
- We are pairing up our new administrators for the 2018-2019 school year with seasoned administrators from our district.

District Professional Learning and District Collaborative Communities
- Various requests Professional Learning requests continue to be approved for support staff to access professional learning for specific events such as SIVA, self-regulation, etc.
- Twenty-one Collaborative Communities accessed a total of 24 days to work together during the school year to support the work they did on the two District Professional Learning Days.

Parent Education
- Parent information sessions offered at the May District School Council meeting:
  - Starting to plan for next year- parent sessions-possibly nutrition related with a tie to learning and self-regulation, Morag and Cayley to explore Digital Citizenship parent session as per DSC request

Teacher Induction Support for Quality Teaching
- HR and the District Principal are working together to build lists of Year 1 and 2 TIP participants, as well as lists of seasoned teachers new to the District to ensure the most appropriate placement in orientation/induction programs for fall start up.
Lethbridge School District No. 51
Regular Meeting – June 26, 2018
Enclosure # 7.3.4

Administrator Professional Learning
- Continued work with Inquiry based professional growth. The last session with University of Lethbridge research facilitators for this year was held on May 31. The Administrator Professional Learning Committee met to map out professional learning for administrators next year. The focus will continue to be on inquiry based professional growth with roll out to staff in schools. Learning will also focus on inclusion, FNMI and innovation.

Early Learning
- Screening, using Ages and Stages Questionnaire or ASQ, as a formative type of assessment with new children entering the Early Education Program will finish this week.
- Welcome to Kindergarten evenings at elementary schools have all been completed.
- All Program Unit Funded (PUF) files in the recent 2017-2018 audit were approved. A total of 257 children were approved for Program Unit Funding (PUF) in the 2017-2018 school year.
- Kindergarten teachers have completed the re-assessment phase of the Early Years Evaluation (EYE). District-wide data has just become available this week.
- Full-day, every day kindergarten research data is currently being compiled and will be analyzed by the University of Lethbridge under the direction of Dr. Noella Piquette. Results will be available in September.
- Parent Cafes, a component of the Building Brains and Futures project, will start to involve parents to coordinate this twice weekly parent education opportunity at Westminster and Senator Buchanan Schools. Parent Cafes involve a community speaker presenting to parents for about 15 minutes on a topic pertaining to child development followed by a question and answer session.

FNMI
- District Pow-Wow at Galbraith elementary May 18th
- First Nations, Metis Inuit Grad at Vic Park, May 24th 6-8 p.m.
- Mentorship Activities continue to happen throughout the school year with some of our students of FNMI ancestry
- Tipi transfer ceremony June 21st at the Education Centre
- National Indigenous Peoples Day June 21st – there are a variety of activities going on at each school

Off-Campus
- Some of Lethbridge School District high school students are engaged in the trade program offered by the Iron Workers (organized through Chinook Regional Career Transitions for Youth). This is the second year of the program being offered to students.

Dual Credit
- Lethbridge College identifying challenges/barriers to starting dual credit through the College this year
- Garrett and Jesse working on registration process for Dual Credit online, Dual Credit added to "programs" on Lethbridge School District website
- Dual credit courses with the University of Lethbridge are ready to roll out (Cinema 1000, Liberal Education 1000, Liberal Education 2200)

Other School Improvement Initiatives
- Subsequent to the province announcing another year of CIF (Classroom Improvement Funding), the committee comprised of ATA representatives and Central Office representatives met and came to consensus on spending priorities for the CIF budget allocation.
- Administrators are working on rolling out inquiry based professional learning to all staff in the fall. Learning related to the new Teaching Quality Standard is embedded as part of the professional reflection that launches the process.
PRIORITY TWO

Supporting the implementation of initiatives designed to develop innovative thinkers.

Engagement in Provincial Curriculum Development and Implementation

- A draft version of the new "Early Years" (i.e., Kindergarten through Grade 4) Curricula have been shared with CASS leaders and, in our District, Administrators. Each of our schools has identified an administrator who will work most closely with teachers on implementing new curricula and those administrators have attended a workshop on "Concept Based' curriculum in June. It is anticipated that the Minister of Education will sign off on the new curricula in December of 2018 with implementation dates yet to be set.

Build the capacity for teachers and administrators: Technology, online learning and digital learning

- Senator Joyce Fairbairn middle school has decided to move ahead with the unified laptop program. To help build capacity with the new direction, teachers from the school will be assigned a student laptop for the summer to help with programing.

- The technology department is scheduling professional learning opportunities for parents on how to manage home wi-fi and monitor student screen time. We plan on having the sessions open to all Lethbridge School District No 51 parents and hosting them at Senator Joyce Fairbairn School in the fall.

- On June 19 a group of educators are meeting to discuss Permission Click, an online form solution that allows parents to digitally sign athletic waver forms. LCI has been using the system for a year with success and are now opening the product for other schools to use if they choose.

Program Development (e.g. Robotics)

- Lethbridge School district has a new updated Moodle site that utilizes Office 365 to make it easier and more convenient for teacher use. A training day was held on June 20th to demonstrate some of the new features in Moodle and to explain the new naming convention that is being put in place to keep content organized.

- Lethbridge School District has created and posted its first 360 video on YouTube. YouTube fans can now take a 360 tour of Senator Joyce Fairbairn Middle school.

PRIORITY THREE

Supporting Student Diversity

Wellness

- Wellness Video made by Chinook students (Vigorous Club) to share with our community, starting a "Wellness Spotlight" on our District website where each month a different school will highlight a Wellness event/focus they have for the 2018/19 school year

- Health Champs presented at staff meetings on "Wellness definition", survey was completed by 300 staff in District identifying "Wellness Priorities"

- Wellness Grants for 2018-19 school year- 16 schools applied, many of the requests supported staff wellness and/or self-regulation initiatives.

- Nutrition Program (Alberta Education) - 11 schools have identified an interest in participating this upcoming year. Many different ideas on how best to provide nutritional programming to students at schools. Breakfast programs, lunch programs and District Fruit and Vegetable program have been identified as priorities.

- Practicum nurses in the fall will be doing a practicum on staff wellness at one high school in the District.

- Morag met with HR to generate "staff wellness" ideas and planning for 2018/19- lots of positive ideas including possible wellness challenges
Inclusive Education

- Inclusive Education currently has an opening for a psychologist, as Helen Irwin is returning to the classroom next year. Helen will be teaching in the skills development classroom at LCI.
- We are currently interviewing in Round 3 for six Educational Assistants funded by Classroom Improvement Funds (CIF).
- The EAs funded by CIF have been allocated, and we continue to see students with complex needs coming into the district from neighbouring school districts, Calgary, BC, and Manitoba. Requests for support are ongoing.
- Supported transitions from elementary to middle and from middle to high school have been happening for the past few weeks with the provision of subs from Inclusive Ed and the expertise of the behaviour team. Schools have been very accommodating in allowing staff to spend time in the schools they will be working in next year building crucial relationships with complex students.
- Mackenzie Penner was the successful candidate for the Resiliency position. Mackenzie currently teaches at Nicholas Sheran Community School.
- Lethbridge 51 has received funding from SWRCSD to continue the work of staff capacity building in behaviour for a second year. The behaviour team has completed residencies in 12 schools this year, including one high school, two middle schools, and nine elementary schools.
- Lethbridge 51 will be chairing the Leadership Team of the SWRCSD next year.
- Assignments for Advanced Educational Support (AES) staff have been finalized for the 2018-19 school year, and planning is under way for professional learning when staff return on August 22.
- Support for students with complex needs is augmented through contracted services such as music therapy, adapted physical education, specialized services through Key Connections Consulting (KCC), and psychological assessment services at high school. Ann Muldoon and Anna Ell are currently updating contracts with providers.

English as a Second Language (ESL)

- Naomi Den Haan was the successful candidate for the position of ESL Making Connections Worker. The focus of this Making Connections role is support for immigrant and refugee children, youth and their families.
- DeeAnna Presley-Roberts and Ann Muldoon are working together to clarify the responsibilities of the ESL Lead Teacher and those of the ESL Making Connections Worker and to determine appropriate communication channels.
- Through CIF, we have been fortunate to receive funding for a temporary ESL teacher who will support literacy and language acquisition in middle school classrooms for the 2018-19 school year.
- The Director of Inclusive Education attended a meeting of the Language Working Group with Lethbridge Local Immigration Partnership (LIP) on June 15 and provided updates on provision in Lethbridge 51.
MEMORANDUM

June 26, 2018

To:    Board of Trustees

From:  Cheryl Gilmore
        Superintendent of Schools

Re:    CIF (Classroom Improvement Fund) Update

Background:
Alberta Education announced April 26th that CIF funding would continue for another year. Executive Council members met with the ATA CIF Committee members in early May and reached consensus regarding the allocation of funds. The allocation of funding for 2018-19 CIF is attached.

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

Respectfully submitted,
Cheryl Gilmore
Classroom Improvement Fund (CIF) Update

$1,302,700
Funds received from Alberta Education for the Classroom Improvement Fund (CIF) - One-time Funding for 2018/2019

- New Elementary 5 additional positions (5.0 FTE)
- New Middle 1 additional position (1.0 FTE)
- FNMI Language and Culture position (1.0 FTE)
- ESL Teacher 1 new positions (1.0 FTE)
- Teachers $859,650
- Top-Up Staffing Additional staffing time (0.5 FTE)
- Support $440,550
- EAs 6 additional positions (5.04 FTE)
- EAs Kindergarten 2 additional positions (0.8 FTE)
- FSLC Middle 4 middle schools (2.0 FTE)

The ESL Teacher will works directly with students in the secondary schools.

The intent of this CIF funding is to: "Improve the student experience in the classroom".

The CIF funding is eligible towards hiring additional teaching / non-teaching staff and for initiatives to enhance supports for students with complex learning needs and English Language Learners.

**CIF Committee:**
The CIF Committee is comprised of members of the Education Centre and ATA local representatives. This committee has met to discuss and review the allocations of the CIF funding.

**Major changes from 2017/2018 CIF is that materials/supplies are less of a focus (more on the staffing component)**

**EA Professional Learning**
$2,500
Will increase with potential saving on staffing and will increase up to $10,000

**Professional Learning**
## Calendar of Events

<table>
<thead>
<tr>
<th>June</th>
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<tbody>
<tr>
<td>27</td>
<td></td>
<td>Last day for Kindergarten students</td>
</tr>
<tr>
<td>28</td>
<td></td>
<td>Student school year ends</td>
</tr>
</tbody>
</table>
| 28         |   | Chinook Convocation  
|            |   | Chinook High School Gymnasium |
| 29         |   | Teacher and Educational Assistant school year ends |
| 29         |   | WCHS Convocation  
|            |   | Lethbridge College |
| 29         |   | ICSS Convocation  
|            |   | Trinity Reformed Church |

<table>
<thead>
<tr>
<th>August</th>
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<tbody>
<tr>
<td>22</td>
<td></td>
<td>School offices open to the public</td>
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<tr>
<td>27</td>
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<td>Teacher school year begins</td>
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<tr>
<td>31</td>
<td></td>
<td>Welcome Back Breakfast @ WCHS</td>
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<tr>
<th>September</th>
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<tr>
<td>3</td>
<td></td>
<td>Labour Day Holiday</td>
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<tr>
<td>4</td>
<td></td>
<td>First day for students</td>
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</tbody>
</table>
| 25         |   | Board Meeting  
|            |   | 3:30 p.m., Education Centre |
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Jan Foster, Vice Chair

Re: Joint Committee of City of Lethbridge and School Boards meeting – May 23, 2018

The Joint Committee of City/School Boards met on Wednesday, May 23, 2018 at the Lethbridge School District #51 Board Room.

Tony Vanden Heuvel, Director of Community Services gave an update on the Supervised Consumption Site. The site has seen 11,000 visits and 111 overdoses and are working on establishing good neighbor policy. The site is now open 24/7 and are working hard on the needle debris program – it is important to note that some users use up to 10 times per day and ARCHES goes back to the same site multiple times during the day. ARCHES also is conducting data on the safe disposal boxes. Custodians in LSD #51 have received the training through ARCHES and administrators have had heightened concern from parents at a few schools. It was recommended that school districts can have an open house and invite ARCHES to come speak to stakeholders. There was also a request for the City to provide stickers for school districts to place on playgrounds as well as request for needle disposal boxes for schools that have expressed concern.

There was an update on school bus parking in the area of LCI, CCH, St. Francis and École St. Mary from Michael Kelly, Manager of Real Estate and Land Development. A map was shared and traffic has been monitored in this area. The city could use the solution used at Chinook High School or widen 20th Street South by 3-5 metres for saw tooth parking. Michael will forward the design used at Chinook to Holy Spirit for consideration. Counsellor Mauro suggested the possibility of having street between CCH and LCI designated as bus only. A transportation study will take place in the fall of 2018 for this neighborhood. The City will continue to investigate the concept of saw tooth parking and sent the letter of concern from the member of the community to the school boards.

Michael Kelly gave an update on Cell Phone Tower resolutions and stated that the City has had a multitude of requests for cell phone towers and is working with companies as neighborhoods are being developed. The City will ensure they are appropriately placed and keep school districts informed.

Report on the City response to Truth and Reconciliation Commission which has expanded to include more partners including education. When the committee brings an update to Council, the Mayor will look at the composition and expect to see a reformation of that committee with school boards involved likely in the summer of early fall. The goals of the commission is to build
on what we are already doing, sharing information, developing specific responses, address issues of racism and discrimination in our city and work with the indigenous community to establish milestones and celebrate successes.

Respectfully submitted,
Jan Foster, Trustee
MEMORADUM

June 26, 2018

To: Board of Trustees

From: Jan Foster, Vice Chair

Re: Community and Social Development Committee meeting – May 25, 2018

After introductions, welcome and introductory remarks, the committee reviewed the FCSS financial statements and variance report.

The funding for Building Brains & Futures Research contract was approved.

CMARD (Coalition of Canadian Municipalities Against Racism and Discrimination) gave an update on their activities.

Vibrant Lethbridge Committee gave a report on 2 recent projects concerning poverty reduction in the city as well as poverty within post secondary population. The committee found that there are a large number of students who are not aware of or using the resources available to them such as student housing, food bank and counselling.

FCSS Procurement Schedule for 2019 was presented as well as the FCSS Annual Report for 2017.

Next meeting is scheduled for June 22, 2018.

Respectfully submitted,
Jan Foster, Trustee
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Tyler Demers, Trustee

Re: Friends of 51 Committee – May 30, 2018

Trustee Tyler Demers will provide an oral report.
MEMORANDUM

June 26, 2018

To:   Board of Trustees

From: Donna Hunt, Trustee

Re:   A.S.B.A. Spring General Meeting – June 3-5, 2018

Trustee Donna Hunt will provide an oral report.
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Christine Light, Trustee

Re: District School Council – June 4, 2018

1. Welcome and Introductions: Shannon Pratt, Joy Morris, Morag Asquith, Amber Johansen, Laura Scarpelli, Heather Paul, Rob Mitchell, Jan Foster, Locke Spencer, Bill Bartlett, Christine Light, Duane Pike, Allison Pike

2. Approval of the Agenda – approved as presented

3. Approval of the Minutes from May 7, 2018 - motion to approve Heather Paul, seconded by Shannon Pratt

4. Business Arising from the Minutes – none

5. Trustee Report was included in the agenda.
   Send Trustee report to school councils, Christine Light provided an update.

6. Alberta School Councils Association - Allison Pike
   Questions shared by Allison via Duane - is there interest in an Inclusive Education committee, can the District consider having an indigenous immersion program and if not would there be opportunity for an indigenous language program?
   Morag invited Allison for a meeting to discuss further - Inclusive Education paradigm shift discussed, challenges both with community protocols, needs and finding Blackfoot Language speakers who are also teachers present as preliminary issues.

7. Reports from District Committees:
   Poverty Intervention Committee: “Wham bags” – will continue as is - Karen will be meeting with DeeAnna early next year to determine funding availability.
   Poverty luncheon saw a large turn out - thank you to those in the programs and donators.
   Wellness Committee meeting: Health Champ Update, Wellness survey (300 participants from staff - priorities targeted - “Staff wellness”/ "structures that impact wellness"), Alberta Health Services participation.

8. District School Council Calendar of Events and Shared Opportunities
   ASCA through SAPDC providing information and consultation for Curriculum. First evening is tomorrow.
   Nicholas Sheran parent council wishes to explore opportunities for Blanket Exercise.
Morag shared what we are looking at for Parent Education nights for the upcoming year
Self regulated Parent, Parenting the Adolescent, Managing Stress (can we live stream to
have greater access to these parenting opportunities) welcoming any other suggestions.

9. Superintendent’s Report – Morag Asquith
   Alberta Education Updates
   Nutrition Project Funding
   CIF (Classroom Improvement Fund)
   Curriculum
   Needle Safety posters were shared

10. Roundtable Reports are included with the agenda:
    Agnes Davidson - Show and Shine - June 16\textsuperscript{th}, 2018

11. Adjournment
    District School Council 2018-19 Meeting Dates:
    October 1, 2018       November 5, 2018       December 3, 2018
    January 14, 2019      February 6, 2019 Town Hall      March 4, 2019
    April 1, 2019        May 6, 2019           June 3, 2019 dinner meeting
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Tyler Demers
Trustee

RE: Facilities Committee – June 5, 2018

Minutes of the Facilities Meeting held June 5, 2018 at 11:30 a.m.

In attendance: Tyler Demers (Chair) Doug James, Trustee
Christine Lee Daniel Heaton
Chris Chapman

1. The committee received a progress update on Senator Joyce Fairbairn Middle School construction. The project is on track for September opening. Phase-in occupancy will occur mid-June.

2. The committee received a progress update on the South East Elementary School. We are awaiting an approval letter and grant agreement from Alberta Education until we are able to receive approval from Alberta Infrastructure to proceed to tender. We are hopeful we will receive this documentation this month.

3. Daniel Heaton and Chris Chapman provided the list of summer IMR projects for the committee to review and discuss. See the attached report.

4. Daniel Heaton provided an update on the three modular facilities that will be installed at Coalbanks Elementary this summer.

5. Other: A boundary review will take place in the fall to study enrolment growth pressures at elementary and high school.

Respectfully submitted:

Tyler Demers
Trustee
Lethbridge School District No. 51 facilities are the best places for teaching and learning.
2017 - 2018 Facility Services Projects

The following is a summary of the Facility Services projects in progress as well as preplanning of subsequent years. In addition we have included general descriptions of our Senator Buchanan and Westminster Ventilation, Barrier Free and Functionality projects, New School Building and Modernization project planning.

IMR FUNDED PROJECTS

Senator Buchanan Ventilation System, Barrier Free Access and Functionality Upgrade

Senator Buchanan School is a classic example of Mid 20th Century Modern School design. That being said the building does require modernization to bring it into the 21st Century. Over the years piece meal maintenance and systems replacement have taken place that include boilers, heating distribution and now a modern ventilation system will being added. All of the prior projects have been completed in a well planned, fiscally responsible and in a least disruptive manner and the ventilation, barrier free and functionally upgrade project is a continuation of that. The project entails the installation of new air handling units including air conditioning on the roofs as well as all of the associated distribution duct work to each an every space in the building. New electrical services will be installed to power the new HVAC equipment and modern wiring to all classrooms. Structural modifications to support the roof top units as well as duct shafts will be constructed and coordinated around school use. Each classroom and corridor will receive ventilation as well as new energy efficient lighting and new ceiling systems. Other associated work such as the removal of any main floor level stairs and new low slope ramp systems aid in accessibility of all of our students. Minor painting and plumbing fixture upgrades will also be completed.

The project will be managed by a General Contractor through tendering of major Contortion Trade Packages and all coordinated and phased over 1 ½ to a 2 year period to ensure continued use and completed in the least disruptive manner to the school, teaching staff and especially the students. We have estimated the project to be around $1,600,000.

Westminster School Ventilation System, Barrier Free Access and Functionality Upgrade

Westminster School was first built as a high school, then was converted to a junior high and is now an elementary school that is a classic example of Mid Century high school architecture. That being said the building has much wider corridors, larger classrooms than one would have had in an elementary school design of that era and do to this fact the school staff and students benefit from this. As the building is aging it does require modernization to bring it into the 21st century. Over the years piece meal maintenance and systems replacement have taken place that include boilers, heating distribution and now we will
be completing a modern ventilation system. All of the prior projects have been completed in a well planned, fiscally responsible and in a least disruptive manner and the ventilation, barrier free and functionally upgrade project is a continuation of that. The Westminster project is essentially the same as the Buchanan project which entails the installation of new air handling units including air conditioning on the roofs as well as all of the associated distribution duct work to each and every space in the building. New electrical services will be installed to power the new HVAC equipment and modern wiring to all classrooms. Structural modifications to support the roof top units as well as duct shafts will be constructed and coordinated around school use. Each classroom and corridor will receive ventilation as well as new energy efficient lighting and new ceiling systems. Other associated work such as the removal of any main floor level stairs and new low slope ramp systems aid in accessibility of all of our students. Minor painting and plumbing fixture upgrades will also be completed.

The project will be managed by a General Contractor just as the Buchanan project through tendering of major Contortion Trade Packages and all coordinated and phased over 1 ½ to a 2 year period to ensure continued use and completed in the least disruptive manner to the school, teaching staff and especially the students. We have estimated the project to be around $1,600,000.

NEW CONSTRUCTION – Alberta Education / Alberta Infrastructure Preplanning and Project Approval

The South East Lethbridge Elementary School design and Construction Documentation portion has been completed. The school district is awaiting approval to proceed into construction of new 600 student elementary school in the Discovery subdivision in south east Lethbridge in the very near future. The school design and construction documents have been ready since the end of March 2018. The site has been fully serviced and is ready for construction. We anticipate approval this summer and Tendering can beginning immediately after with construction beginning in the fall of 2018 and ready for staff and students in the fall of 2020.

The next new construction priorities are the Gary Station (West Lethbridge—North) and West Lethbridge Elementary (West Lethbridge-South) Schools. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from 163% to 187%. Enrolment growth in west Lethbridge elementary schools is expected to increase from 2254 students to 2429 in three years (2020), 2581 in five years (2022), and 2770 in ten years (2027). Over the 10 year period that is an increase of 516 students in schools that are already exceeding core utilization.
MAJOR MODERNIZATION Alberta Education / Alberta Infrastructure Preplanning and Project Approval

Galbraith Elementary School

The planned modernization at Galbraith Elementary is planned as a refresh of our oldest building to serve the North Lethbridge community for another 100 years. The original 1912 building charter is a defining element in this part of the city and the 1962 section can, with some much needed attention, go forward in that same 100 years. The building will not be increased in size but stay within the existing walls; however further concept development might show need for additional areas and therefore an addition might be warranted. All major systems such as heating including boilers and electrical such as LED light fixtures and modern computer wiring and communication systems will be upgraded. New ventilation system will be threaded through the existing building to meet modern-day fresh air requirements. Extra efforts will be taken in maintain the existing historical character of the 1912 buildings with proposed new flooring, wall and ceiling finishes as well as carrying that flavour into the 1962 wing. Special attention to the School administration suite as it is under sized and lacking in meeting and offices spaces as well as some wrap around services. The existing built up roofing on the vast majority of the school building has reached its limit and will also be replaced in the modernization project.
### FACILITY SERVICES PROJECTS (Funded through IMR unless otherwise specified)

<table>
<thead>
<tr>
<th>School Name - Project Implementation Date</th>
<th>2017-2018</th>
<th>2018-2019</th>
<th>2019 – 2020</th>
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<tbody>
<tr>
<td><strong>Agnes Davidson Elementary School</strong></td>
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<tr>
<td>• Demolish modular classrooms including regrade of courtyard</td>
<td>$500,000 Funded through the modular program</td>
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<tr>
<td>• Fix parking lot, replace lighting and paint stalls</td>
<td>$20,000</td>
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<tr>
<td>• Replace shed with new</td>
<td>$5,000</td>
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<tr>
<td><strong>Agnes Davidson Boys and Girls Club</strong></td>
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<tr>
<td>• Replace chain post fence with wire fabric fence</td>
<td>$3000</td>
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<tr>
<td><strong>Attwell and Maintenance Buildings (funded from PO&amp;M operating or capital budgets)</strong></td>
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<tr>
<td>• Electronic Archive all information Blueprints, Specifications, Manuals etc.</td>
<td>$30,000</td>
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<tr>
<td>• Add a large overhead doorway in Maintenance Building grounds bay to facilitate snow removal equipment movement</td>
<td>$50,000</td>
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<tr>
<td><strong>Coalbanks</strong></td>
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<tr>
<td>• Addition of through bolts on all doors</td>
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<tr>
<td>• Insure deficiencies are noted and rectified ie. access control hardware – in progress</td>
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<tr>
<td>• Gymnasium floor sockets and repairs – monitoring in progress</td>
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<tr>
<td>• 2 new Modular A units and 1 Modular B(not including modular costs)</td>
<td>$330,000 Funded through the modular program</td>
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<tr>
<td><strong>Dr. Probe Elementary School</strong></td>
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<tr>
<td>• Repair flooring in Library – in progress</td>
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<tr>
<td>o Remove all millwork, computers, books etc.</td>
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<tr>
<td>o Negotiate solutions with suppliers / installers</td>
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<tr>
<td>o Repair seams and bubbles</td>
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<tr>
<td>o Re-install all millwork, computers, books etc.</td>
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<tr>
<td>• Relocate storm drainage system to the south of future</td>
<td>$95,000</td>
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<tr>
<td>• Upgrade hallway ceiling and lighting</td>
<td>$16,500</td>
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<tr>
<td>School Name - Project Implementation Date</td>
<td>2017-2018</td>
<td>2018-2019</td>
<td>2019 – 2020</td>
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<tr>
<td><strong>Education Center</strong> (funded from administration operating and capital budget)</td>
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<tr>
<td>• Replace/repaint exterior window panels – <strong>costing being prepared</strong></td>
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<tr>
<td>• Space usage analysis entire building for increased capacity</td>
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<tr>
<td>– <strong>Documentation being prepared</strong></td>
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<tr>
<td>• Repaint handrails and nosing at exterior stairs</td>
<td></td>
<td>$5000</td>
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<tr>
<td>• Paint parking lot stall markings – <strong>summer 2018</strong></td>
<td></td>
<td>$4000</td>
<td></td>
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<tr>
<td>• Hardwood flooring repairs – <strong>summer 2018</strong></td>
<td></td>
<td>$1000</td>
<td></td>
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<tr>
<td>• Refinish exterior Front Doors – <strong>in progress – summer 2018</strong></td>
<td></td>
<td>$3000</td>
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<tr>
<td>• Change locks and hardware to match district standard</td>
<td></td>
<td></td>
<td>$30,000</td>
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<tr>
<td><strong>Fleetwood Bawden Elementary School</strong></td>
<td></td>
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<tr>
<td>• Parking lot asphalt repairs and extend parking lot incl. stall markings</td>
<td>$13,000</td>
<td></td>
<td></td>
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<tr>
<td>• Replace existing shed with new standalone unit</td>
<td></td>
<td>$6000</td>
<td></td>
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<tr>
<td>• Install new cast-in-place rubber mat at playground</td>
<td></td>
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<td>$250,000</td>
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<tr>
<td>– <strong>coordinated with City of Lethbridge</strong></td>
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<tr>
<td><strong>G.S. Lakie Middle School</strong></td>
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<tr>
<td>• Replace existing structural steel fascia with prefinished metal siding</td>
<td>$80,000</td>
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<tr>
<td>• Preliminary work on relocating modular classroom to new middle school</td>
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<tr>
<td>– <strong>summer 2018</strong></td>
<td></td>
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<td><strong>IN CAPITAL PROJECT FUNDING</strong></td>
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<tr>
<td><strong>Galbraith Elementary School</strong></td>
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<tr>
<td>• Install new interior center handrail historic building entrance match exiting new handrail</td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Patch exterior parging on historic building</td>
<td></td>
<td>$1500</td>
<td></td>
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<tr>
<td>• Repair water main break damage install new asphalt and flag</td>
<td></td>
<td>$10,000</td>
<td></td>
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<tr>
<td>• Change Locks and hardware</td>
<td></td>
<td></td>
<td>$30,000</td>
</tr>
<tr>
<td>• Stucco reinforcement of Exterior Cornice</td>
<td></td>
<td></td>
<td>$30,000</td>
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<tr>
<td>School Name - Project Implementation Date</td>
<td>2017-2018</td>
<td>2018-2019</td>
<td>2019 – 2020</td>
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<tr>
<td><strong>General Stewart Elementary School</strong></td>
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<tr>
<td>• New concrete pad for scooter rack</td>
<td>$3000</td>
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<tr>
<td>• Replace flooring in some classrooms as an experiment with new installation technique</td>
<td>$20,000</td>
<td></td>
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<tr>
<td>• Change locks and hardware to match new District standard</td>
<td>$12,000</td>
<td></td>
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<tr>
<td><strong>Gilbert Paterson Middle School</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Install high wire woven fence at courtyard</td>
<td>$5000</td>
<td></td>
<td></td>
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<tr>
<td>• Install high wire woven fence at dust collector</td>
<td>$1500</td>
<td></td>
<td></td>
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<tr>
<td>• Widen opening at bike racks and increase concrete sidewalk width to main sidewalk</td>
<td>$9000</td>
<td></td>
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<tr>
<td><strong>Lakeview Elementary School</strong></td>
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<td></td>
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<tr>
<td>• Existing flooring replacement/repair South Wing</td>
<td></td>
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<tr>
<td>o Negotiate, renegotiate solutions with suppliers and installers</td>
<td></td>
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<tr>
<td>o Upgrade interiors of 8 Classrooms</td>
<td>$40,000</td>
<td></td>
<td></td>
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<tr>
<td>• Parking lot upgrade including additional, markings stalls and access</td>
<td>$15,000</td>
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<tr>
<td><strong>LCI High School</strong></td>
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<tr>
<td>• Flooring and painting – general</td>
<td>$110,000</td>
<td></td>
<td></td>
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<tr>
<td>• Install Barrier Free Access operator at cafeteria front door consider others</td>
<td>$5000</td>
<td></td>
<td></td>
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<tr>
<td>• Cafeteria Hood Fan Upgrade to meet Code identified by Lethbridge Fire Department</td>
<td>$15,000</td>
<td></td>
<td></td>
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<tr>
<td>• Design and cost yoga/wrestling area in Basement – in progress</td>
<td>$20,000</td>
<td></td>
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<tr>
<td>• Revise Stage to be fully enclosed Classroom space</td>
<td>$80,000</td>
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<tr>
<td><strong>Mike Mountain Horse Elementary School</strong></td>
<td></td>
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<tr>
<td>• Repaint doors (exterior and 8 sets of interior)</td>
<td>$5000</td>
<td></td>
<td></td>
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<tr>
<td>• Replace flooring in classrooms</td>
<td>$40,000</td>
<td></td>
<td></td>
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<tr>
<td>• Install new concrete sidewalk on north face of school</td>
<td>$20,000</td>
<td></td>
<td></td>
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<tr>
<td>• Install new water main</td>
<td>$20,000</td>
<td></td>
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</tbody>
</table>
### Nicholas Sheran Community School

- New upper level classroom: $50,000
- New Water main: $30,000
- Remove and replace entire concrete approach sidewalk: $85,000
- Re-roof second phase of 3:
  - Strip existing metal roof
  - Install new sheathing and waterproof membrane
  - Apply new metal roof and flashings: $137,000

### NOC Building

- No projects at this time

### Park Meadows Elementary School

- Paint entrances and vestibules: $3000
- Replace office carpet: $25,000
- Re-roof second phase of 2: $86,000
  - Strip existing metal roof
  - Install new sheathing and waterproof membrane
  - Apply new metal roof and flashings

### Senator Buchanan Elementary School

- Install new shed tractor size: $6000
- Paint Gymnasium: $5000
- Tender and Construct ventilation upgrade Summer 2018 through end of 2019:
  - Total cost over three years: $1,600,000
  - $550,000 for 2018
  - $550,000 for 2019
  - $500,000 for 2020
  - Consult final phasing with Principal
  - Design sessions with architects and engineers
  - Coordination of construction documents
  - Tender and Construction monitoring
<table>
<thead>
<tr>
<th>School Name</th>
<th>Project Implementation Date</th>
<th>2017-2018</th>
<th>2018-2019</th>
<th>2019 – 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Park High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change locks and hardware</td>
<td></td>
<td></td>
<td>$24,000</td>
<td></td>
</tr>
<tr>
<td>Westminster Elementary School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tender and Construct ventilation upgrade Summer 2018 through end of 2019</td>
<td>$550,000</td>
<td>$550,000</td>
<td>$500,000</td>
<td></td>
</tr>
<tr>
<td>o Consult final phasing with Principal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Design sessions with architects and engineers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Coordination of construction documents</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>o Tender and Construction monitoring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paint Gymnasium</td>
<td>$4000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Install new shed tractor size</td>
<td>$6000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Repair lawn at south east corner</td>
<td>$1500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Monitor Construction Warranty Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Repair and paint concrete columns</td>
<td>$30,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winston Churchill High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paint exterior Victory Vs</td>
<td>$15,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Replace galvanized steel doors with aluminum door</td>
<td>$48,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paint exterior doors</td>
<td>$5000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Change locks and hardware to match new District standard</td>
<td>$50,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Install new water main</td>
<td>$20,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MODULAR CLASSROOMS 2018

- Coalbanks: 2 new A Units and 1 B Unit– Approved for 2018-2019 Modular program (see under Coalbanks Elementary School above)

MODULAR CLASSROOM REQUESTS 2019

- Chinook High School: 4 New A Units
- Lakeview: 1 New B Unit
- Nicholas Sheran: 2 New A Units
- Coalbanks: 1 New B Units

END OF REPORT
MEMORANDUM

June 26, 2018

To: Board of Trustees

From: Christine Light, Trustee

Re: Community Engagement Committee

Christine Light will provide an oral report on recent events.
Certificate of Appreciation

Presented to

Lethbridge School District 51

For supporting the Alberta-NWT Command’s Military Service Recognition Book. Your acknowledgement and support for Veterans in Alberta and the Northwest Territories is sincerely appreciated. Thank you for your participation.

Chris Strong
President

Tammy Wheeler
Executive Director

ALBERTA-NWT COMMAND OF THE ROYAL CANADIAN LEGION

“LEST WE FORGET”
JUN 0 8 2018

Mr. Clark Bosch
Chair
Lethbridge School District
433 - 15 Street South
Lethbridge AB T1J 2Z4

Dear Mr. Bosch:

On behalf of the Government of Alberta, we are pleased to advise you that the following project for Lethbridge School District is approved as part of the March 23, 2018 announcement:

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Delivery Type</th>
<th>Grade Configuration</th>
<th>Opening Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>New South Lethbridge Public School</td>
<td>Grant Funded</td>
<td>K–5</td>
<td>600</td>
</tr>
<tr>
<td>(Construction funding)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A forthcoming grant agreement will contain the terms and conditions of this approval, as well as further budget and project scope information. The grant agreement must be signed before funding can be provided and a prime consultant can be engaged. Infrastructure staff will contact school jurisdiction staff regarding next steps, including the scheduling of a project kick-off meeting.

We encourage your jurisdiction staff to continue working with Infrastructure and Education staff, who are available to provide assistance and guidance as needed. The Infrastructure contact for this project is Sean Siegers, Director, South, Learning Facilities Branch, who can be contacted at sean.siegers@gov.ab.ca or 403-476-4847. The Education project contact is Ross Newton, Senior Manager, Capital Planning South, who can be contacted at ross.newton@gov.ab.ca or 780-644-4583. Both numbers can be accessed toll-free by first dialing 310-0000.
We are pleased to advise that for all the newly announced projects, Alberta Infrastructure will co-ordinate the ordering and installation of site signage to coincide with construction.

We look forward to the successful and timely completion of this project.

Sincerely,

David Eggen
Minister of Education

Sandra Jansen
Minister of Infrastructure
June 13, 2018

Dr. Cheryl Gilmore  
Superintendent of Schools  
Lethbridge School District No. 51  
433-15 Street South  
Lethbridge, AB T1J 2J4

Dear Dr. Gilmore:

Alberta Infrastructure is pleased to advise you of the following capital funding decision for your board:

Approval of funding in the amount of $394,421, including non-refundable GST for the 2018/2019 Modular Classroom Program, for the costs of installing two type A and one type B modular classrooms, at Coalbanks Elementary School in Lethbridge, Alberta (Project ID: E7893A-0002 /Contract ID: 034686).

The budget and funding information is attached for your reference.

Approval is hereby given for your school board to use a day labour (own forces) scheme pursuant to provisions of Section 9 of the School Buildings and Tendering Regulation (Alberta Regulation 383/88). Your board is required to comply with Sections 10, 11 and 13 of the School Buildings and Tendering Regulation.

If the day labour scheme involves the use of a person who is not an employee of your board as a manager or foreman, you must advertise for a construction manager or foreman and submit the information to Learning Facilities Branch.

All sub trades over $200,000 must be tendered and the low bid submitted for Ministerial approval prior to the commencement of work involved. Notices of school project tenders over $200,000 must be published on the Alberta Purchasing Connection http://www.purchasingconnection.ca system. It is not acceptable to publish tenders on any other system without also publishing a notice of the tender on the Alberta Purchasing Connection.

Your school board must complete this project within the approved building construction and total project costs. Any amount that exceeds or requires reimbursement of the stated total above will require approval from Infrastructure prior to contract award.
The modular classrooms have been ordered from the manufacturer on behalf of your board and paid for by Infrastructure. Each modular classroom has been assigned a unique Manufacturer’s Number. The Infrastructure numbers that have been assigned to your board are as follows:

<table>
<thead>
<tr>
<th>School Name</th>
<th>Classroom Type</th>
<th>A.I. Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coalbanks Elementary</td>
<td>2 – A Units</td>
<td>T7830, T7831</td>
</tr>
<tr>
<td></td>
<td>1 – B Unit</td>
<td>T7832</td>
</tr>
</tbody>
</table>

Infrastructure will notify your board contact when the modular classrooms are nearing completion of construction and of the anticipated date they will be available for pickup by your chosen transport company. You will receive an Authorization to Transport Modular Classroom form for the unit.

Upon receipt of a Payment Request Form, your board will receive 80 per cent of the total funding for the installation of the modular classrooms. Up to 20 per cent of the remaining funding may be forwarded upon receipt of your Statement of Final Costs. The Payment Request Form can be obtained online at [https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/](https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/). Please submit your Payment Requests to INFRA.SJurisdictionPayments@gov.ab.ca.

The Statement of Final Costs must be submitted no later than six months after substantial completion of the project. If the Statement of Final Costs is not submitted within this timeframe, the remaining 20 per cent of the funding may be forfeited.

If you have any questions regarding this approval, please email or call Sean Siegers, Director, Project Delivery South, Learning Facilities Branch, Infrastructure, at sean.siegers@gov.ab.ca or 403-479-4847 (toll-free by dialing 310-0000 first).

Sincerely,

Vince Farmer  
Executive Director

Attachments

cc:  Christine L. Lee, Associate Superintendent, Business Affairs, Lethbridge School District No.51  
Jeff Willan, Executive Director, Capital Planning, Education  
Sean Siegers, Director, Project Delivery South, Infrastructure  
Judith Wright, Director, Program Management and Integration, Infrastructure
Attachment

Lethbridge School District No.51
Budget and Funding Information
June 2018

Coalbanks Elementary School, Lethbridge (2018/2019)
Budget Approval

<table>
<thead>
<tr>
<th>Procurement Information Only</th>
<th>INFRA Funded</th>
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</thead>
<tbody>
<tr>
<td><strong>Project ID/Contract ID</strong></td>
<td><strong>B7893A-0002/034686</strong></td>
</tr>
<tr>
<td><strong>Project Name</strong></td>
<td>Modular Classroom Program</td>
</tr>
<tr>
<td><strong>Project Description</strong></td>
<td>3 Modular Classrooms</td>
</tr>
<tr>
<td><strong>T7830, T7831, T7832</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year Project Approved</th>
<th>2018/2019</th>
<th>2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Area Supported (m²)</strong></td>
<td>310</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Capacity (students)</strong></td>
<td>75</td>
<td>75</td>
</tr>
</tbody>
</table>

**Approved Budget**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Site preparation</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Utility hook up</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Other connecting costs</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Demolition</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Consultant fees</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Project Expenses</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Furniture and Equipment</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal of costs before GST</strong></td>
<td>$ 595,261</td>
<td>$ 48,000</td>
</tr>
<tr>
<td><strong>GST on Subtotal (as applicable)</strong></td>
<td>$ -</td>
<td>$ 388,210</td>
</tr>
<tr>
<td><strong>Total Project Expenditure</strong></td>
<td>$ 595,261</td>
<td>$ 19,411</td>
</tr>
<tr>
<td><strong>Less Federal GST Rebate (68% of GST)</strong></td>
<td>$ -</td>
<td>$ 407,521</td>
</tr>
<tr>
<td><strong>Total Project Cost and Government support:</strong></td>
<td>$ 595,261</td>
<td>$ (13,199.14)</td>
</tr>
</tbody>
</table>