## 1. Approval of Agenda

### 2. Approval of Minutes

If there are no errors or omissions in the minutes of the Regular Meeting of February 27, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

### 3. Business Arising from the Minutes

### 4. Presentations

- 3:35 p.m. **4.1 Unified Laptop Project** 
  Enclosure 4.1

### 5. Action Items

- 3:50 p.m. **5.1 International Trip Approval** 
  Enclosure 5.1
- 3:50 p.m. **5.2 Policy Review:**
  - Policy: 400.1 Welcoming, Caring, Respectful and Safe Work Environments
  - Policy: 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
  - Policy: 502.1 Appendix A Student Code of Conduct
  - Policy: 502.2 Sexual Orientation, Gender Identity and Gender Expression
  - Policy: 502.3 Suspensions and Expulsions
  - Policy: 504.8 Involvement with Authorized Agencies
  - Policy: 602.7 Human Sexuality Instruction
  - Policy: 902.3 Audio and Video Surveillance Policy 
  Enclosure 5.2
- 3:50 p.m. **5.3 New Westside Middle School Naming** 
  Enclosure 5.3
- 3:50 p.m. **5.4 Second Quarter Financial Report** 
  Enclosure 5.4
- 3:50 p.m. **5.5 Board Budget Beliefs Statement** 
  Enclosure 5.5
- 3:50 p.m. **5.6 Approval Three-Year Capital Plan** 
  Enclosure 5.6
- 3:50 p.m. **5.7 Network Switch Security Upgrade** 
  Enclosure 5.7

### 6. District Highlights

### 7. Information Items

- 4:40 p.m. **7.1 Board Chair Report**
7.1.1 Breakfast with the Board – April 12, 2018 Wilson Middle School Enclosure 7.1.1

5:00 p.m. 7.2 Associate Superintendent Reports
7.2.1 Business Affairs Enclosure 7.2.1
7.2.2 Human Resources Enclosure 7.2.2
7.2.3 Instructional Services Enclosure 7.2.3

7.3 Superintendent Report
7.3.1 Board Priorities Report Enclosure 7.3.1
7.3.2 Acknowledgements of Excellence Enclosure 7.3.2
7.3.3 Snacks with the Superintendents April 17, 2018 – LCI Enclosure 7.3.3
7.3.4 Calendar of Events Enclosure 7.3.4

8. Reports
5:10 p.m. 8.1 Board Budget Committee – February 28, 2018 Enclosure 8.1
8.2 Community Engagement – February 28, 2018 Enclosure 8.2
8.3 District School Council – March 5, 2018 Enclosure 8.3
8.4 District Student Advisory Council – March 6, 2018 Enclosure 8.4
8.5 Community and Social Development Committee – March 9, 2018 Enclosure 8.5
8.6 Poverty Intervention – March 13, 2018 Enclosure 8.6
8.7 Facilities Committee – March 14, 2018 Enclosure 8.7
8.8 ASBA Zone 6 – March 14, 2018 Enclosure 8.8

9. Correspondence - Received
5:20 p.m. 9.1 Alberta Education, Capital Planning Enclosure 9.1
9.2 Alberta Education, Deputy Minister, Wilson Enclosure 9.2
9.3 Alberta Education, Deputy Minister, Coalbanks Enclosure 9.3

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

5:25 p.m. Adjournment

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

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

The Chair called the meeting to order at 3:40 p.m.

1. **Approval of Agenda**
   Trustee Jan Foster moved: “that the agenda be approved.”
   CARRIED UNANIMOUSLY

2. **Approval of Minutes**
   Trustee Christine Light moved: “that the minutes of the Regular Meeting of January 23, 2018 be approved and signed by the Chair.”
   CARRIED UNANIMOUSLY

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

4. **Presentations**
   4.1 **Edwin Parr Nomination**
   Sarah Williamson is the District nominee for the annual Edwin Parr Award. Sarah was joined by G.S. Lakie Principal, Sharon Mezei. Sarah shared her appreciation for the nomination.

   4.2 **Fleetwood Bawden Nutrition**
   Principal Craig DeJong and Vice-Principal Lenee Fyfe shared a presentation on the school nutrition program.

   4.3 **One District, One Book**
   Morgan Day, Catherine Thorsen, Michelle Dimnik, Lisa Gonsalvez and Ruth McMahon presented the One District, One Book concept with the target date of February/March 2019. If the project moves forward, Lethbridge School District No. 51 will be the first district in Canada to have this initiative district-wide.
Public Forum

No items from the public.

5. Action Items

5.1 Approval of International Trips

Todd Myers, Kevin Schenk and Kevin Wood attended the meeting and presented information on the proposed trip to Japan in April 2019 and Greece in Spring 2019.

Trustee Donna Hunt moved:
“that the Board approve the CHS tour of Japan in April of 2019, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

Trustee Donna Hunt moved:
“that the Board approve the CHS tour to Greece in the Spring of 2019, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 Policy Review

Cheryl Gilmore brought forward the following policies for review:
Policy 504.9 Response to Crisis or Emergency Situations
Policy 609.3 Placement, Promotion, and Retention
Policy 700.6 Workplace Health and Safety – Emergency Response Planning
Policy 902.3 Audio and Video Surveillance

Trustee Lola Major moved:
“to approve Policy 504.9 Response to Crisis or Emergency Situations, as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 609.3 Placement, Promotion, and Retention, as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 700.6 Workplace Health and Safety – Emergency Response Planning, as amended.”

CARRIED UNANIMOUSLY
Trustee Lola Major moved:
“to approve Policy 902.3 Audio and Video Surveillance as presented, first reading with amendments as noted.”

CARRIED UNANIMOUSLY

6. District Highlights
   - Doug attended the Galbraith 100 day celebration.
   - Donna highlighted Lakeview for their math and running club.
   - Christine attended three weeks of Grade 5 basketball. Principals did a great job.
   - Clark attended Cinderella at Gilbert Paterson, Town Hall, and ICE Scholarship Breakfast.

7. Information Items
   7.1 Board Chair Report
      Assurance Review meeting was held in Calgary. Lethbridge School District had representation with a parent, teacher, administrator, Superintendent and Board member.

      Board approved replacement of elementary school gymnastic equipment. The one-time expense of hard equipment replacement occurs rarely (every 15 years). The estimated cost of replacement is $26,000.

      7.1.1 Breakfast with the Board – March 6, 2018 – WCHS
      All staff at WCHS will be invited to attend Breakfast with the Board on Tuesday, March 6, 2018 at 7:30 a.m. followed by a tour of the school by Principal Carey Rowntree.

   7.2 Associate Superintendent Reports
      7.2.1 Business Affairs
      Associate Superintendent Christine Lee provided a Business Affairs report.

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

      7.2.3 Instructional Services
      Associate Superintendent Morag Asquith provided an Instructional Services report.
7.3 Superintendent Reports

7.3.1 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.

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

7.3.3 Snacks with the Superintendents – March 7, 2018 – Westminster
All staff of Westminster will be invited to have Snacks with the Superintendents on Wednesday, March 7, 2018 beginning at noon.

7.3.4 Calendar of Events
The Calendar of Events was reviewed for the period March 1 – 27, 2018.
Feb 28 Gilbert Paterson naming ceremony.

7.3.5 Early Education Programming and Registration Process
Early Education Programming and Registration Process information was shared with the Board by Morag Asquith, Associate Superintendent.

Meeting extension:
Doug James moved “to extend the meeting”.

CARRIED UNANIMOUSLY

8. Reports
8.1 District Wellness Committee – January 22, 2018
Trustee Donna Hunt provided a written report from the District Wellness Committee meeting held January 22, 2018.
8.2 **Lethbridge Community and Social Development Committee – January 26, 2018**
Vice Chair Jan Foster provided a written report from the Lethbridge Community and Social Development Committee meeting held January 26, 2018.

8.3 **FNMI Advisory Committee – February 1, 2018**
Trustee Doug James provided a written report from the FNMI Advisory Committee meeting held February 1, 2018.

8.4 **Policy Advisory Committee – February 14, 2018**
Trustee Lola Major provided an oral report from the Policy Advisory Committee meeting held February 14, 2018.

9 **Correspondence – Received:**
9.1 **Opportunity Knocks**

10 **Correspondence – Sent** – none

The meeting adjourned at 6:34 p.m.

_________________________   ________________________
Clark Bosch,                                   Christine Lee,
Chair                                               Associate Superintendent

Business Affairs

Correspondence – Received
Opportunity Knocks

Correspondence – Sent

Adjournment
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Unified Laptop Project

Background
G.S. Lakie Middle School and Senator Joyce Fairbairn Middle School are exploring an initiative for the 2018-19 school year where all students will have a laptop as an instructional resource. Principal of Senator Joyce Fairbairn, Bill Bartlett, Vice-Principal of G.S. Lakie Middle School, Kyle McKenzie, and Technology Director, Jesse Sadlowski, will provide the Board with an overview of the Unified Laptop Project.

Recommendation
That the Board receive the Unified Laptop Project presentation as information.

Respectfully submitted,

Cheryl Gilmore
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Morag Asquith
    Associate Superintendent, Division of Instructional Services

RE: Approval of International Trip

Background
Winston Churchill High School (WCHS) is requesting approval to take their Robotics Team to the FIRST Robotics Competition in Houston, Texas, USA from April 17th to April 22nd, 2018. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $1,300.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation
That the WCHS FIRST Robotics Competition Trip to Houston, Texas, USA from April 18th to April 22nd, 2018 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,

Morag Asquith
Churchill/Chinook Robotics Teams- World Championship (Houston, Texas) Pre-Approval Information

Educational Benefits:

Students would participate in the FIRST Robotics Competition from April 17 – April 22, 2018. Students would be competing with the Cerberus robot they have been building since January. Students would look forward to collaborating with other teams, specifically learning from those more experienced, and seeing what ideas have come out of the creative process of building a robot. This trip would also be a great team builder, as students from our team need to work well together, with limited supplies and time, to problem solve and achieve a common goal.

Students in our robotics program have been preparing since September and building and creating code since January. Team members would need to apply their knowledge of mechanical, electrical, and design components of robotics to our robot to complete the task associated with the competition. Skills include problem solving, communication, teamwork, and scientific inquiry completing the task. FRC stresses "gracious professionalism" - our students would need to conduct themselves in a respectful and helpful manner, cooperating with other teams as well as with their own teammates.

Nevin Morrison
WCHS

Cost Per Student:

Total Trip Cost Breakdown:

Approximate Costs Subject to Booking:
Flight $7800
Accommodation: $4400
Bus (Fuel + Parking): $300
Shipping Costs: $250
Total: $12750.00
Cost Per Student: $1300

Fundraising Opportunities:

Students have the opportunity to fundraise through the schools grocery card program. As well as reaching out to community sponsors for financial support.

Proposed Itinerary:

FRC Team 6841(WCHS) and/or FRC Team 5725(Chinook) – Worlds Itinerary

(Please note this is a draft itinerary. Times may not be exact. Any changes will be communicated with you.)

Wednesday, April 17th, 2018 (Times are TBD)

Travel to Calgary by school bus. Assuming we fly out of Calgary.
Fly to Houston.

Arrive in Houston and check in at hotel.

Team strategy activity and lights out.

**Wednesday, April 18th, 2018**
7:15am ....................... Continental breakfast at the hotel. Leave hotel at 7:45
8:00am ..........................Arrive at FRC Event
8:30am – 7:00pm ..........FRC activities, Team members are responsible for their own lunch and dinner.
7:00pm ..........................Team dinner – restaurant TBD. Team members are responsible for the cost of their own dinner.
10:00pm .......................Return to hotel.
10:00pm ..........................Supervised time.
11:00pm ..........................Lights out.

**Thursday, April 19th, 2018**
7:15am ..........................Continental breakfast at the hotel. Leave hotel at 7:45
8:00am ..........................Arrive at Genesis Centre
8:30am – 7:00pm ..........FRC activities, Team members are responsible for their own lunch and dinner.
7:00pm ..........................Team dinner – restaurant TBD. Team members are responsible for the cost of their own dinner.
10:00pm .......................Return to hotel.
10:00pm ..........................Supervised time.
11:00pm ..........................Lights out.

**Friday, April 20th, 2018**
7:15am ..........................Continental breakfast at the hotel. Leave hotel at 7:45
8:00am ..........................Arrive at FRC Event
8:30am – 7:00pm ..........FRC activities, Team members are responsible for their own lunch and dinner.
7:00pm ..........................Team dinner – restaurant TBD. Team members are responsible for the cost of their own dinner.
10:00pm .......................Return to hotel.
10:00pm ..........................Supervised time.
11:00pm ..........................Lights out.

**Saturday, April 21st, 2018**
7:15am ..........................Continental breakfast at the hotel. Leave hotel at 7:45
8:00am ..........................Arrive at FRC Event
8:30am – 7:00pm ..........FRC activities, Team members are responsible for their own lunch and dinner.
7:00pm.........................Team dinner – restaurant TBD. Team members are responsible for the cost of their own dinner.

10:00pm......................Return to hotel.
10:00pm......................Supervised time.
11:00pm......................Lights out.

Saturday, April 22nd, 2018 (Times are TBD)

Check out of Hotel and travel to Airport
Fly back to Calgary
Travel by Bus back to Lethbridge
MEMORANDUM

March 27, 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 Committee has representation from the Board, District School Council, each of the employee groups, and District and school administration. District Principal Teresa Loewen coordinates the meetings. In the current year, the Policy Advisory Committee will:

• Finish review of policies in the 600, 800, 900, 1000 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>400.1</td>
<td>Welcoming, Caring, Respectful and Safe Work Environments</td>
<td>Amendment</td>
</tr>
<tr>
<td>502.1</td>
<td>Welcoming Caring Respectful and Safe Learning Environments</td>
<td>Amendment</td>
</tr>
<tr>
<td>502.1</td>
<td>Appendix A Student Code of Conduct</td>
<td>Amendment</td>
</tr>
<tr>
<td>502.2</td>
<td>Sexual Orientation, Gender Identity and Gender Expression</td>
<td>Amendment</td>
</tr>
<tr>
<td>502.3</td>
<td>Suspensions and Expulsions</td>
<td>Amendment</td>
</tr>
<tr>
<td>504.8</td>
<td>Involvement with Authorized Agencies</td>
<td>Amendment</td>
</tr>
<tr>
<td>602.7</td>
<td>Human Sexuality Instruction</td>
<td>Amendment</td>
</tr>
<tr>
<td>902.3</td>
<td>Audio and Video Surveillance</td>
<td>2nd reading</td>
</tr>
</tbody>
</table>

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

Policy

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

The Board affirms the rights, as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, of each staff member employed by the Board. Staff members employed 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 employees from harassment, discrimination, and violence. All those involved with the District including trustees, employees, students, parents, volunteers, contractors, and visitors must share in the responsibility for eliminating bullying, discrimination, harassment, and violence. The Board does not condone bullying, harassment, discriminatory and violent behaviours, and expects allegations of such behaviours to be investigated in a timely and respectful manner. Appropriate action will be taken against those whose behaviour contravenes this policy.

Regulations

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

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

4. An employee code of conduct will be developed to outline behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Employee Code of Conduct.

5. The Board’s expectations for employee conduct shall be communicated to all District employees.

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

References

Alberta School Act: Sections 18, 20, 105, 106, 119, 121, 27

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

Other: Alberta Human Rights Act, Sections 4, 7, 10; Criminal Code of Canada, Section 43; Canadian Charter of Rights and Freedoms; Narcotics Control Act; CUPE Equality Statement, Alberta Employment Standards Code; Alberta Bill 24
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.
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.

3.4. 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. **A The Student Code of Conduct will be developed to outline** behavioural expectations and consequences of unacceptable behaviour. See Appendix A – Student Code of Conduct.

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

5.6. The Procedures will be developed and regularly reviewed to ensure welcoming, caring, respectful and safe learning and working environments.

5.1.6.1. Student Safety:

The principal of each school shall develop and implement procedures designed to provide a safe environment for students while at school or participating in school sponsored activities. See Procedure 502.1.1.

5.2.6.2. 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.

5.3.6.3. 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.

5.4.6.4. 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.

5.5.6.5. 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.

5.6.6.6 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 502.1.8.

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

5.7.6.7 Alcohol, Drugs, Tobacco and Electronic Smoking Products 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 non-prescribed 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.

5.8.6.8 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.

5.9. 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.

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.
502.1 Appendix A Student Code of Conduct

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,
502.1 Appendix A Student Code of Conduct, cont’d

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, use or distribution of illegal or restricted substances 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.

502.1 Appendix A Student Code of Conduct, cont’d

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 develop a Student Code of Conduct that aligns with the District Student Code of Conduct, is made publicly available, reviewed every year, and provided to all staff, students, and parents. 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;

**502.1 Appendix A Student Code of Conduct, cont’d**

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.
502.2 Sexual Orientation, Gender Identity and Gender Expression

Policy

The Board is committed to establishing and maintaining welcoming, caring, respectful and safe learning environments that respect all sexual orientations, gender identities and gender expressions. All members of the school community have the right to learn and work in an environment free of discrimination, prejudice, and harassment. These fundamental rights are protected under the Canadian Charter of Rights and Freedoms, Alberta Human Rights Act, the Alberta Bill of Rights, and Alberta School Act.

Regulations

1. In an atmosphere of mutual respect and appreciation for individual differences, all students and families with a diversity of sexual orientations, gender identities and gender expressions have the right to:
   1.1 be treated fairly, equitably, and with dignity and respect;
   1.2 have their privacy and confidentiality protected and respected;
   1.3 self-identification and determination;
   1.4 freedom of belief, expression, and association in accordance with the Alberta Human Rights Act;
   1.5 be fully represented in an inclusive, positive and respectful manner;
   1.6 have equitable access to supports, services and protections; these supports, services, and accommodations will be determined on a case-by-case basis;
   1.7 have avenues of recourse, without fear of reprisal, available to them when they are targets of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
   1.8 have their unique identities, families, cultures, and communities included, valued and respected.

2. The Board is committed to measures that will:
   2.1 define appropriate expectations, behaviours, language, and actions in order to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects;
   2.2 ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through school and District Student Codes of Conduct;
502.2 Sexual Orientation, Gender Identity and Gender Expression, cont’d

2.3. improve the understanding of gender identity, sexual orientation and
gender expression;

2.4. respect the legal rights of parents and guardians, including the right to
make informed decisions respecting the education of their children, in
accordance with the Alberta Bill of Rights;

2.5. support the establishment, when requested by one or more students, of
student organizations or activities including such groups as gay-straight
alliances, or queer-straight alliances, or any other voluntary student
organization, that promote equality and non-discrimination; if one or more
students attending a school operated by the Board request a staff member
employed by the Board for support to establish a voluntary student
organization, or to lead an activity intended to promote a welcoming,
caring, respectful and safe learning environment that respects diversity
and fosters a sense of belonging, the principal of the school shall
2.5.1. immediately grant permission for the establishment of the student
organization or the holding of the activity at the school, and
2.5.2. within a reasonable time from the date that the principal receives
the request designate a staff member to serve as the staff liaison
to facilitate the establishment, and the ongoing operation, of the
student organization or to assist in organizing the activity;
2.5.3. the principal shall immediately inform the Board and the Minister if
no staff member is available to serve as a staff liaison, and if so
informed, the Minister shall appoint a responsible adult to work
with the requesting students in organizing the activity or to facilitate
the establishment, and the ongoing operation, of the student
organization at the school.
2.5.4. The students may select a respectful and inclusive name for the
organization or activity, including the name “gay-straight alliance”
or “queer-straight alliance”, after consulting with the principal. The
principal shall not prohibit or discourage students from choosing a
name that includes “gay-straight alliance” or “queer-straight
alliance”.
2.5.5. The principal is responsible for ensuring that notification, if any,
respecting a voluntary student organization or an activity referred
to in this section is
2.5.5.1. limited to the fact of the establishment of the
organization or the holding of the activity;
2.5.5.2. is otherwise consistent with the usual practices
relating to notifications of other student organizations.
and activities.

2.6. support the safety, health, and educational needs of students with a diversity of sexual orientations, gender identities and gender expressions;

2.7. develop, implement, and evaluate inclusive educational strategies, professional learning opportunities, and administrative guidelines to ensure that all students with a diversity of sexual orientations, gender identities and gender expressions are welcomed and treated with respect and dignity;

2.8. provide for all students, including transgender students, the right to privacy and safety when using facilities.

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

References

District Policies: Policy 502.1 Welcoming, Caring, Respectful, and Safe Learning Environments
School Act: School Act, sections 16, 45.1
Other: Canadian Charter of Rights and Freedoms
Alberta Human Rights Act
Alberta Freedom of Information and Protection of Privacy Act
Alberta Teachers’ Association Code of Professional Conduct
Alberta Bill of Rights
Alberta Bill 24
502.3 Suspensions and Expulsions

Policy

The Board recognizes the role of discipline in creating a safe, caring and respectful learning environment. While ideally students are in regular attendance at school, the Board acknowledges that there are times when a student needs a reflective opportunity to learn from experience, needs to have support structures put in place, or there is consideration for the safety of others. As a result, a student may be suspended or expelled.

The Board acknowledges the role of suspension and expulsion of a student, in response to a violation of the Student Code of Conduct, when:

1. other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
2. the student’s misconduct is so severe that lesser corrective action would be insufficient.

A suspension or expulsion shall be used in response to:

1. excessive, persistent or chronic disobedience or disregard of District or school rules;
2. conduct which endangers the safety of students and/or staff;
3. illegal possession and/or misuse of prohibited controlled substances; or
4. conduct which is injurious to the moral tone of the school, whether or not the conduct occurs within the school building or during the school day.

Regulations

Suspension

1. A suspension shall be defined as a temporary prohibition, instituted by a principal or a teacher under section 24 of the School Act, of a student from attending a class, course, school activity, school, or from riding on school authorized transit for a period of 10 school days or less.
   1.1. A teacher may suspend a student from one class period.
   1.2. The principal may suspend a student
       1.2.1. from school;
       1.2.2. from one or more class periods, courses or education programs;
1.2.3. from participation in school sponsored activities; or
1.2.4. from school authorized transit.

1.3. Parents shall be informed in writing regarding the circumstances of an out of school suspension, and parents, or the student if he or she is over 16 years of age, must be provided an opportunity to meet with the principal to discuss the reasonableness of the suspension.

1.4. The principal may at any time reinstate a student suspended under clause 1.1 or 1.2.

1.5. The principal shall reinstate the student within 5 school days or provide a written recommendation to the Superintendent for an expulsion. The student remains suspended until the Board has made a decision in regards to the expulsion.

Expulsion

1. An expulsion shall be defined as a prohibition, instituted by the Board in accordance with section 25 of the School Act, of a student from a class, course, educational program, school, school activity or from riding school authorized transit for more than 10 days.

2. The Board may make the decision to expel if:
   2.1. the principal has recommended that the Board expel the student; and
   2.2. the student has been offered another education program by the Board.

3. An Expulsion Committee shall consist of:
   3.1. two Trustees of the Board; and
   3.2. a school administrator appointed by the Associate Superintendent, Instructional Services.

4. An expulsion hearing shall be facilitated by the Associate Superintendent, Instructional Services within 10 school days after the date of the suspension
   4.1. Before the Expulsion Committee makes a decision to reinstate or expel the student, the student and the students’ parents/guardians may make representations to the Expulsion Committee with respect to the principal’s recommendation to expel the student.

5. A suspension or expulsion shall not deny a student's legal right to access an education.
   5.1. The Expulsion Committee may establish parameters regarding the circumstances in which an expelled student may be re-enrolled.

6. The Board shall be informed of the results of each expulsion hearing.
   6.1. The student shall not be named.
   6.2. The Board may re-enroll a student who has been expelled.
7. When a student is expelled under this section, the Board shall notify, in writing, the student’s parent/guardian and the student if he or she is 16 years of age or older,
7.1. of the expulsion, and
7.2. of the right to request a review under section 124 of the School Act.

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

References

Alberta School Act: 8, 12, 16, 24, 25, 60(1)(e), 61, 124
District Policies: 500.1 Rights and Responsibilities, 501.1 Attendance at School, 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 505.9 Appeals
504.8 Involvement with Authorized Agencies

Policy

District staff shall cooperate with personnel from outside agencies who have responsibilities which relate to school-aged children.

Regulations

1. The principal or designate shall be notified of all outside agency representatives who come into the school.
   1.1. The outside agencies requiring access to students during school hours are generally limited to police services, human services, health services, and correctional services.

2. Prior to an outside agency representative being provided access to a student and/or that student’s personal information, approval must be obtained from the principal or designate.
   2.1. The principal or designate is responsible to ensure that such access or information disclosure is in accordance with District policy, the School Act and other applicable provincial and/or federal statutes.

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

References


Other Statutes: 502.1 Welcoming, Caring, Respectful and Safe Learning Environments, 502.4 Harassment and Discrimination of Students, 502.8 Alcohol, Drugs and Tobacco, 502.10 Weapons, 502.11 Student Searches, 504.1 Managing Health Issues in Schools, 805.6 Access to Information
602.7 Human Sexuality Instruction

Policy

All schools shall provide human sexuality instruction in accordance with the Program of Studies.

Regulations

1. Instruction in human sexuality shall be confined to the human sexuality outcomes in the Health curriculum and Career and Life Management curriculum.
   1.1. Instruction shall only be provided by staff who have completed District training sessions.

2. Parents shall be advised, prior to the commencement of any human sexuality instruction, of their right to exempt their child.
   2.1. In order to have a student exempted from human sexuality instruction, written notification is required from the parent.
   2.2. Students exempted from human sexuality lessons shall be provided with an alternative assignment and be under appropriate supervision. Such work shall be directly related to the applicable course curriculum, shall be equitable in terms of time and effort to the work from which the child is excused, and shall be given equal weighting in the determination of course marks/grades.

3. For the purpose of this policy, human sexuality does not include the study of reproduction in plants or animals which is a component of an approved science curriculum, nor does it apply to the establishment or operation of a voluntary student organization or the holding of an activity referred to in Policy 502.2.

4. Parents shall, upon request, be given an opportunity to review the human sexuality curriculum to be taught and the materials to be used.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.
902.3 Audio and Video Surveillance

STATEMENT

The board expects that District property will be monitored to maintain a safe and secure environment for schools and district property. When using video and audio surveillance systems the District must balance the benefits of the surveillance systems against the privacy of the individual.

REGULATION

1. In accordance with the Freedom of Information and Protection of Privacy Act, the District may only use personal information collected by a surveillance system to support the safety and security of the District’s schools and facilities, for disciplinary, legal, legislative or law enforcement purposes, for enforcement of administrative regulations, or for a use consistent with those purposes, or in accordance with a court order.

2. An individual whose personal information has been collected and recorded by a surveillance system may request access to the information, in accordance with the Freedom of Information and Protection of Privacy Act.

3. Surveillance systems will only be used as a tool where conventional measures for achieving law enforcement or public safety and/or law enforcement objectives, such as increased supervision is substantially less effective or not feasible.

4. Video surveillance cameras must not be directed towards property or buildings adjacent to District owned or operated property.

5. Video surveillance cameras must not be used to monitor areas where individuals have a reasonable expectation of privacy, including but not limited to, change rooms and washrooms.

6. If video surveillance systems are in use, visible signage must be posted in the area of the surveillance, notifying people that the property is under surveillance.

7. Only authorized employees of the District may review and/or monitor surveillance information when they are required and authorized by the school or Education Centre administration to do so in the performance of their duties.

8. The Principal of a school or the Director responsible for the District owned or operated property may delegate real-time viewing of monitors to a police officer including a school resource officer for law enforcement purposes, or to other District employees who may need the information for the performance of their duties.

9. Video surveillance information that has not been viewed for law enforcement or school safety purposes or requested through FOIP legislation, may not be retained for longer than ninety (90) calendar days. After 90 calendar days all video surveillance information will be disposed of in such a way that the personal information cannot be reconstructed or retrieved. Surveillance information that has been viewed for law enforcement or school safety purposes or requested through FOIP legislation will be retained for a minimum of five years.
10. Audio recording combined with video recording for the purpose of surveillance is not permitted and video recording devices that have the ability to record audio must be disabled.

11. Audio recording from district phones may be recorded for the safety and security of the District staff. A disclaimer at the beginning of each call must be provided to the public when District phones have the recording feature activated.

References

- Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, ss. 32, 33, 34, 35, 38, 39, 40, 41
- School Act R.S.A. 2000, c.S-3,ss 45(8), 60(3)(c)
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

RE: New Westside Middle School Naming

Background
Subsequent to reviewing a school naming committee shortlist and names submitted through the naming process for consideration, the Board chose the name Senator Joyce Fairbairn Middle School for the new middle school opening on the westside of Lethbridge for the 2018-19 school year.

Senator Fairbairn’s niece, Patricia McCullagh, Ambassador of Canada in Algeria thanked the District for getting touch for permission to use the name, and noted she felt it was a wonderful idea to name the school after her Aunt, Senator Joyce Fairbairn.

Recommendation
It is recommended that the Board approve the name “Senator Joyce Fairbairn Middle School” for the new westside middle school and notify Alberta Education.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Lee
    Associate Superintendent, Business Affairs

RE: Second Quarter Financial Report

Background
The 2017-18 Second 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 2017-18 Second Quarter Financial Report as presented.

Respectfully submitted,

Christine Lee
Associate Superintendent
This document is Management’s Discussion and Analysis of the Second Quarter for the period September 1, 2017 to February 28, 2018. This financial information contained herein has not been audited.
# TABLE OF CONTENTS

## Executive Summary

- Overview
- Finance at a Glance

## Financial Position

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

## Operations

- 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)

- Summary of Revenues
- Summary of Expenditures
- Expenditures by Program/Function
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 (preschool) 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 February 28th, 2018 to provide fiscal accountability within the established guidelines.
FEBRUARY 2018
FINANCE AT A GLANCE
2017-2018 - Second Quarter Reporting - Sept 1/17 to Feb 28/18

Overview:
The following is an overview of the quarterly reporting on the operations of Lethbridge School District No. 1. This report is for the 2nd quarter of the year (up to February 28, 2018).

The graphs/charts compare the year-to-date amounts to the budget and it's forecast for the period. The forecast 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 February 28, 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 February 28th, 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 2nd quarter (forecasted at 50%) 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 less than the forecasted budget. This is mostly due to that contracted transportation services being less than forecast in the 2nd quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period).

- **Other Services** are considered to be comparable to the forecasted budget. Overall the total costs for other services are still slightly less than the forecast. Within these other services, the homestay costs of the international program are higher than budget (increased costs offset by increased related revenues). These increased costs are currently offset by reductions in other services such as the joint-use maintenance.

- **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.

- **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 February 28, 2018 Lethbridge School District No. 51 has total financial assets of $23.0 million and liabilities of $138.6 million for net financial debt of $115.5 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes $130.0 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 $14.5 million. Of this $14.5 million, $11.5 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, $12.15 million of capital reserves and $320,000 of endowment funds.

There is $135.9 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 $130.0 million as explained above, the District’s investment in capital assets of $5.53 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 $20.38 million. The chart below compares the financial position of February 28th with the prior year.
The statement above compares the Financial Position of the 2nd quarter of 2017/2018 to the 2nd 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 February 28th, 2018 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

**Accounts Receivable**
Accounts receivable at February 28th, 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 February 28, 2018 are $23.04 million dollars.

**FINANCIAL LIABILITIES:**

**Accounts Payable**
Accounts payable at February 28th, 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 February 28, 2018 are $138.55 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 $115.51 million.

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes $130.0 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></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>As at February 28, 2018:</td>
<td>$ 23.04 Million</td>
<td>138.55 Million</td>
<td>$(115.51) Million</td>
<td>135.89 Million</td>
<td>$ 20.38 Million</td>
</tr>
</tbody>
</table>

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of $14.5 million as at February 28th, 2018.

**Lethbridge Hurricanes visit Fleetwood-Bawden Elementary School**
**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 $135.52 million as of February 28, 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 $4.54 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the Senator Joyce Fairbairn Middle School.

**Senator Joyce Fairbairn Middle School**

*The new west middle school (under construction) has recently been named after a “trailblazer” from Southern Alberta.*

**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 February 28th are $135.89 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 77% 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 $20.38 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at February 28th, 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 six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Preliminary Budget 2017-2018</th>
<th>Updated &quot;September 30th&quot; budget 2017-2018</th>
<th>Forecasted To February 28th</th>
<th>Revised Budget</th>
<th>Actual Results</th>
<th>% Expended</th>
<th>% Expended Forecast to February 28th</th>
<th>August 31st Projection</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Education</td>
<td>$115,955,687</td>
<td>$118,478,558</td>
<td>$59,872,959</td>
<td>$57,991,925</td>
<td>48.95%</td>
<td>96.86%</td>
<td>$118,546,435</td>
<td>$67,877</td>
<td></td>
</tr>
<tr>
<td>Other - Government of Alberta</td>
<td>$478,734</td>
<td>$593,734</td>
<td>$296,687</td>
<td>$163,707</td>
<td>61.17%</td>
<td>122.35%</td>
<td>$593,734</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Federal Government and First Nations</td>
<td>$268,928</td>
<td>$268,128</td>
<td>$134,054</td>
<td>$238,759</td>
<td>89.05%</td>
<td>178.09%</td>
<td>$457,518</td>
<td>$189,390</td>
<td></td>
</tr>
<tr>
<td>Fees</td>
<td>$1,880,069</td>
<td>$1,878,026</td>
<td>$1,110,077</td>
<td>$1,116,818</td>
<td>59.59%</td>
<td>100.01%</td>
<td>$1,874,026</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Other sales and services</td>
<td>$1,060,926</td>
<td>$1,193,768</td>
<td>$612,385</td>
<td>$896,887</td>
<td>75.13%</td>
<td>146.46%</td>
<td>$1,193,768</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Investment income</td>
<td>$193,000</td>
<td>$193,000</td>
<td>$96,500</td>
<td>$116,975</td>
<td>60.61%</td>
<td>121.22%</td>
<td>$233,950</td>
<td>$40,950</td>
<td></td>
</tr>
<tr>
<td>Gifts and donations</td>
<td>$390,000</td>
<td>$390,000</td>
<td>$195,000</td>
<td>$328,247</td>
<td>84.17%</td>
<td>168.33%</td>
<td>$390,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Rental of facilities</td>
<td>$34,704</td>
<td>$34,704</td>
<td>$17,352</td>
<td>$14,352</td>
<td>41.36%</td>
<td>82.71%</td>
<td>$34,704</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td>$2,461,000</td>
<td>$2,462,000</td>
<td>$1,730,500</td>
<td>$3,100,034</td>
<td>53.23%</td>
<td>106.40%</td>
<td>$2,463,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$122,713,028</td>
<td>$125,486,918</td>
<td>$63,565,704</td>
<td>$62,377,204</td>
<td>49.71%</td>
<td>98.13%</td>
<td>$125,785,135</td>
<td>$298,217</td>
<td></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Preliminary Budget 2017-2018</th>
<th>Updated &quot;September 30th&quot; budget 2017-2018</th>
<th>Forecasted To February 28th</th>
<th>Revised Budget</th>
<th>Actual Results</th>
<th>% Expended</th>
<th>% Expended Forecast to February 28th</th>
<th>August 31st Projection</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction - Early Childhood Services</td>
<td>$7,836,226</td>
<td>$8,748,049</td>
<td>$4,374,024</td>
<td>$4,092,352</td>
<td>46.78%</td>
<td>93.56%</td>
<td>$8,748,049</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Instruction - Grades 1-12</td>
<td>$59,314,522</td>
<td>$59,804,512</td>
<td>$3,080,138</td>
<td>$47,432,570</td>
<td>48.50%</td>
<td>96.64%</td>
<td>$95,629,777</td>
<td>($2,174,735)</td>
<td></td>
</tr>
<tr>
<td>Plant operations and maintenance</td>
<td>$15,641,805</td>
<td>$15,800,113</td>
<td>$8,559,564</td>
<td>$7,802,447</td>
<td>49.38%</td>
<td>91.15%</td>
<td>$15,800,113</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,774,000</td>
<td>$2,477,928</td>
<td>$1,238,964</td>
<td>$959,193</td>
<td>38.71%</td>
<td>72.42%</td>
<td>$2,477,928</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$4,054,544</td>
<td>$4,165,355</td>
<td>$2,158,778</td>
<td>$2,162,556</td>
<td>51.92%</td>
<td>100.18%</td>
<td>$4,165,355</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>External services (International Services)</td>
<td>$23,000</td>
<td>$37,130</td>
<td>$23,415</td>
<td>$196,518</td>
<td>52.11%</td>
<td>82.43%</td>
<td>$255,168</td>
<td>($121,962)</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$124,474,097</td>
<td>$129,373,087</td>
<td>$65,649,883</td>
<td>$62,645,836</td>
<td>48.42%</td>
<td>95.42%</td>
<td>$127,076,390</td>
<td>($2,296,697)</td>
<td></td>
</tr>
</tbody>
</table>

#### Operating Surplus (deficit)

- Operating surplus (deficit)  
  - Preliminary Budget 2017-2018: ($1,751,069)  
  - Updated "September 30th" budget 2017-2018: ($3,886,169)  
  - Forecasted To February 28th: ($2,084,179)  
  - Revised Budget: ($268,432)  
  - Actual Results: ($1,291,255)

#### Accumulated Surplus from Operations beginning of Year

- $10,265,833

#### Accumulated operating surplus (deficit) at end of period

- $8,514,764

#### AOS as a % of budgeted expenditures

- 6.0%
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 six months ended February 28th, 2018, $62.37 million of revenues have been recorded which is 49.71% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of $63.57 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 98.13% of the forecast.

Expenditures are $62.65 million as of February 28th, 2018 which is 48.42% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of $65.65 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 95.42% 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 six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>Instruction (ECS)</th>
<th>Instruction (Grades 1-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISED BUDGET 2017-2018 (September 30th)</td>
<td>$8,748,949</td>
<td>$27,804,612</td>
<td>$16,800,113</td>
<td>$2,477,029</td>
<td>$4,165,355</td>
<td>$377,130</td>
<td>$129,373,087</td>
<td>44.31%</td>
</tr>
<tr>
<td>FORECAST - February 28th</td>
<td>$4,378,024</td>
<td>$40,080,133</td>
<td>$8,556,654</td>
<td>$1,238,064</td>
<td>$2,158,773</td>
<td>$238,415</td>
<td>$65,649,832</td>
<td>44.31%</td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Description</th>
<th>Instruction (ECS)</th>
<th>Instruction (Grades 1-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated salaries and benefits</td>
<td>$1,518,613</td>
<td>$32,860,671</td>
<td>$0</td>
<td>$0</td>
<td>$415,355</td>
<td>$41,205</td>
<td>$34,965,114</td>
<td>44.31%</td>
<td></td>
</tr>
<tr>
<td>Non-certificated salaries and benefits</td>
<td>$2,466,985</td>
<td>$38,560,977</td>
<td>$2,166,440</td>
<td>$46,633</td>
<td>$1,080,144</td>
<td>$0</td>
<td>$14,441,161</td>
<td>62.40%</td>
<td></td>
</tr>
<tr>
<td>SUB - TOTAL</td>
<td>$3,985,598</td>
<td>$41,421,648</td>
<td>$2,166,440</td>
<td>$46,633</td>
<td>$1,080,144</td>
<td>$0</td>
<td>$14,441,161</td>
<td>62.40%</td>
<td></td>
</tr>
<tr>
<td>Services, contracts and supplies</td>
<td>$100,774</td>
<td>$5,421,901</td>
<td>$4,032,763</td>
<td>$906,199</td>
<td>$605,061</td>
<td>$155,253</td>
<td>$11,228,491</td>
<td>47.36%</td>
<td></td>
</tr>
<tr>
<td>Amortization of capital assets</td>
<td>$0</td>
<td>$302,435</td>
<td>$1,588,901</td>
<td>$30,301</td>
<td>$1,444,000</td>
<td>$0</td>
<td>$1,968,951</td>
<td>50.00%</td>
<td></td>
</tr>
<tr>
<td>Interest and charges</td>
<td>$0</td>
<td>$37,556</td>
<td>$4,334</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$41,892</td>
<td>96.39%</td>
<td></td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>$4,092,362</td>
<td>$47,452,570</td>
<td>$7,882,447</td>
<td>$959,102</td>
<td>$2,162,556</td>
<td>$166,519</td>
<td>$62,645,832</td>
<td>48.42%</td>
<td></td>
</tr>
</tbody>
</table>

Total unexpended funds period to date: $4,655,607 | $550,371,942 | $7,997,000 | $1,518,735 | $2,002,796 | $190,612 | $66,727,451 | $129,373,087 | 51.58%

% Expended of Budget: 48.73% | 48.50% | 48.38% | 36.71% | 51.92% | 52.11% | 48.42% |

% Expended of projected: 62.93% | 98.84% | 91.15% | 77.42% | 100.13% | 82.43% | 95.42% |

---

**Expenditures To February 28th**

- Uncertificated Salaries and Benefits: 23.59%
- Certificated Salaries and Benefits: 55.13%
- Services, Supplies and Contracts: 17.62%
- Amortization of Tangible Capital Assets: 1.16%
- Interest on Debt: 0.00%

**Spending by Program**

- Administration: 3.45%
- Transportation: 1.53%
- Technology: 1.02%
- Other Instructional Programs: 6.46%
- Maintenance: 12.45%
- School Based: 54.72%
- Student Services: 15.53%
Notes to the Statement of Operations
For the six months ended February 28th, 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 2nd quarter, the District has received 96.86% of the forecasted funds received (or 48.95% of the total budget).

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

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

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

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

Chinook High School’s Coyotes vs. Winston Churchill High School’s Bulldogs
**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 February 28, 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 46.78% of the total budget (compared to 50.0% 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 48.50% of the total budget (compared to 50.2% forecast). See the Schedule of Instructional (Grade 1-12) Program Expenditures for details of the major programs within this functional area.
**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 49.38% of the total budget (compared to 54.2% 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 38.71% of the total budget (compared to 50.0% 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 51.92% of the total budget (compared to 51.8% 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 52.11% of the total budget (compared to 63.2% forecasted).

**Overall, expenditures are lower than the forecasted figures at February 28, 2018**
# Schedule of Instructional (Grades 1-12) Program Expenditures

For the six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Budget 2017-2018 (Sept 30th 2017)</th>
<th>Forecast February 28th</th>
<th>Actual Six Months February 28th</th>
<th>% Expended</th>
<th>% Expended</th>
<th>August 31st Projection</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Based Instruction</td>
<td>$62,227,989</td>
<td>$31,146,895</td>
<td>$30,461,286</td>
<td>48.95%</td>
<td>97.80%</td>
<td>$61,896,856</td>
<td>($331,133)</td>
</tr>
<tr>
<td>Inclusive Learning Supports</td>
<td>$9,205,004</td>
<td>$4,602,502</td>
<td>$4,517,796</td>
<td>49.08%</td>
<td>98.16%</td>
<td>$9,205,004</td>
<td>0</td>
</tr>
<tr>
<td>Shared Instructional Services</td>
<td>$11,475,097</td>
<td>$5,882,530</td>
<td>$5,173,367</td>
<td>45.08%</td>
<td>87.94%</td>
<td>$10,026,143</td>
<td>($1,448,953)</td>
</tr>
<tr>
<td>School Generated Funds Activities</td>
<td>$4,565,173</td>
<td>$2,282,587</td>
<td>$2,534,821</td>
<td>55.53%</td>
<td>11.05%</td>
<td>$4,565,173</td>
<td>0</td>
</tr>
<tr>
<td>Technology</td>
<td>$2,709,294</td>
<td>$1,354,647</td>
<td>$1,140,521</td>
<td>42.10%</td>
<td>84.19%</td>
<td>$2,314,646</td>
<td>($394,648)</td>
</tr>
<tr>
<td>Institutional Programs</td>
<td>$994,280</td>
<td>$497,140</td>
<td>$439,720</td>
<td>44.22%</td>
<td>88.45%</td>
<td>$994,280</td>
<td>0</td>
</tr>
<tr>
<td>Division of Instructional Services</td>
<td>$872,428</td>
<td>$436,714</td>
<td>$429,529</td>
<td>49.23%</td>
<td>98.47%</td>
<td>$872,428</td>
<td>0</td>
</tr>
<tr>
<td>FNMI Programming</td>
<td>$711,512</td>
<td>$355,756</td>
<td>$330,437</td>
<td>46.44%</td>
<td>92.86%</td>
<td>$711,512</td>
<td>0</td>
</tr>
<tr>
<td>Counselling Program</td>
<td>$2,385,186</td>
<td>$1,192,593</td>
<td>$1,187,911</td>
<td>49.80%</td>
<td>99.61%</td>
<td>$2,385,186</td>
<td>0</td>
</tr>
<tr>
<td>Other Instructional Programs</td>
<td>$2,658,548</td>
<td>$1,329,174</td>
<td>$1,217,182</td>
<td>45.78%</td>
<td>91.57%</td>
<td>$2,658,548</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Instructional (Grades 1-12) Program Expenditures</strong></td>
<td><strong>$97,804,512</strong></td>
<td><strong>$49,080,138</strong></td>
<td><strong>$47,432,570</strong></td>
<td><strong>48.50%</strong></td>
<td><strong>96.64%</strong></td>
<td><strong>$95,629,777</strong></td>
<td><strong>($2,174,735)</strong></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
- CAMP (Lethbridge Regional Hospital School)
- Pitsand 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 48.95% of the total budget (compared to 50.1% forecasted). See the Schedule of School Based Instruction Expenditures for details of the each of the schools.

**Inclusive Learning Supports**
Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 49.08% of the total budget (compared to 50.0% 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 41.97% of the total budget (compared to 51.3% 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 55.53% of the total budget (compared to 50.0% forecasted). SGF activities are higher than forecasted for the second 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 42.10% of the total budget (compared to 50.0% 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 44.22% of the total budget (compared to 50.0% 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 49.23% of the total budget (compared to 50.0% 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 46.44% of the total budget (compared to 50.0% forecasted).

Orange Shirt Day
**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 52.64% of the total budget (compared to 50.0% 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 56.02% of the total budget (compared to 50.0% forecasted).

*Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at February 28, 2018*
## Lethbridge School District No. 51

### Schedule of School Based Instruction Expenditures

For the six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>Updated Budget (Sept 30th 2017)</th>
<th>Forecasted To February 28th</th>
<th>Actual Six Months February 28th</th>
<th>% Expended</th>
<th>% Expended Forecast to February 28th</th>
<th>August 31st 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>$2,380,296</td>
<td>$2,425,883</td>
<td>51.09%</td>
<td>101.92%</td>
<td>$4,748,591</td>
<td>$0</td>
</tr>
<tr>
<td>Winston Churchill High School</td>
<td>$4,909,252</td>
<td>$2,454,626</td>
<td>$2,327,942</td>
<td>47.42%</td>
<td>95.84%</td>
<td>$4,884,568</td>
<td>$(24,683)</td>
</tr>
<tr>
<td>Chinook High School</td>
<td>$6,762,779</td>
<td>$3,381,390</td>
<td>$3,058,371</td>
<td>45.22%</td>
<td>90.45%</td>
<td>$6,680,777</td>
<td>$(132,002)</td>
</tr>
<tr>
<td>Victoria Park High School</td>
<td>$1,955,720</td>
<td>$977,860</td>
<td>$952,441</td>
<td>48.70%</td>
<td>97.40%</td>
<td>$1,940,470</td>
<td>$(15,250)</td>
</tr>
<tr>
<td>Immanuel Christian Secondary School</td>
<td>$1,981,670</td>
<td>$991,335</td>
<td>$1,012,520</td>
<td>51.09%</td>
<td>102.14%</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>$2,579,274</td>
<td>$2,486,458</td>
<td>48.34%</td>
<td>96.40%</td>
<td>$5,124,582</td>
<td>$(18,967)</td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td>$5,840,569</td>
<td>$1,920,475</td>
<td>$1,937,723</td>
<td>50.45%</td>
<td>100.90%</td>
<td>$3,890,949</td>
<td>$0</td>
</tr>
<tr>
<td>Gilford Paterson</td>
<td>$4,019,325</td>
<td>$2,009,182</td>
<td>$2,000,182</td>
<td>49.76%</td>
<td>99.55%</td>
<td>$4,019,325</td>
<td>$0</td>
</tr>
<tr>
<td>Lethbridge Christian School</td>
<td>$1,275,257</td>
<td>$637,629</td>
<td>$639,720</td>
<td>49.46%</td>
<td>98.92%</td>
<td>$1,271,645</td>
<td>$(3,612)</td>
</tr>
<tr>
<td>Senator Joyce Fairbairn Middle School</td>
<td>$0</td>
<td>$0</td>
<td>$233</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>$858,057</td>
<td>$852,605</td>
<td>49.97%</td>
<td>99.95%</td>
<td>$1,706,114</td>
<td>$0</td>
</tr>
<tr>
<td>Immanuel Christian Elementary School</td>
<td>$1,611,548</td>
<td>$805,974</td>
<td>$809,745</td>
<td>50.23%</td>
<td>100.47%</td>
<td>$1,611,948</td>
<td>$(4008)</td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>$3,225,112</td>
<td>$1,612,556</td>
<td>$1,534,349</td>
<td>47.58%</td>
<td>95.15%</td>
<td>$3,140,023</td>
<td>$(85,088)</td>
</tr>
<tr>
<td>Fleetwood-Bawden</td>
<td>$2,170,057</td>
<td>$1,085,029</td>
<td>$1,105,168</td>
<td>50.93%</td>
<td>101.85%</td>
<td>$2,170,057</td>
<td>$0</td>
</tr>
<tr>
<td>Galbraith</td>
<td>$2,617,763</td>
<td>$1,315,382</td>
<td>$1,266,335</td>
<td>48.37%</td>
<td>96.27%</td>
<td>$2,569,718</td>
<td>$(48,045)</td>
</tr>
<tr>
<td>Lakeview</td>
<td>$2,964,047</td>
<td>$1,485,524</td>
<td>$1,429,076</td>
<td>48.21%</td>
<td>96.20%</td>
<td>$2,963,084</td>
<td>$(963)</td>
</tr>
<tr>
<td>General Stewart</td>
<td>$851,663</td>
<td>$427,187</td>
<td>$427,187</td>
<td>50.16%</td>
<td>99.95%</td>
<td>$851,663</td>
<td>$0</td>
</tr>
<tr>
<td>Westminster</td>
<td>$1,519,438</td>
<td>$759,719</td>
<td>$756,389</td>
<td>49.78%</td>
<td>99.56%</td>
<td>$1,519,438</td>
<td>$0</td>
</tr>
<tr>
<td>Coalbanks Elementary School</td>
<td>$2,488,809</td>
<td>$1,244,405</td>
<td>$1,238,064</td>
<td>49.75%</td>
<td>99.99%</td>
<td>$2,488,809</td>
<td>$0</td>
</tr>
<tr>
<td>Ecole Nicholas Sheran</td>
<td>$5,209,838</td>
<td>$1,609,669</td>
<td>$1,593,380</td>
<td>49.64%</td>
<td>98.99%</td>
<td>$3,207,334</td>
<td>$(2,003)</td>
</tr>
<tr>
<td>Park Meadows</td>
<td>$1,996,165</td>
<td>$995,182</td>
<td>$995,460</td>
<td>49.87%</td>
<td>99.73%</td>
<td>$1,996,165</td>
<td>$0</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>$3,087,028</td>
<td>$1,543,514</td>
<td>$1,555,664</td>
<td>50.39%</td>
<td>100.79%</td>
<td>$3,087,028</td>
<td>$0</td>
</tr>
<tr>
<td>Dr. Probe Elementary School</td>
<td>$3,099,811</td>
<td>$1,552,406</td>
<td>$1,543,900</td>
<td>49.81%</td>
<td>99.45%</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>$(1,478,449)</td>
<td>$(1,478,448)</td>
<td>50.00%</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>$62,227,589</td>
<td>$31,146,895</td>
<td>$30,461,286</td>
<td>48.95%</td>
<td>97.80%</td>
<td>$61,896,856</td>
<td>$(331,133)</td>
</tr>
</tbody>
</table>
### Lethbridge School District No. 51

#### Schedule of School Generated Funds (SGF)

For the six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>SGF Balances August 31st</th>
<th>Actual Results Revenues up to February 28th</th>
<th>Expenses up to February 28th</th>
<th>SGF Balances February 28th</th>
<th>Change in SGF Increase (Decrease)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVISED BUDGET 2017-2018 (September 30th)</strong></td>
<td>N/A</td>
<td>$4,431,173</td>
<td>($4,565,173)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>FORECAST - February 28th</strong></td>
<td>N/A</td>
<td>$2,215,587</td>
<td>($2,282,587)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>High Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lethbridge Collegiate Institute</td>
<td>$167,022</td>
<td>$254,187</td>
<td>($292,281)</td>
<td>$128,929</td>
<td>($38,094)</td>
</tr>
<tr>
<td>Winston Churchill High School</td>
<td>$264,647</td>
<td>$379,304</td>
<td>($356,188)</td>
<td>$287,763</td>
<td>$23,116</td>
</tr>
<tr>
<td>Chinook High School</td>
<td>$223,716</td>
<td>$557,957</td>
<td>($560,220)</td>
<td>$211,453</td>
<td>($2,263)</td>
</tr>
<tr>
<td>Victoria Park High School</td>
<td>$182,399</td>
<td>$27,012</td>
<td>($13,783)</td>
<td>$195,628</td>
<td>$13,239</td>
</tr>
<tr>
<td>Immanuel Christian High School</td>
<td>$48,226</td>
<td>$124,709</td>
<td>($107,988)</td>
<td>$64,946</td>
<td>$16,720</td>
</tr>
<tr>
<td><strong>Middle Schools:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GS Lakie Middle School</td>
<td>$230,298</td>
<td>$225,897</td>
<td>($154,328)</td>
<td>$301,867</td>
<td>$71,569</td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td>$321,957</td>
<td>$198,600</td>
<td>($208,979)</td>
<td>$311,578</td>
<td>($10,379)</td>
</tr>
<tr>
<td>Gilbert Paterson</td>
<td>$149,068</td>
<td>$369,034</td>
<td>($335,087)</td>
<td>$183,015</td>
<td>$33,946</td>
</tr>
<tr>
<td>Lethbridge Christian School</td>
<td>$41,366</td>
<td>$17,423</td>
<td>($20,435)</td>
<td>$38,354</td>
<td>($3,012)</td>
</tr>
<tr>
<td>Senator Joyce Fairbairn Middle School</td>
<td>$0</td>
<td>$0</td>
<td>$0</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>
</tr>
<tr>
<td>Senator Buchanan</td>
<td>$26,839</td>
<td>$17,145</td>
<td>($13,110)</td>
<td>$30,874</td>
<td>$4,035</td>
</tr>
<tr>
<td>Immanuel Christian Elementary School</td>
<td>$53,781</td>
<td>$14,985</td>
<td>($8,383)</td>
<td>$50,393</td>
<td>$6,602</td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>$162,181</td>
<td>$59,909</td>
<td>($102,488)</td>
<td>$119,602</td>
<td>($42,579)</td>
</tr>
<tr>
<td>Fleetwood-Bawden</td>
<td>$29,770</td>
<td>$18,467</td>
<td>($26,127)</td>
<td>$22,109</td>
<td>($7,660)</td>
</tr>
<tr>
<td>Galbraith</td>
<td>$62,523</td>
<td>$10,615</td>
<td>($18,289)</td>
<td>$54,849</td>
<td>($7,674)</td>
</tr>
<tr>
<td>Lakeview</td>
<td>$52,653</td>
<td>$49,106</td>
<td>($37,578)</td>
<td>$64,180</td>
<td>$11,527</td>
</tr>
<tr>
<td>General Stewart</td>
<td>$7,499</td>
<td>$4,016</td>
<td>($8,125)</td>
<td>$3,389</td>
<td>($4,109)</td>
</tr>
<tr>
<td>Westminster</td>
<td>$100,052</td>
<td>$46,300</td>
<td>($56,597)</td>
<td>$89,756</td>
<td>($10,297)</td>
</tr>
<tr>
<td>Coaldales Elementary School</td>
<td>$787</td>
<td>$46,589</td>
<td>($40,707)</td>
<td>$56,670</td>
<td>$5,883</td>
</tr>
<tr>
<td>Ecole Nicholas Sheran</td>
<td>$45,704</td>
<td>$30,050</td>
<td>($33,770)</td>
<td>$41,983</td>
<td>($3,730)</td>
</tr>
<tr>
<td>Park Meadows</td>
<td>$131,881</td>
<td>$77,650</td>
<td>($94,508)</td>
<td>$115,022</td>
<td>($16,858)</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>$38,011</td>
<td>$30,466</td>
<td>($14,236)</td>
<td>$54,235</td>
<td>$16,224</td>
</tr>
<tr>
<td>Dr. Probe Elementary School</td>
<td>$84,624</td>
<td>$30,466</td>
<td>($31,611)</td>
<td>$83,479</td>
<td>($1,146)</td>
</tr>
<tr>
<td><strong>Total School Generated Funds</strong></td>
<td>$2,375,004</td>
<td>$2,589,881</td>
<td>($2,534,821)</td>
<td>$2,430,064</td>
<td>$55,060</td>
</tr>
<tr>
<td>% Expended of Budget</td>
<td>58.45%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Expended of projected</td>
<td>116.89%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**PROJECTED OPERATIONS:**
The projected operations are the expected yearend results based on the current financial information (will likely change each quarter on best estimates). The following are projected changes to the yearend results:

### Lethbridge School District No. 51
**SCHEDULE OF PROJECTED OPERATIONS**
For the six months ended February 28th, 2018

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Budget Information</th>
<th>Project</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta Education</td>
<td>$118,478,558</td>
<td>$118,546,435</td>
<td>$67,877</td>
</tr>
<tr>
<td>Other - Government of Alberta</td>
<td>$593,734</td>
<td>$593,734</td>
<td>0</td>
</tr>
<tr>
<td>Federal Government and First Nations</td>
<td>$268,128</td>
<td>$457,518</td>
<td>$189,390</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,874,026</td>
<td>$1,874,026</td>
<td>0</td>
</tr>
<tr>
<td>Other sales and services</td>
<td>$1,193,768</td>
<td>$1,193,768</td>
<td>0</td>
</tr>
<tr>
<td>Investment income</td>
<td>$193,000</td>
<td>$233,950</td>
<td>$40,950</td>
</tr>
<tr>
<td>Gifts and donations</td>
<td>$990,000</td>
<td>$990,000</td>
<td>0</td>
</tr>
<tr>
<td>Rental of facilities</td>
<td>$34,704</td>
<td>$34,704</td>
<td>0</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$2,461,000</td>
<td>$2,461,000</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$125,486,918</td>
<td>$125,785,135</td>
<td>$298,217</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>Budget Information</th>
<th>Project</th>
<th>Change from Updated Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction-Early Childhood Services</td>
<td>$8,748,049</td>
<td>$8,748,049</td>
<td>0</td>
</tr>
<tr>
<td>Instruction - Grades 1-12</td>
<td>$97,804,512</td>
<td>$95,629,777</td>
<td>($2,174,735)</td>
</tr>
<tr>
<td>Plant operations and maintenance</td>
<td>$15,800,113</td>
<td>$15,800,113</td>
<td>0</td>
</tr>
<tr>
<td>Transportation</td>
<td>$2,477,928</td>
<td>$2,477,928</td>
<td>0</td>
</tr>
<tr>
<td>Administration</td>
<td>$4,165,355</td>
<td>$4,165,355</td>
<td>0</td>
</tr>
<tr>
<td>External services [International Services]</td>
<td>$377,130</td>
<td>$295,168</td>
<td>($81,962)</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$129,373,087</td>
<td>$127,076,390</td>
<td>($2,296,697)</td>
</tr>
</tbody>
</table>

*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 $67,877 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 $189,390 for the billings to Kainai Board of Education students attending our schools. The projection is based on the number of students that were included in the first portion of the year. The 1st quarter billing was greater than the forecasted budget.

- **Investment Income** – increase in projections of $40,950 based on the total investment income received to date. The projection is based on the amount of interest received in the first half of the year should be similar to the expected amount for the last half of the year.
Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of $2,166,830 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 $331,133 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 $1,448,953 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 $394,648 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)** – decrease in projections of $121,962 is mostly due to a projected unutilized budgeted contingency of $161,700 as only a portion of the contingency has been used to date. This decrease from the contingency is somewhat offset by an approx. $39,800 increase in the homestay 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 February 28th, 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 Expenses
Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

<table>
<thead>
<tr>
<th>Item</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>40,562,991</td>
<td>39,048,972</td>
<td>1,514,019</td>
<td>48.1%</td>
</tr>
<tr>
<td>Benefits</td>
<td>19,627,543</td>
<td>9,946,253</td>
<td>9,807,910</td>
<td>138,342</td>
<td>50.0%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>789,105</td>
<td>394,553</td>
<td>467,318</td>
<td>(72,766)</td>
<td>59.2%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>6,990,113</td>
<td>3,773,348</td>
<td>3,634,935</td>
<td>155,408</td>
<td>52.0%</td>
</tr>
<tr>
<td>Other Services</td>
<td>1,213,216</td>
<td>1,614,174</td>
<td>1,596,890</td>
<td>17,284</td>
<td>75.2%</td>
</tr>
<tr>
<td>Supplies</td>
<td>5,381,561</td>
<td>2,688,280</td>
<td>2,102,701</td>
<td>585,580</td>
<td>35.1%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>1,500,829</td>
<td>752,915</td>
<td>281,384</td>
<td>471,531</td>
<td>18.7%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>11,834,742</td>
<td>5,917,371</td>
<td>5,705,526</td>
<td>112,845</td>
<td>40.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>129,373,088</strong></td>
<td><strong>65,649,883</strong></td>
<td><strong>62,645,636</strong></td>
<td><strong>3,004,248</strong></td>
<td><strong>48.4%</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 50% of the approved budget).

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

---

28 | Page
# Instruction - ECS Summary

Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

<table>
<thead>
<tr>
<th>Expense 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>7,257,372</td>
<td>3,628,686</td>
<td>3,460,471</td>
<td>168,215</td>
<td>47.7%</td>
</tr>
<tr>
<td>Benefits</td>
<td>1,139,281</td>
<td>569,640</td>
<td>500,544</td>
<td>69,096</td>
<td>43.9%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>50,000</td>
<td>25,000</td>
<td>18,211</td>
<td>6,789</td>
<td>36.4%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>105,450</td>
<td>52,725</td>
<td>30,810</td>
<td>21,915</td>
<td>29.2%</td>
</tr>
<tr>
<td>Other Services</td>
<td>67,000</td>
<td>33,500</td>
<td>41,339</td>
<td>(7,839)</td>
<td>61.7%</td>
</tr>
<tr>
<td>Supplies</td>
<td>114,947</td>
<td>57,474</td>
<td>33,578</td>
<td>33,383</td>
<td>29.2%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>14,000</td>
<td>7,000</td>
<td>7,398</td>
<td>(388)</td>
<td>52.8%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>8,748,049</td>
<td>4,374,024</td>
<td>4,092,352</td>
<td>281,672</td>
<td>46.8%</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 50% of the approved budget).

% of budget indicator

Year-to-date (YTD) compared to budget and forecast, including % of budget indicator.
Instruction - Grades 1-12
Summary
Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

Total Expense Tachometer:
48.5% spent

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 50% of the approved budget).

Salaries
- Budget: 67,704,271
- Forecast: 33,852,136
- YTD: 32,624,772
- Variance: 1,227,414
- YTD %: 48.2%

Benefits
- Budget: 16,918,203
- Forecast: 8,591,583
- YTD: 8,570,595
- Variance: 20,988
- YTD %: 50.7%

Professional Development
- Budget: 681,552
- Forecast: 340,776
- YTD: 423,426
- Variance: 162,850
- YTD %: 62.1%

Contracted Services
- Budget: 1,022,473
- Forecast: 511,237
- YTD: 551,485
- Variance: 40,248
- YTD %: 53.5%

Other Services
- Budget: 658,699
- Forecast: 374,750
- YTD: 394,885
- Variance: 19,136
- YTD %: 59.5%

Supplies
- Budget: 1,197,779
- Forecast: 601,390
- YTD: 236,253
- Variance: 365,136
- YTD %: 19.7%

Other Expenditures
- Budget: 4,869,532
- Forecast: 2,434,766
- YTD: 2,848,380
- Variance: (413,414)
- YTD %: 58.5%

Bank Charges and Transfers:
- Budget: 97,804,512
- Forecast: 49,080,138
- YTD: 47,432,570
- Variance: 1,647,568
- YTD %: 48.5%
Plant Operations and Maintenance Summary
Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

- **Salaries**
  - Budget: 3,542,099
  - Forecast: 1,771,050
  - YTD: 1,675,465
  - Variance: 95,584
  - YTD %: 47.3%

- **Benefits**
  - Budget: 986,966
  - Forecast: 493,483
  - YTD: 488,739
  - Variance: 4,744
  - YTD %: 49.5%

- **Professional Development**
  - Budget: 22,050
  - Forecast: 11,025
  - YTD: 625
  - Variance: 10,420
  - YTD %: 2.6%

- **Contracted Services**
  - Budget: 3,119,489
  - Forecast: 1,824,286
  - YTD: 1,894,360
  - Variance: (70,074)
  - YTD %: 60.7%

- **Other Services**
  - Budget: 992,532
  - Forecast: 891,232
  - YTD: 825,649
  - Variance: 65,583
  - YTD %: 83.2%

- **Supplies**
  - Budget: 315,723
  - Forecast: 157,862
  - YTD: 165,956
  - Variance: (8,095)
  - YTD %: 52.6%

- **Other Expenditures**
  - Budget: 8,100
  - Forecast: 4,050
  - YTD: 1,764
  - Variance: 2,286
  - YTD %: 21.8%

- **Bank Charges and Transfers**
  - Budget: 6,813,154
  - Forecast: 3,406,577
  - YTD: 2,749,889
  - Variance: 456,688
  - YTD %: 40.4%

**Total Expense Tachometer:**
- 49.4% spent

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 50% of the approved budget).
Transportation Summary
Quarterly Reporting - February 28th, 2018

<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>38,372</td>
<td>36,777</td>
<td>1,595</td>
<td>47.9%</td>
</tr>
<tr>
<td>Benefits</td>
<td>22,639</td>
<td>11,320</td>
<td>9,106</td>
<td>2,214</td>
<td>40.2%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>2,500</td>
<td>1,250</td>
<td>750</td>
<td>500</td>
<td>30.0%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>2,311,445</td>
<td>1,155,723</td>
<td>874,480</td>
<td>281,242</td>
<td>78.8%</td>
</tr>
<tr>
<td>Other Services</td>
<td>0</td>
<td>0</td>
<td>71</td>
<td>(71)</td>
<td>N/A</td>
</tr>
<tr>
<td>Supplies</td>
<td>10,000</td>
<td>5,000</td>
<td>1,898</td>
<td>(3,102)</td>
<td>19.0%</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>2,000</td>
<td>1,000</td>
<td>3,453</td>
<td>(2,453)</td>
<td>172.6%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>52,600</td>
<td>26,300</td>
<td>32,659</td>
<td>(6,359)</td>
<td>62.1%</td>
</tr>
<tr>
<td>Total Expense Tachometer</td>
<td></td>
<td></td>
<td></td>
<td>38.7%</td>
<td></td>
</tr>
</tbody>
</table>

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 50% of the approved budget).
Board & System Administration
Summary
Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

<table>
<thead>
<tr>
<th>Budget</th>
<th>Forecast</th>
<th>YTD</th>
<th>Variance</th>
<th>YTD %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>2,470,021</td>
<td>1,235,010</td>
<td>1,212,676</td>
<td>22,334</td>
</tr>
<tr>
<td>Benefits</td>
<td>551,585</td>
<td>275,792</td>
<td>236,520</td>
<td>39,272</td>
</tr>
<tr>
<td>Professional Development</td>
<td>55,003</td>
<td>16,502</td>
<td>29,307</td>
<td>(7,805)</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>431,256</td>
<td>229,378</td>
<td>283,800</td>
<td>(54,422)</td>
</tr>
<tr>
<td>Other Services</td>
<td>301,507</td>
<td>213,104</td>
<td>193,603</td>
<td>10,501</td>
</tr>
<tr>
<td>Supplies</td>
<td>188,888</td>
<td>94,444</td>
<td>104,466</td>
<td>(10,022)</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>89,640</td>
<td>44,820</td>
<td>32,585</td>
<td>12,235</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>99,456</td>
<td>49,728</td>
<td>74,598</td>
<td>(24,870)</td>
</tr>
</tbody>
</table>

4,165,355 2,158,778 2,162,556 (3,778) 51.9%

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 50% of the approved budget).

Salaries

Benefits

Professional Development

Contracted Services

Other Services

Supplies

Other Expenditures

Total Expense Tachometer:

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

51.9% spent
External Services Summary
Quarterly Reporting - February 28th, 2018

Financial Data as at March 12th, 2018

<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>75,474</td>
<td>37,737</td>
<td>38,860</td>
<td>(1,123)</td>
<td>51.5%</td>
</tr>
<tr>
<td>Benefits</td>
<td>8,868</td>
<td>4,434</td>
<td>2,405</td>
<td>2,029</td>
<td>27.1%</td>
</tr>
<tr>
<td>Professional Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>Other Services</td>
<td>103,478</td>
<td>101,589</td>
<td>141,343</td>
<td>(39,754)</td>
<td>136.6%</td>
</tr>
<tr>
<td>Supplies</td>
<td>0</td>
<td>0</td>
<td>13,979</td>
<td>(13,979)</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Expenditures</td>
<td>189,310</td>
<td>94,655</td>
<td>69</td>
<td>94,724</td>
<td>0.0%</td>
</tr>
<tr>
<td>Bank Charges and Transfers</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td></td>
<td>377,130</td>
<td>238,415</td>
<td>196,518</td>
<td>41,897</td>
<td>52.1%</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 50% of the approved budget).
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Budget Beliefs Statement

Background
During its 2018 Planning Retreat, the Board reviewed the Budget Beliefs Statement (attached) that will serve as a guide as the 2018-19 budget is developed.

Recommendation
It is recommended that the Board adopt the Budget Beliefs Statement for 2018-19 as presented.

Respectfully submitted,

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

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

March 27, 2018

To: Board of Trustees

From: Christine Lee
    Associate Superintendent, Business Affairs

RE: 2019-2021 Capital Plan

Background:
The Executive Summary to the 2018-2019 to 2020-2021 Capital Plan for the District is provided for review. A brief presentation will be provided to Trustees about the Three-Year Capital Plan on behalf of the Facilities Committee.

The 120 page detailed Three-Year Capital Plan is located on the district website under Planning and Reporting: Planning and Reporting/Three Year Capital Plan

Recommendation:
It is recommended that the Board accept the 2019-2021 Capital Plan as presented.

Respectfully submitted,

Christine Lee
Associate Superintendent Business Affairs
Executive Summary
Lethbridge School District No. 51—2018/19 to 2020/21 Capital Plan
This document is only the Executive Summary to the Three-Year Capital Plan, 2018-2019 to 2020-2021.

For more information see the full Three-Year Capital Plan on the District's website: www.lethsd.ab.ca
EXECUTIVE SUMMARY

Introduction
Lethbridge School District No. 51 ("LSD51") provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The District was established in 1886 and has proudly served our community for over 130 years.

LSD51 serves approximately **11,268 students** from early education (pre-school) to grade twelve in 2017-2018. The District provides high quality learning experiences for students through a broad range of educational programs in twenty two (22) schools and four (4) institutional programs. Lethbridge School District No. 51 has 601 full time equivalent (FTE) certificated staff and 492 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2018-2019 to 2020-2021 is an analysis of future school capital needs for Lethbridge School District No. 51 to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

City of Lethbridge and Population Growth
Lethbridge School District No. 51 is the public school system for the residents of the City of Lethbridge. Lethbridge is a growing, vibrant city with over **98,200 residents**. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it’s anticipated to boost the population by **20%** in the **next 10 years**, from approximately **98,000 to 115,000**.

City of Lethbridge Development
Lethbridge is divided between North and South by a major highway (Highway 3). West Lethbridge is separated from both South and North Lethbridge by coulees and the Oldman River valley.

The City of Lethbridge, has identified areas for future growth and new neighborhoods to support future growth. There are five main areas of growth identified. The very north of Lethbridge, south east Lethbridge and North, South and Mid west Lethbridge. West Lethbridge is the fastest growing community in Lethbridge and as such there is more area planned for future development in the west sector of the city. The City of Lethbridge planning department has also confirmed the need for two new public and one separate (Catholic) school in west Lethbridge siting anticipated elementary aged growth of **807** students in West Lethbridge-south and **1079** students in West Lethbridge-north by 2027.
Student Enrolment Growth

The school district has experienced sustained growth over the last five years. As the chart above illustrates, Lethbridge School District No. 51 will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,296 students** by 2020-2021. This is a growth of **1028 students or 9.12%** from 2017. The District will see further sustained growth reaching **12,879 students** in five years which is an increase of **1611 students or 14.3%** from 2017.

Over the three-year capital plan period, growth will be greatest in the west side of Lethbridge with an increase of **11.28%**. North Lethbridge will see an increase in student population of **8.71%** and the south **5.8%**. This projected enrolment growth correlates with historical growth in population in these city sectors. Interesting to note is that these enrolment growth factors do not take into account additional enrolment due to city economic development and new community development, such as the Discovery subdivision that will provide approximately 400 elementary aged students in south east Lethbridge in the next 10 years. With the economic development that has been occurring in Lethbridge it is anticipated that the potential enrolment growth could be greater in every sector of the city.

Three-Year Education Plan

Lethbridge School District No. 51 prepares a three-year education plan as required by Alberta Education which is updated annually. The Board of Trustees of Lethbridge School District No. 51 approved the 2017-2020 Three Year Plan and Annual Education Results Report for 2016-2017 on November 28th, 2017. This document is a highly collaborative effort and reflects the plans and Annual Education Results Reports of each of the district’s schools, with input from partners, as the District continues on the journey of innovating and improving practice. You will find District priorities, trends, issues, opportunities, accomplishments and strategies that will provide Lethbridge School District No. 51 students with continued success.

The District is proud of the tireless efforts of our staff and students. This being said, Lethbridge School District No. 51 is continually committed to being better tomorrow than we were today. The 2017-2020 Three Year Plan and Annual Education Results Report may be found on the district’s website.
Facility Utilization
The school district begins to get concerned over space utilization when the utilization rate is over 85%. When looking at utilization the District considers not only base utilization but also core utilization. Core utilization takes into account the facility core learning spaces and does not include modular classroom facilities. Modular Classrooms may have been added to address immediate enrolment pressures, however through the facilitation of added enrolment may have exceeded rated core capacity.

This chart illustrates that both the South and West Sectors will have utilization rates over 85%. Due to significant growth in the next three years, in West Lethbridge, utilization rates are over 100%.

Current Capital Projects
Coalbanks Elementary School opened in September 2017 to provide learning opportunities from preschool to grade 5 including Spanish bilingual and Islamic language and cultural programming. Coalbanks is built for 500 student spaces with the ability to add modular classrooms.

Wilson Middle School is just wrapping up a major modernization which has provided new vibrant learning spaces and a renewed sense of pride to the north Lethbridge community. The south wing of the school was not considered in the original modernization plan based on enrolment. Enrolment has increased significantly during the three years the school was being modernized due to increase in the immigrant population in north Lethbridge. Enrolment is expected to continue to increase and the south wing is now required for teaching and learning. The south wing requires substantial upgrades to bring to the same standards as the rest of the modernized school.

New West Lethbridge Middle School is the school district’s newest middle school, with capacity for 900 students, is being built to alleviate enrolment pressures in west Lethbridge, mainly at G.S. Lakie Middle School. The school will open Sept 2018.

The school district received approval to proceed to design only on a new 600 student elementary school in the Discovery subdivision in south east Lethbridge. The school design and construction documents will be ready by March 2018 and the school district awaits approval and funding to proceed to construction from Alberta Education.

<table>
<thead>
<tr>
<th>City Sector</th>
<th>2017-2018 Full Area</th>
<th>2020-2021 Projected</th>
<th>Projected Growth in 3 year period</th>
<th>Core Area Only 2017-2018</th>
<th>2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>71%</td>
<td>78%</td>
<td>9.73%</td>
<td>77%</td>
<td>84%</td>
</tr>
<tr>
<td>South</td>
<td>81%</td>
<td>86%</td>
<td>5.61%</td>
<td>100%</td>
<td>106%</td>
</tr>
<tr>
<td>West</td>
<td>91%</td>
<td>103%</td>
<td>11.28%</td>
<td>158%</td>
<td>176%</td>
</tr>
<tr>
<td>Total District</td>
<td>79%</td>
<td>86%</td>
<td>9.12%</td>
<td>94%</td>
<td>103%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City Sector</th>
<th>Project Type</th>
<th>Grade</th>
<th>Approved Capacity</th>
<th>Approval Date</th>
<th>% Complete as of February 2018</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>West</td>
<td>New Construction</td>
<td>Kindergarten to Grade 5</td>
<td>600</td>
<td>January 2014</td>
<td>100% in pre-construction review</td>
<td>$15.3 million</td>
</tr>
<tr>
<td>North</td>
<td>Modernization</td>
<td>Grades 6 to 8</td>
<td>n/a</td>
<td>January 2014</td>
<td>100% in pre-construction review</td>
<td>$15.6 million</td>
</tr>
<tr>
<td>West</td>
<td>New Construction</td>
<td>Grades 6 to 8</td>
<td>900</td>
<td>January 2015</td>
<td>60%</td>
<td>$23.9 million</td>
</tr>
<tr>
<td>South</td>
<td>New Construction</td>
<td>Kindergarten to Grade 8</td>
<td>600</td>
<td>April 2017 (Design only)</td>
<td>80% (design only)</td>
<td>$17.1 million</td>
</tr>
</tbody>
</table>
New School Construction Requests

Lethbridge School District No. 51 is requesting a number of new construction projects to alleviate current enrolment pressures and for anticipated growth in the City of Lethbridge due to economic growth, and future development plans to address an anticipated growth in population of over 20% in the next 10 years.

The chart below provides information on the three new school construction projects requested in the Three-Year Capital Plan.

<table>
<thead>
<tr>
<th>Year</th>
<th>Priority</th>
<th>Community/School</th>
<th>City Sector</th>
<th>Site Readiness</th>
<th>Type</th>
<th>Grade</th>
<th>Capacity</th>
<th>2017 Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019</td>
<td>1</td>
<td>South Lethbridge Elementary School (South Lethbridge - East)</td>
<td>South</td>
<td>Site Ready</td>
<td>New Construction - Requesting approval to proceed to Construction</td>
<td>K-S</td>
<td>600</td>
<td>$17.1 million</td>
</tr>
<tr>
<td>2019-2020</td>
<td>2</td>
<td>Gary Station Elementary School (West Lethbridge - North)</td>
<td>West</td>
<td>Site Available</td>
<td>New Construction</td>
<td>K-S</td>
<td>600</td>
<td>$17.1 million</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>West Lethbridge Elementary School (West Lethbridge - South)</td>
<td>West</td>
<td>Site Not Yet Determined</td>
<td>New Construction</td>
<td>K-S</td>
<td>600</td>
<td>$17.1 million</td>
</tr>
</tbody>
</table>

The number one priority is the South East Lethbridge Elementary School. This school is requested for south Lethbridge in the new Discovery subdivision based upon a number of new south Lethbridge communities being developed in recent years including Southgate and Discovery at Fairmont Park. Core utilization of south Lethbridge elementary schools range from 111% to 148% and as such with the anticipated growth from new and growing communities a new elementary school is needed in this sector of the city.

The number two and three 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.
Modernization of School Facilities Request

Some of the oldest school facilities in Lethbridge are elementary schools. These schools require significant dollars of investment to upgrade for health and safety, environmental sustainability and to provide learning spaces to meet today’s learner. Lethbridge School District No. 51 is requesting that seven (7) elementary schools receive approval for modernization.

There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between 60% to 91%. Student enrolment growth in the north sector of Lethbridge will be 9.73% over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from 172% to 187%, with anticipated enrolment growth in west Lethbridge of 11.28% over the three-year capital planning period. As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

<table>
<thead>
<tr>
<th>Modernization Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>---</td>
</tr>
<tr>
<td>2018-2019</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2019-2020</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>2020-2021</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Lee
    Associate Superintendent, Business Affairs

RE: Network Switch Security Upgrade

Background:
The current switches in the schools have reached the end of their life cycle. For security purposes and for network connectivity and capability it is necessary to replace these switches. See the attached information for further detail. The technology department is requesting to spend approximately $110,500 from technology one-time reserves to complete this upgrade.

Recommendation:
It is recommended that the Board approve the use of technology department reserves to complete the required Network Switch Security Upgrade with an approximate cost of $110,500.

Respectfully submitted,

Christine Lee
Associate Superintendent Business Affairs
March 9/2018

Network Switch Security Upgrade and Cleanup

Currently, our Technology Department is requesting to use funds from our reserve budget to update switches in 17 schools. The current switches in the 17 schools have reached the end of their life cycle. The current switches were purchased in 2009 and we are now unable to do security updates on the switches. We have also noticed that due to the age of the switches, we are continuing to have failing ports casing disturbances in network connectivity. The current switchers are also having compatibility issues with our new wireless access points. The older switches are causing devices to loose wireless connection as people move about the building.

We also intend to, while completing this project, to clean up wireless closets. Over time with infrastructure updates, network closets become cluttered due to improper cable lengths. With this project, we hope to purchase a number of short cables and rewire network closets making them more organized, cleaner and more accessible.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Item Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPE Aruba 2930M 48G POE+JL322A</td>
<td>27</td>
<td>$3400</td>
<td>$91800</td>
</tr>
<tr>
<td>HPE Aruba 29030-24 POE+JL320A</td>
<td>2</td>
<td>$2700</td>
<td>$5400</td>
</tr>
<tr>
<td>1 Ft Patch Cables</td>
<td>2950</td>
<td>$2.46</td>
<td>$7257</td>
</tr>
<tr>
<td>2 FT Patch Cables</td>
<td>1400</td>
<td>$2.65</td>
<td>$2385</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$3710</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

Current Ed Center Network Room                                            Mike Mountain Horse After Clean up
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Breakfast with the Board – Wilson Middle School – April 12, 2018

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

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

Breakfast with the Board has been scheduled at Wilson Middle School on Thursday, April 12, 2018 from 7.30 – 8.00 a.m. Following the breakfast, Principal Dean Hawkins will provide a tour of the school for trustees.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Lee
   Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background
The March 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

- Work continues on the design for the South East Lethbridge Elementary School in the Southbrook Subdivision. Construction documents are at 80% completion.
- Senator Joyce Fairbairn Middle School construction in west Lethbridge is 80% complete and on target for school opening September 2018. There will be a progressive turnover planned for beginning of June to access the school for purposes of fitting up furniture and equipment.
- The Three-Year Capital Plan reviewed by the Facilities Committee and presented at the March Board meeting. The plan will be submitted by March 31st to Alberta Education.
- Summer facilities projects are in the planning stages for district facilities.
- The Renewable Energy for Schools program announced to provide grant funding for renewable energy options on existing schools, such as solar panels. Alberta Education will provide details and application process in the summer.

Technology

- The technology department has been working with the west Lethbridge middle schools on a unified laptop project. A presentation to Trustees provided at the board meeting.
- Work continues on disaster recovery project along with Clean-up and rewiring of network closets and recycling of old equipment.
- Proposal for upgrade of network switches for security and connectivity purposes provided to Trustees for approval at the board meeting.

Finance

- Work continues on reviewing information in preparation of the 2018-2019 budget. The provincial budget was announced on March 22nd. Information on the budget and what it means for Lethbridge School District No. 51 provided to Trustees.
- The 2nd Quarter Financial Report has been prepared and is presented at the board meeting.

Transportation

- New walk and bussing boundaries were presented at the public forum on March 20th for G.S. Lakie and Senator Joyce Fairbairn Middle Schools.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- CUPE negotiations are in process.
- Attended Board Planning Retreat March 1st and 2nd.
- Work with leadership team and schools through generative dialogue process.

**Kids are our Business**
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Rik Jesse
       Associate Superintendent, Human Resources

RE: Human Resources Report

Background
The March 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.

Hires at a Glance: March (Round 1)

- Teachers:
  - Round 1 - 28 positions were posted at 17 schools
  - 512 candidates submitted applications between March 12 – March 15
  - 107 candidate interviews
  - 10 Temporary Teachers hired as a result of leaves

- Support Staff:
  - Educational Assistant Casual Sub – 5 new
  - Educational Assistant Contract – 4 new
  - Career Practitioner – 1 new
  - 225 Temporary/Casual Release Letters for EA, AES, Administrative Support and Learning Commons

Recruitment:

Opportunity Knocks Job and Career Fair 2018 ~ Thursday, April 22, 2018

- Open to job seekers from all walks of life, this event is an inclusive arena for all. With more than 5000 previous attendees, Opportunity Knocks is the premier job and Career fair for all Southern Albertan's.

Lethbridge Lodge Convention Centre

<table>
<thead>
<tr>
<th>HR Schedule</th>
<th>HR Staff Member</th>
<th>Trustee Schedule</th>
<th>Trustee</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30 – 12:30</td>
<td>Amber</td>
<td>11:00 – 12:00</td>
<td>Doug</td>
</tr>
<tr>
<td>12:30 – 3:30</td>
<td>Stacey</td>
<td>12:00 – 1:00</td>
<td>Clark</td>
</tr>
<tr>
<td>3:30 – 6:30</td>
<td>Jolayne</td>
<td>1:00 – 2:00</td>
<td>Jan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:00 – 3:00</td>
<td>Christine</td>
</tr>
</tbody>
</table>
Substitute Teacher / Educational Assistant List:

- Substitute Teacher List: 181 Active Substitutes
  - Reference checks have been completed for 11 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 11 new applicants for review.

Orientation: There could potentially be 56 new hires including Teachers, Substitute Teachers, Educational Assistants, Substitute Educational Assistants and non-union personnel to be onboarded and orientated.

2018 / 2019 Staffing Timelines at a Glance:

Teacher / Administrator (Tentative)

April 11, 2018 Schools declare openings and surpluses to Human Resources (Round 2)
April 13, 2018 Round 2 postings open for competition

Support Staffing Timelines

March 22, 2018 Posting Round #1: Educational Assistant and Advanced Educational Support at Various Locations and FTE's
April 20, 2018 Administrators will communicate Student Support assignments with staff
          Staff are notified in writing by their Administrator
May 7, 2018 Posting Round #2: Educational Assistant and Advanced Educational Support at Various Locations

Events:

March 21st – March 23rd CASS Alberta Education Annual Learning Conference (Edmonton)
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Park</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chinoe High</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immanuel Christian High</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCI - Total Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LCI - French Immersion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WCHS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wilson</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lethbridge Christian</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agnes Davidson - Total Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Agnes Davidson - French Immersion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coalbanks Elementary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coalbanks - Spanish</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Probe</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleetwood Bawden - Total Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleetwood Bawden - Montessori</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gaibraith</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Stewart</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immanuel Christian Elementary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakeview</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicholas Sheran - Total Students</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicholas Sheran - French Immersion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Meadows</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senator Buchanan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westminster</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB TOTALS</td>
<td>493</td>
<td>471</td>
<td>22</td>
<td>863</td>
<td>858</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ALL SCHOOLS ENROLLMENT BY GRADE: February 28, 2018**

<table>
<thead>
<tr>
<th>Early Education</th>
<th>Kindergarten</th>
<th>Grades 1 - 12</th>
<th>Total</th>
<th>Total FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford Ridge</td>
<td></td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Hart House</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Pitawat</td>
<td></td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>CAMP</td>
<td></td>
<td>1</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>SUB TOTALS</td>
<td></td>
<td>12</td>
<td></td>
<td>-5</td>
</tr>
</tbody>
</table>

**TOTAL STUDENTS / FTE ENROLLED AS OF FEBRUARY 28, 2018**

<table>
<thead>
<tr>
<th>Stafford Ridge</th>
<th>11328</th>
<th>10196.5</th>
</tr>
</thead>
</table>

**TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2017**

| Stafford Ridge  | 11274        | 8663.5        |
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background
The March 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
**Associate Superintendent – Instructional Services- March 2018**

“Two highlights this month”

**Dual Credit Meetings and Work**

Morag, Cheryl, Jesse and the High School Principals have been in discussions to explore the growth and development of Dual Credit courses for our High School students for the 2018-19 School Year.

March 14th Morag and Andrew Krul met with Heather Wack from the College to further discuss and explore what courses the College may be willing to provide. Cheryl met with High School Principals on Monday, March 19th to fine tune expectations and sustainability of these possible offerings.

**Wellness Work**

March 20th we had a Health Champ meeting. Each school sends a representative to meet for an afternoon 3-4 times a year to discuss District and school initiatives related to Wellness. At this meeting we discussed a “Wellness Visioning Activity” that the Champs will be taking back to their staff meetings in the month of April. This activity will provide some education on Wellness at the school level and solicit feedback from staff on a “Prioritization Exercise”. The data from schools will also assist the “Wellness Policy Sub-committee” shape how we build our Wellness Policy as we move into the month of May.

The “Prioritization Exercise” will provide direction for the focus of our “Wellness Grants” for the upcoming 2018/19 school year. It is anticipated that these $1500-2500 applications will be released in May for schools to apply to the Wellness Committee.

**No Soda or Candy in Vending Machines**

**Release Process for elimination of Candy and Soda being sold in Lethbridge School District No. 51 (including artificial sweetener and artificial juice product)**

1. **September-December 2017**-Sub-committee work around Nutrition Policy-redraft
2. **December 2017**- Discussion with Principals at Administrator Committee feedback gleaned.
3. **February 2018**- Announcement at middle and secondary administrator meeting in February that there will be no soda sold by September of 2018.
4. **March 2018**- Vending machine survey – all Administrators sent pictures or have talked to their providers regarding no longer presenting soda (artificial or otherwise) or candy in vending machines by April 2018.

5. **Wellness initiative** – students do a video on their beliefs of Wellness and Health Champs glean feedback from staff at staff meetings regarding their definition of “Wellness”

6. **March 2018**- Morag to share this plan with Wellness Committee and Health Champs, Administrators.

7. **March-April 2018**- Morag, Christine and Cheryl to meet with Cafeteria providers to review this expectation, review books/budget and look at contract.

8. **April 2018**- no more sodas and candy in vending machines, Munchies to phase out all soda, artificial drinks and candy in cafeteria for September.

9. **Communication out to system and community**– website etc perhaps an article in the paper around the impact of healthy lifestyle on learning and a child’s success in life.

10. **September 2018**- no candies, soda or artificial drinks sold on a daily basis in Lethbridge School District.

**Other noteworthy topics:**

- Spanish bilingual interviews, PUF Specialist interview
- Arabic Language registration process- numbers due March 26th
- FNMI Committee- FNMI Policy revamping
- Substance Misuse Policy (Cannabis, paraphernalia and “controlled substance” language)
- Dual credit- Reid Findlay presenter- February 26\textsuperscript{th}
- Policy revision for policies related to Instructional Services
- Evaluations (ongoing)
- Inquiry conversations
- Reviewing Diploma results from January
- transition for middle school students with exceptionalities
- Nurses will shortly be finished their practicum
- Custody issues/legal
- Medical challenges
- Kindergarten numbers (continuing to monitor and work with HR)
MEMORANDUM

March 27, 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.
Lethbridge School District No. 51
Regular Meeting – March 27, 2018
Enclosure # 7.3.1

2017-18 DISTRICT PRIORITIES
REPORT TO THE BOARD: March 2018

PRIORITY ONE
Supporting Student Achievement and closing the achievement gap.

Literacy/ Numeracy
- Bev Smith, Literacy Lead Teacher, continues to provide support to elementary teachers in the form of residencies where she models effective literacy instructional strategies for the teachers in their classrooms and then comes back approximately six weeks later to observe and provide elbow-to-elbow coaching with them.
- A Middle School Comprehensive Literacy Steering Committee has been formed and will have its first meeting in March.
- Classroom Improvement Funds (CIF) are being 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.
- The French Immersion Committee continues to meet to provide direction for programming at all levels.

Middle School Re-Visioning District
- Cayley King and Karen Rancier presented administrators with a career exploration scope and sequence plan including application of the on-line My Blueprints Career program across grades 7, 8, 9 and CALM at high school level.
- The secondary mathematics committee with teacher and administrator representatives are developing a Mathematics Work Plan.
- A Middle School Learning Day committee comprised of teachers and administrators met with Karen Rancier regarding the development of a plan for the day.
- Presenter Reid Findlay (District Principal of Innovation and Dual Credit) came and spoke with Middle School Administrators on "redesign"

Administrator Mentorship Program
- New administrators continue to seek advice from mentors in areas of Accountability Pillar, OurSchool survey, Instructional Leadership, staffing process, and other day-to-day challenges.

District Professional Learning and District Collaborative Communities
- Since our first District-wide PL day on November 9th, 20 Collaborative Communities (CCs) have requested additional time to work together before the next District-wide day in April, with two CCs accessing a second day. Plans are in place for the second District-wide PL day on Monday, April 9th where Collaborative Communities will meet again for the full day.
- New Hire Orientations (HR & Payroll) - Offered 3 times prior to the school year and the 2nd Tuesday and 4th Thursday of each month.
  - Overview of: ADW, Dashboard, Job Shopping, Work Board, Accessing Pay Information, Public School Works (OHS), Crisis Response Manual and District Policy. Also offer support with logging onto District computers.
- Various requests have been approved for support staff to access professional learning for specific events such as SIVA, self-regulation, etc.
• Every elementary school had teacher representation at the FNMI Curriculum Professional Learning that was offered at Fleetwood Bawden School on February 28th (facilitated by Andrea Fox, Karen Rancier, and Barbi Wall).

Parent Education
• Parent evening presentation. Dr. Michael Unger. I Still Love You: Nine Things Troubled Kids Need from Parents, Caregivers and Schools. February 27th (6:00 – 8:00 at Coast Hotel)
• Parent information sessions offered at the March District School Council meeting:
  o Secondary career exploration tool that can be accessed by students at school and home (My Blueprints)
• Elementary literacy session (how to choose the right level book for your child) and a mathematics session focusing on a new resource being piloted by some schools

Teacher Induction Support for Quality Teaching
• Year 1 and 2 protégés took part in their final formal sessions for this school year on March 5 (Year 1) and March 7 (Year 2). Each group had the chance to give feedback about the program. This feedback will be shared with the planning committee and members of Executive Council as we plan for next year's program.

Early Learning
• Lethbridge Early Years coalition data from the Spring 2016 Early Development Instrument (EDI) was released publicly last week. This data provides city-wide information on all 5-year-olds across kindergarten programs in District 51, Holy Spirit and some private kindergarten programs within daycares. We are cautioned to compare data from 2016 to previous data collections in 2009-2014, but one can see some trends. We are seeing more children on track for development once they reach kindergarten than previously in the domains of Physical Health and Well-being, Social Competence, Emotional Maturity and Communication/General Knowledge. The only domain showing a slight decrease was Language and Cognitive development.
• This information, along with the data specific to District 51, will guide programming focus for our early education programs.

FNMI
• Art Project in tandem with Calgary Board of Education for FNMI students
• Hired two new FNMI Liaisons - first week of February was their first week, mentorship arrangements for our new hires with our "veteran Liaisons"
• FNMI Language and Culture Teacher working with Gilbert Paterson, LCI and Churchill now in a collaborative role and teaching courses (Blackfoot/Aboriginal Studies)
• FNMI Advisory Committee was on February 1st- presented current endeavors and the FNMI Strategic Plan for the 2017/18 year, solicited feedback and suggestions for our new plan in 2018/19
• Mentorship Activities continue to happen throughout the school year with some of our students of FNMI ancestry

Off-Campus
• Off Campus Consultant to meet with Morag and Leah Wack (from the College) to fine tune dual credit agreement and develop pamphlet for dual credit – EA program, Automotives
Dual Credit

- Morag submitted a grant proposal for dual credit in partnership with Lethbridge College to support Automotive programming in our District for the 2018/19 school year - IT WAS APPROVED !!!!
- Grant proposal submitted for dual credit in partnership with Livingstone Range and the University of Lethbridge for Cinema 1000 - IT WAS APPROVED !!!!
- LCI continues to work with the University of Lethbridge for the delivery of two dual credit University of Lethbridge courses: Liberal Education and Supply Chains Management.
- Chinook High School looking at delivering Liberal Education 2200 focusing on critical thinking

Other School Improvement Initiatives

- Science Sizzle has been running in our elementary schools and been very well received by Agnes Davidson and Coalbanks students, this is a partnership with the University of Lethbridge. Each elementary through a year cycle will receive two afterschool (2 weeks) events related to Science and Innovation for grade 4/5 students.

**PRIORITY TWO**

Supporting the implementation of initiatives designed to develop innovative thinkers.

High School Re-design

- In-service for high school completion tool kit

Engagement in provincial curriculum development and implementation

- This is year two in the Provincial process of Curriculum Development. Previously, selected teachers from across the Province met to finalize the current Scope and Sequence drafts and begin to develop outcomes.
- Kindergarten through Grade 4 Curriculum objectives are scheduled to be released in draft form early in this year and then in a final version in December 2018.

Build the capacity of teachers and administrators: technology, online learning and digital learning

- On March 6, teachers and students attended our first workshop to help prepare students for the Zone 6 Film Festival. Our next workshop that focuses on capturing the perfect shot will be hosted on the evening of March 27 at 6:30 p.m. in the District Board room.
- On May 7, teachers will participate in a half day workshop at Westminster Elementary School. The teachers will review and use some of the new online tools that are available in the District. Teachers will be able to update their profiles on their school website.
- A new video on using the District’s Virtual Reality is now available on the District Website, Innovators Corner. The intent of the video is to encourage teachers to be more innovative in the classroom [http://www.lethsd.ab.ca/Innovators%20Corner.php](http://www.lethsd.ab.ca/Innovators%20Corner.php)
- Greg Fischer, one of our Site based Techs has worked with G.S. Lakie Middle School and Fleetwood Bawden Elementary School, to help implement 3D printers into the curriculum. Both schools are in the process of purchasing printers to implement into curriculum.
• Koji Nagahama and Doug Viel, two site-based techs have been working with teachers and admin at Coalbanks Elementary, piloting a new way to manage iPads. The new process will make it easier for schools and teachers to add and manage apps in the classroom.
• On March 29, 2018, the site-based Innovators Group will meet at District office to examine how we use and manage iPads in the District. We will also discuss new technologies coming to the classroom and how we can best support them. We have also purchased a new Room Booking software to replace Meeting Room Manager and we will discuss a plan with the innovators to deploy the new room booking software.

Program Development
• Chinook High School and Winston Churchill High School have completed their robotics build for their first 2018 Robotics Competition in Calgary from April 4 - 7. Teams only have 6 weeks to build the robot. After the 6-week period, robots must be bagged and not tampered with until the competition.
• Elementary Schools have started to place orders for Innovative Maker Spaces for their school Learning Commons. Many schools have added new robotic technology into spaces to help support exploration and creativity.
• Middle schools have also received funding from the CIF fund and have started conversation on adding interactive technology to enhance learning. One of the most creative projects has come from the new west side middle school, with them adding the Microsoft Hololens to the Learning Commons. The Hololens is a mixed reality all in one system that uses glass to project 3D images to an individual. The Hololens is also used by Nasa and the Mars rover to allow individuals to explore Mars in a virtual world.
• On February 27, 2018, G. S. Lakie Middle School parents and community members came together to discuss the potential of a one to one laptop program being offered to the west side middle schools for the 2018 - 2019 School Year.
• Lethbridge 51 high school students will have the opportunity to take CINE 1000 at the University of Lethbridge in the Fall of 2018. The program is in partnership with Livingstone Range School Division and The Movie Mill. The project has received a $50,000 Grant from Alberta Education to help establish a duel credit opportunity. A media and student information event is being planned to take place at The Movie Mill at the end of April to help promote the initiatives.

Supporting Student Diversity
Wellness
• Subcommittee of the Wellness Committee reviewed the Nutrition Policy Feb. 13; direction is shifting due to feedback- meeting with cafeteria providers, stopping the sales of soda in schools by Sept. 2018 (vending machines will no longer have soda as of April 2018)
• Wellness Video is being made by students to share with our community
• Health Champs will be tasked with asking their staff at their schools "what does Wellness mean to you" and "why is Wellness important?"
• Nutrition Projects are well under way at Fleetwood Bawden, Gilbert Paterson, Wilson, Senator Buchanan and Nicholas Sheran
• Wellness and Self-Regulation Grants to be reviewed by Wellness Committee and application process will be released for 2018/19

• Discussion about UDL with the DIS Leadership Team- purchasing book "Teaching to Diversity" by Jennifer Katz for the team as we continue to align our practices around enhancing Inclusive Schools- reviewed Chapter 1

Inclusive Education
• The Directors of Inclusive Learning and Human Resources have completed staffing visits to schools to discuss student needs and plan for staffing for the 2018-19 school year.
• The second of four professional learning sessions for educational assistants was held on March 9 with almost 80 participants. Shaun Metz presented on the impact of trauma on students and their learning and provided tools to support the ongoing connections that are vital to supporting students affected by trauma.
• The next PL session will be on April 13 and will focus on supporting student communication. The session will be facilitated by district speech-language pathologists.
• A meeting for Learning Support Teachers/Administrators will take place on March 28. The University of Lethbridge and Lethbridge College will be presenting to high-school staff on accessibility services at post-secondary and providing clarification on eligibility for accommodations. Mark Moland from Children's Allied Health will meet with elementary staff to discuss speech-language, occupational therapy and physiotherapy services in schools.
• SIVA training is being offered to schools on March 22 and 23. We will have one more session on May 2/3, as well as two one-day refreshers (April 20 and 27).

ESL
• There will be no increase in programming for students with limited formal schooling (LFS) for 2018-19. We will maintain the two-existing programs and work on transitioning students to blended programming as they work towards full inclusion in middle and high-school classrooms.
• Successful transitioning of students necessitates more capacity building for teachers; hence, the shift in focus of the role of the ESL Lead Teacher to supporting teachers within the classroom.
MEMORANDUM

March 27, 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:

**New Teacher Induction 2016-2017:**

<table>
<thead>
<tr>
<th>Education Centre</th>
<th>Andrea Fox</th>
<th>Keenen Geer</th>
<th>Cheryl Zumbach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinook</td>
<td>Deserea Gogel</td>
<td>DeAndra Sullivan</td>
<td></td>
</tr>
<tr>
<td>ICSS</td>
<td>Lee-Ann Groenheide</td>
<td>Jaime Hummel</td>
<td></td>
</tr>
<tr>
<td>LCI</td>
<td>Jaquelyn O’Sullivan</td>
<td>Shaelynn Garner</td>
<td>Lance Rosen</td>
</tr>
<tr>
<td>WCHS</td>
<td>Matt Gough</td>
<td>Kimberly Hansen</td>
<td>Koreen Klassen</td>
</tr>
<tr>
<td></td>
<td>Jonathan Miquel-Alvarez</td>
<td>Katie Nelson</td>
<td>Geoff Waugh</td>
</tr>
<tr>
<td></td>
<td>Cale Wright</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gilbert Paterson</td>
<td>Martin Bazin</td>
<td>Jenna Konschuk</td>
<td>David Mansbridge</td>
</tr>
<tr>
<td>GS Lakie</td>
<td>Tanner Bexson</td>
<td>Michele Loman</td>
<td>Miranda Mackenzie</td>
</tr>
<tr>
<td></td>
<td>Nicholas Rickards</td>
<td>Sarah Williamson</td>
<td>Daniel Yaretz</td>
</tr>
<tr>
<td>Wilson</td>
<td>Jessica Gunderson</td>
<td>Annalee Hamilton</td>
<td>Kelsey Kydd</td>
</tr>
<tr>
<td></td>
<td>Yvette Lowen</td>
<td>Cason Machacek</td>
<td>Sam Pater</td>
</tr>
<tr>
<td>Coalbanks</td>
<td>Tamara Constantine</td>
<td>Kristin Kobbert</td>
<td></td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>Chris Firth</td>
<td>Annette Lachman</td>
<td>Brianna Richards</td>
</tr>
<tr>
<td></td>
<td>Meagan Thorlakson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fleetwood Bawden</td>
<td>Ali Koganow</td>
<td>Jacqueline Mcneill</td>
<td>Cole Olson</td>
</tr>
<tr>
<td></td>
<td>Sharla Statham</td>
<td>Ciona Thompson</td>
<td></td>
</tr>
<tr>
<td>Galbraith</td>
<td>Taylor Bourassa</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Stewart</td>
<td>Aimee Omit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICES</td>
<td>Kristy Dekens</td>
<td>Tracey Driedger</td>
<td></td>
</tr>
<tr>
<td>Lakeview</td>
<td>Alex Funk</td>
<td>Mike Greeno</td>
<td>Stephanie Welch</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>Rita Malek</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicholas Sheran</td>
<td>Dawn Blankenstyn</td>
<td>Mallory Finnie</td>
<td>Melanie Hawkins</td>
</tr>
<tr>
<td></td>
<td>Elizabeth MacMillan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park Meadows</td>
<td>Danielle Fisher</td>
<td>Stacey Hegland</td>
<td>Amanda Krawchuk</td>
</tr>
<tr>
<td>Senator Buchanan</td>
<td>Sarah Delong</td>
<td>Sally Leung</td>
<td></td>
</tr>
<tr>
<td>Westminster</td>
<td>Megan Lewis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Senator Buchanan staff member, Erin Vogel received her certification for Brain Story.

Chinook student Noah Higgins was named the Junior Male Athlete at the 2017 Lethbridge Sport Council Achievement Award.

Wilson Middle School Grade 7/8 band students with Mr. Conrad earned SUPERIOR (the highest score possible) at the Alberta International Band Festival.

Chinook High School curling team earned Bronze at Provincial Championships. Team members are Hannah Terry, Kalli Hansen, Ben Townley, Zack Robinson, Jasmyn Mears, and Braden Austin.

District students Hayden Van’t Land (ICES), Jenna Seely (Agnes Davidson), Abby Worthington and Emily Woods (Nicholas Sheran), Abigail Wittke (Fleetwood Bawden), Phoenix Reimer (Westminster), and Sirrah Harris (Galbraith) have just completed a very successful season as members of the Lethbridge Football Club U11 Chargers. They were undefeated and won gold in two tournaments, and this past weekend they played hard and showed a lot of heart playing one age level up at provincials, narrowly missing semi-finals and finishing 8th in the province. Laila Leavitt (Coalbanks) and Liv Norrie (Probe) were “call ups” from the LFC U10 team who joined the Chargers for provincials.

Churchill grade 12 student Shannon Morgan was selected to attend Rotary International’s Adventure in Citizenship taking place in Ottawa April 29 to May 2, 2018 with a full sponsorship from the Rotary Club of Lethbridge East.

Churchill grade 10 students Rebecca Avileli and Tianna Westling have been accepted to attend RYLA (Rotary Youth Leadership Awards) leadership camp in Chestermere from May 10 – 13, 2018 with full sponsorship from Rotary Club of Lethbridge East.

Churchill grade 10 student Kendra Dawson participated in a Tall Ship Deployment with the Sea Cadets in Victoria March 11-17.

Churchill grade 12 student Madi Clermont has been cast in Grande Prairie’s “Broadway Live Broadway” fall production of The Hunchback of Notre Dame – The Disney Musical, starting September 2018.

Congratulations to Dianne Violini from Churchill on her 40th qualification to the Canadian Masters Bowling Championship. Dianne bowled successfully in 6 Provincial Qualifying events this year to make the Alberta Ladies Team. She will compete in Thunder Bay June 30 – July 4

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Snacks with the Superintendents – LCI – April 17, 2018

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

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

All the staff of LCI have been invited to have Snacks with the Superintendents on Tuesday, April 17, 2018 beginning at 11:50 a.m.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
### Calendar of Events for Board of Trustees

<table>
<thead>
<tr>
<th>March</th>
<th>30</th>
<th>Easter Break begins</th>
</tr>
</thead>
</table>
| April  | 9    | No school for students  
District-wide Professional Learning Day |
|        | 9    | District School Council  
6:30 p.m., Education Centre |
|        | 10   | Board Budget Update and Priorities  
2:00 p.m., Education Centre |
|        | 11   | Education Centre Leadership Team Meeting  
9:00 a.m., Education Centre |
|        | 12   | Breakfast with the Board  
7:30 a.m., Wilson Middle School |
|        | 17   | Board Committee of the Whole  
3:00 p.m., Education Centre |
|        | 24   | Board Meeting  
3:30 p.m., Board Room |
|        | 26   | Administrators’ Committee Meeting & Strategic Planning |
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: Board Budget Committee – February 28, 2018

In Attendance: Donna Hunt, Trustee, Committee Chair
Cheryl Gilmore, Superintendent
Christine Lee, Associate Superintendent, Business Affairs
Mark DeBoer, Director of Finance

Regrets: Clark Bosch, Trustee

1) Review of Budget Assumptions: Director of Finance Mark DeBoer reviewed budget assumptions developed to date for the 2018-2019 budget. These assumptions included enrolment projections, staffing and benefit costs and economic indicators. The budget assumptions will be updated after the Provincial Budget Announcement at the end of March.

2) The Board Budget committee was updated on requests received from the Instructional budget committee for development of the budget. These requests will be reviewed along with Board priorities developed at the Board Retreat on March 1st and 2nd.

3) Budget Community Engagement was discussed by the committee. Look at changing how we engage the community in the draft budget. The old method done in the past is a meeting held with a stand and deliver presentation to public. Attendance has been low at these presentations. A suggested idea for consideration would look like the following:
   i. Budget open house (from 6pm to 8 pm) with the public able to drop in as it meets their schedule
   ii. Large posters with budget graphics
   iii. Mark and Christine available to address questions about information
   iv. Key administration to answer questions re key programing areas
   v. Trustees mix, mingle, and engage public.
   vi. Trustees will receive a full budget briefing prior to the public open house so they are able to answers questions from the public
   vii. Provide ability for public to provide written comments for consideration as they view the budget boards.

   This new idea for engagement will be presented to the board for their feedback at the Board retreat on March 1 and 2nd.

4) Next Board Budget Committee meeting will be part of Board Committee of Whole meeting on April 17 to received update on budget development.

Respectfully submitted,
Donna Hunt, Chair, Board Budget Committee
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – February 28, 2018

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Lee, Garrett Simmons, Christine Light, Doug James, Jan Foster, Heather Paul, Corinne Steele, Allison Pike

1. ICE Scholarship Breakfast:
   • Promotion Committee:
     o 4 new corporate sponsors; 7 returning businesses; 8 schools
     o Currently at a $100 deficit; still finalizing expenditures
     o $4000 (2018); $8000 (5 year commitment)
     o Event survey sent out: 4.5/5 (average rating).
     o Feedback and ideas:
       ▪ Connect with Lethbridge College re: program affiliation
       ▪ Inquire with students hosting tables how many visitors they had
       ▪ Have emcee bring attention to survey cards on tables
       ▪ Begin search for next year’s speaker. Potential speaker: Lowell and Julie Taylor—Live With Heart
   • Scholarship Description Committee
     o Application deadline: April 23
     o More promotion and communication needed for students to apply: visit high schools to personally promote scholarship; District School Council; email teachers to promote in classes and clubs; SynerVoice; information at parent orientation nights;
   • Event Committee
     o Mostly positive feedback from event
     o Feedback cards were not utilized; have emcee introduce next year
     o Recommendations for next year
       ▪ Change meal
       ▪ Quieter music (music too loud past 2 years)
       ▪ Recipient speech: How has money been used? How has scholarship benefited?
       ▪ Expand banquet space
       ▪ Timing of school set-up; not enough time to take in displays
       ▪ Start earlier with table donations
       ▪ Potential sponsors: ExecuServe; Greenwood Homes; Rotary
     o Complete sending out thank-you letters
2. **Town Hall**
   - Reviewed feedback

3. **Realtor Luncheon**
   - Date set: May 23
   - Stand-up luncheon
   - Board Chair welcome
   - Highlight new schools & programs
   - Info on District to be given to each realtor on a digital card
   - Have contact cards printed for realtors to give to clients

4. **Next Meeting:** May 2 @ 6:00pm.
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: District School Council – March 5, 2018

Executive Staff, Trustees & Parents Present: Cheryl Gilmore, Christine Light, Bill Bartlett, Heather Paul, Pauline Hall, Nadine Bosma, Locke Spencer, Edna Asem, Sarah Musk, Corrinne Steele, Rod Mitchell, Shannon Pratt, Trina Tymko, Laura Scarpelli, and Alison Alma-North.

Presentations delivered prior to official meeting:

**Middle/High:** Career Development – transitions – school to work/school to school presented by Cayley King

**Elementary:** Update on numeracy and literacy (Mathology resource—presented by Kristy Walker & Tacy Olson; How to choose level appropriate books for your children presented by Bev Smith).

District School Council minutes will be referred to for highlights of this meeting.

Respectfully,
Christine Light
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Lola Major, Trustee
      Doug James, Trustee

RE: District Student Advisory Council – March 6, 2018

Welcome and purpose of District Student Advisory Council – Teresa Loewen explained Why are we here?

What volunteering means – Sydney Whiting (Chinook) – benefits and experience connections.

“Getting to know you” activity – Ard Biesheuvel and students from Chinook – Zombies Tag with hula hoops.

Following a health break, each school presented their results on their experiences.

Check up: How did you do at “Looking at Inclusivity and Diversity in our schools?” – each school report on:

• How did we gather input from the greater student community?
• How did we, as students, have a positive influence on building stronger inclusivity in the school community?

During Team Time – brilliant real ideas were discussed by students. (Student voices need to be heard).

Respectfully submitted,

Lola Major
Doug James
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Jan Foster, Vice Chair

RE: Community and Social Development Committee – March 9, 2018

The Committee held a special meeting on March 9, 2018 to discuss the proposed Strategic Plan as well as the Unallocated funds.

Martin Thomsen first gave an update on the recently opened Safe Injection Site. He stated that in the two weeks since opening there had been 352 visits (some individuals more than once) as well as 4 overdoses that were successfully treated on site by medical staff. He further advised that people are taking advantage of the medical and counselling services and that the Post Office, Shelter and Library have reported a significant decrease in drug usage at their facilities.

Martin advised that there was an overall unallocated funds of approximately $700,000 however this has decreased to $466,386 due to previous funding applications being approved by the committee. These funds were to be allocated no later than December 31, 2017 however FCSS have extended this date to December 31, 2018.

After much discussion, it was decided that due to the short time line, the Committee would go ahead and make a decision on the 14 funding requests already received. This would be completed at the next regular meeting of the committee on March 23, 2018.

Respectfully submitted,

Jan Foster, committee representative
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention – March 13, 2018

Committee Members Present: Karen Rancier, Christine Light, Ali Koganow, Brian Palsky, DeeAnna Presley-Roberts, Heather Mathur, Judith Meunier, Loural Meeks, Naresh Parekh, Stacey Bolton, Tasha More, Terry Hagel, Alison Alma-North

1. WAM (Weekends And More) Bags reviewed (DeeAnna Presley-Roberts)
   - Pilot project extended from last meeting
   - Cost of WAM bags have been more than anticipated; this cost has impacted what is included in the bags
   - Adjustments to bags:
     - Wheat brown rice; chick peas; couscous
     - Evaluation forms in bag
   - Feedback to bags:
     - Recipes useful
     - Alternates appreciated
     - Vegetarian option requested
     - Gift cards useful but often used towards staples (esp protein)
   - Superstore is giving discount: free reusable bags; corporate discount on gift cards

   Estimated cost associated to WAM for the remainder of the 2017/2018 school year: $14/$15000
   - Sustainability of the project discussed; Is this our role?; Is this project enabling?

2. Budget (Karen Rancier)
   - Opening Balance, September 1, 2017: $170,090.67
   - Closing Balance, February 28, 2018 (2nd Quarter): $137,398.94
   - $100,179.09 of clothing balance already budgeted ($37,219.85 remaining for the current year)
   - Clothing, shoes & hygiene costs are now coming out of Poverty Committee budget (moved from Making Connections budget); this bringing us into alignment of how funds are to be used. Making Connections are to use their funding for programs.
   - Clothing is being purchased on sale when able
   - Increased poverty/demand
   - EF Free donation has not lasted as long as anticipated
• 3 individuals have donated through the LethSD web page (1 = $500x4months)
  o Promotions? Options for revenue? Grants; media push, letters to businesses
• Proposals to follow through for remainder of 2017/2018 school year:
  o $10000 – food
  o $1500 – hygiene
  o WAM will continue as is

3. Annual Appreciation Luncheon – May 16, 2018
   • Lunch @ 12pm; meeting with poverty reps (time to share happenings, ideas & projects)
   • Program: DeeAnna to create a slideshow; video voice-over to have students share their stories?
   • Alison Alma-North and Ali Koganow to decorate; student art?

4. Next meeting to be held May 16, 2018 following the Annual Appreciation Luncheon
MEMORANDUM

March 14th, 2018

To: Board of Trustees

From: Tyler Demers
Trustee

RE: Facilities Committee – March 14th, 2018

Minutes of the Facilities Meeting held March 14th, 2018 at 12:00 p.m.

In attendance: Tyler Demers (Chair) Clark Bosch, Board Chair
Christine Lee Daniel Heaton
Chris Chapman Cheryl Gilmore, Superintendent

1. The Committee discussed correspondence received and sent regarding 2018-2019 modular facilities requests.

2. The committee reviewed the 2018-2019 to 2020-2021 Capital Plan. The committee recommends that the Board of Trustee’s approve the Three-Year Capital Plan at the board meeting on March 27th and for administration to submit the plan to Alberta Education.

   Highlights of the Capital Plan are as follows:
   • New School Construction Requests:
     o South East Elementary School – Approval for construction
     o West Lethbridge Elementary School – North West Lethbridge
     o West Lethbridge Elementary School – South West Lethbridge
   • School Modernization Requests:
     o Galbraith Elementary School
     o Senator Buchanan Elementary School
     o Westminster Elementary School
     o École Nicholas Sheran Elementary School
     o Park Meadows Elementary School
     o Mike Mountain Horse Elementary School
     o Dr. Gerald B. Probe Elementary School

3. Daniel Heaton provided progress updates on the construction of the West Lethbridge Middle School and planning for the South East Elementary School. An update of the 2017-2018 Facility Services projects provided and reviewed with the committee.

Respectfully submitted:
Tyler Demers, Trustee
MEMORANDUM

March 27, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 – March 14, 2018

A.S.B.A. Meeting Highlights:


2. Grasslands shared their Comprehensive Health Strategic Plan designed to expand wellness within their District.

3. Excellence in Education through Board Governance – in preparation for the new budget cycle, Zone 6 members watched two video’s outlining the fiduciary duties and responsibilities of Trustees.
   - Budget and Fiscal Oversight
   - Fiscal Accountability
   These excellent videos can be found on the A.S.B.A. website.

4. Zone 6 meetings will be moved to the third Wednesday of the month, starting fall 2018/2019 year.

5. The Zone 6 Handbook was reviewed; a Code of Conduct was added and changes made.

6. Alberta Education Director Ron Taylor reported that we had a very successful Rural Symposium, they are still working on the Municipal Government Act and that the Government will be rolling out a grant application program to put solar panels on existing schools.

7. Zone Director Brad Toone reported the A.S.B.A. strategic goals have been updated and an A.S.B.A. draft budget has been approved.

Respectfully Submitted
Donna Hunt
February 22, 2018

Mrs. Cheryl Gilmore
Superintendent
Lethbridge School District
433 - 15 Street S.
Lethbridge AB T1J 2Z4

Dear Mrs. Gilmore:

The Deputy Minister of Education has recently reviewed your school jurisdiction’s submission under Alberta Education’s 2018-2019 Modular Classroom Program. On behalf of the Deputy Minister and in accordance with Section 200(2) of the School Act, I am pleased to inform you that the following request has been approved:

- demolition and site reclamation of two modular/portable classrooms at Agnes Davidson Elementary School.

In disposing of this property, your school jurisdiction must comply with the Disposition of Property Regulation AR 181/2010.

Approval of this request was based on your jurisdiction’s identification of an urgent need to dispose of these units. Please be advised that if the demolition project is not complete by the end of 2018, the approval for the units affected may be rescinded.

Upon receipt of the signed construction contract, your jurisdiction will receive 80 per cent of the total funding for your demolition and reclamation projects. Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 20 per cent will be forwarded to your jurisdiction.

Please advise your jurisdiction staff to access the necessary prep sheets at https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/.

.../2
It is recommended that the project’s prep sheets be submitted as soon as possible in order to help ensure completion of the project by the end of 2018.

Should your jurisdiction staff have any questions regarding this approval or the approval process, please have them contact Erin Owens, Director, Capital Planning South, at erin.owens@gov.ab.ca or 780-643-1455. And if there are any questions regarding the demolition and reclamation projects, please contact Don Kromm, Director of Infrastructure’s Learning Facilities South at don.kromm@gov.ab.ca or 403-592-2667. For toll-free access please dial 310-0000 first.

Sincerely,

[Signature]

Tracy Allen, P. Eng, MBA, MEng, PMP
Executive Director
Capital Planning

cc: Vince Farmer, Executive Director, Learning Facilities, Infrastructure
MAR 15 2018

Dr. Cheryl Gilmore
Superintendent
Lethbridge School District
433 - 15 Street South
Lethbridge AB T1J 2Z4

Dear Dr. Gilmore:

I am writing in response to January 24, 2018 letter from Christine Lee, Associate Superintendent, Business Affairs, to Erin Owens, Director Capital Planning South, requesting permission to use remaining contingency funding to expand the modernization scope of work at Wilson Middle School.

Based on the grant agreement, the scope of this project was to right-size the school by modernizing 6,973 m² and finding a partner to accommodate approximately 1000 m² in the south wing of the school. I understand that the district has experienced some setbacks in identifying a partner to occupy the space in the south wing and that there has been a rebound in the enrolment in this area, leading to the ongoing use of the wing for program delivery.

At this time, the scope revision you have requested to modernize the additional area in the south wing cannot be supported, despite the unused contingency identified in your project budget. Contingency funding on projects is intended to support the resolution of unforeseen conditions encountered through the course of a modernization and cannot be recommended to support additional project scope at this time.

Should you have any questions, please contact Erin Owens, Director, Capital Planning South, at erin.owens@gov.ab.ca or at 780-643-1455 (toll-free by first dialing 310-0000).

I wish you success in the completion of the Wilson Middle School Modernization Project.

Sincerely,

Curtis Clarke, PhD
Deputy Minister
MAR 15 2018

Dr. Cheryl Gilmore
Superintendent
Lethbridge School District
433 - 15 Street South
Lethbridge AB T1J 2Z4

Dear Dr. Gilmore:

I am pleased to respond to the January 16, 2018 letter from Christine Lee, Associate Superintendent Business Affairs, requesting written approval for a utility right-of-way easement for the Coalbanks Elementary School site in Lethbridge.

Based on the information received, and in accordance with Section 200 (2) of the School Act, I hereby approve the easement affecting Lot 25SR, Block 1, Plan 141 0634 with respect to Plan No. 1810393, Instrument No. 181 036 413, entered and registered on February 13, 2018.

In entering into this agreement, please ensure your board complies with the Disposition of Property Regulation AR 181/2010. Also, I remind you that the board is responsible for ensuring that the final agreement indemnifies both the province and the school board from future liability arising from environmental responsibilities and other liabilities that may arise from this transfer.

Should you have any questions, please contact Erin Owens, Director, Capital Planning South, at erin.owens@gov.ab.ca or 780-643-1455 (toll-free by first dialing 310-0000).

I wish you all the best as you undertake this transfer.

Sincerely,

[Signature]

Curtis Clarke, PhD
Deputy Minister