AGENDA

Lethbridge School District No. 51
School Board
Regular Meeting

Tuesday, January 23, 2018  Board Room  3:30 P.M.

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

3:32 p.m.  2. Approval of Minutes
If there are no errors or omissions in the minutes of the Regular Meeting of December 19, 2017 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations
3:35 p.m.  4.1 New Westside Middle School Progress Report Enclosure 4.1
3:45 p.m.  4.2 Technology: Evergreening, Trends & Challenges Enclosure 4.2

5. Action Items
4:00 p.m.  5.1 Approval of International Travel – LCI Enclosure 5.1
5.2 School Name Change Enclosure 5.2
5.3 First Quarter Financial Report Enclosure 5.3

4:20 p.m.  6. District Highlights

7. Information Items
4:25 p.m.  7.1 Board Chair Report
7.1.1 Breakfast with the Board General Stewart – February 7, 2018 Enclosure 7.1.1

4:30 p.m.  Public Forum

4:30 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
Career Fair
Enrolment Summary, December 31, 2017
7.2.3 Instructional Services Enclosure 7.2.3
4:45 p.m.  7.3  Superintendent Report
          7.3.1  Board Priorities Report
          7.3.2  Acknowledgments of Excellence
          7.3.3  Snacks with the Superintendents
                  Fleetwood-Bawden – February 13, 2018
          7.3.4  Donations and Support
          7.3.5  Calendar of Events

8. Reports
5:10 p.m.  8.1  Poverty Intervention Committee – December 11, 2017
8.2  Policy Advisory – January 10, 2018
8.3  A.S.B.A. Zone 6 General Meeting – January 10, 2018
8.4  District School Council – January 15, 2018
8.5  Community Engagement – January 17, 2018
8.6  Joint City of Lethbridge/School Boards – January 17, 2018

9. Correspondence - Received
5:25 p.m.  9.1  Ever Active Schools

10. Correspondence - Sent
5:28 p.m.  None at this time.

5:30 p.m.  Adjournment
IN ATTENDANCE:

Trustees: Clark Bosch; Tyler Demers; Donna Hunt; Doug James; Lola Major

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

Regrets: Christine Light, Jan Foster

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

1. **Approval of Agenda**  
   Addition to the agenda:
   5.4 Early Education Program Fees  
   Trustee Donna Hunt moved:
   “that the agenda be approved.”
   **CARRIED UNANIMOUSLY**

2. **Approval of Minutes**  
   Trustee Doug James moved:
   “that the minutes of the Regular Meeting of November 28, 2017 be approved and signed by the Chair.”
   **CARRIED UNANIMOUSLY**

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

4. **Presentations**
   4.1 **Provincial Champions – Volleyball and Cross Country**  
   Team members and coaches were congratulated and recognized with certificates from the Board.

   4.2 **Westminster Full day Kindergarten Program Presentation**  
   Westminster School is in their third year of a three-year pilot full day Kindergarten program. Westminster was selected for the project based on identified need as evidenced in the provincial Early Childhood Development Initiative mapping. Principal Angela Wilde, Vice Principal Teri Smith, Early Childhood Services Coordinator Isabelle Plomp and teachers Lynette Kostiuk and Krystal Biesbroek provided a report to the Board highlighting outcomes of the program.

5. **Action Items**
   5.1 **Approval of International Trips**  
   Don Ponech and Sheldon Arvay shared details and responded to questions from the Board regarding G. S. Lakie trip request to Magic Music Days at
Disneyland in Anaheim.

Trustee Doug James moved:
“that the G.S. Lakie Middle School music trip to Magic Music Days at Disneyland in Anaheim, California in April 2018 be approved, on the condition that all district policies and procedures are strictly followed.”

CARRIED UNANIMOUSLY

5.2 2018-19 School Year Calendar
The revised 2018-19 school year calendar was reviewed for Board consideration. The request for revision derives from elementary administrators who have expressed a desire to structure teacher collaborative time for collective professional inquiry targeting the Board priorities. This is in keeping with collaborative time already accommodated at the middle school level (early dismissal on Wednesdays) and high school level (flexible blocks for engagement under high school re-design). Feedback was requested and recommendation was made for presentation.

Trustee Doug James moved:
“that the Board approve the revised 2018-2019 School Year Calendar as presented.”

For: Bosch; Major; James; Hunt
Opposed: Demers
CARRIED

5.3 Policy Review
Teresa Loewen, District Principal, brought forward the following policies for review:

Policy 501.6 Resident Students
Policy 501.7 Non-Resident Students
Policy 601.6 Instructional Time
Policy 605.3 English as a Second Language
Policy 802.2 Student Fees

Trustee Lola Major moved:
“to approve Policy 501.6 Resident Students as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 501.7 Non-Resident Students as amended”

CARRIED UNANIMOUSLY
Trustee Lola Major moved: “to approve Policy 601.6 Instructional Time as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “to approve Policy 605.3 English as a Second Language as amended.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “to approve Policy 802.2 Student Fees as presented, second reading.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “to approve the deletion of Policy 802.2 Student Fees, as in the current policy handbook.”

CARRIED UNANIMOUSLY

Trustee Lola Major moved: “to approve Policy 802.2 Student Fees as presented.”

CARRIED UNANIMOUSLY

5.4 Early Education Program (EEP) Fee Increase

Early Education Programs in Lethbridge School District No. 51 service approximately 430 students, 200 of these students are identified with exceptionalities ages 3-4 years old. Over the last three years the District has been charging $150 per month per student to access four half days a week.

Last year the District operated and support 20 EEP programs (private and in our schools) and this year we have grown to 25 programs. In the last three years there has been an increase in financial pressures including resources and wage increases. After a thorough market review that included other School District EEP rates and private programs, it is recommended the Board increase the monthly fee amount from $150 to $175 a month.

Tyler Demers moved: “to increase the monthly amount for Early Education Programs from $150 to $175 per month for the 2018-19 school year.”

CARRIED UNANIMOUSLY

6. District Highlights

- Donna Hunt attended LCI’s Anne of Green Gables and Chinook’s Les Miserables performances.
- Lola Major attended the Gilbert Paterson band performance.
- Clark attended LCI’s Anne of Green Gables performance.

7. Information Items

7.1 Board Chair Report

7.1.1 Board Donations in Lieu of Christmas Treats

The Board makes donations on behalf of each staff to charities
identified by each school in the amount of $50 per school. This practice was put into place in lieu of some form of token of appreciation from the Board to acknowledge the efforts of staff. A list of charities receiving donations was shared in the Board agenda.

7.1.2 Breakfast with the Board – January 16, 2018 – École Agnes Davidson
All staff at École Agnes Davidson will be invited to attend Breakfast with the Board on Tuesday, January 16, 2018 at 7:45 a.m. followed by a tour of the school by Principal Broc Higginson.

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 listed when visiting schools.

7.3.3 Snacks with the Superintendents – January 17, 2018 – Senator Buchanan
All staff of Senator Buchanan will be invited to have Snacks with the Superintendents on Wednesday, January 17, 2018 beginning at 7:45 a.m.

7.3.4 Donations and Support
Park Meadows School Playground Project received a $10,000 Community Priorities Grant from Community Foundation of
Lethbridge and Southwestern Alberta.

7.2.8 Calendar of Events
The Calendar of Events was reviewed for the period of December 23, 2017 to January 23, 2018.

8. Reports
8.1 Community Engagement Committee – November 29, 2017
Trustee Christine Light provided a written report from the Community Engagement Committee meeting held November 29, 2017.

8.2 Community and Social Development Committee – December 1, 2017
Vice Chair Jan Foster provided a written report from the City of Lethbridge Community and Social Development Committee meeting held December 1, 2017.

8.3 District School Council – December 4, 2017
Trustee Doug James provided a written report from the District School Council Blanket Exercise held December 4, 2017.

8.4 ATA Local Council – December 6, 2017
Trustee Doug James provided a written report from the ATA Local Council meeting held December 6, 2017.

8.5 Educational Task Force Committee – December 12, 2017
Trustee Doug James provided a written report from the Educational Task Force Committee held December 12, 2017.

8.6 A.S.B.A. Zone 6 Executive Meeting – December 13, 2017
Trustee Donna Hunt provided a written report from the A.S.B.A. Zone 6 Executive Meeting held December 13, 2017.

9 Correspondence – Received – none received at this time.

10 Correspondence - Sent
10.1 AASCA Conference

The meeting adjourned at 5:31 p.m.

_____________________________      _______________________________
Clark Bosch,                                   Christine Lee,
Chair                                        Associate Superintendent Business Affairs
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Morag Asquith
     Associate Superintendent, Instructional Services

Re: Approval of International Travel - LCI

Background
Lethbridge Collegiate Institute (LCI) is requesting approval to take a group of students on a tour of Italy in April of 2019. The tour will be booked through Mariden Tours. Information regarding the educational benefits of the trip and the proposed itinerary are attached. The estimated cost per student is $4,395.00. Fundraising opportunities will be available to students to offset the cost of the trip.

Recommendation
That the LCI tour of Italy in April of 2019 be approved, on the condition that all district policies and procedures are strictly followed.

Respectfully submitted,
Morag Asquith
**LCI International Travel Application**

**Trip Location:** Italy – including Venice, Florence, Assisi, Sienna, Rome and Pompeii

**Approximate Dates of the Trip:** Depart on Sunday, April 21, 2019. Return on Tuesday, April 30, 2019. Total length of trip is 10 days. Students would miss 2 days of school after the Easter break.

**Tour to be booked through Mariden Tours.** Contact is Mario Skrpec: 1-780-451-6703
A full-time tour guide will be provided for the length of the tour.

**Approximate Total Cost of the Trip:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mariden Program Fee including flights, airline departure fees, insurance,</td>
<td>$3995</td>
</tr>
<tr>
<td>accommodations, motor coach transportation, breakfast and supper each day,</td>
<td></td>
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<tr>
<td>sightseeing tours and attractions</td>
<td></td>
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<tr>
<td>Additional Meals</td>
<td>$200</td>
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<tr>
<td>Return Transportation to Calgary Airport</td>
<td>$50</td>
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<tr>
<td>Tips, teacher sub costs, etc.</td>
<td>$150</td>
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</tbody>
</table>

**Approx. Total (not including spending money)** $4395

The following fundraising opportunities would be presented to the group:

- Sobeys, Safeway and Superstore gift cards can be purchased through LCI with approximately 5% commission to the student. Earnings from gift cards may not be used to transfer funds to Mariden Tours, only for the services offered through LCI.
- Friends and family members could be given the opportunity to “sponsor” a specific event on the trip. (i.e. Vatican Museum and Sistine Chapel for $50.00) Students would then send a postcard or photo of that event to the sponsor.

**Supervisors:** Leanne Sanderson, Laura Murphy-Burke, Tiffany and Grant Kiist will be the trip supervisors.

**Educational Benefits:** Students would be given the opportunity to learn about life in Italy, both currently and historically. They would see different forms of architecture from the sites they would see as they travel the Grande Canal in Venice and the Colosseum in Rome. Students would learn the history of the Roman Empire, the Renaissance, and be introduced to the different regions and culture of Italy as they travel from north to south. Italy is rich with various forms of creative expression, from painting and sculpture to wonderful cuisine which the students would learn about and enjoy.

Travel opens the eyes of the traveller to new experiences and cultures. Students would gain a level of confidence that can’t be achieved without getting onboard a trip like this and immersing themselves in a new and exciting environment.
Proposed Itinerary

Day 1: Depart from Calgary

Day 2: Arrive in Venice
Walking tour to Rialto and supper in a traditional Venetian trattoria

Day 3: Venice
Walk along Lista d’ Espagna to St. Mark’s Square
See Basilica San Marco, Dukes Palace, Campanile, Ponte dei Sospiri and Orologgio
Visit a glass blowing show and rent a gondola for a ride on the Grand Canal

Day 4: Venice to Florence
Board a train to Florence
Walk along the Arno River to Ponte Vechio.
Visit Piazza Michelangelo and Loggia

Day 5: Florence
Walking tour of the world capital of the Renaissance
See the Bell Tower, the Baptistry, Duomo, Church of Santa Croce and the Town Hall
Visit and shop at San Lorenzo, an open air market which has operated for 250 years.
Visit the Gucci Museum and the Salvatore Feragamo Shoe Museum

Day 6: Siena
Travel to Siena, a beautiful medieval town which is famous for the Palio Horse Race.
Visit the Cathedral and see some of Michelangelo’s amazing artwork
Visit the Town Hall and see the walls of the city
Participate in a cooking workshop to learn about the secrets of Tuscan cooking.

Day 7: Florence – Assisi - Rome
Board a motor coach and travel through southern Tuscany to Assisi
Tour Assisi and visit the Basilica
Travel through Lazio Province to Rome

Day 8: Vatican and Ancient Rome
Visit the Vatican Museum, the Sistine Chapel, and St. Peter’s Basilica
Visit Pantheon, Arch of Constantine, the Colosseum, Roman Forum, Victor Emanuel Monument and Piazza Venezia
Travel to the Trevi Fountain and enjoy some of the best gelato in Italy

Day 9: Pompeii
Ride to Pompeii and enjoy a guided tour of Ancient Pompeii
Visit the Monti Casino Canadian War Cemetery
Return to Rome for some free time and shopping along Via Corso

Day 10: Departure from Rome – Return to Calgary
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: School Name Change

Background
Nicholas Sheran Community School has requested a name change to reflect their student population. The new school name requested would be Ecolé Nicholas Sheran School. Principal Deborah Constable and vice-principal Kathy Mundell will be at the Board meeting to represent the school’s request for change.

Recommendation
It is recommended that the Board accept the school name change request and notify Alberta Education of this change.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Christine Lee
    Associate Superintendent, Business Affairs

Re: First Quarter Financial Report

Background
The 2017/18 First 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 First Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee
Lethbridge School District No. 51

First Quarter Report 2017

November 30th

This document is Management’s Discussion and Analysis of the First Quarter for the period September 1, 2017 to November 30, 2017. This financial information contained herein has not been audited.

Report to the Board of Trustees
January 23rd, 2018

Lethbridge School District No. 51
433 – 15th Street South
Lethbridge, AB T1J 2Z4
Phone: 403-380-5300
www.lethsd.ab.ca
# Lethbridge School District No. 51

**First Quarter Report**  
*September 1, 2017 to November 30th, 2017*  

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<td>Summary of Expenditures</td>
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<td>Expenditures by Program/Function</td>
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Executive Summary

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

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

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

Lethbridge School District No. 51 believes in fiscal accountability and transparency through regular financial monitoring and reporting. Under Policy 801.1 System Budgeting, the Board directs that the expenditure of funds be within the guidelines established and be the responsibility of the designated District or school-based administrator. The executive summary presents highlights of the school district’s financial operations for the period September 1, 2017 until November 30th, 2017 to provide fiscal accountability within the established guidelines.
Overview:
The following is an overview of the quarterly reporting on the operations of Lethbridge School District No. 51. This report is for the 1st quarter of the year (up to November 30, 2017).

The graphs/charts compare the year-to-date amounts to the budget and its 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).

For details on the above information and other financial reporting, please see the November 30, 2017 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 November 30th, 2017.

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 1st quarter (forecasted at 25%) as for many schools/departments have a large portion of the professional development that occurs at the beginning 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 1st quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period).

- **Other Services** are less than the forecasted budget. This is mostly related to insurance premiums where some of the insurance invoices are not received/paid until December 2017 (after reporting period); whereas, typically these are all recorded in the 1st quarter (as forecasted).

- **Supplies** are considered to be comparable to the forecasted budget. Overall the total supplies are still slightly less than the forecast.

- **Other Expenditures** are significantly less than the forecasted budget. This is due to a large portion is for the 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.

- **Bank Charges & Transfers** are somewhat higher than the forecasted budget. This mostly relates to the expenditures of the School Generated Funds (SGF). The increase in the SGF expenditures would be offset by the increases in the SGF revenues (fees, donations, and fundraising). As the additional expenditures are offset by the additional revenues, the increases in this area is not considered to be a potential issue for the District.
**Financial Position**

As at November 30, 2017 Lethbridge School District No. 51 has total financial assets of $20.2 million and liabilities of $133.9 million for net financial debt of $113.7 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes $127.8 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 $14.1 million. Of this $14.1 million, $11.2 million is in operating reserves which have been restricted for future use with the majority related to instructional programming and school generated activities. Net financial assets also relate to $953,000 of unrestricted reserves, $1.92 million of capital reserves and $320,000 of endowment funds.

There is $133.8 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 $127.8 million as explained above, the District’s investment in capital assets of $5.65 million, prepaid expenses, and other non-financial assets.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of $20.06 million. The chart below compares the financial position of November 30th with the prior year.

![Financial Position as at November 30th](chart.png)
The statement above compares the Financial Position of the 1st quarter of 2017/2018 to the 1st quarter of the prior year for comparative purposes.

<table>
<thead>
<tr>
<th></th>
<th>November 30th, 2017</th>
<th>November 30th, 2016</th>
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</thead>
<tbody>
<tr>
<td><strong>FINANCIAL ASSETS</strong></td>
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<tr>
<td>Cash and cash equivalents</td>
<td>$16,754,885</td>
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<td>Accounts receivable (net after allowances)</td>
<td>$3,369,563</td>
<td>$1,365,062</td>
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<td>Portfolio investments</td>
<td>$83,318</td>
<td>$84,037</td>
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<td>Other financial assets</td>
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<tr>
<td><strong>Total financial assets</strong></td>
<td>$20,208,366</td>
<td>$23,696,148</td>
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<td><strong>LIABILITIES</strong></td>
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<td>Bank indebtedness</td>
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<td>Accounts payable and accrued liabilities</td>
<td>$4,697,832</td>
<td>$5,121,042</td>
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<td>Deferred revenue</td>
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<td>Employee future benefit liabilities</td>
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<td>$20,325</td>
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<td>Other liabilities</td>
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<td>$0</td>
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<td>Long term debt</td>
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<tr>
<td>Supported: Debentures and other supported debt</td>
<td>$46,853</td>
<td>$166,266</td>
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<td>Unsupported: Debentures and capital loans</td>
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<td>$0</td>
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<td>Capital leases</td>
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<td>Mortgages</td>
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<td><strong>Total liabilities</strong></td>
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<td><strong>NON-FINANCIAL ASSETS</strong></td>
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<tr>
<td>Tangible Capital assets</td>
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<tr>
<td>Land</td>
<td>$1,715,118</td>
<td>$1,715,118</td>
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<td>Construction in progress</td>
<td>$47,955,229</td>
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<td>Buildings</td>
<td>$135,123,701</td>
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<td>Less: Accumulated amortization</td>
<td>($34,867,758)</td>
<td>$80,255,943</td>
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<td>Equipment</td>
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<td>Less: Accumulated amortization</td>
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<td>Vehicles</td>
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<td>Less: Accumulated amortization</td>
<td>($593,960)</td>
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<td>Computer Equipment</td>
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<td>Less: Accumulated amortization</td>
<td>($370,851)</td>
<td>$326,346</td>
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<tr>
<td><strong>Total tangible capital assets</strong></td>
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<td>$118,111,263</td>
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<tr>
<td>Prepaid Expenses</td>
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<td>Other Non-Financial Assets</td>
<td>$145,058</td>
<td>$191,180</td>
</tr>
<tr>
<td><strong>Total non-financial assets</strong></td>
<td>$133,768,698</td>
<td>$118,316,054</td>
</tr>
<tr>
<td><strong>ACCUMULATED SURPLUS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted Surplus</td>
<td>$953,012</td>
<td>$861,412</td>
</tr>
<tr>
<td>Operating reserves</td>
<td>$11,216,453</td>
<td>$12,560,546</td>
</tr>
<tr>
<td>Accumulated Surplus from Operations</td>
<td>$12,169,465</td>
<td>$13,421,958</td>
</tr>
<tr>
<td>Investment in capital assets</td>
<td>$5,648,315</td>
<td>$5,497,046</td>
</tr>
<tr>
<td>Capital reserves</td>
<td>$1,921,512</td>
<td>$2,087,882</td>
</tr>
<tr>
<td>Endowments</td>
<td>$319,874</td>
<td>$319,874</td>
</tr>
<tr>
<td><strong>Total Accumulated Surplus (Deficit)</strong></td>
<td>$20,059,166</td>
<td>$21,326,760</td>
</tr>
</tbody>
</table>
Lethbridge School District No. 51
Notes to the Statement of Financial Position
As at November 30th, 2017

FINANCIAL ASSETS:
Financial assets consist of assets that are readily converted to cash.

Cash and Cash Equivalents
Cash at November 30th, 2017 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable
Accounts receivable at November 30th, 2017 includes supported debenture debt to be paid by the Province on the District’s behalf, GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the District.

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

Total Financial Assets of the District at November 30, 2017 are $20.21 million dollars.

FINANCIAL LIABILITIES:

Accounts Payable
Accounts payable at November 30, 2017 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. The remaining debt are supported debentures that will be fully repaid during the year.

Total financial liabilities at November 30, 2017 are $133.92 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 **$113.71 million**.

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes $127.8 million of deferred revenue related to supported capital from the Province of Alberta. These funds are related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported tangible capital assets. Supported tangible capital assets are those assets that have been funded by the Province of Alberta.

<table>
<thead>
<tr>
<th>As at November 30, 2017:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Financial Assets</td>
<td>$20.21 Million</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td>133.92 Million</td>
</tr>
<tr>
<td><strong>Net Financial Assets (Debt)</strong></td>
<td><strong>$113.71 Million</strong></td>
</tr>
<tr>
<td>Non-Financial Asset</td>
<td>133.77 Million</td>
</tr>
<tr>
<td>Accumulated Surplus</td>
<td>$20.06 Million</td>
</tr>
</tbody>
</table>

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of **$14.1 million** as at November 30th, 2017.

*Gilbert Paterson Middle School*
*Grade 6 Research Gala*
**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 $133.46 million as of November 30, 2017.

Capital activity during the period included construction costs associated with the construction of the new West Lethbridge Middle School, 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 $1.96 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the West Lethbridge Middle School.

**Prepaid Expenses**

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

**Other Non-Financial Assets**

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

**Total non-financial assets as of November 30th are $133.77 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 76% 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 $20.06 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at November 30th, 2017.
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 $565,000 and the Transportation grant decreased by $283,351; 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 three months ended November 30th, 2017

<table>
<thead>
<tr>
<th>Budget Information</th>
<th>Forecast</th>
<th>Actual Results</th>
<th>Variances</th>
<th>Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminary Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2018 (May 2017)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updated &quot;September 30th&quot; budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2017-2018 (Sept 30th 2017)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVENUES
- **Alberta Education**
  - 2017-2018: $115,955,887
  - 2017-2018 Forecast: $118,478,558
  - Actual: $28,619,460
  - 3Q: $28,478,274
  - % Expended Budget: 24.04%
  - % Expended Forecast to November 30th: 24.04%
- **Other - Government of Alberta**
  - 2017-2018: $478,734
  - 2017-2018 Forecast: $593,734
  - Actual: $79,526
  - 3Q: $79,526
  - % Expended Budget: 13.39%
- **Federal Government and First Nations**
  - 2017-2018: $268,928
  - 2017-2018 Forecast: $268,128
  - Actual: $129,064
  - 3Q: $218,759
  - % Expended Budget: 81.59%
- **Fees**
  - 2017-2018: $1,880,049
  - 2017-2018 Forecast: $1,874,026
  - Actual: $555,039
  - 3Q: $666,459
  - % Expended Budget: 35.56%
- **Other sales and services**
  - 2017-2018: $1,060,926
  - 2017-2018 Forecast: $1,193,768
  - Actual: $503,093
  - 3Q: $601,439
  - % Expended Budget: 42.14%
- **Investment income**
  - 2017-2018: $195,000
  - 2017-2018 Forecast: $195,000
  - Actual: $48,250
  - 3Q: $60,439
  - % Expended Budget: 31.52%
- **Gifts and donations**
  - 2017-2018: $890,000
  - 2017-2018 Forecast: $975,000
  - Actual: $975,000
  - 3Q: $975,000
  - % Expended Budget: 51.51%
- **Rental of facilities**
  - 2017-2018: $34,704
  - 2017-2018 Forecast: $34,704
  - Actual: $57,176
  - 3Q: $74,704
  - % Expended Budget: 20.68%
- **Funding**
  - 2017-2018: $2,461,000
  - 2017-2018 Forecast: $2,461,000
  - Actual: $615,250
  - 3Q: $842,875
  - % Expended Budget: 34.25%

### EXPENSES
- **Instruction-Early Childhood Services**
  - 2017-2018 Forecast: $8,499,855
  - Actual: $2,124,964
  - 3Q: $1,995,666
  - % Expended Budget: 23.48%
- **Instruction - Grades 1-12**
  - 2017-2018: $93,914,522
  - 2017-2018 Forecast: $97,804,512
  - Actual: $24,668,600
  - 3Q: $25,724,619
  - % Expended Budget: 24.26%
- **Plant operations and maintenance**
  - 2017-2018: $15,641,805
  - 2017-2018 Forecast: $15,250,331
  - Actual: $4,429,708
  - 3Q: $4,056,906
  - % Expended Budget: 26.69%
- **Transportation**
  - 2017-2018: $2,774,000
  - 2017-2018 Forecast: $2,479,928
  - Actual: $619,482
  - 3Q: $446,649
  - % Expended Budget: 18.03%
- **Administration**
  - 2017-2018: $4,054,544
  - 2017-2018 Forecast: $4,155,355
  - Actual: $1,132,329
  - 3Q: $1,076,115
  - % Expended Budget: 25.83%
- **External services (International Services)**
  - 2017-2018: $253,000
  - Actual: $169,058
  - 3Q: $133,883
  - % Expended Budget: 35.50%

### Total Expenses
- 2017-2018: $124,474,097
- Actual: $33,144,051
- 3Q: $31,427,829
- % Expended Budget: 24.44%
- % Expended Forecast to November 30th: 24.44%

### Operating surplus (deficit)
- 2017-2018: ($1,751,069)
- 2017-2018 Forecast: ($3,128,393)
- Actual: ($3,128,393)
- 3Q: ($3,128,393)

### Accumulated Surplus from Operations beginning of Year
- 2017-2018: $10,265,833
- 2017-2018 Forecast: $10,265,833
- Actual: $10,265,833
- 3Q: $10,265,833

### Accumulated operating surplus (deficit) at end of period
- 2017-2018: $8,514,764
- 2017-2018 Forecast: $7,137,440
- Actual: $8,828,868
- 3Q: $8,895,475
- 3Q: $7,137,440

### AOS as a % of budgeted expenditures
- 2017-2018: 6.84%
- 2017-2018 Forecast: 5.35%
- Actual: 6.85%
- 3Q: 7.05%
- 3Q: 3.55%
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 FNMI students are 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, 2017. 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 three months ended November 30th, 2017, $31.06 million of revenues have been recorded which is 24.75% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of $31.71 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 97.95% of the forecast.

Expenditures are $31.43 million as of November 30th, 2017 which is 24.44% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of $33.14 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 94.82% 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 Three Months Ended November 30th, 2017

<table>
<thead>
<tr>
<th></th>
<th>Instruction (ECS)</th>
<th>Instruction (Grades 1-12)</th>
<th>Plant Operations and Maintenance</th>
<th>Transportation</th>
<th>Board &amp; System Administration</th>
<th>External Services</th>
<th>TOTAL</th>
<th>TOTAL Budget</th>
<th>% Expended of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVISED BUDGET 2017-2018 (September 30th)</strong></td>
<td>$8,490,855</td>
<td>$97,804,511</td>
<td>$15,220,531</td>
<td>$2,477,928</td>
<td>$4,185,356</td>
<td>$377,130</td>
<td>$128,615,310</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FORECAST - NOVEMBER 30th</strong></td>
<td>$2,124,863</td>
<td>$24,668,501</td>
<td>$4,428,768</td>
<td>$618,462</td>
<td>$1,132,238</td>
<td>$188,058</td>
<td>$33,144,061</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated salaries and benefits</td>
<td>$750,851</td>
<td>$15,496,825</td>
<td>$20,500</td>
<td>$371,000</td>
<td>$750,851</td>
<td>$15,496,825</td>
<td>$20,500</td>
<td>$371,000</td>
<td>$750,851</td>
<td>$15,496,825</td>
<td>$20,500</td>
<td>$371,000</td>
</tr>
<tr>
<td>Non-certificated salaries and benefits</td>
<td>$1,209,209</td>
<td>$15,659,730</td>
<td>$21,068</td>
<td>$371,000</td>
<td>$1,209,209</td>
<td>$15,659,730</td>
<td>$21,068</td>
<td>$371,000</td>
<td>$1,209,209</td>
<td>$15,659,730</td>
<td>$21,068</td>
<td>$371,000</td>
</tr>
<tr>
<td><strong>SUB - TOTAL</strong></td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
</tr>
<tr>
<td>Services, contracts and supplies</td>
<td>$42,244</td>
<td>$3,081,945</td>
<td>$2,193,273</td>
<td>$419,707</td>
<td>$265,267</td>
<td>$113,006</td>
<td>$6,115,527</td>
<td>$23,138,750</td>
<td>$42,244</td>
<td>$3,081,945</td>
<td>$2,193,273</td>
<td>$419,707</td>
</tr>
<tr>
<td>Amortization of capital assets</td>
<td>$0</td>
<td>$151,172</td>
<td>$799,442</td>
<td>$3,180</td>
<td>$30,723</td>
<td>$0</td>
<td>$954,473</td>
<td>$3,937,894</td>
<td>$0</td>
<td>$151,172</td>
<td>$799,442</td>
<td>$3,180</td>
</tr>
<tr>
<td>Interest and charges</td>
<td>$0</td>
<td>$20,989</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$20,989</td>
<td>$4,334</td>
<td>$0</td>
<td>$20,989</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
<td>$1,963,420</td>
<td>$20,766,564</td>
<td>$41,568</td>
<td>$742,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
<th>Amount Unexpended Funds to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,504,188</td>
<td>$74,070,619</td>
<td>$111,236,826</td>
<td>$2,031,288</td>
<td>$3,060,210</td>
<td>$243,247</td>
<td>$197,148</td>
<td>$128,615,310</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% Expended of Budget</th>
<th>% Expended of Budget</th>
<th>% Expended of Budget</th>
<th>% Expended of Projected</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.48%</td>
<td>24.26%</td>
<td>26.49%</td>
<td>10.02%</td>
</tr>
<tr>
<td>25.93%</td>
<td>35.00%</td>
<td>24.44%</td>
<td>94.82%</td>
</tr>
</tbody>
</table>

### EXPENDITURES

- **To November 30th**
  - Certificated Salaries and Benefits, 25.93%
  - Services, Supplies and Contracts, 19.40%
  - Amortization of Tangible Capital Assets, 3.13%
  - Interest on Debt, 0.07%

### Spending by Program

- **November 30th, 2017**
  - Student Services, 35.34%
  - Technology, 2.10%
  - Other Instructional Programs, 3.22%
  - Transportation, 1.42%
  - Administration, 3.42%
  - Maintenance, 12.09%
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 1st quarter, the District has received 99.15% of the forecasted funds received (or 24.04% 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

Winston Churchill High School student assembly
**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 November 30, 2017.*

**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 23.5% of the total budget (compared to 25.0% 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 24.3% of the total budget (compared to 25.2% forecast). See the Statement 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 26.5% of the total budget (compared to 29.0% 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 18.0% of the total budget (compared to 25.0% 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 25.8% of the total budget (compared to 27.2% 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 35.5% of the total budget (compared to 44.8% forecasted).

**Overall, expenditures are lower than the forecasted figures at November 30, 2017**
# Lethbridge School District No. 51

## Schedule of Instructional (Grades 1-12) Program Expenditures

For the Three Months Ended November 30th, 2017

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Budget (Sept 30th 2017)</th>
<th>Forecast</th>
<th>Actual Results</th>
<th>Variances</th>
<th>Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Budget</td>
<td>Forecasted To November 30th</td>
<td>Actual Three Months</td>
<td>% Expended</td>
<td>August 31st Projection</td>
<td>Change from Updated Budget</td>
</tr>
<tr>
<td>School Based Instruction</td>
<td>$65,185,386</td>
<td>$15,223,174</td>
<td>23.35%</td>
<td>$65,185,386</td>
<td>$0</td>
</tr>
<tr>
<td>Inclusive Learning Supports</td>
<td>$9,205,004</td>
<td>$2,266,604</td>
<td>24.62%</td>
<td>$9,205,004</td>
<td>$0</td>
</tr>
<tr>
<td>Shared Instructional Services</td>
<td>$8,397,053</td>
<td>$2,295,371</td>
<td>27.34%</td>
<td>$8,397,053</td>
<td>$0</td>
</tr>
<tr>
<td>School Generated Funds Activities</td>
<td>$4,565,173</td>
<td>$1,271,557</td>
<td>27.85%</td>
<td>$4,565,173</td>
<td>$0</td>
</tr>
<tr>
<td>Technology</td>
<td>$2,709,294</td>
<td>$677,449</td>
<td>25.00%</td>
<td>$2,709,294</td>
<td>$0</td>
</tr>
<tr>
<td>Institutional Programs</td>
<td>$994,280</td>
<td>$204,877</td>
<td>20.61%</td>
<td>$994,280</td>
<td>$0</td>
</tr>
<tr>
<td>Division of Instructional Services</td>
<td>$872,428</td>
<td>$274,065</td>
<td>31.41%</td>
<td>$872,428</td>
<td>$0</td>
</tr>
<tr>
<td>FNMI Programming</td>
<td>$711,512</td>
<td>$161,856</td>
<td>22.72%</td>
<td>$711,512</td>
<td>$0</td>
</tr>
<tr>
<td>Counselling Program</td>
<td>$2,385,186</td>
<td>$622,593</td>
<td>26.10%</td>
<td>$2,385,186</td>
<td>$0</td>
</tr>
<tr>
<td>Other Instructional Programs</td>
<td>$2,778,195</td>
<td>$727,273</td>
<td>26.17%</td>
<td>$2,778,195</td>
<td>$0</td>
</tr>
</tbody>
</table>

Total Instructional (Grades 1-12) Program Expenditures: $97,804,512

Budget: $24,668,600

Actual Results: $23,724,619

% Expended: 24.26%

96.17% of Updated Budget

Projection: $97,804,512

Change from Updated Budget: $0

**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
- CAMC (Lethbridge Regional Hospital School)
- Pitman School
- Stafford Ridge School (AADDAC)

**Inclusive Learning Supports:**
- Inclusive Education
- English as a Second Language
Lethbridge School District No. 51

Notes to the Schedule of Instructional (Grade 1-12) Program Expenditures
For the three months ended November 30th, 2017

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 23.4% of the total budget (compared to 25.0% forecasted). See the Statement School Based Instruction Expenditures for details of each of the schools.

Inclusive Learning Supports
Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 24.6% of the total budget (compared to 25.0% 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 27.3% of the total budget (compared to 27.6% forecasted).

Park Meadows Elementary School students celebrate a new playground announcement.
**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 27.9% of the total budget (compared to 25.0% forecasted). SGF activities are higher than forecasted for the first 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.

**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 25.0% of the total budget (compared to 25.0% 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 20.6% of the total budget (compared to 25.0% 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 31.4% of the total budget (compared to 25.0% forecasted). The increase in the expenditure relative the forecast is due to increased contracted services and that more supplies are purchased at the beginning of the year.

**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 22.7% of the total budget (compared to 25.0% forecasted).
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 26.1% of the total budget (compared to 25.0% 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 26.2% of the total budget (compared to 25.0% forecasted).

Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at November 30, 2017
## Lethbridge School District No. 51

### Schedule of School Based Instruction Expenditures

For the Three Months Ended November 30th, 2017

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Budget Updated 2017-2018 (Sept 30th 2017)</th>
<th>Forecast To November 30th</th>
<th>Actual Three Months November 30th, 2017</th>
<th>% Expended Updated Budget</th>
<th>% Expended Forecast to November 30th</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>$1,187,148</td>
<td>$1,154,153</td>
<td>24.31%</td>
<td>97.22%</td>
<td>$4,748,591</td>
<td>$0</td>
</tr>
<tr>
<td>Winston Churchill High School</td>
<td>$4,909,252</td>
<td>$1,227,313</td>
<td>$1,106,606</td>
<td>22.54%</td>
<td>90.16%</td>
<td>$4,909,252</td>
<td>$0</td>
</tr>
<tr>
<td>Chinook High School</td>
<td>$6,762,779</td>
<td>$1,690,695</td>
<td>$1,477,519</td>
<td>21.85%</td>
<td>87.39%</td>
<td>$6,762,779</td>
<td>$0</td>
</tr>
<tr>
<td>Victoria Park High School</td>
<td>$1,955,720</td>
<td>$488,930</td>
<td>$415,018</td>
<td>21.22%</td>
<td>84.88%</td>
<td>$1,955,720</td>
<td>$0</td>
</tr>
<tr>
<td>Immanuel Christian High School</td>
<td>$1,981,670</td>
<td>$495,418</td>
<td>$485,299</td>
<td>24.40%</td>
<td>97.96%</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>6S Lake Middle School</td>
<td>$5,143,549</td>
<td>$1,285,887</td>
<td>$1,157,966</td>
<td>22.51%</td>
<td>90.05%</td>
<td>$5,143,549</td>
<td>$0</td>
</tr>
<tr>
<td>Wilson Middle School</td>
<td>$3,840,949</td>
<td>$960,237</td>
<td>$933,964</td>
<td>24.32%</td>
<td>97.26%</td>
<td>$3,840,949</td>
<td>$0</td>
</tr>
<tr>
<td>Gilbert Paterson</td>
<td>$4,019,325</td>
<td>$1,004,831</td>
<td>$943,387</td>
<td>23.47%</td>
<td>93.89%</td>
<td>$4,019,325</td>
<td>$0</td>
</tr>
<tr>
<td>Lethbridge Christian School</td>
<td>$1,275,257</td>
<td>$318,814</td>
<td>$309,713</td>
<td>24.29%</td>
<td>97.15%</td>
<td>$1,275,257</td>
<td>$0</td>
</tr>
<tr>
<td>Westside Middle School</td>
<td>$0</td>
<td>$0</td>
<td>$21,602</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>$1,706,614</td>
<td>$426,654</td>
<td>$432,987</td>
<td>25.37%</td>
<td>101.48%</td>
<td>$1,706,614</td>
<td>$0</td>
</tr>
<tr>
<td>Immanuel Christian Elementary School</td>
<td>$1,611,948</td>
<td>$402,987</td>
<td>$392,924</td>
<td>24.38%</td>
<td>97.50%</td>
<td>$1,611,948</td>
<td>$0</td>
</tr>
<tr>
<td>Ecole Agnes Davidson</td>
<td>$3,225,112</td>
<td>$806,278</td>
<td>$696,352</td>
<td>21.59%</td>
<td>86.37%</td>
<td>$3,225,112</td>
<td>$0</td>
</tr>
<tr>
<td>Fleetwood-Bawden</td>
<td>$2,170,057</td>
<td>$542,514</td>
<td>$561,820</td>
<td>25.89%</td>
<td>103.56%</td>
<td>$2,170,057</td>
<td>$0</td>
</tr>
<tr>
<td>Galbraith</td>
<td>$2,617,763</td>
<td>$654,441</td>
<td>$597,865</td>
<td>22.84%</td>
<td>91.36%</td>
<td>$2,617,763</td>
<td>$0</td>
</tr>
<tr>
<td>Lakeview</td>
<td>$2,984,047</td>
<td>$741,012</td>
<td>$684,508</td>
<td>23.09%</td>
<td>92.37%</td>
<td>$2,984,047</td>
<td>$0</td>
</tr>
<tr>
<td>General Stewart</td>
<td>$851,663</td>
<td>$212,916</td>
<td>$202,882</td>
<td>23.82%</td>
<td>95.29%</td>
<td>$851,663</td>
<td>$0</td>
</tr>
<tr>
<td>Westminster</td>
<td>$1,519,438</td>
<td>$379,860</td>
<td>$359,302</td>
<td>23.65%</td>
<td>94.59%</td>
<td>$1,519,438</td>
<td>$0</td>
</tr>
<tr>
<td>Coalbanks Elementary School</td>
<td>$2,488,809</td>
<td>$622,202</td>
<td>$558,808</td>
<td>22.45%</td>
<td>89.81%</td>
<td>$2,488,809</td>
<td>$0</td>
</tr>
<tr>
<td>Nicholas Sheran</td>
<td>$3,209,838</td>
<td>$802,459</td>
<td>$737,702</td>
<td>22.98%</td>
<td>91.93%</td>
<td>$3,209,838</td>
<td>$0</td>
</tr>
<tr>
<td>Park Meadows</td>
<td>$1,996,165</td>
<td>$499,041</td>
<td>$489,108</td>
<td>24.50%</td>
<td>98.01%</td>
<td>$1,996,165</td>
<td>$0</td>
</tr>
<tr>
<td>Mike Mountain Horse</td>
<td>$3,087,028</td>
<td>$771,757</td>
<td>$771,626</td>
<td>25.00%</td>
<td>99.98%</td>
<td>$3,087,028</td>
<td>$0</td>
</tr>
<tr>
<td>Dr. Prote Elementa School</td>
<td>$3,099,811</td>
<td>$774,953</td>
<td>$752,064</td>
<td>23.62%</td>
<td>94.47%</td>
<td>$3,099,811</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total School Based Instruction Expenditures</strong></td>
<td><strong>$65,185,386</strong></td>
<td><strong>$16,296,347</strong></td>
<td><strong>$15,223,174</strong></td>
<td><strong>23.35%</strong></td>
<td><strong>93.41%</strong></td>
<td><strong>$65,185,386</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>
The Appendices include charts and graphs for the revenues and expenditures at November 30th, 2017. 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 - November 30th, 2017

Financial Data as at December 18, 2017

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 25% of the approved budget).

Salaries

Benefits

Professional Development

Contracted Services

Other Services

Supplies

Other Expenditures

Bank Charges and Transfers

Total Expense Tachometer:

24.4% spent

Year-to-date (YTD) compared to budget and forecast, including % of budget indicator
Instruction - ECS
Summary
Quarterly Reporting - November 30th, 2017

Financial Data as at December 18, 2017

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 25% of the approved budget).
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 25% of the approved budget).
Plant Operations and Maintenance
Summary
Quarterly Reporting - November 30th, 2017

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 25% of the approved budget).
Transportation Summary
Quarterly Reporting - November 30th, 2017

Financial Data as at December 18, 2017

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 25% of the approved budget).
Board & System Administration
Summary
Quarterly Reporting - November 30th, 2017

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 25% of the approved budget).
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 25% of the approved budget).
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – February 7, 2018 – General Stewart

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 General Stewart School on Wednesday, February 7, 2018 from 7.45 – 8.15 a.m. Following the breakfast, Principal Dieter Witzke 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

January 23, 2018

To: Board of Trustees

From: Christine Lee
   Associate Superintendent Business Affairs

Re: Business Affairs Report

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

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

Respectfully submitted,
Christine Lee
Community Engagement Committee

- Work on promotion and ticket sales for the ICE Scholarship Breakfast to be held on February 14th, 2018. The event tickets are 79% sold.

Facilities

- Work continues on the design for the South East Lethbridge Elementary School site at the Canals at Fairmont. Construction documents are 60% complete.
- West Lethbridge Middle School construction is at 75% complete and on target for school opening September 2018.
- Attendance at Maintenance staff meeting to discuss facility matters and finalize Maintenance Department Vision, Mission, Values, and priorities.
- Attendance at Head Caretaker’s meeting to facilitate visioning process.

Technology

- Technology department presentation provided at the January 23rd, 2018 meeting on evergreening of technology, trends and future directions.
- Technology department working on revised Disaster Recovery Plan including Cyber Security matters.

Finance

- The first quarter report presented to the Board at the January 23rd meeting and is included in the agenda package.
- New graphical one page financial reports created and submitted to schools and programs by Director of Finance to provide understandable financial reports.
- Work begins on reviewing information in preparation of the 2018-2019 budget. The budget development schedule has been prepared and provided to Trustees and Administration.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Discussions related to the development of processes required to implement changes related to Bill 17 – Employment Standards legislation.
- Work with leadership team on strategic planning including trend analysis and impacts on organization to provide information for future decision-making.
- Work with leadership team and schools through generative dialogue process.

Kids are our Business
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Rik Jesse
    Associate Superintendent Human Resources

Re: Human Resources Report

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

Recommendation
It is recommended that the Board receive the 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: December / January

- Teachers:
  - 4 new hires as the result of personal leaves
  - 2 new hire for the second semester (programming/enrollment)
  - 4 contract extensions as the result of personal leaves

- Support Staff:
  - 14 new to the District (Educational Assistants, AES, Career Practitioner, EA Subs)

- Non Union: OH&S Officer – Blaise Mac Neil (Started January 8, 2018)

Recruitment:

- University of Alberta Education Career Fair / Foire d'emploi en Education Monday, January 29, 2018
  - Broc Higginson & Stacey Wichers will be attending the University of Alberta Education Career Fair looking to recruit new teachers, targeting French Immersion.

- Workable (ATS) now in Production: All future job postings will appear on the district webpage with a link to the Workable Portal. The Human Resources Department remains committed to improving the hiring process to ensure a common standard for all new hires.
  - Available job boards now include: Seek, LinkedIn, CareerBuilder, Monster, Beyond, Dice, Totaljobs, Caterer, IrishJobs, Finn, indeed and Kijiji
  - Postings also appear on the District Web Site and Facebook

Substitute Teacher / Educational Assistant List:

- Substitute Teacher List: 175 Active Substitutes
  - 17 new Teachers (Pending Reference Checks) could be added to the Sub List

January 6, 2018 Orientation: 37 Attendees including Teachers, Substitute Teachers, Educational Assistants, Substitute Educational Assistants and non-union personnel.

Topics:
- Accessing District computers, ADW, email
- Accessing personal information on ADW
- Logging an absence
- Creating an unavailability
- Viewing dispatches
- Workboard
Early Retirement Incentive: The Board extended the Voluntary Retirement Package to All Staff members who, by December 22, 2017 submitted a letter of resignation (effective January 31, 2018). Eligible employees were offered a temporary contract effective February 1, 2018 to June 30, 2018. To date, the District has accepted the resignation/retirement of 9 continuing contract Teachers, 2 Support Staff members and 1 Administrator.

2018 / 2019 Staffing Timelines at a Glance:

Teacher / Administrator (Tentative)

- January 22, 2018: G.S. Lakie and Westside Middle School to have available positions Human Resources
- January 24, 2018: Internal Round posted for Continuing Teachers and GSL Probationary Teachers
- January 26, 2018: Internal Round posted for Continuing Teachers and GSL Probationary Teachers closes
- January 26, 2018: Administrative Round opens (Principal/Vice Principal)
- February 27, 2018: School completes internal staffing assignments
- February 28, 2018: Schools declare openings and surpluses to Human Resources
- March 1, 2018: Schools to provide Human Resources with posting criteria
- March 2, 2018: Personal Leave Round (Placements) There is the possibility of 16 teachers on continuing contract who are eligible to return from leave.
- March 5, 2018: Round 1 postings open for competition
- March 8, 2018: Round 1 closes

**Please note timelines may change in accordance with the provincial budget release**

Support Staffing Timelines

- February 2, 2018: Communication Day for all impacted CUPE 290 staff
- February 5, 2018: Posting: Caretakers (various hours and locations)
- March 5, 2018: Staffing Visits with Human Resources/DIS: support staff placements and allocations.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 19, 2018</td>
<td>Administrators must provide specific posting information to Human Resources regarding vacancies for Educational Assistants and Advanced Educational Support.</td>
<td></td>
</tr>
<tr>
<td>March 19, 2018</td>
<td>Communication Day for all impacted Administrative Support and Learning Commons/Library Facilitators</td>
<td></td>
</tr>
<tr>
<td>March 20, 2018</td>
<td>Posting: Administrative Support, Learning Commons/Library Facilitator</td>
<td>Administrators with vacancies will meet with Director, Human Resources to place surplus seniority EAs and AES Staff</td>
</tr>
<tr>
<td>March 20, 2018</td>
<td>Posting: Administrative Support, Learning Commons/Library Facilitator</td>
<td>Administrators with vacancies will meet with Director, Human Resources to place surplus seniority EAs and AES Staff</td>
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<td>March 21, 2018</td>
<td>Administrators will communicate EA and AES assignments with staff</td>
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<td>March 22, 2018</td>
<td>Posting Round #1: Educational Assistant and Advanced Educational Support at Various Locations and FTE's</td>
<td>Administrators will communicate Student Support assignments with staff. Staff are notified in writing by their Administrator</td>
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<td>April 20, 2018</td>
<td>Posting Round #2: Educational Assistant and Advanced Educational Support at Various Locations</td>
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**Teacher Induction Program (TIP):** Next TIP session, for all protégés, is Monday, March 5th from 8:30 AM to 3:30 PM
### ALL SCHOOLS ENROLLMENT BY GRADE: December 31, 2017

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- Total Students / FTE Enrolled as of December 31, 2017: 11292 10224.0
- Total Students / FTE Enrolled as of September 30, 2017: 11274 8663.5
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Morag Asquith
    Associate Superintendent Instructional Services

Re: Instructional Services Report

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

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

Respectfully submitted,
Morag Asquith
“Two highlights this month”

**Principal Evaluations**

I have thoroughly enjoyed working with staff and School Councils where I am evaluating principals who are in year 5 of their evaluation cycle. It is evident through the District that the culture of evaluation is welcomed and encouraged and seen as an opportunity to celebrate successes but also an opportunity to continue to grow. I have thoroughly enjoyed meeting even more staff (Administrative Assistants, EAs, Teachers and Maintenance staff) in the District and their professionalism and insight is second-to-none. It is no wonder Lethbridge School District has such an amazing reputation in Alberta.

**Healthy Nutritional Choices Policy Work**

It only seems appropriate with the New Year in season that I share the work we have been doing from the Wellness Sub-Committee around the Nutritional Choices Policy. The subcommittee has been directed to review this policy as feedback from the Committee has indicated that we are not following the Healthy Nutrition Policy in our District. On January 18th I am scheduled to take the feedback and possible amendments from our Wellness Subcommittee to our Administrators for feedback. After this feedback has been consolidated and considered, a draft of the Healthy Nutritional Choices policy will be submitted.

**Other noteworthy topics:**

- Science Sizzle
- Spanish and Arabic Language Programs
- Kindergarten
- Self regulation events in Feb.
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent of Schools

RE: Board Priorities

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

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
# 2017-18 District Priorities

**Priority One: Supporting Student Achievement and Closing the Achievement Gap.**

<table>
<thead>
<tr>
<th>OUTCOMES</th>
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<tbody>
<tr>
<td>1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.</td>
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<td>2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.</td>
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<td>3. Students are lifelong learners possessing the skills and attributes to successfully transition to further education, credentialing or the world of work.</td>
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<td>4. First Nations, Metis and Inuit (FNMI) student achievement will meet or exceed provincial standards.</td>
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<td>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.</td>
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<td>6. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools.</td>
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**Priority Two: Supporting the Implementation of Initiatives Designed to Develop Innovative Thinkers.**

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<th>OUTCOMES</th>
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<tbody>
<tr>
<td>1. Students demonstrate the attributes of innovation, creativity and critical thinking in a process-based learning environment.</td>
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<td>2. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.</td>
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<td>3. The education system demonstrates collaboration and engagement to further District priorities, including innovative thinking.</td>
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**Priority Three: Supporting Student Diversity**

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<th>OUTCOMES</th>
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<td>1. Schools are welcoming, caring, respectful and safe learning environments.</td>
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<td>2. Schools are inclusive learning environments.</td>
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<td>3. Schools are learning environments that promote healthy lifestyles.</td>
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2017-18 DISTRICT PRIORITIES
REPORT TO THE BOARD: January 2018

PRIORITY ONE
Supporting Student Achievement and closing the achievement gap.
Literacy/ Numeracy

• The Elementary Comprehensive Literacy Steering Committee met in December to share best practices in literacy from each school and to review how the Literacy PL mornings on October 10th and November 9th went in order to make plans for supporting our teachers in the coming months.

• 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 Steering Committee will be formed in March, 2018.

• The Secondary Math Steering Committee will meet at the end of January to examine strategies regarding math facts and will share what they've implemented in their classrooms in the area of vocabulary since our last meeting together.

• A MyBlueprint workshop will be provided to middle and high school Health/CALM reps and Career Practitioners at the end of January as part of the career exploration scope and sequence created before Christmas.

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.

• Administrators discussed the development of a mathematics strategy at the middle grades levels. Articulation meetings will be scheduled among feeder school clusters in January. A secondary mathematics committee with teacher and admin. Reps will begin to develop a Mathematics Work Plan.

• A Middle School Learning Day committee comprised of teachers will begin to work with Karen Rancier on the development of a plan for the day.

Administrator Mentorship Program

• Admin Mentorship session was held on Thursday, January 11. Topics covered were: Instructional Supervision, Hiring Practices, and Inclusive Education.

District Professional Learning and District Collaborative Communities

• Since our first District-wide PL day on November 9th, 15 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.

• 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.
• Self-regulation sessions and consults- Feb 6-9th Laura visiting presenting to various groups and doing the evening session Part-2 for teachers
• Provided an Administrators FNMI learning session in December
• 4 sessions for EAs are scheduled beginning Friday Feb 9th with Laura hosting a self-regulation session. Sessions are funded by CIF and employees will be paid to attend sessions.

Parent Education
• Blanket Exercise was provided to members of the District School Council (exercise that develops an understanding of Indigenous history, historical and current perspectives, and Truth and Reconciliation).

Teacher Induction Support for Quality Teaching
• Year 1 and 2 proteges and their mentors are accessing their full day of release time for classroom observations and feedback.

Administrator Professional Learning
• Administration teams are now participating in their third round of generative dialogue sessions with a District leadership pair. This inquiry-focused process is proving to be an impetus for research pertaining to specific school areas of focus as well as deep thinking regarding gathering and use of data to support decision.

Early Learning
• Early Development Instrument (EDI) results for the entire Lethbridge community were released to the Lethbridge Early Years Coalition last week to develop a plan to share the information within the Lethbridge community. The information for EDI was collected by kindergarten teachers from across the province in the spring of 2016. The EDI looks at how young children are doing within communities across Alberta thus assisting in identifying strengths and gaps in the development of young children within the local community before they reach kindergarten. The coalitions mobilize community efforts to develop community programs and services that will assist in areas where children may be showing gaps in development. Isabelle Plomp, Cheryl Zumbach and DeeAnna Presley from District 51 sit on the Lethbridge Early Years Coalition along with other community agencies, school districts and post-secondary representatives. Lethbridge School District received its own breakdown of EDI information last spring which will now be able to be compared to the city-wide information with the information provided to coalitions.
• Registration for the 2018-2019 kindergarten and Early Education programs commenced on January 15.
• The Alberta Education audit of Program Unit Fund (PUF) applications is underway with 15% of the new PUF applications being audited. All information is due to Alberta Education on January 25.
• District 51 participates in the Building Brains and Futures project across the city of Lethbridge. Through this we have offered a Parent Connection Café at Westminster school twice weekly for a year and a half, which is an opportunity for parents of young children to have coffee and conversation around parenting and child development topics. A
community speaker does a brief 15-minute presentation followed by conversation and questions. The speaker may be a professional from District 51, from Alberta Health Services, Mental Health, etc. In January we opened a second site for Parent Connection Café at Senator Buchanan. The focus of Building Brains and Futures is building adult capabilities around child development with the goal of improving outcomes for young children.

FNMI
- Dancing group at Senator Buchanan
- Art Project in tandem with Calgary Board of Education for FNMI students
- Staffing shortage with Liaisons currently, two interviews the week of January 12th for FNMI Liaison positions
- FNMI Language and Culture Teacher changing schools at Christmas- he has been team teaching, collaborating and working with teachers and students at Victoria Park, Wilson, and Chinook next semester he will be working with Gilbert Paterson, LCI and Churchill
- Posting for additional Teacher of FNMI Culture and Language released in December at Chinook due to demand
- John Chief Calf, teacher of FNMI Culture and Language has an Art Show (Partnership with High School) at CASA this week January 12-19th, the month of December John had contact with over 40 teachers (via inservice and collaboration) and over 200 students (via classes and initiatives)
- Mentorship Activities continue to happen throughout the school year with some of our students of FNMI ancestry

Dual Credit
- Working with Livingstone Range on submission for Cinema 1000 dual credit with the University of Lethbridge
- Working with Lethbridge College on potential auto mechanics
- 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.
- Associate Superintendent- Instructional Services met with the Manager of Regional Stewardship at Lethbridge College to discuss possible dual credit opportunities

Other School Improvement Initiatives
- Scope and sequence for career development designed; includes universal learning of the on-line career development program (Blueprints) from grades 7 to 9; career development outcomes align with health and CALM; inservice being provided to teachers in January and April
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 continue to meet to finalize the current Scope and Sequence drafts and begin to develop outcomes.
- Kindergarten through Grade 4 Curricula objectives are scheduled to be released in draft form early in the new year and then in a final version in December, 2018.

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

- A workshop and parent information night is planned by Safenet Alberta for May 8, 2018 at the Lethbridge College. Safenet Alberta is a partnership that includes Lethbridge School District #51, Lethbridge Police Services and Alberta Health Services that educate parents and students on digital citizenship.
- The staff at Coalbanks Elementary School participated in a group planning meeting on January 12th, addressing and discussing the use of iPads and laptops in the classroom.
- On January 30th a half day of work is planned at Immanuel Christian Elementary School. The teacher will take a look at some of the new online tools that are available to teachers in the district.
- A DIVA Lunch & Learn was held on January 18th for school administrative assistants who work in PowerSchool to go over new reporting and in general just some tips and tricks on using PowerSchool. Administrators also met on the morning of January 17th to look at our current PowerSchool report card process and learning how to run reports.

Program Development

- Over the Christmas break, the District's new 3D printer was utilized by the Winston Churchill Robotics Team. Students created test prints with the printer to become familiar with the printer so it may be used by the team.
- The LCI Media Lab demonstrated the new Surface Studio Drawing Computer and the feedback from the school has been very positive on utilizing the devise for media studies. The Surface Studio is now at ICSS in the Art Room and being viewed by the students.
Supporting Student Diversity

Wellness

- Wellness Committee next Meeting January 22nd, currently a subcommittee of the Wellness Committee is reviewing the Nutrition Policy
- Health Champs meeting February 8th, Laura Paiement will be doing a presentation on Self-Regulation in our schools to our Healthy Schools Champs
- "You Belong to Our School" work- District Student Council presentation on Inclusion- will be ongoing to February
- Nutrition Projects are well under way at Fleetwood Bawden, Gilbert Paterson, Wilson, Senator Buchanan and Nicholas Sheran
- Wellness and Self-Regulation Grants school recipients completed their mid-year review, having lots of positive responses

Inclusive Education

- Completed session on Inclusive Education with new administrators on January 11.
- Four PL sessions for educational assistants have been planned using Classroom Improvement Funds. The first of these sessions will be on understanding and supporting self-regulation, and will take place on February 9. Laura Paiement will lead this session.
- School Support Plans throughout district schools are being reviewed by Inclusive Learning Director; Results will be shared with schools before the end of January.
- Inclusive Learning Director worked with Intellimedia over Christmas break to fix glitches with reports in Dossier.
- Meetings in schools to discuss student support or to help address parental queries/concerns are ongoing.
- Several staff members are registered for SIVA Train-the-Trainer in January, as we need additional support with basic training for district staff. Those who are already trainers will update their qualification by attending a session on January 18.
- Fleetwood Bawden School has now hired an additional EA with Classroom Improvement Funds. This will bring the total number of EAs hired with CIF funding to eight. Accountability measures have been shared with administrators at those schools that have benefited from CIF funding.

ESL

- Strategies for building teacher capacity to support English language learners are being explored. The ESL Lead Teacher will provide residencies in classrooms; this idea will be discussed further at the Learning Support meeting on January 17.
- Sheltered Instruction Observation Protocol (SIOP) is being looked at as an approach to supporting teachers in making learning comprehensible to English language learners.
- On January 29, Lethbridge Family Services will be presenting on trauma-informed practice to a collaborative community of teachers of English language learners.
MEMORANDUM

January 23, 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:

Malcolm Fisher, grade 12 LCI student, signed on to play volleyball with Lethbridge College Kodiaks.

Emma Arnell, grade 12 LCI student, is fundraising to support the building of hand pump deep wells in underdeveloped countries as part of LCI’s Association to Kill Apathy Club (AKA).

Victoria Park High School students Maddie MacDonald, Nadilie Merrick, Julia Hofer, Louis Day Chief, Bronwyn Young Pine, Melinda Bowns, Josie Garden and Nash Epp were honoured in a special awards ceremony as part of Daytona Cares Day.

Respectfully submitted,
Cheryl Gilmore
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – February 13, 2018 – Fleetwood Bawden

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 Fleetwood Bawden School have been invited to have Snacks with the Superintendents on Tuesday, February 13, 2018 beginning at 10:30 a.m.

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

Respectfully submitted,

Cheryl Gilmore
Superintendent
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Cheryl Gilmore
       Superintendent

Re: Donations and Support

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

- **Victoria Park High School students** Maddie MacDonald, Nadilie Merrick, Julie Hofer, Louis Day Chief, Bronwyn Young Pine, Melinda Bowns, Josie Garden and Nash Epp were honoured in a special awards ceremony as part of **Daytona Cares Day**. Staff from Dayton Homes handed out gifts such as laptops to assist the students in their day-to-day lives and prepare for what comes next after high school.

- **Lethbridge Oldtimers Sports Association** is donating **$1,000** to each of the city high schools for their athletic programs.

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

Respectfully submitted,
Cheryl Gilmore
## Calendar of Events for Board of Trustees

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>January 30</td>
<td>Semester 1 Ends</td>
</tr>
<tr>
<td>January 31</td>
<td>Semester 2 Begins</td>
</tr>
</tbody>
</table>
| February 6 | Town Hall Meeting  
6:30 – 9:00 p.m., Victoria Park Gymnasium |
| February 9 | School-based Professional Learning Day  
NO SCHOOL for students |
| February 14 | ICE Scholarship Breakfast  
7:00 – 9:00 a.m., The Coast Hotel |
| February 14 | Education Centre Leadership Team Meeting  
10:00 a.m. – 12:00 noon, Education Centre |
| February 14 | Policy Advisory Committee  
12:15 p.m., Education Centre |
| February 19 | Family Day – No School                                                                |
| February 20-21 | No School                                                                 |
| February 22-23 | Teachers’ Convention – No School                                                       |
| February 27 | Board Meeting  
3:30 p.m., Education Centre Board Room |
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – December 11, 2017

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

1. Members welcomed and opportunity to share interest and passion for this committee was led

2. Terms of Reference reviewed

3. Weekends and More presentation by special guests Anne Kish, Aliiya Across the Mountain, Serena (Gr. 8 leadership), & Spring (Gr. 7 leadership) from Wilson Middle School
   - Pilot Project stemming from the donation of the Evangelical Free Church from December 2016. Hopes for the money were to build something practical to help many
   - To date 150 grocery bags have been shared within the district to approx. 130 families (15/week)
   - Bag value is $55: $30 for groceries in bag, $25 gift card to Loblaws included for perishables
   - WAM is housed at Wilson Middle School, Westminster Elementary School, Mike Mountain Horse Elementary School and Senator Buchannan School but all schools can access this program
   - Feedback has been largely positive from students/families.
   - Program allows for relationship building between schools and families, introduction to new foods, cooking skills and leadership involvement of students. Students help choose the recipes to include
   - Ideas discussed:
     - Vegetarian/ gluten-free options
     - Seeking out produce donations
     - Advertising to staff/ school representatives advocating for project
     - Need for a cap on numbers due to storage space/staffing
     - The sustainability of this project
   - Project is to remain as is and will be reviewed at the March 2018 meeting
4. Food Funds update
   - Closing balance as of August 31, 2017: $170,090.67
   - Evangelical Free Church raised >$96,000 through their Advent Conspiracy and donated it to the Poverty intervention Fund. The desire was for the money to focus on the basics. 2 streams came from this donation: WAM (Weekends and More) & Special Projects (Schools can apply for up to 5 projects to a maximum of $5000. These projects must impact all students.
   - As of December 11, 2017 $16,900 has been allocated to food. This amount increases every year.
   - $2000 has gone to 2 fridges & 2 freezers (Lakeview Elementary, Fleetwood Elementary, Mike Mountain Horse Elementary)

5. Poverty Project Grant Application Update
   - 13/22 Schools made applications
   - 36 applications received
   - 34 applications approved
   - Application Breakdown (Approved=A; Not Approved=NA):
     o Park Meadows Elementary
       - Self-Regulation in the Classroom (A)
       - FNMI Art Gala (NA)
       - Hand Bell Revival (A)
     o Westminster Elementary
       - Self-Regulation in the classroom (A)
       - Science Supplies (NA)
       - Science Sizzle (NA)
     o Galbraith Elementary
       - Comprehension Boxes (A)
       - Coffee Cart Business (A)
     o Agnes Davidson Elementary
       - Desk Cycles (A)
       - Yoga Mats (A)
     o Lakeview Elementary
       - Self-Regulation Resource Initiative (A)
       - Cooking Club (A)
     o LCI
       - Food Prep Project (A: $450 of $1500 requested)
       - Holiday/Special Occasions (A: $275 of $3500 requested)
     o Victoria Park
       - You and Your Child (A: $927.05 of $1027.05 requested)
Lethbridge School District No. 51
Regular Meeting – January 23, 2018
Enclosure # 8.1

- **Wilson Middle School**
  - Sensory Tools (A)
  - Appliances (A)

- **Fleetwood Bawden Elementary**
  - Maker Stations (A)
  - Desk Cycles (A)
  - Self-Regulation Support (A)

- **Winston Churchill HS**
  - Breakfast Preparation (A)
  - Family Day (A)
  - Storage Closets (A)

- **Senator Buchanan**
  - Books in Hands (A)
  - Vegetation in the Classroom (A)
  - Self-Regulation Supplies (A)
  - Make and Take Numeracy Night (A)
  - TREXTravelling Art (A)

- **Gilbert Paterson**
  - Dr. Gibb (A)
  - Big Life Journals (A)
  - Art Supplies for FNMI (NA)
  - Dr. Moore (A)
  - Creative Courage/Mental Health Group (NA)

- **GS Lakie**
  - FNMI Mentorship Program (A)

6. Next meeting to be held March 13, 2018
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – January 10, 2018


In attendance: Cheryl Gilmore, Teresa Loewen, Laura Scarpelli, Lola Major, Maggie Taylor, Nathan Pearson, Rebecca Adamson, Stefanie Desrochers, Morag Asquith, Cayley King, and Jessie Sadlowski.

New policies for review:
- 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
- 502.1 Appendix A
- 700.6 emergency Response Planning
- 504.9 Response to Crisis Situation
- 609.3 Placement, Promotion, and Retention
- 902.3 Audio and Video Surveillance

Teresa will send out the policies so interest groups will be consulted. Policy feedback must be returned to Teresa by Monday, February 12.

Respectfully submitted,
Lola Major, Trustee
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – January 10, 2018

Highlights:

The Telecommunications Policy Position as presented by Lethbridge Public School District passed at the Zone 6 level and will be sent forward to the Fall Convention to be considered by all Zones.

An in depth Cannabis Presentation was aimed at preparing Alberta schools for cannabis legalization.

Respectfully submitted,
Donna Hunt
MEMORANDUM

January 23, 2018
To: Board of Trustees
From: Doug James, Trustee

RE: District School Council – January 15, 2018

1. Parent Concerns, Interests and Questions Presentation.
   - Cheryl Gilmore presented to the District Council Members a powerpoint that explained the various forms of communication tools and proper protocols that parents can use when there is a need to either access and or provide information. Cheryl Gilmore reviewed the Communication, Appeals and Final Appeals Policies and demonstrated where they can be located on the District website. Cheryl discussed and gave the protocol steps in the case of an emergent dangerous situation. Cheryl also assured the District Council members that there is going to be a review of safety protocol when an emergent situation happens after the regular school hours. Cheryl reviewed the various forms of communication that presently exist (email, phone, Town Hall meeting, public meetings, Public forums portion of Board meetings, formal presentations, School Trustees and School Council Meetings).

2. Business Arising from the Minutes:
   - Trina Tymko - inquired as to the outcome of the question posed regarding assistance with writing resolutions. Response: The offer of assistance was based on feedback received in the spring that assistance would be appreciated for individuals desiring to write resolutions for school based resolutions. The assistance was not intended for writing of District resolutions.
   - Science Sizzle Club - Cheryl explained the program will concentrate on grades 4/5 classes in our district. Depending on grant availability we would continue to support the program. Two sessions at 90 min beginning Feb 5 at each of the participating schools.
   - Blanket Exercise - The following District Council members that attended the Blanket Exercise in December (Alison Alma-North, Doug James, Amber Johansen Alison Pike, Joy Morris) commented positively on their experience.

3. Trustee Report – Doug James provided highlights from the Trustee Report as attached to the agenda.
   - Specifically, Doug encouraged the members to get involved with the Scholarship Breakfast by either purchasing individual tickets or sponsoring tables. The Scholarship Breakfast is February 14, 7:00-9:00 am at the Coast Lethbridge Hotel. The breakfast will feature Michael Kerr as the guest speaker and students will have projects of innovation on display. Cheryl added that students don’t have to be in grade 12 to win scholarships and encouraged parents and schools to have their youth look at applying.
   - Some questions were asked regarding the Elementary 2018/19 calendar (seeking clarification as to whether it meant early dismissal). It was clarified that Middle Schools
have had early dismissal Wednesdays for a number of years except Immanuel Christian and Lethbridge Christian.

- Brooke Culley asked about the piloting of the full day kindergarten program at Westminster; the Board will be deciding in the near future.
- Brooke Culley posed question regarding whether there are guidelines for people booking (renting) renting school facility space.

4. **Alberta School Councils Association** - Allison Pike AGM coming up with feedback to resolutions due back in February. Information regarding the Conference on the ASCA website https://www.albertaschoolcouncils.ca/

5. **Reports from District Committees:**
   - **District Policy Advisory Committee**: Laura Scarpelli reported minor changes to policies as distributed via e-mail to School Council Chairs. New policy - Audio and Video Surveillance. School Councils can forward recommendations to Laura before Feb 12.
   - **SAPDC Committee**: Alison Pike – reported the next meeting is scheduled for February 1, 2018.
   - **Poverty Intervention Committee**: Heather Paul reported on the project called **Weekends and More** - Bags to kids with food for weekend (emergency) filled with 30 dollars of grocery and gift certificate to Loblaws included. Continue pilot. 150 bags since October to Senator Buchanan, Mike Mountain Horse, and Westminster schools. Joy Morris wondering about donating for Food for Thought.
   - **District Wellness Committee**: Amber Johansen - no report
   - **Community Engagement Committee**: Pauline Hall - Working on Scholarship Breakfast previously mentioned; next meeting is on Wednesday.

6. **District School Council Calendar of Events and Shared Opportunities**
   - Math Tutoring for Parents Joy Morris – information on website
   - Parent Learning Opportunity: “I Still Love You” (handout February 27th)

7. **Superintendent’s Report** – Cheryl Gilmore
   - Town Hall Meeting (February 6, 2018) Brainstorming Questions/Ideas. The ideas that have been submitted to date were reviewed as well as the topics that have been the focus for the past number of years. The Board will finalize a topic this week. Council members ranked the topics (top 3) they were most interested in as feedback information for the Board when selecting a topic.

8. **Roundtable Report** Reports are included with the agenda: an opportunity to highlight a very significant event or for questions from the representatives about information in a written report.
   - Brooke Culley asked if a representative from Gilbert Paterson was present to discuss their Casino experience. A parent representative from Churchill indicated that a Society can apply (it takes about 3 years so need to get on the cue).

Respectfully submitted,
Doug James, Trustee
MEMORANDUM

January 23, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – January 17, 2018

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

1. ICE Scholarship Breakfast:
   - Promotion: Christine Lee and Garret Simmons
     - 145 seats have been sold. 39 remain.
       - 4x $1000 tables
       - 4x $600 tables
       - 7x $375 tables
       - 17 individual tickets
       - 8 comp. tickets (covered donation)
     - Currently $775 ahead of last year
     - Mark Maxwell, musical guest for the morning, will be featured in the Lethbridge Herald; CDs to be purchased for guest giveaways
     - Idea of information gathering through small questionnaire cards on tables was discussed (what worked well with the morning; how/if they would like to be involved in future events)
     - Information of scholarships to be put in school newsletters/web sites
     - Acknowledgement of Territory, grace and O Canada will be included
   - Scholarship Description Committee:
     - Scholarship application reviewed through email; changes include application deadline (April 23) and the removal of ‘new’ from introduction to scholarship
   - Event Committee:
     - Date, location, meal selection confirmed. Attendee gift & decorations chosen.
     - Mark Maxwell (District #51 Grad) will be our entertainment for the morning. $300 honorarium. Soloist from District #51 high school will sing O Canada
     - Student Displays—each high school has been asked for an innovative manned display
     - 20 students will be seated as guests for the breakfast.
     - Next meeting of this committee is January 31.
2. Town Hall:
   • Process of the evening structure was presented
     o 2x questions:
       ▪ What are we doing well in our District?
       ▪ What can we do better in our District?
     o Roundtable discussion on each question with admin monitoring tables; time on each questioned to be determined
     o Participants will have the opportunity to share thoughts with the room at large through Thoughtstream at each table. Ideas will be synthesized into a Wordle in community groupings (students, community, staff)
     o Online Thoughtstream to be posted after event so stakeholders not present can still engage in the process
     o Board will review information gathered from Wordles and Thoughtstreams for consideration when formulating priorities and strategies to achieve the priorities

3. Realtor Luncheon: (Jan)
   • Suggested hosting this event again due to changes in our District landscape
   • Realtors to be hosted for lunch and provided with information on school boundaries
   • District cards to be given to realtors to give to clients
   • USB card with District information to be given to realtors @ $4/ea.

4. Next Community Engagement Meeting set for Wednesday, February 28, 2018 @ 6:00pm.

Respectfully submitted,
Christine Light
MEMORANDUM

January 23, 2018

To:     Board of Trustees

From:   Jan Foster, Vice Chair

RE:     Joint City of Lethbridge / School Boards – January 17, 2018

Committee met on Wednesday, January 17, 2018 at Holy Spirit Board Office.

- Parents illegally parking in school zones – Cheryl reported on actions taken to date such as supervision, ticketing by bylaw officer, signage and communication to parents and will continue to work with City on this matter.
- Safe Needle Disposal in and around schools. Stacey Bourque from ARCHES made a presentation regarding this topic and how schools can handle the disposal of needles. She advised that they do get calls from schools asking for information and assistance.
- Emergency Evacuation Planning – Luke Palmer, Manager of Emergency Preparedness with Lethbridge Fire and Emergency Services gave a presentation on the Emergency Plan that is presently underway. It was agreed that School Boards should be involved in the initial planning stage. City advised that there would be a round table discussion in the near future of all partners, including school boards.
- School Bus parking – Chris Smeaton advised that there is a problem in the area of CCH, St. Francis, Ecole St. Mary and LCI with availability for school bus parking. After some discussion, the City agreed to look at possible solutions and will report back to the committee.
- There were two other issues discussed – pending southside elementary school and resolution from City and School Boards concerning telecommunication towers.

Next meeting – May 23, 2018 at Lethbridge School District #51 Board Office.

Respectfully submitted,

Jan Foster, Committee Chair
December 14th, 2017

To Chair Clark Bosch:

We are writing to inform you of the upcoming Pan Canadian School Health Summit: Shaping the Future in Treaty 7, Lake Louise from January 31 to February 3, 2018. We welcome you and/or a member of your board to register and participate in the conference and be part of the conversations to support wellbeing in school communities. The conference aims to enable school and health leaders to elevate the wellbeing of students which will enhance their ability to learn. Concurrent sessions will include student mental health, staff wellbeing, Indigenous health, social emotional wellbeing and more.

Through this event, Ever Active Schools aims to connect various school jurisdictions and organizations to share initiatives and policy focused on wellness. Delegates will leave empowered on the power of leadership in supporting learning in safe, caring, inclusive and health school communities. The conference also provides a platform to engage with health professionals, researchers, government and other supporting sector leaders to work collaboratively in support of student and school community well-being.

We know the positive steps that Alberta school jurisdictions are taking to advance Comprehensive School Health and in our humble opinion some of the best in the country. We are confident that your jurisdiction will have champions attending the event which is a wonderful way to share knowledge and best practices across our province. Thank you for your efforts of supporting health and wellness in your communities.

We will be hosting a reception for trustees and superintendents attending on Thursday evening prior to the formal portion of the program. Please join us as we discuss the foundation of wellbeing in our school communities.

We have been given great rates at local Lake Louise Hotels. Registration and additional details can be found at www.everactive.org/stf

Details:
Thursday February 1st at 5:30pm – 6:30pm
Location: Lago, Chateau Lake Louise

If you do have a Board Chair, trustee and or superintendent able attend the reception within the conference, please RSVP to hayley@everactive.org. We look forward to having trustees from across the province come together and discuss school health and wellbeing.

Sincerely,

Brian Torrance, MSc
Director, Ever Active Schools