

AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, March 26, 2019

Board Room

3:30 P.M.

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

3:32 p.m. **2. Approval of Minutes**

If there are no errors or omissions in the minutes of the Regular Meeting of February 26, 2019 it is recommended that the minutes be approved by the Board and signed by the Chair.

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

4. Presentations

- | | | | |
|-----------|-----|--|---------------|
| 3:35 p.m. | 4.1 | Provincial Champions (ICSS & LCI) | Enclosure 4.1 |
| | 4.2 | Disaster Recovery Plan – Jesse Sadlowski | Enclosure 4.2 |
| | 4.3 | Technology – Michael Krokosh | Enclosure 4.3 |

5. Action Items

- | | | | |
|-----------|-----|--|---------------|
| 4:00 p.m. | 5.1 | Policy Review: | |
| | | • <i>Policy # 1003.5 Conducting Research</i> | Enclosure 5.1 |
| | 5.2 | Second Quarter Financial Report | Enclosure 5.2 |
| | 5.3 | Board Budget Belief Statements | Enclosure 5.3 |
| | 5.4 | Three-Year Capital Plan | Enclosure 5.4 |
| | 5.5 | Board Budget Presentation and Budget Debate | Enclosure 5.5 |

4:55 p.m. **6. District Highlights**

5:00 p.m. Public Forum

7. Information Items

- | | | | |
|-----------|-------|---|-----------------|
| 5:05 p.m. | 7.1 | Board Chair Report | |
| | 7.1.1 | Breakfast with the Board – April 3, 2019 Immanuel Christian Elementary | Enclosure 7.1.1 |
| 5:10 p.m. | 7.2 | Associate Superintendent Reports | |
| | 7.2.1 | Business Affairs | Enclosure 7.2.1 |
| | 7.2.2 | Human Resources | Enclosure 7.2.2 |
| | 7.2.3 | Instructional Services | Enclosure 7.2.3 |

- 7.3 Superintendent Report
 - 7.3.1 Board Priorities Report Enclosure 7.3.1
 - 7.3.2 Acknowledgements of Excellence Enclosure 7.3.2
 - 7.3.3 Snacks with the Superintendents
 - April 10, 2019 - École Agnes Davidson Enclosure 7.3.3
 - 7.3.4 Calendar of Events Enclosure 7.3.4

8. Reports

- 5:20 p.m. 8.1 District Wellness Committee – March 4, 2019 Enclosure 8.1
- 8.2 District School Council – March 4, 2019 Enclosure 8.2
- 8.3 Facilities Committee – March 4, 2019 Enclosure 8.3
- 8.4 District Student Advisory Council – March 5, 2019 Enclosure 8.4
- 8.5 Policy Advisory Committee – March 6, 2019 Enclosure 8.5
- 8.6 Community Engagement Committee – March 11, 2019 Enclosure 8.6
- 8.7 Poverty Intervention Committee – March 11, 2019 Enclosure 8.7
- 8.8 A.S.B.A. Zone 6 General Meeting – March 20, 2019 Enclosure 8.8
- 8.9 Community and Social Development Committee –
March 22, 2019 Enclosure 8.9

9. Correspondence - Received

- 5:30 p.m. 9.1 Alberta Motor Association Enclosure 9.1

10. Correspondence - Sent

None at this time

- 5:30 p.m. **Adjournment**

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD FEBRUARY 26, 2019.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 3:47 p.m.

1. Approval of Agenda *Approval of Agenda
6828/19*
Additions: 5.4 Approval of Resource purchases and
9.5 Board Budget meeting – Donna Hunt
Trustee Donna Hunt moved:
“to approve the agenda, as amended.” **CARRIED UNANIMOUSLY**

2. Approval of Minutes *Approval of Minutes
6829/19*
Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of January 22, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY**

Trustee Jan Foster moved:
“that the minutes of the Special Meeting of January 29, 2019 be approved and signed by the Chair.” **CARRIED UNANIMOUSLY** *Approval of Special
Meeting Minutes
6830/19*

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

4. Presentations *Presentations*
 - 4.1 Edwin Parr Nomination *Edwin Parr
Nomination*
The District nominee for the ASBA Edwin Parr award is Melanie Wasylenko, Wilson Middle School. Principal Dean Hawkins provided a summary highlighting Melanie’s accomplishments in her first year of teaching.

 - 4.2 Numeracy *Numeracy*
Numeracy Lead Teacher Jenn Giles presented her Numeracy Action Plan to the Board and answered questions of the Board.

5. Action Items *Action Items*
 - 5.1 Authorization of Locally Developed Courses
Locally developed International Baccalaureate courses have

had their end dates extended to align with the Diploma Programme Curriculum Development and Review Cycle from the International Baccalaureate Organization.

Trustee Donna Hunt moved:

“that the Board approve the end date extensions of acquired International Baccalaureate courses Biology (IB) 35 for 3 credits to August 31, 2022; Chemistry (IB) for 3 and 5 credits to August 31, 2022; and Theory of Knowledge (IB) for 3 and 5 credits to August 31, 2021 as authorized by Alberta Education for continued use in all District High Schools.”

*Authorized Locally Developed Courses Biology (IB) 35 for 3 credits; Chemistry (IB) 35 for 3 and 5 credits; Theory of Knowledge (IB) 35 for 3 and 5 credits
6831/19*

CARRIED UNANIMOUSLY

5.2 Atrieve (PowerSchool) HR/Payroll re-implementation project

The current Human Resources and Payroll software was originally implemented in 2004-2005. Upgrades are necessary at this time and funds were set aside under capital reserves.

Trustee Tyler Demers moved:

“to approve the quote from PowerSchool for the Atrieve HR and Payroll re-implementation project in the amount of \$196,500 plus GST from funds set aside in Administration Capital Reserves.”

*Atrieve (PowerSchool) HR/Payroll re-implementation project
6832/19*

CARRIED UNANIMOUSLY

5.3 Policy Review

Superintendent Cheryl Gilmore reviewed policies 502.5 Student Transportation, bussing; 604.5 High School Course Sequence Transfers; 606.5 Educating Students at Home; 608.7 Sale of Student Supplies and Materials; and 1003.5 Conducting Research.

Policy Review

Trustee Lola Major moved:

“to approve Policy 502.5 Student Transportation, Bussing, as amended.”

*Policy 502.5 Student Transportation, Bussing
6833/19*

CARRIED UNANIMOUSLY

Trustee Lola Major moved:

“to approve Policy 604.5 High School Course Sequence Transfers, as amended.”

*Policy 604.5 High School Course Sequence
6834/19*

CARRIED UNANIMOUSLY

Trustee Lola Major moved:

“to approve Policy 606.5 Educating Students at Home, as amended.”

*Policy 606.5 Educating Students at Home
6835/19*

CARRIED UNANIMOUSLY

Trustee Lola Major moved:
“to approve Policy 608.7 Sale of Student Supplies and
Materials, as reviewed.” **CARRIED UNANIMOUSLY**

*Policy 608.7 Sale of
Student Supplies and
Materials
6836/19*

Trustee Lola Major moved:
“to approve Policy 1003.5 Conducting Research, first reading.”
CARRIED UNANIMOUSLY

*Policy 1003.5
Conducting Research
6837/19*

Public Forum

Public Forum

5.4 Approval of Resource Purchases

Approval of Resources

Over the past two years, the Board has supported Literacy resources in our elementary schools. A request was made for intervention resource funding.

Tyler Demers moved:
“that the Board approve the purchase of resources for Literacy intervention at the elementary level in the amount of \$173,300 funded from operating funds.”

*Literacy Intervention
resource funds
6838/19*

CARRIED UNANIMOUSLY

Secondary interactive technology request including projectors to replace the aging equipment.

Tyler Demers moved:
“that the Board approve the replacement of secondary interactive technology resources in the amount of \$813,000 from operating funds. Furthermore that interactive technology resources be included in the long term technology ever greening plan.” **CARRIED UNANIMOUSLY**

*Technology resource
funds
6839/19*

6. District Highlights

District Highlights

- Doug attended the General Stewart family dinner.
- Donna worked with the City on the Opioid Crisis committee. ICE Scholarship Breakfast and Town Hall were good.
- Jan Scholarship Breakfast, good turnout and good speaker.
- Christine Light felt Town Hall went very well. Appreciates the student perspectives. ICE Scholarship Breakfast was great. Scholarship winners from last year attended.
- Clark thanked all for the ICE Scholarship Breakfast. Had a District teacher pass away and the Principal spoke glowing about the actions taken by staff at District office. Thank you.

7. Information Items

Information Items

7.1 Board Chair Report

7.1.1 Breakfast with the Board

All staff at Lethbridge Christian School have been invited to attend Breakfast with the Board on Tuesday, March 5, 2019 followed by a tour of the school by Principal Les Greeno.

Breakfast with the Board

7.2 Associate Superintendent Reports

*Associate Superintendent Reports
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report including enrolment.

Human Resources

7.2.3 Instructional Services

Associate Superintendent Morag Asquith presented the Instructional Services report.

Instructional Services

7.3 Superintendent Reports

*Superintendent Report
Board Priorities*

7.3.1 Board Priorities Report

2018-19 District Priorities report of actions was shared.

7.3.2 Acknowledgements of Excellence

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

Christine Lee, nominated by Lola Major will be receiving a YWCA Women of Distinction Award.

Acknowledgements of Excellence

7.3.3 Snacks with the Superintendents

Staff at Dr. Probe School have been invited to attend the Snacks with the Superintendent on Tuesday, March 5, 2019.

Snacks with the Superintendents

7.3.4 Calendar of Events

The Calendar of Events was reviewed for the period February 26 to March 26, 2019.

Add: Spirit of 51 on March 6, 2019

Calendar of Events

8. Response to December Public Forum

Superintendent Cheryl Gilmore is currently exploring potential partners for hosting a public forum for the upcoming provincial election. Cheryl spoke with Brad Roberts and will chat with Derek Resler about partnering with ATA.

*Response to January
Public Forum*

9. Reports

9.1 Lethbridge Community and Social Development Committee – January 25, 2019

Trustee Jan Foster provided a written report from the Lethbridge Community and Social Development Committee meeting held January 25, 2019.

*Reports
Lethbridge Community
and Social
Development*

9.2 ATA Local Council – February 6, 2019

Trustee Christine Light provided an oral report for the ATA Local Council meeting held February 6, 2019.

ATA Local Council

9.3 F.N.M.I. Advisory Committee – February 13, 2019

Trustee Doug James provided a written report from the F.N.M.I. Advisory Committee meeting held February 13, 2019.

*F.N.M.I. Advisory
Committee*

9.4 District Wellness Committee

Trustee Donna Hunt noted that this meeting was delayed to March 4th.

*District Wellness
Committee*

9.5 Board Budget Committee – February 26, 2019

Trustee Donna Hunt provided an oral report from the Board Budget Committee meeting held February 26, 2019.

*Board Budget
Committee*

10. Correspondence – Received:

- 10.1 Alberta Education
- 10.2 Action on Smoking & Health

*Correspondence –
Received
Alberta Education
Action on Smoking &
Health*

11. Correspondence – Sent: none

The meeting was adjourned at 5:48 p.m.

Correspondence – Sent

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

**RE: Immanuel Christian Secondary School - 2A Provincial Basketball Championships
LCI – Wrestling Provincial Championships**

Background

Basketball - Immanuel Christian Secondary School Eagles Basketball team took home the 2A Provincial Championships. The team, coached by **Tyren Van Ham**, included **Ryan Degner, Levi Vroom, Seth Leenstra, Justin Withage, Shaun Boone, Jonathan Barwegan, Cody Jonker, Ian Sikkens, Lukas Sinke, Andon Van Dyk** and **Ethan Van Dyk**.

Wrestling - ASAA High School Provincial Wrestling Championships were held in Stony Plain. LCI student, **Callum Hyland**, took hold Gold in the male 62 kg category.

Provincial winners were invited to attend the meeting.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Disaster Recovery Plan Presentation

Background

Technology Director Jesse Sadlowski will provide a presentation on the Disaster Recovery Plan.

Recommendation

It is recommended that the Board accept the Disaster Recovery Plan as presented.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Technology Presentation

Background

Educational Technology Lead Teacher, Michael Krokosh will provide a presentation on the Technology Work Plan to the Board.

Recommendation

It is recommended that the Board accept the Educational Technology Work Plan as presented.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

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

- Finish review of any policies which were last reviewed previous to July 2013
- 200 sections
- 300 sections to comply with the School Leader Quality Standard and the Superintendent Quality Standard documents recently finalized by Alberta Education
- 400 sections to comply with the Teacher Quality Standard document recently finalized by Alberta Education
- Changes required due to the passing of Bill 28
- Assist in the orientation of new members to the policy development process, as necessary

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

Recommendation

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

| <u>Policy #</u> | <u>Policy Name</u> | <u>Action</u> |
|-----------------|---------------------|-------------------------|
| 1003.5 | Conducting Research | 2 nd reading |

Respectfully submitted,

Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved:

1003.5 Conducting Research

Policy

Lethbridge School District No. 51 values educational research and the role it plays in contributing to innovation and ongoing improvement. At the same time, we are mindful that students have been entrusted to our schools and therefore any external research must be done without detriment to students' academic programs or well-being.

Regulations

All research conducted in Lethbridge School District No. 51 requires approval which is obtained through the research application process. If the application is approved, the researcher will receive a letter that will allow them to approach school principals for permission to conduct research. Approval to conduct research from Lethbridge School District No. 51 does not obligate any school or individual in the school community to participate in the proposed research.

Applications are accepted from:

- **1. Lethbridge School District No. 51 employees** conducting research as part of course work or graduate degrees, or conducting research for other reasons ~~(see Research Review Guidelines for special considerations for Lethbridge School District employees)~~. See Policy 405.15 Employee Research and Intellectual Property Rights.
- **2. Post-secondary faculty or students** who are not Lethbridge School District employees.
- **3. Institutionally funded projects or external organizations** (e.g., universities, colleges, agencies, hospitals).

All applications (#1-3 above) must comply with the Research Review Guidelines in Appendix 1003.5.

- **4. Lethbridge School District No. 51 students** who are interested in conducting research should contact the Associate Superintendent – Division of Instructional Services **before** completing or submitting a research application.

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

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Policy



LETHBRIDGE SCHOOL DISTRICT NO. 51

References

District Policies: Policy 405.15 Employee Research and Intellectual Property Rights

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Second Quarter Financial Report

Background

The 2018-19 Second Quarter Financial Report for the District is provided for review. Director of Finance, Mark DeBoer will be in attendance to respond to any questions Trustees may have.

Recommendation

It is recommended that the Board receive the 2018-19 Second Quarter Financial Report as presented.

Respectfully submitted,
Christine Lee

Lethbridge School District No. 51

Second Quarter Report

February 28th

2019

This document is Management's Discussion and Analysis of the Second Quarter for the period September 1, 2018 to February 28, 2019. *This financial information contained herein has not been audited.*

Report to the Board of Trustees

March 26th, 2019



Lethbridge School District No. 51

*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

**Second Quarter Report
September 1st, 2018 to February 28th, 2019**

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| Operations | Pages 11-25 |
| <ul style="list-style-type: none">• Budget Update• Statement of Operations• Schedule of Program Operations• Revenues• Expenditures• Schedule of Instructional (Grades 1-12) Program Expenditures• Schedule of School Based Instruction Expenditures• Schedule of School Generated Funds (SGF)• Schedule of Projected Operations | |
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Lethbridge School District No. 51

Management Discussion and Analysis Report

Second Quarter Report

Executive Summary

Lethbridge School District No. 51 has a total budget of \$135.75 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 11,502 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 three (23) schools and four (4) institutional programs.

The District has experienced overall enrolment growth in 2018-2019 of 228 students (2.02 %) over 2017-2018 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, 2018 until February 28th, 2019 to provide fiscal accountability within the established guidelines.



Grand Opening of Senator Joyce Fairbairn Middle School



FEBRUARY 2019 FINANCE AT A GLANCE

2018-2019 - Second Quarter Reporting - Sept 1/18 to Feb 28/19



Overview:

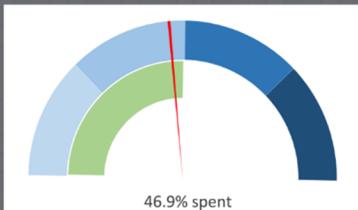
The following is an overview of the yearend reporting on the operations of Lethbridge School District No. 51. This report is the 2nd quarter of the year (up to February 28, 2019).

The graphs/charts compare the year-to-date amounts to the budget for the period. The budget included in this report is the District's 2018/2019 operating budget (updated fall budget - may differ from legally adopted budget as included in the financial statements)

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

DEPARTMENTS

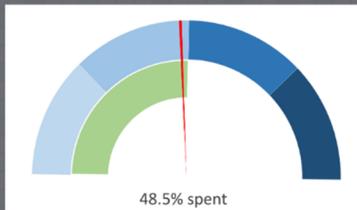
Instruction - ECS



Budget: \$ 9,224,458
Forecast: \$ 4,612,229 (50.0%)
Year-to-date: \$ 4,327,780 (46.9%)



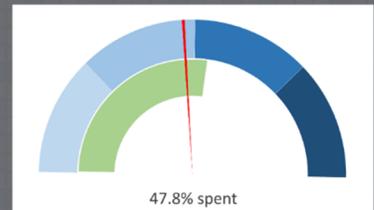
Instruction - Grade 1 - 12



Budget: \$ 102,457,789
Forecast: \$ 51,410,326 (50.2%)
Year-to-date: \$ 49,670,054 (48.5%)



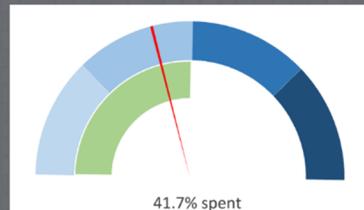
Plant Operation & Maintenance



Budget: \$ 16,855,261
Forecast: \$ 9,087,138 (53.9%)
Year-to-date: \$ 8,058,684 (47.8%)



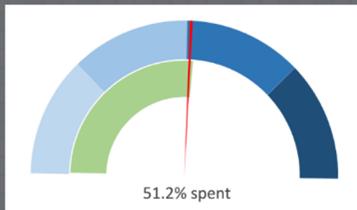
Transportation



Budget: \$ 2,468,779
Forecast: \$ 1,234,389 (50.0%)
Year-to-date: \$ 1,029,754 (41.7%)



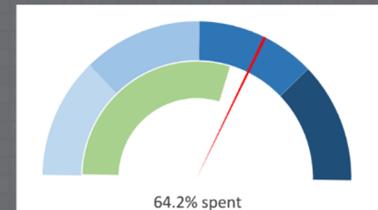
Board & System Administration



Budget: \$ 4,342,263
Forecast: \$ 2,265,731 (52.2%)
Year-to-date: \$ 2,222,099 (51.2%)



External Services (International Program)



Budget: \$ 315,500
Forecast: \$ 186,475 (59.1%)
Year-to-date: \$ 202,688 (64.2%)



Salaries, Benefits & Professional Development

For all the Departments

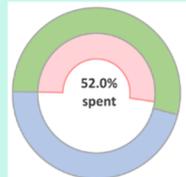


Budget: \$ 104,361,236
Forecast: \$ 52,313,100 (50.1%)
Year-to-date: \$ 50,585,360 (48.5%)



Contracted Services

Audit/legal, Consulting, Utilities, Transportation, Maintenance, Safety/Wellness

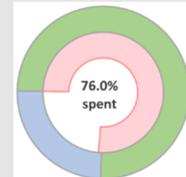


Budget: \$ 7,399,316
Forecast: \$ 3,979,950 (53.8%)
Year-to-date: \$ 3,848,517 (52.0%)



Other Services

Insurance, International Programs, Memberships, Printing/Rentals, Advertising



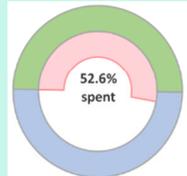
Budget: \$ 2,189,142
Forecast: \$ 1,646,062 (75.2%)
Year-to-date: \$ 1,663,421 (76.0%)



TYPES OF EXPENSES

Supplies

General supplies, Technology, Maintenance, Small Equipment



Budget: \$ 5,808,472
Forecast: \$ 2,904,236 (50.0%)
Year-to-date: \$ 3,055,741 (52.6%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

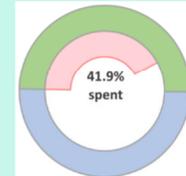


Budget: \$ 1,613,150
Forecast: \$ 806,575 (50.0%)
Year-to-date: \$ 374,673 (23.2%)



Transfers, SGF, & Capital/IMR

Bank Charges, SGF Expenses, Amortization, IMR expenditures, Modular/Capital



Budget: \$ 14,292,732
Forecast: \$ 7,146,366 (50.0%)
Year-to-date: \$ 5,983,345 (41.9%)



For details on the above information and other financial reporting, please see the February 28, 2019 Quarterly Report.



Operations Overview

As shown in the “Finance at a Glance” report, [Lethbridge School District No. 51](#) is operating financially as anticipated based on the approved budget and the forecasted budget for February 28th, 2019.



As shown in this report, all of the departments have kept their total expenditures within their forecasts. 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. There are also some staffing positions throughout the District that were not filled. Overall, professional development is typically higher than the forecast in the 2nd quarter (forecasted at 50%) as for many schools/departments have a large portion of the professional development that occurs at the beginning portion of the school year.
- **Contracted Services** are less than the forecasted budget. This is mostly due to that contracted transportation services being less than forecast in the 2nd quarter as the billing for these services are typically received/paid subsequent to the month of service provided (after reporting period).
- **Other Services** are considered to be comparable to the forecasted budget. Overall the total costs for other services are still slightly more than the forecast. Within these other services, the homestay costs of the international program are higher than budget (increased costs offset by increased related revenues).
- **Supplies** are greater than the forecasted budget. This is mostly due to that the technology supplies have increased with the replacement of projectors/boards at elementary schools and the purchase of general school supplies at the beginning of the year.
- **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.
- **Transfers, SGF, & Capital/IMR** are less than the forecasted budget. This mostly relates to the IMR expenditures being less than the forecasted amount (due to the timing of projects).

Financial Position

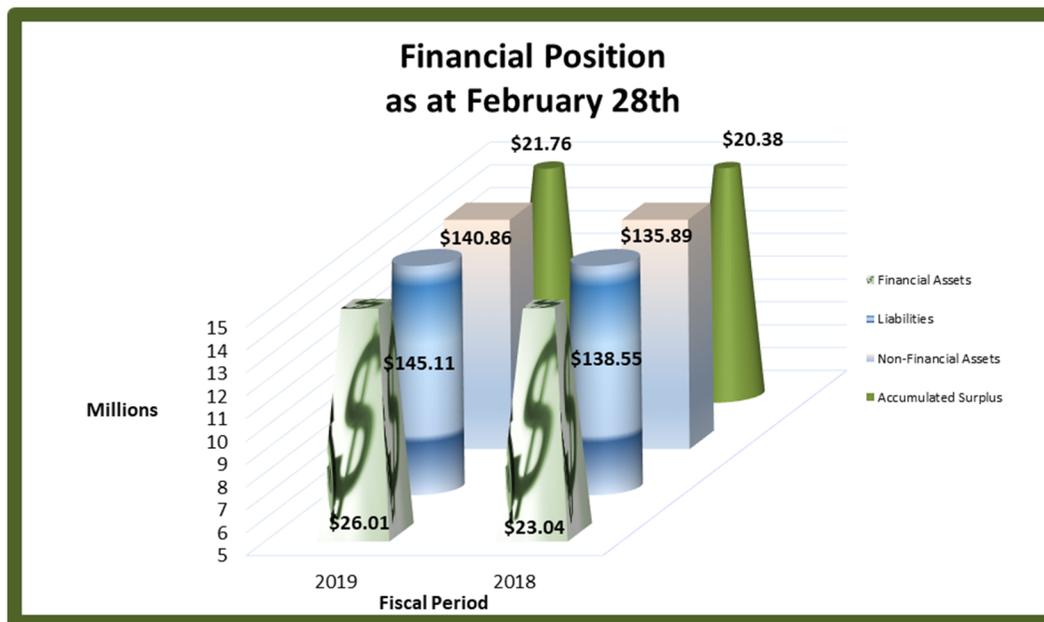
As at February 28, 2019 [Lethbridge School District No. 51](#) has total financial assets of \$26.01 million and liabilities of \$145.11 million for net financial debt of \$119.10 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes \$134.69 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$15.6 million. Of this \$15.6 million, \$9.3 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 \$1.04 million of unrestricted reserves, \$5.27 million of capital reserves and \$320,000 of endowment funds.

There is \$140.86 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 \$134.69 million as explained above, the District's investment in capital assets of \$5.84 million, prepaid expenses, and other non-financial assets.

Together the Net Financial Debt (Financial Assets less Liabilities) plus Non-Financial Assets equal the total Accumulated Surplus of \$21.76 million. The chart below compares the financial position of February 28th with the prior year.



Lethbridge School District No. 51
STATEMENT OF FINANCIAL POSITION
As at February 28th, 2019

| | February 28th, 2019 | February 28th, 2018 |
|--|------------------------|------------------------|
| FINANCIAL ASSETS | | |
| Cash and cash equivalents | \$20,606,345 | \$19,649,048 |
| Accounts receivable (net after allowances) | \$5,330,087 | \$3,305,409 |
| Portfolio investments | \$74,540 | \$83,918 |
| Other financial assets | | |
| Total financial assets | \$26,010,972 | \$23,038,375 |
| LIABILITIES | | |
| Bank indebtedness | \$0 | \$0 |
| Accounts payable and accrued liabilities | \$3,900,593 | \$5,541,245 |
| Deferred revenue | \$140,991,651 | \$132,996,499 |
| Employee future benefit liabilities | \$217,648 | \$15,539 |
| Other liabilities | \$0 | \$0 |
| Long term debt | | |
| Supported: Debentures and other supported debt | \$0 | \$0 |
| Unsupported: Debentures and capital loans | \$0 | \$0 |
| Capital leases | \$0 | \$0 |
| Mortgages | \$0 | \$0 |
| Total liabilities | \$145,109,892 | \$138,553,283 |
| Net Financial Assets (Net Debt) | (\$119,098,920) | (\$115,514,908) |
| NON-FINANCIAL ASSETS | | |
| Tangible Capital assets | | |
| Land | \$1,715,118 | \$1,715,118 |
| Construction in progress | \$561,148 | \$50,405,031 |
| Buildings | \$195,048,538 | |
| Less: Accumulated amortization | (\$60,267,822) | \$134,780,716 |
| Equipment | \$7,641,269 | |
| Less: Accumulated amortization | (\$5,007,207) | \$2,634,062 |
| Vehicles | \$1,213,894 | |
| Less: Accumulated amortization | (\$704,335) | \$509,559 |
| Computer Equipment | \$932,444 | |
| Less: Accumulated amortization | (\$603,797) | \$328,647 |
| Total tangible capital assets | \$140,529,250 | \$135,517,478 |
| Prepaid Expenses | \$183,658 | \$214,901 |
| Other Non-Financial Assets | \$149,885 | \$159,657 |
| Total non-financial assets | \$140,862,793 | \$135,892,036 |
| ACCUMULATED SURPLUS | | |
| Unrestricted Surplus | \$1,038,463 | \$836,684 |
| Operating reserves | \$9,299,307 | \$11,534,415 |
| Accumulated Surplus from Operations | \$10,337,770 | \$12,371,099 |
| Investment in capital assets | \$5,838,069 | \$5,531,988 |
| Capital reserves | \$5,268,160 | \$2,154,167 |
| Endowments | \$319,874 | \$319,874 |
| Total Accumulated Surplus (Deficit) | \$21,763,873 | \$20,377,128 |

The statement above compares the Financial Position of the 2nd quarter of 2018/2019 to the 2nd quarter of the prior year for comparative purposes.

Lethbridge School District No. 51
Notes to the Statement of Financial Position
As at February 28th, 2019

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

Cash at February 28th, 2019 includes deferred operating revenue, endowment funds, and Accumulated Surplus from Operations.

Accounts Receivable

Accounts receivable at February 28th, 2019 includes GST rebates receivable, capital contributions from the Province, and other miscellaneous funds owing to the District.

Portfolio Investments

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

Total Financial Assets of the District at February 28th, 2019 are \$26.01 million dollars.

**Westminster Elementary
Schools
Christmas Concert**



FINANCIAL LIABILITIES:

Accounts Payable

Accounts payable at February 28th, 2019 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. All debenture debt has been fully repaid.

Total financial liabilities at February 28th, 2019 are \$145.11 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 \$119.10 million.**

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes \$134.69 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.

As at February 28, 2019:

| | |
|------------------------------------|----------------------------|
| Total Financial Assets | \$ 26.01 Million |
| Total Liabilities | 145.11 Million |
| Net Financial Assets (Debt) | \$ (119.10) Million |
| Non-Financial Assets | 140.86 Million |
| Accumulated Surplus | \$ 21.76 Million |

Excluding \$134.69 Million expended Deferred Capital
Results Net Asset \$15.6 Million

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$15.6 million as at February 28th, 2019.



Wilson Middle School Staff vs. Students hockey game

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 \$140.53 million as of February 28, 2019.

Capital activity during the period included construction costs associated with the construction of the Senator Joyce Fairbairn Middle School and installation of modular structures at Coalbanks Elementary School. Since the beginning of the school year a total of \$1.99 million has been capitalized on these projects, the majority of the capital additions relates to the construction of the Senator Joyce Fairbairn Middle School.

**Senator Joyce Fairbairn
Middle School**

**Opened for the 2018/2019
school year**



**See our website for the Virtual
Tour of the new middle school.**

Prepaid Expenses

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

Other Non- Financial Assets

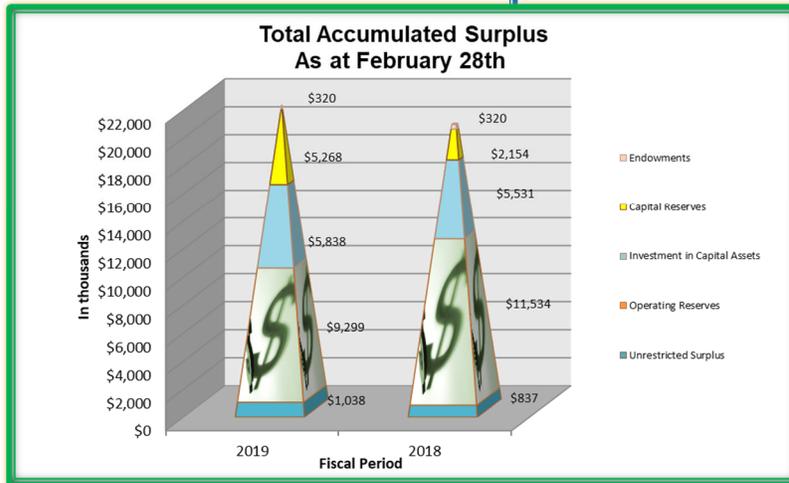
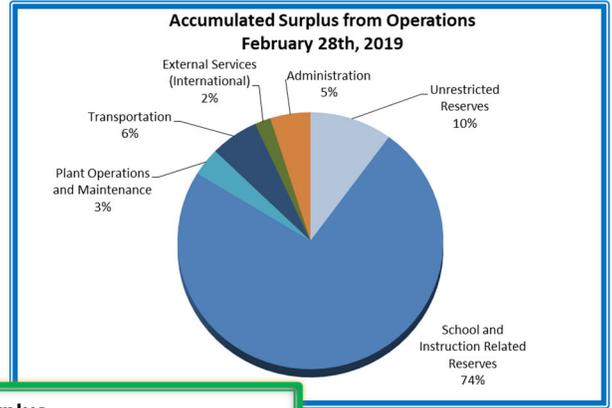
Other financial assets represent inventories of supplies and materials on hand to be used in a subsequent fiscal period.

Total non-financial assets as of February 28th are \$140.86 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 74% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves to be spent over the next three years for curriculum and system improvement, funds to support inclusive learning, funds to provide for the planning, programming and resources required for new school facilities, and unspent funds related to school generated activities.



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

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

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

The total accumulated surplus for the District which consists of both operating and capital funds is \$21.76 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at February 28th, 2019.

Operations

Budget Update as of September 30th

The revised budget for the 2018-2019 school year reflects changes to the District budget as of September 30th, 2018, based on the additional information received since the preliminary budget.

Revenue in the revised budget increased by \$3.2 million over preliminary budget projections developed in May 2018. This majority of increase is due to the utilization of operating reserves for the carryforward of school-based and other instructional surpluses. Subsequent to the approval of the September budget, it was also determined that the Program Unit Funding (PUF) program grant increased by \$321,520 and the Lease Grant was received for \$509,582; these updates are include in the “September 30th operating budget”.

An additional 28.3 full time equivalent teachers were hired as well as an additional 5.7 full time equivalent support staff positions in the revised budget.

In budget 2018-2019, \$4.10 million of one-time reserves will be utilized for various priorities including: the West Lethbridge Middle school start-up costs, full-day kindergarten pilot project, an Elementary Literacy Assessment, staffing increases and school based priorities.



| Budget Adjustments: | Revenues | Expenses |
|---|--------------------|--------------------|
| Approved Expenses - "September 30th Budget" | 130,813,083 | 134,742,720 |
| Transfers to Reserves | | 70,000 |
| Total "September 30th "Expenses and Transfers | 130,813,083 | 134,812,720 |
| <i>Updates from Approved "September 30th Budget":</i> | | |
| Increased PUF Grant/Expenditures | 321,520 | 321,520 |
| Lease Grant Received | 509,582 | 509,582 |
| Society Contribution | 20,227 | 20,227 |
| Updated Operating Budget | 131,664,412 | 135,664,049 |
| Transfers from Reserves/Capital | 4,104,637 | 105,000 |
| | 135,769,049 | 135,769,049 |

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2018/2019 Operating Budget.

Lethbridge School District No. 51
STATEMENT OF OPERATIONS
For the six (6) months ended February 28th, 2019

| | Budget Information | | Forecast | Actual Results | Variances | | Projection | |
|--|---|--|-----------------------------|---------------------------------|---------------------------|--------------------------------------|------------------------|----------------------------|
| | Preliminary Budget 2018-2019 (May 2018) | Updated "September 30th" budget 2018-2019 (Sept 30th 2018) | Forecasted To February 28th | Actual Year Ended February 28th | % Expended Revised Budget | % Expended Forecast to February 28th | August 31st Projection | Change from Updated Budget |
| REVENUES | | | | | | | | |
| Alberta Education | \$115,955,687 | \$122,772,058 | \$61,640,820 | \$59,929,142 | 48.81% | 97.22% | \$122,772,058 | \$0 |
| Other - Government of Alberta | \$478,734 | \$798,367 | \$399,184 | \$475,231 | 59.53% | 119.05% | \$798,367 | \$0 |
| Federal Government and First Nations | \$268,928 | \$248,128 | \$124,064 | \$242,854 | 97.87% | 195.75% | \$413,547 | \$165,419 |
| Fees | \$1,880,049 | \$3,419,808 | \$1,882,967 | \$1,417,052 | 41.44% | 75.26% | \$3,419,808 | \$0 |
| Other sales and services | \$1,060,926 | \$1,374,347 | \$671,860 | \$604,869 | 44.01% | 90.03% | \$1,374,347 | \$0 |
| Investment income | \$193,000 | \$193,000 | \$96,500 | \$198,134 | 102.66% | 205.32% | \$396,268 | \$203,268 |
| Gifts and donations | \$363,000 | \$363,000 | \$181,500 | \$476,579 | 131.29% | 262.58% | \$363,000 | \$0 |
| Rental of facilities | \$34,704 | \$34,704 | \$17,352 | \$14,352 | 41.36% | 82.71% | \$34,704 | \$0 |
| Fundraising | \$2,461,000 | \$2,461,000 | \$1,230,500 | \$1,323,044 | 53.76% | 107.52% | \$2,461,000 | \$0 |
| Total Revenues | \$122,696,028 | \$131,664,412 | \$66,244,747 | \$64,681,257 | 49.13% | 97.64% | \$132,033,099 | \$368,687 |
| EXPENSES | | | | | | | | |
| Instruction-Early Childhood Services | \$7,836,226 | \$9,224,458 | \$4,612,229 | \$4,327,780 | 46.92% | 93.83% | \$9,224,458 | \$0 |
| Instruction - Grades 1-12 | \$93,914,522 | \$102,457,789 | \$51,410,326 | \$49,670,054 | 48.48% | 96.61% | \$101,859,118 | (\$598,671) |
| Plant operations and maintenance | \$15,641,805 | \$16,855,261 | \$9,087,138 | \$8,058,684 | 47.81% | 88.68% | \$16,855,261 | \$0 |
| Transportation | \$2,774,000 | \$2,468,779 | \$1,234,389 | \$1,029,754 | 41.71% | 83.42% | \$2,468,779 | \$0 |
| Administration | \$4,054,544 | \$4,342,263 | \$2,265,731 | \$2,222,099 | 51.17% | 98.07% | \$4,342,263 | \$0 |
| External services <i>(International Services)</i> | \$253,000 | \$315,500 | \$186,475 | \$202,688 | 64.24% | 108.69% | \$315,500 | \$0 |
| Total Expenses | \$124,474,097 | \$135,664,050 | \$68,796,288 | \$65,511,059 | 48.29% | 95.22% | \$135,065,379 | (\$598,671) |
| Operating surplus (deficit) | (\$1,778,069) | (\$3,999,638) | (\$2,551,541) | (\$829,802) | | | (\$3,032,280) | |
| Accumulated Surplus from Operations beginning of Year | \$11,087,872 | \$11,087,872 | \$11,087,872 | \$11,087,872 | | | \$11,087,872 | |
| Transfers to/from capital reserves, endowments, & capital | | \$70,000 | \$70,000 | \$79,700 | | | | |
| Accumulated operating surplus (deficit) at end of period | \$9,309,803 | \$7,158,234 | \$8,606,331 | \$10,337,770 | | | \$8,055,592 | |
| AOS as a % of budgeted expenditures (includes SGF accounts) | 7.48% | 5.28% | 6.34% | 7.62% | | | 5.96% | |

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 2018. The second column of budget information is the budget that has been revised after September 30th enrolment counts and is used as the new operating budget for the fiscal year.
- The second area highlighted in **LIGHT GREEN** is the forecast. The majority of the revenues and expenditures are expected to be consistent throughout the year; therefore, 25% of the budget is forecasted for each quarter. There are some specific transactions that are done at specific times during the year; whereas, the following are some of the significant transactions that impact the forecast:
 - Contributions to the ATA professional development fund and to the Christian Societies (for maintenance costs). These are paid in the 1st quarter.
 - Insurance premiums and international program revenues/expenses are typically paid/received in the 1st quarter.
 - Billing for Kainai Board of Education students is done in the 1st and 3rd quarter.
- The third area highlighted in **BLUE** is the actual results for the period.
- The fourth area highlighted in **TAN** is the variance area. This area provides information on the percent received/expended as compared to the September 30th operating budget and the percent received/ expended as compared to the updated forecast information.
- The fifth area highlighted in **PURPLE** is the projection. This information is the projected revenues and expenditures to August 31st, 2019. The projection will be the expected yearend results based on the current financial information and will likely change each quarter on best estimates. Rationale will be provided when the August 31st projection has changed from the updated budget (if required).

OPERATION RESULTS:

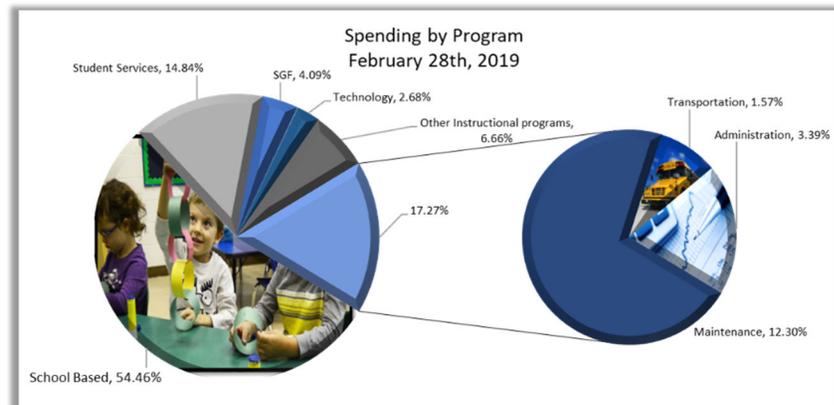
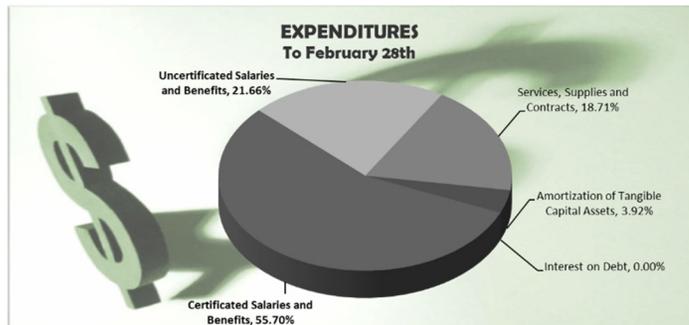
For the six months ended February 28th, 2019, \$64.68 million of revenues have been recorded which is 49.13% of budget. Based on the forecasted timing of revenues received/recognized, it was forecasted that a total of \$66.24 million would have been received in the reporting period; whereas, the actuals 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 97.64% of the forecast.

Expenditures are \$65.51 million as of February 28th, 2019 which is 48.29% of the budget. Based on the forecasted timing of expenditures being paid/recognized, it was forecasted that a total of \$68.80 million would have been incurred in the reporting period; whereas, the actuals were less than forecasted. Overall the expenditures recorded are consistent with the forecasted budget as it accounts for 95.22% of the forecast. This is also an indicator that the budgets are being carefully monitored throughout the District to ensure that the departments are not incurring cost overruns.

Lethbridge School District No. 51
Schedule of Program Operations

For the six (6) months ended February 28th, 2019

| | Instruction (ECs) | Instruction (Grades 1-12) | Plant Operations and Maintenance | Transportation | Board & System Administration | External Services | TOTAL | TOTAL Budget | % Expended of Budget |
|--|-------------------|---------------------------|----------------------------------|----------------|-------------------------------|-------------------|---------------|---------------|----------------------|
| REVISED BUDGET 2018-2019 (September 30th) | \$9,224,458 | \$102,457,789 | \$16,855,261 | \$2,468,779 | \$4,342,263 | \$315,500 | \$136,664,050 | | |
| FORECAST - February 28th | \$4,612,229 | \$51,410,326 | \$9,087,138 | \$1,234,389 | \$2,265,731 | \$186,475 | \$68,796,288 | | |
| EXPENSES | | | | | | | | | |
| Certificated salaries and benefits | \$1,497,852 | \$34,467,912 | \$0 | \$0 | \$453,537 | \$55,173 | \$36,474,274 | \$79,686,059 | 45.77% |
| Non-certificated salaries and benefits | \$2,706,971 | \$8,167,827 | \$2,201,565 | \$39,945 | \$1,078,296 | \$11,048 | \$14,205,652 | \$24,858,409 | 57.15% |
| SUB - TOTAL | \$4,204,823 | \$42,635,739 | \$2,201,565 | \$39,945 | \$1,531,833 | \$66,221 | \$50,679,926 | \$104,544,468 | 48.48% |
| Services, contracts and supplies | \$173,396 | \$6,551,556 | \$3,793,332 | \$983,448 | \$620,908 | \$136,467 | \$12,259,107 | \$25,981,397 | 47.18% |
| Amortization of capital assets | \$0 | \$429,588 | \$2,063,788 | \$6,361 | \$69,358 | \$0 | \$2,569,095 | \$5,138,184 | 50.00% |
| Interest and charges | \$0 | \$2,932 | \$0 | \$0 | \$0 | \$0 | \$2,932 | \$0 | 100.00% |
| Losses on disposal of capital assets | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 100.00% |
| TOTAL EXPENSES | \$4,378,019 | \$49,619,815 | \$8,058,685 | \$1,029,754 | \$2,222,099 | \$202,688 | \$65,511,060 | \$135,664,049 | 48.29% |
| Total unexpended funds period to date | \$4,846,439 | \$52,837,974 | \$8,796,576 | \$1,439,025 | \$2,120,164 | \$112,812 | \$70,152,990 | \$135,664,049 | 51.71% |
| % Expended of Budget | 47.46% | 48.43% | 47.81% | 41.71% | 51.17% | 64.24% | 48.29% | | |



Lethbridge School District No. 51
Notes to the Statement of Operations
For the six months ended February 28th, 2019

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents approx. 94% of the District's total operating funding. Student enrolment is one of the largest factors in determining the funding. Based on the forecasts for the 2nd quarter, the District has received 97.22% of the forecasted funds received (or 48.81% 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.

**Lethbridge
Collegiate
Institute
basketball
tournament**



Investment Income

Interest earned on operating revenue which is performing better than forecasted.

Gifts and donations

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

Rental of Facilities

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

Fundraising

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

Overall, revenues are comparable to the forecasted budget at February 28th, 2019.

EXPENDITURES:

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

Instruction - ECS

Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 46.92% of the total budget (compared to 50.0% forecasted).

Instruction- Grades 1 - 12

Instruction Grades 1 – 12, represent expenditures from grade one to grade twelve, school generated activities and supporting programs such as Inclusive Education, Technology, Instructional support, counselling, First Nations Metis and Inuit programming, and Institutional programs. Instructional expenditures are at 48.48% of the total budget (compared to 50.2% forecast). See the *Schedule of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Mike Mountain Horse
Elementary School
Students join in the
annual Terry Fox
walk**



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 47.81% of the total budget (compared to 53.9% 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 41.71% of the total budget (compared to 50.0% forecasted).

Administration

Administration expenditures represent the cost of the Board of Trustees, Finance, Human Resources, System Instructional Support, and the Office of the Superintendent. Administration expenditures are at 51.17% of the total budget (compared to 52.1% 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 64.24% of the total budget (compared to 59.1% forecasted).

Overall, expenditures are lower than the forecasted figures at February 28th, 2019

Lethbridge School District No. 51
Schedule of Instructional (Grades 1-12) Program Expenditures
For the six (6) months ended February 28th, 2019

| PROGRAM | Budget | Forecast | Actual Results | Variances | | Projection | |
|--|-------------------------------|---------------------|---------------------|----------------|---------------------------|----------------------|----------------------------|
| | Updated Budget | Forecasted To | Actual Year Ended | % Expended | % Expended | August 31st | Change from Updated Budget |
| | 2018-2019 (Sept 30th 2018) | February 28th | February 28th | Updated Budget | Forecast to February 28th | Projection | |
| School Based Instruction | \$64,620,435 | \$32,346,668 | \$31,655,812 | 48.99% | 97.86% | \$64,202,005 | (\$418,430) |
| Inclusive Learning Supports | \$9,311,856 | \$4,655,928 | \$4,259,236 | 45.74% | 91.48% | \$9,311,856 | \$0 |
| Shared Instructional Services | \$11,527,683 | \$5,908,823 | \$5,328,986 | 46.23% | 90.19% | \$10,547,442 | (\$980,241) |
| School Generated Funds Activities | \$6,129,088 | \$3,064,544 | \$2,681,934 | 43.76% | 87.51% | \$6,129,088 | \$0 |
| Technology | \$2,707,150 | \$1,353,575 | \$1,757,176 | 64.91% | 129.82% | \$3,507,150 | \$800,000 |
| Institutional Programs | \$998,278 | \$499,139 | \$467,670 | 46.85% | 93.70% | \$998,278 | \$0 |
| Division of Instructional Services | \$837,437 | \$418,719 | \$451,471 | 53.91% | 107.82% | \$837,437 | \$0 |
| FNMI Programming | \$707,164 | \$353,582 | \$291,848 | 41.27% | 82.54% | \$707,164 | \$0 |
| Counselling Program | \$2,595,395 | \$1,297,697 | \$1,291,763 | 49.77% | 99.54% | \$2,595,395 | \$0 |
| Other Instructional Programs | \$3,023,304 | \$1,511,652 | \$1,484,158 | 49.09% | 98.18% | \$3,023,304 | \$0 |
| Total Instructional (Grades 1 -12) Program Expenditures | \$102,457,789 | \$51,410,326 | \$49,670,054 | 48.48% | 96.61% | \$101,859,118 | (\$598,671) |

Other Instructional Programs:

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

Institutional Programs:

Harbor House School
CAMP (Lethbridge Regional Hospital School)
Pitawani School
Stafford Ridge School (AADAC)

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 six months ended February 28th, 2019

This statement provides further information about expenditures in programs that are within the Instruction (Grades 1-12) functional area that is shown on the *Statement of Operations* and the *Schedule of Program Operations*.

School Based Instruction

These expenditures represent expenditures at school sites. School Based Instruction expenditures are at 48.99% of the total budget (compared to 50.1% forecasted). See the *Schedule of School Based Instruction Expenditures* for details of the each of the schools.

Inclusive Learning Supports

Inclusive Learning Supports includes expenditures Inclusive Education and English as a Second Language. Inclusive Education provides all students with the most appropriate learning environment and opportunities for them to achieve their potential. Inclusion is about ensuring each student receives a quality education no matter their ability, disability, language, cultural background, gender or age. Inclusive Learning Supports expenditures are at 45.74% of the total budget (compared to 50.0% forecasted). The expenditures are less than forecast mostly relates to the difficulty of hiring many of the educational assistant staff.

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 46.23% of the total budget (compared to 51.3% forecasted).



**Ecole Agnes
Davidson
Elementary School
wins CBC's 2018
Canadian Music
Class Challenge**

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 43.76% of the total budget (compared to 50.0% forecasted).

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 64.91% of the total budget (compared to 50.0% forecasted). The increase in technology costs relates to the replacement of the projectors and boards at the elementary schools.

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 46.85% of the total budget (compared to 50.0% forecasted).

Division of Instructional Services

The Division of Instructional Services (DIS) which provides curriculum and instructional support to schools and instructional programs. DIS expenditures are at 53.91% of the total budget (compared to 50.0% forecasted).

First Nations Métis and Inuit (FNMI) Program

The FNMI program provides ongoing support for aboriginal students in their efforts to obtain an education, and provides opportunities for aboriginal students to study and experience their own and other aboriginal cultures and lifestyles. FNMI expenditures are at 41.27% of the total budget (compared to 50.0% forecasted). The expenditures are less than forecast mostly relates to that many of the FNMI Liaisons positions were not able to be filled.



FNMI – Feather Ceremony & Metis Sash Celebration

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 49.77% of the total budget (compared to 50.0% forecasted).

Other Instructional Program

These are the other instructional programs and initiatives that support early learning to grade 12 instruction other than those programs specifically listed above. These include Community Outreach School, Downtown LA, High School Off campus, Distant Learning Program, Poverty Committee, Making Connections, and the Classroom Improvement Fund (CIF). Other Instructional Program expenditures are at 49.09% of the total budget (compared to 50.0% forecasted).

Overall, instructional (grade 1-12) program expenditures are lower than the forecasted figures at February 28th, 2019



Lethbridge School District No. 51
Schedule of School Based Instruction Expenditures
For the six (6) months ended February 28th, 2019

| SCHOOL | Budget | Forecast | Actual Results | Variances | | Projection | |
|---|-------------------------------|----------------------|----------------------|----------------|------------------------------|----------------------|-------------------------------|
| | Updated Budget | Forecasted To | Actual Year Ended | % Expended | % Expended | August 31st | |
| | 2018-2019 (Sept 30th 2018) | February 28th | February 28th | Updated Budget | Forecast to February 28th | Projection | Change from Updated Budget |
| High Schools: | | | | | | | |
| Lethbridge Collegiate Institute | \$4,853,209 | \$2,434,104 | \$2,491,896 | 51.35% | 102.37% | \$4,853,209 | \$0 |
| Winston Churchill High School | \$5,059,270 | \$2,529,635 | \$2,428,536 | 48.00% | 96.00% | \$4,950,000 | (\$109,270) |
| Chinook High School | \$7,046,494 | \$3,523,247 | \$3,260,054 | 46.26% | 92.53% | \$7,024,252 | (\$22,242) |
| Victoria Park High School | \$2,002,133 | \$1,001,066 | \$936,726 | 46.79% | 93.57% | \$1,999,711 | (\$2,422) |
| Immanuel Christian Secondary School | \$2,019,037 | \$1,012,019 | \$1,011,324 | 50.09% | 99.93% | \$2,019,037 | \$0 |
| Middle Schools: | | | | | | | |
| GS Lakie Middle School | \$2,966,413 | \$1,486,007 | \$1,431,350 | 48.25% | 96.32% | \$2,895,149 | (\$71,264) |
| Wilson Middle School | \$4,006,241 | \$2,003,120 | \$1,969,280 | 49.16% | 98.31% | \$3,985,359 | (\$20,882) |
| Gilbert Paterson | \$4,034,920 | \$2,017,460 | \$2,030,060 | 50.31% | 100.62% | \$4,034,920 | \$0 |
| Lethbridge Christian School | \$1,268,675 | \$634,337 | \$620,009 | 48.87% | 97.74% | \$1,256,861 | (\$11,814) |
| Senator Joyce Fairbairn Middle School | \$2,767,744 | \$1,388,872 | \$1,363,680 | 49.27% | 98.19% | \$2,765,676 | (\$2,068) |
| Elementart Schools: | | | | | | | |
| Senator Buchanan | \$1,886,032 | \$943,016 | \$976,107 | 51.75% | 103.51% | \$1,886,032 | \$0 |
| Immanuel Christian Elementary School | \$1,673,046 | \$836,523 | \$834,294 | 49.87% | 99.73% | \$1,673,046 | \$0 |
| Ecole Agnes Davidson | \$3,207,171 | \$1,603,585 | \$1,519,273 | 47.37% | 94.74% | \$3,126,187 | (\$80,984) |
| Fleetwood-Bawden | \$2,187,609 | \$1,093,804 | \$1,109,171 | 50.70% | 101.40% | \$2,187,609 | \$0 |
| Galbraith | \$2,696,690 | \$1,354,845 | \$1,336,152 | 49.55% | 98.62% | \$2,696,228 | (\$462) |
| Lakeview | \$3,141,125 | \$1,573,563 | \$1,511,127 | 48.11% | 96.03% | \$3,091,241 | (\$49,884) |
| General Stewart | \$873,973 | \$438,536 | \$437,767 | 50.09% | 99.82% | \$873,973 | \$0 |
| Westminster | \$1,504,036 | \$752,018 | \$746,488 | 49.63% | 99.26% | \$1,496,052 | (\$7,984) |
| Coalbanks Elementary School | \$2,776,087 | \$1,388,293 | \$1,391,857 | 50.14% | 100.26% | \$2,776,087 | \$0 |
| Ecole Nicholas Sheran | \$3,267,128 | \$1,638,314 | \$1,601,276 | 49.01% | 97.74% | \$3,253,704 | (\$13,424) |
| Park Meadows | \$1,987,444 | \$993,822 | \$987,294 | 49.68% | 99.34% | \$1,987,444 | \$0 |
| Mike Mountain Horse | \$3,136,839 | \$1,568,420 | \$1,543,404 | 49.20% | 98.41% | \$3,111,109 | (\$25,730) |
| Dr. Probe Elementary School | \$3,213,929 | \$1,609,465 | \$1,596,091 | 49.66% | 99.17% | \$3,213,929 | \$0 |
| Allocation of ECS Teachers included in Schools | (\$2,954,810) | (\$1,477,405) | (\$1,477,405) | 50.00% | 100.00% | (\$2,954,810) | \$0 |
| Total School Based Instruction Expenditures | \$64,620,435 | \$32,346,668 | \$31,655,812 | 48.99% | 97.86% | \$64,202,005 | (\$418,430) |

Lethbridge School District No. 51
Schedule of School Generated Funds (SGF)
For the six (6) months ended February 28th, 2019

| <u>SCHOOL</u> | SGF Balances | Actual Results | | SGF Balances | Change in SGF |
|--|--------------------|------------------------------|------------------------------|--------------------|---------------------|
| | August 31st | Revenues up to February 28th | Expenses up to February 28th | February 28th | Increase (Decrease) |
| REVISED BUDGET 2017-2018 (September 30th) | N/A | \$6,129,088 | (\$6,129,088) | N/A | N/A |
| FORECAST - February 28th | N/A | \$3,064,544 | (\$3,064,544) | N/A | N/A |
| High Schools: | | | | | |
| Lethbridge Collegiate Institute | \$151,208 | \$297,151 | (\$255,415) | \$192,943 | \$41,735 |
| Winston Churchill High School | \$289,116 | \$416,046 | (\$346,756) | \$358,405 | \$69,290 |
| Chinook High School | \$236,528 | \$500,491 | (\$428,129) | \$308,890 | \$72,362 |
| Victoria Park High School | \$232,297 | \$40,440 | (\$36,153) | \$236,584 | \$4,287 |
| Immanuel Christian Secondary School | \$65,264 | \$156,742 | (\$162,611) | \$59,395 | (\$5,869) |
| Middle Schools: | | | | | |
| GS Lakie Middle School | \$255,317 | \$152,449 | (\$143,962) | \$263,804 | \$8,487 |
| Wilson Middle School | \$319,457 | \$211,627 | (\$343,008) | \$188,076 | (\$131,381) |
| Gilbert Paterson | \$125,405 | \$407,911 | (\$247,885) | \$285,431 | \$160,026 |
| Lethbridge Christian School | \$41,162 | \$23,147 | (\$34,260) | \$30,049 | (\$11,113) |
| Senator Joyce Fairbairn Middle School | \$0 | \$86,323 | (\$9,577) | \$76,746 | \$76,746 |
| Elementary Schools: | | | | | |
| Senator Buchanan | \$27,079 | \$19,119 | (\$15,362) | \$30,836 | \$3,757 |
| Immanuel Christian Elementary School | \$10,074 | \$18,263 | (\$10,271) | \$18,066 | \$7,992 |
| Ecole Agnes Davidson | \$80,814 | \$47,748 | (\$17,421) | \$111,141 | \$30,326 |
| Fleetwood-Bawden | \$17,497 | \$22,551 | (\$12,804) | \$27,244 | \$9,748 |
| Galbraith | \$56,624 | \$25,968 | (\$29,261) | \$53,331 | (\$3,293) |
| Lakeview | \$182,764 | \$296,917 | (\$435,048) | \$44,633 | (\$138,131) |
| General Stewart | \$4,439 | \$9,131 | (\$11,060) | \$2,510 | (\$1,929) |
| Westminster | \$85,987 | \$14,996 | (\$20,173) | \$80,809 | (\$5,177) |
| Coalbanks Elementary School | \$8,130 | \$35,177 | (\$18,754) | \$24,552 | \$16,422 |
| Ecole Nicholas Sheran | \$33,156 | \$28,071 | (\$24,739) | \$36,488 | \$3,332 |
| Park Meadows | \$14,723 | \$30,018 | (\$18,345) | \$26,397 | \$11,673 |
| Mike Mountain Horse | \$39,915 | \$20,444 | (\$18,577) | \$41,783 | \$1,867 |
| Dr. Probe Elementary School | \$72,980 | \$48,979 | (\$42,363) | \$79,597 | \$6,616 |
| School Generated Funds | \$2,349,937 | \$2,909,708 | (\$2,681,934) | \$2,577,711 | \$227,774 |
| Total SGF investment accounts (GICs) | \$74,541 | | | \$74,541 | \$0 |
| Total School Generated Funds | \$2,424,478 | \$2,909,708 | (\$2,681,934) | \$2,652,252 | \$227,774 |
| % Expended of Budget | | 47.47% | 43.76% | | |
| % Expended of projected | | 94.95% | 87.51% | | |

PROJECTED OPERATIONS:

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

Lethbridge School District No. 51
SCHEDULE OF PROJECTED OPERATIONS
 For the six (6) months ended February 28th, 2019

| | Budget Information | Projection | |
|--|--|------------------------|----------------------------|
| | Updated "September 30th" budget 2018-2019 (Sept 30th 2018) | August 31st Projection | Change from Updated Budget |
| REVENUES | | | |
| Alberta Education | \$122,772,058 | \$122,772,058 | \$0 |
| Other - Government of Alberta | \$798,367 | \$798,367 | \$0 |
| Federal Government and First Nations | \$248,128 | \$413,547 | \$165,419 |
| Fees | \$3,419,808 | \$3,419,808 | \$0 |
| Other sales and services | \$1,374,347 | \$1,374,347 | \$0 |
| Investment income | \$193,000 | \$396,268 | \$203,268 |
| Gifts and donations | \$363,000 | \$363,000 | \$0 |
| Rental of facilities | \$34,704 | \$34,704 | \$0 |
| Fundraising | \$2,461,000 | \$2,461,000 | \$0 |
| Total Revenues | \$131,664,412 | \$132,033,099 | \$368,687 |
| EXPENSES | | | |
| Instruction-Early Childhood Services | \$9,224,458 | \$9,224,458 | \$0 |
| Instruction - Grades 1-12 | \$102,457,789 | \$101,859,118 | (\$598,671) |
| Plant operations and maintenance | \$16,855,261 | \$16,855,261 | \$0 |
| Transportation | \$2,468,779 | \$2,468,779 | \$0 |
| Administration | \$4,342,263 | \$4,342,263 | \$0 |
| External services [International Services] | \$315,500 | \$315,500 | \$0 |
| Total Expenses | \$135,664,050 | \$135,065,379 | (\$598,671) |

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

Projected Revenues:

- **Federal Government and First Nations** - increase in projections of \$165,419 for the billings to Kainai Board of Education students attending our schools. The projection is based on the final billings for the number of students attending our District.
- **Investment Income** – increase in projections of \$203,268 based on the total investment income received to date. The projection is based on the amount of interest received in the first half of the year should be similar to the expected amount for the last half of the year.

Projected Expenditures:

- **Instruction – Grades 1-12** – decrease in projections of \$598,971 due to the following factors (as shown in the Schedule of Instructional (Grades 1-12) Program Expenditures):
 - **School Based Instruction** has a projected reduction of \$418,430 for many of the school contingency accounts that have not been utilized to date (or the school has not used the funding in other areas of their budgets). These contingency account are budgeted by each specific school. The projected cost reductions are based on similar utilization of the contingency accounts for the remaining portion of the year.
 - **Shared Instructional Services** has a projected reduction of \$980,241 for cost savings from the average salaries and the additional purchase of literacy resources. The actual average costs of teachers have been slightly less than the budgeted average teaching costs. The projection is based on these cost savings from average salaries for all teaching staff across the district (schools are allocated based on the budgeted costs). The additional purchase of literacy resources was approved by the Board for \$173,000 based on projected cost savings during the year.
 - **Technology** has a projected increase of \$800,000 for additional purchase and installment of projectors and boards at the secondary schools. These projectors and boards were required to be replaced; however, these were not originally included in the technology evergreening plan. The additional purchase of technology was approved by the Board for \$800,000 based on projected cost savings during the year. These projectors and boards will now be included in the technology evergreening plan.

Lethbridge School District No. 51

Appendices

For the six months ended February 28th, 2019

The Appendices include charts and graphs for the revenues and expenditures at February 28th, 2019. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

Revenues:

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

Expenditures:

- **Summary of Expenditures**
Compares the types of expenditures
- **Instruction – ECS**
Reviews the total ECS instructional expenditures, including the breakdown by the types of expenditures.
- **Instruction – Grade 1-12**
Reviews the total Grade 1-12 instructional expenditures, including the breakdown by the types of expenditures.
- **Plant Operations and Maintenance**
Reviews the total Plant Operations and Maintenance expenditures, including the breakdown by the types of expenditures.
- **Transportation**
Reviews the total Transportation expenditures, including the breakdown by the types of expenditures.
- **Board & System Administration**
Reviews the total Board & System Administration expenditures, including the breakdown by the types of expenditures.
- **External Services**
Reviews the total External Services (international program) expenditures, including the breakdown by the types of expenditures.



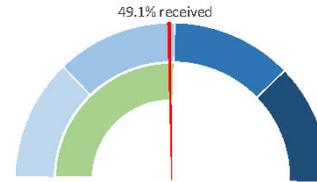
Lethbridge School District No.51 Summary of Revenues Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

| | Budget | Forecast | YTD | Variance | YTD % |
|-------------------------|--------------------|-------------------|-------------------|------------------|--------------|
| Alberta Education | 122,772,058 | 61,640,820 | 59,929,142 | 1,711,678 | 48.8% |
| Government of Alberta | 798,367 | 399,184 | 475,231 | (76,048) | 59.5% |
| Federal & First Nations | 248,128 | 124,064 | 242,854 | (118,790) | 97.9% |
| Fees | 3,419,807 | 1,882,968 | 1,417,052 | 465,916 | 41.4% |
| Other Sales & Services | 1,374,347 | 671,860 | 604,869 | 66,990 | 44.0% |
| Investment Income | 193,000 | 96,500 | 198,134 | (101,634) | 102.7% |
| Gifts & Donations | 363,000 | 181,500 | 476,579 | (295,079) | 131.3% |
| Rental of Facilities | 34,704 | 17,352 | 14,352 | 3,000 | 41.4% |
| Fundraising | 2,461,000 | 1,230,500 | 1,323,044 | (92,544) | 53.8% |
| Total | 131,664,412 | 66,244,747 | 64,681,257 | 1,563,489 | 49.1% |

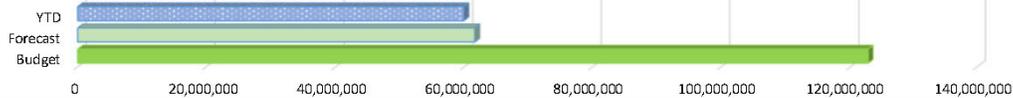
50.3%

Total Revenue Tachometer:

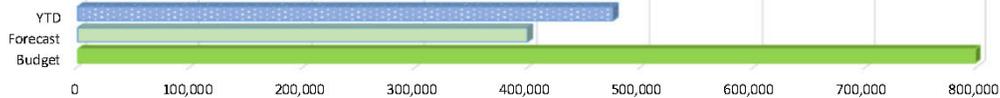


Year-to-date (YTD) compared to budget and forecast, including

Alberta Education



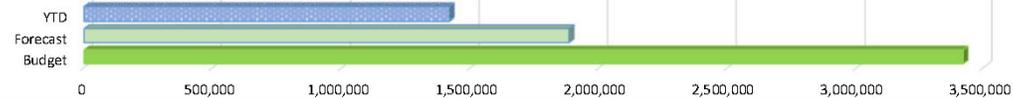
Government of Alberta



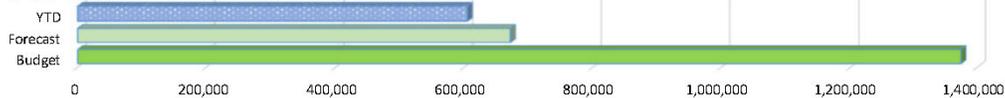
Federal & First Nations



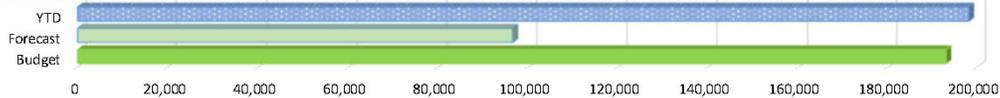
Fees



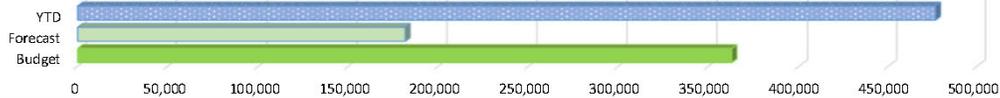
Other Sales & Services



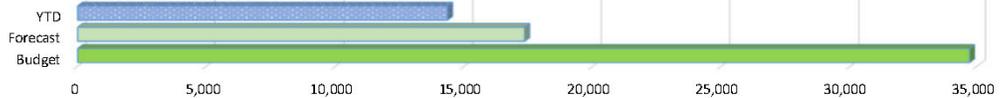
Investment Income



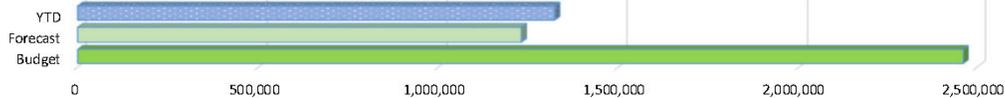
Gifts & Donations

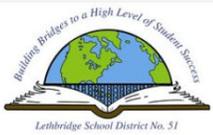


Rental of Facilities



Fundraising



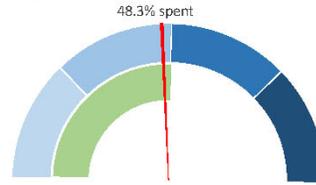


Lethbridge School District No.51 Summary of Expenses Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|--------------------|-------------------|-------------------|------------------|--------------|
| Salaries | 83,580,707 | 41,790,354 | 40,479,583 | 1,310,770 | 48.4% |
| Benefits | 19,951,516 | 10,108,240 | 9,720,812 | 387,428 | 48.7% |
| Professional Development | 829,013 | 414,507 | 384,965 | 29,541 | 46.4% |
| Contracted Services | 7,399,316 | 3,979,950 | 3,848,517 | 131,432 | 52.0% |
| Other Services | 2,189,142 | 1,646,062 | 1,663,421 | (17,359) | 76.0% |
| Supplies | 5,808,472 | 2,904,236 | 3,055,741 | (151,505) | 52.6% |
| Other Expenditures | 1,613,150 | 806,575 | 374,673 | 431,902 | 23.2% |
| Bank Charges and Transfers | 14,292,732 | 7,146,366 | 5,983,345 | 1,163,021 | 41.9% |
| | 135,664,049 | 68,796,289 | 65,511,058 | 3,285,230 | 48.3% |

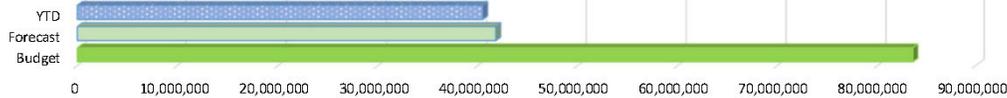
Total Expense Tachometer:



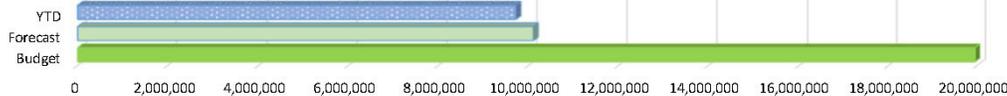
Year-to-date (YTD) compared to budget and forecast, including % of budget indicator

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

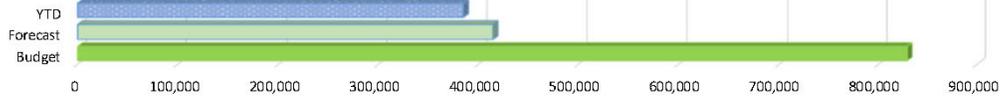
Salaries



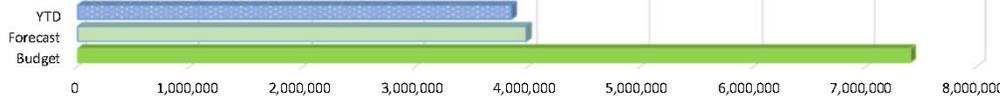
Benefits



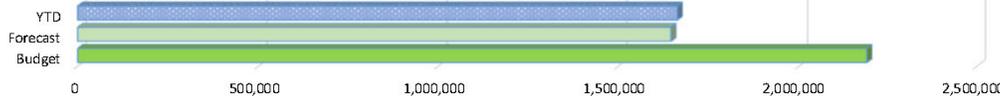
Professional Development



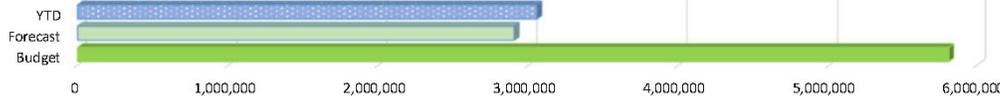
Contracted Services



Other Services



Supplies



Other Expenditures



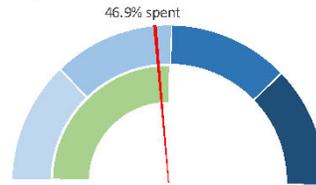


Instruction - ECS Summary Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

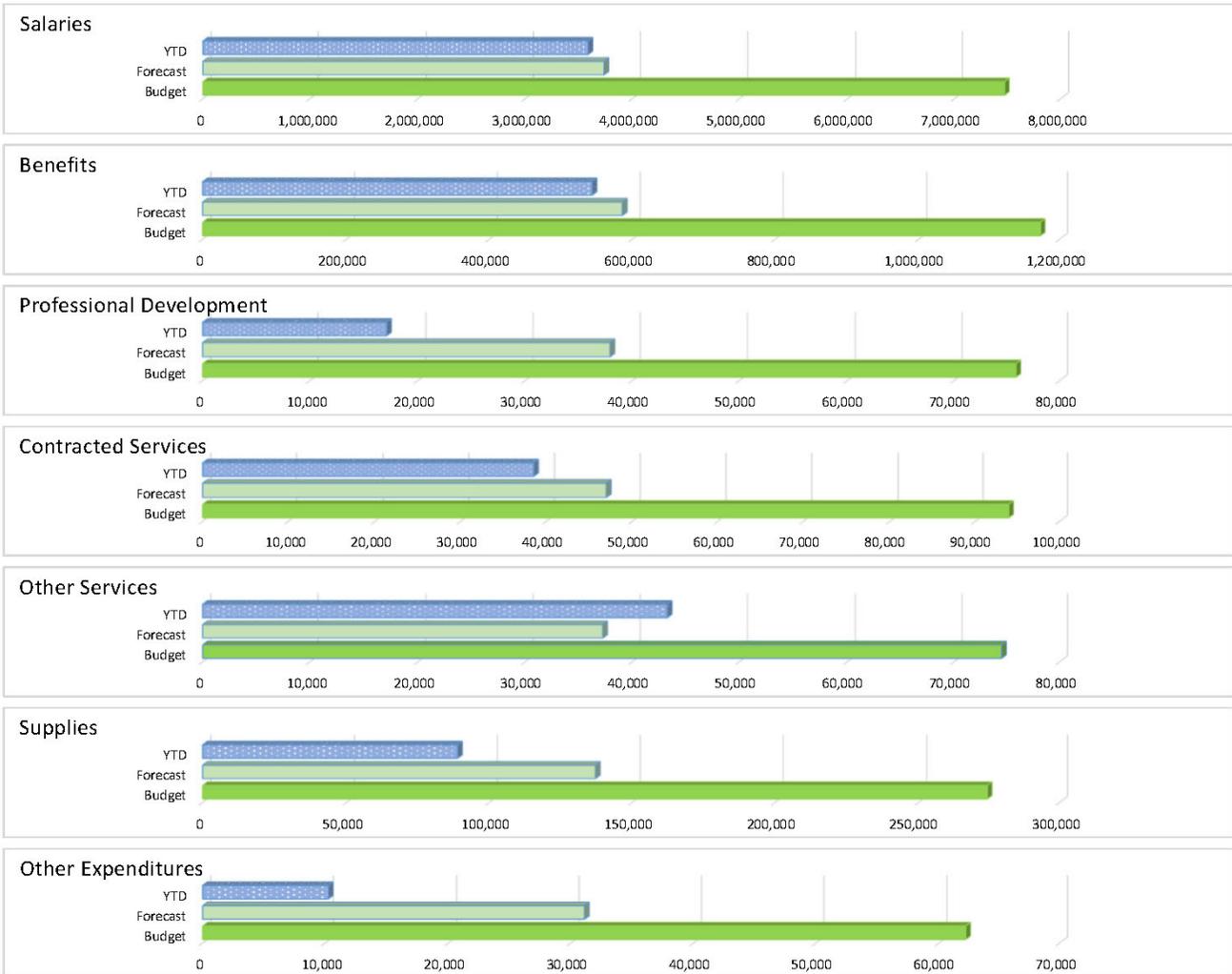
| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|------------------|------------------|------------------|----------------|--------------|
| Salaries | 7,470,981 | 3,735,491 | 3,585,819 | 149,671 | 48.0% |
| Benefits | 1,172,628 | 586,314 | 543,954 | 42,360 | 46.4% |
| Professional Development | 75,864 | 37,932 | 17,087 | 20,845 | 22.5% |
| Contracted Services | 93,973 | 46,987 | 38,514 | 8,472 | 41.0% |
| Other Services | 74,500 | 37,250 | 43,268 | (6,018) | 58.1% |
| Supplies | 274,294 | 137,147 | 88,880 | 48,267 | 32.4% |
| Other Expenditures | 62,217 | 31,109 | 10,257 | 20,852 | 16.5% |
| Bank Charges and Transfers | 0 | 0 | 0 | 0 | 0.0% |
| | 9,224,458 | 4,612,229 | 4,327,780 | 284,449 | 46.9% |

Total Expense Tachometer:



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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).





Instruction - Grades 1-12 Summary Quarterly Reporting - February 28th, 2019

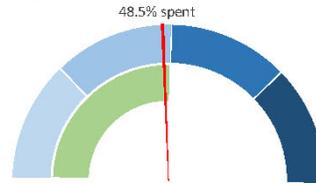
Financial Data as at March 20th, 2019

| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|--------------------|-------------------|-------------------|------------------|--------------|
| Salaries | 69,852,760 | 34,926,380 | 33,844,426 | 1,081,954 | 48.5% |
| Benefits | 17,183,194 | 8,724,079 | 8,449,835 | 274,243 | 49.2% |
| Professional Development | 688,096 | 344,048 | 336,551 | 7,497 | 48.9% |
| Contracted Services | 1,198,803 | 599,402 | 574,957 | 24,445 | 48.0% |
| Other Services | 714,152 | 406,026 | 426,042 | (20,016) | 59.7% |
| Supplies | 4,996,028 | 2,498,014 | 2,649,110 | (151,096) | 53.0% |
| Other Expenditures | 1,335,004 | 667,502 | 303,682 | 363,820 | 22.7% |
| Bank Charges and Transfers | 6,489,752 | 3,244,876 | 3,085,452 | 159,424 | 47.5% |
| | 102,457,789 | 51,410,326 | 49,670,054 | 1,740,272 | 48.5% |

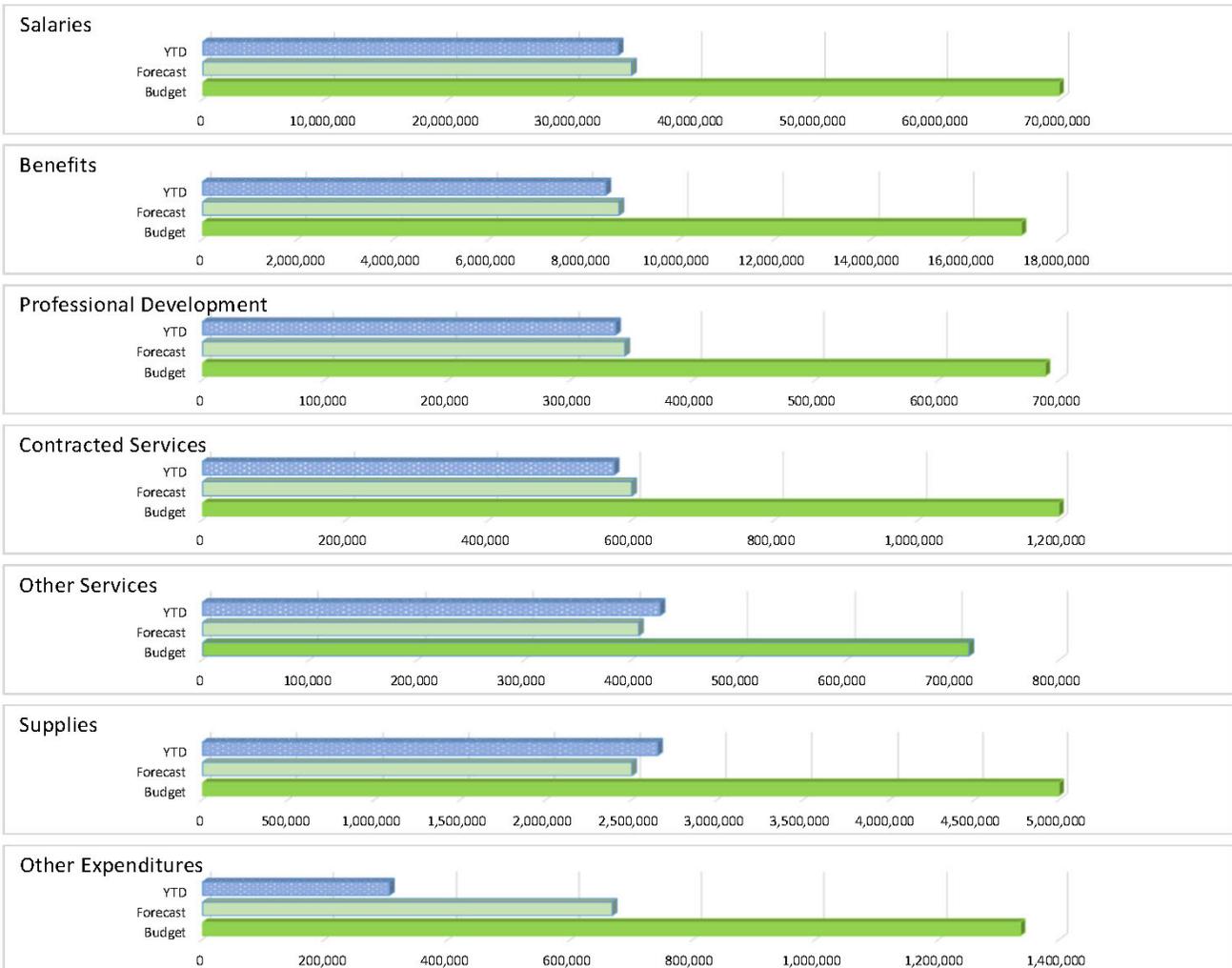
50.2%

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).

Total Expense Tachometer:



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



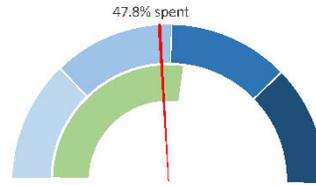


Plant Operations and Maintenance Summary Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

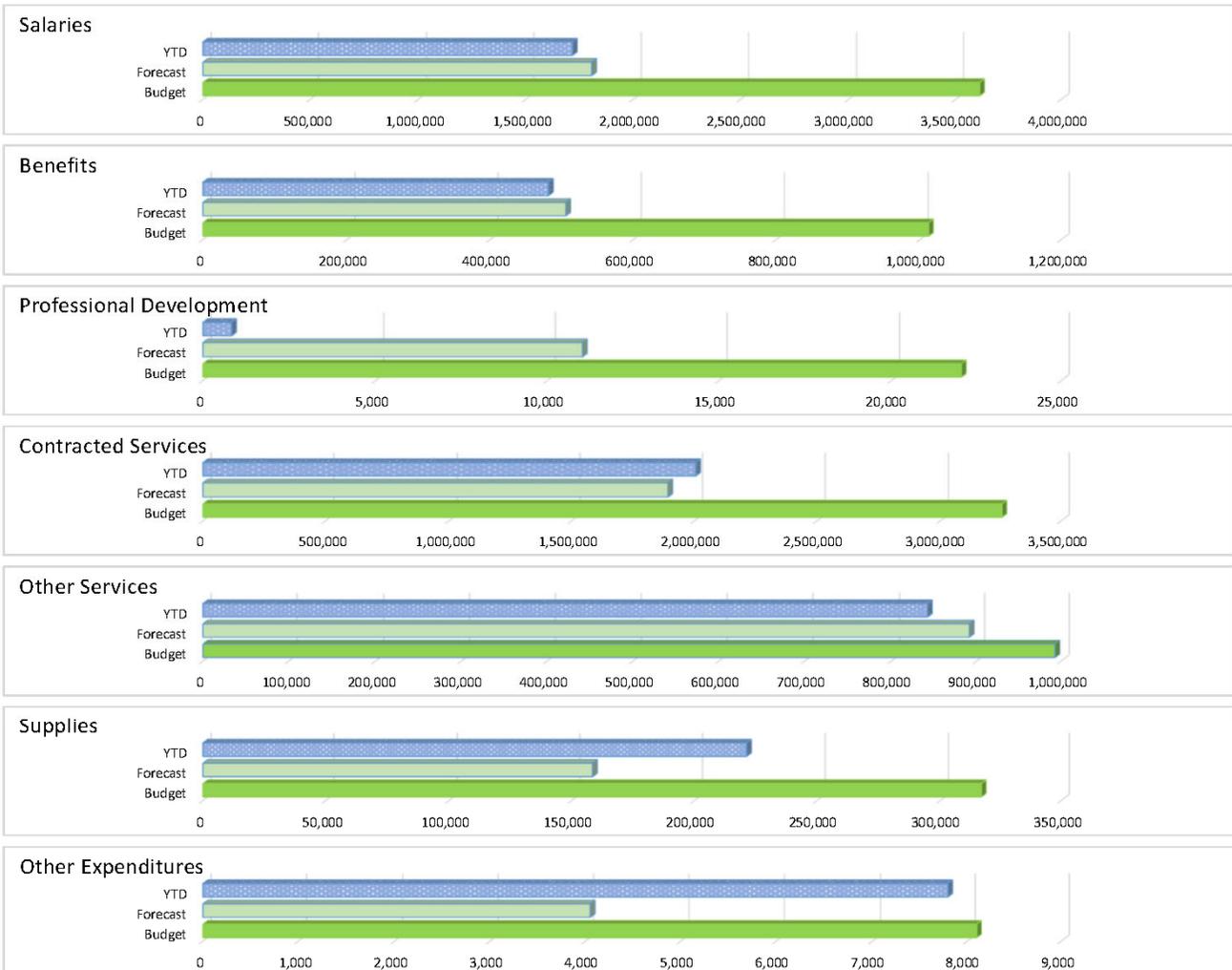
| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|------------|-----------|-----------|-----------|-------|
| Salaries | 3,614,231 | 1,807,115 | 1,717,453 | 89,663 | 47.5% |
| Benefits | 1,011,825 | 505,913 | 481,660 | 24,253 | 47.6% |
| Professional Development | 22,050 | 11,025 | 833 | 10,192 | 3.8% |
| Contracted Services | 3,254,489 | 1,891,786 | 2,005,086 | (113,300) | 61.6% |
| Other Services | 992,532 | 891,232 | 841,981 | 49,251 | 84.8% |
| Supplies | 316,933 | 158,467 | 221,254 | (62,787) | 69.8% |
| Other Expenditures | 8,100 | 4,050 | 7,793 | (3,743) | 96.2% |
| Bank Charges and Transfers | 7,635,101 | 3,817,551 | 2,782,625 | 1,034,926 | 36.4% |
| | 16,855,261 | 9,087,138 | 8,058,684 | 1,028,453 | 47.8% |

Total Expense Tachometer:



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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).



**The Plant Operation and Maintenance year-to-date (YTD) salaries are reduced by \$81,594 of internal wages (as at February 28, 2019) that were capitalized as part of the one-time funding for capital projects and modular installation (costs reallocated to capital projects).*



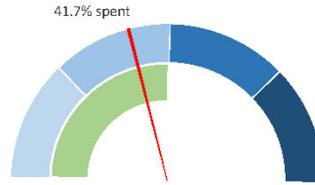
Transportation Summary

Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

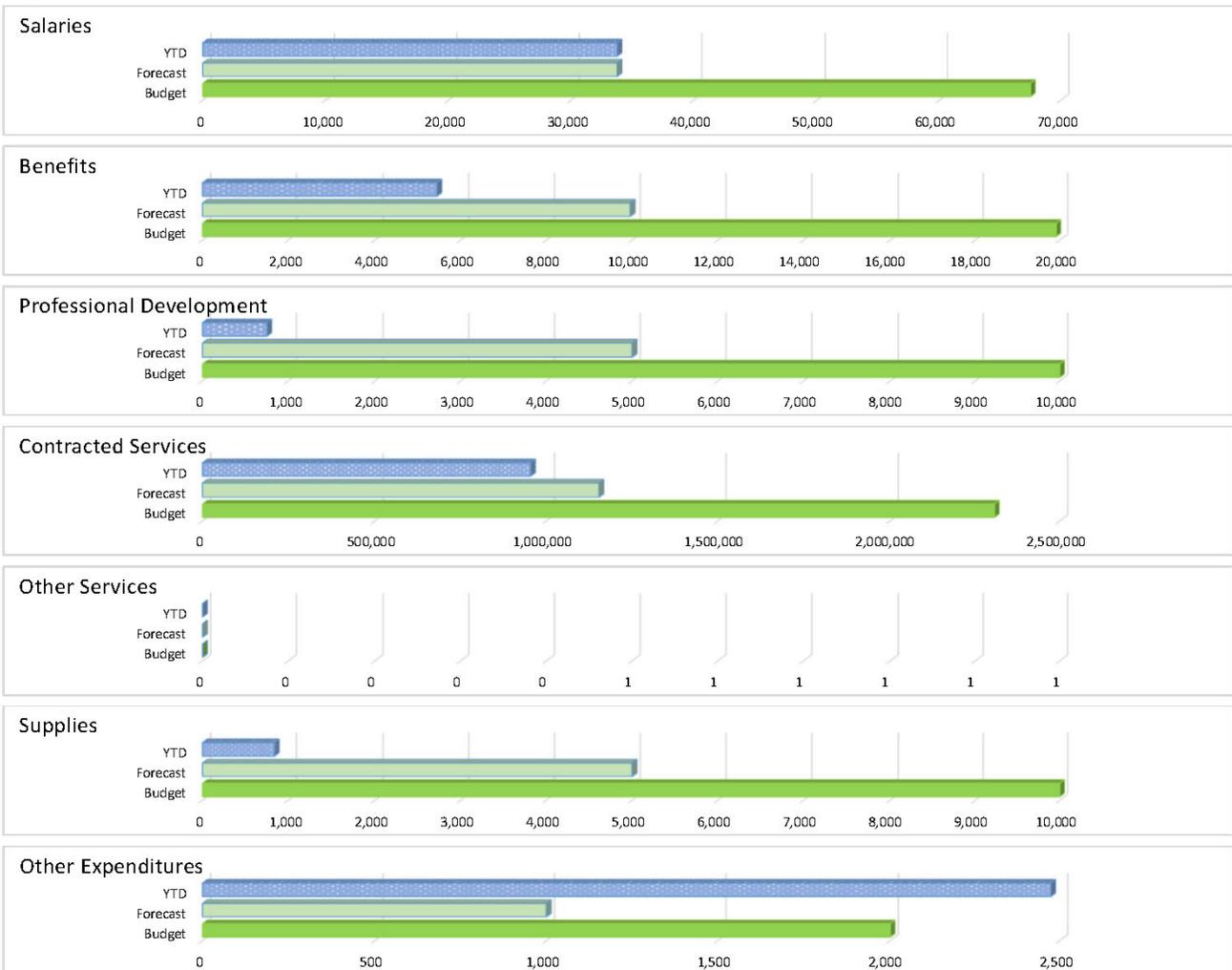
| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|------------------|------------------|------------------|----------------|--------------|
| Salaries | 67,500 | 33,750 | 33,750 | 0 | 50.0% |
| Benefits | 19,913 | 9,956 | 5,446 | 4,511 | 27.3% |
| Professional Development | 10,000 | 5,000 | 750 | 4,250 | 7.5% |
| Contracted Services | 2,306,766 | 1,153,383 | 953,837 | 199,547 | 41.3% |
| Other Services | 0 | 0 | 0 | 0 | 0.0% |
| Supplies | 10,000 | 5,000 | 838 | 4,162 | 8.4% |
| Other Expenditures | 2,000 | 1,000 | 2,473 | (1,473) | 123.7% |
| Bank Charges and Transfers | 52,600 | 26,300 | 32,661 | (6,361) | 62.1% |
| Total | 2,468,779 | 1,234,389 | 1,029,754 | 204,636 | 41.7% |

Total Expense Tachometer:



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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).



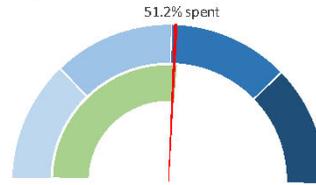


Board & System Administration Summary Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

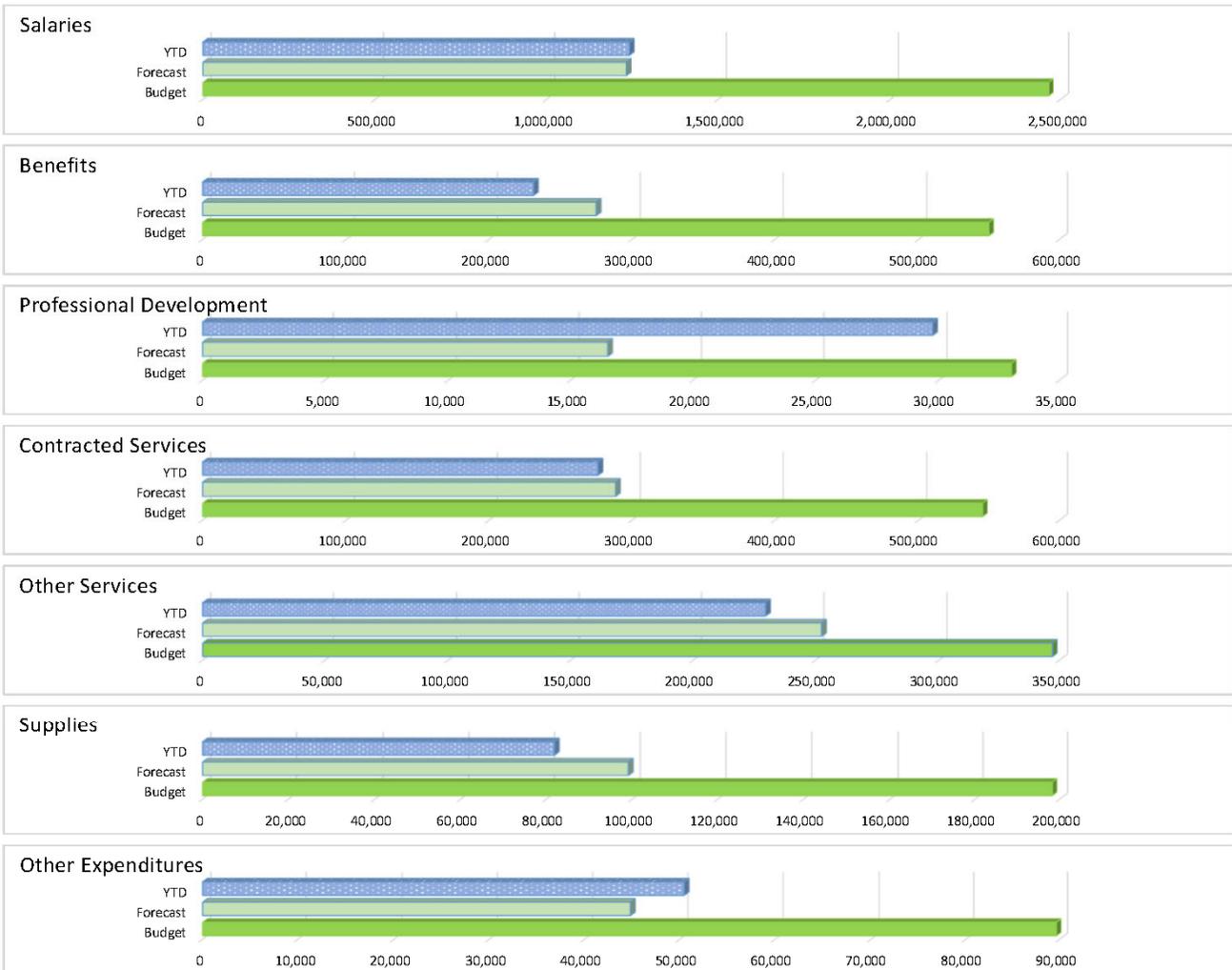
| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|------------------|------------------|------------------|---------------|--------------|
| Salaries | 2,464,155 | 1,232,077 | 1,240,814 | (8,736) | 50.4% |
| Benefits | 549,654 | 274,827 | 231,018 | 43,809 | 42.0% |
| Professional Development | 33,003 | 16,502 | 29,744 | (13,242) | 90.1% |
| Contracted Services | 545,285 | 288,393 | 276,124 | 12,269 | 50.6% |
| Other Services | 347,008 | 252,354 | 229,461 | 22,893 | 66.1% |
| Supplies | 198,239 | 99,120 | 81,861 | 17,258 | 41.3% |
| Other Expenditures | 89,640 | 44,820 | 50,468 | (5,648) | 56.3% |
| Bank Charges and Transfers | 115,279 | 57,640 | 82,608 | (24,969) | 71.7% |
| | 4,342,263 | 2,265,731 | 2,222,099 | 43,633 | 51.2% |

Total Expense Tachometer:



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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).



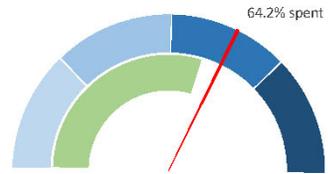


External Services Summary Quarterly Reporting - February 28th, 2019

Financial Data as at March 20th, 2019

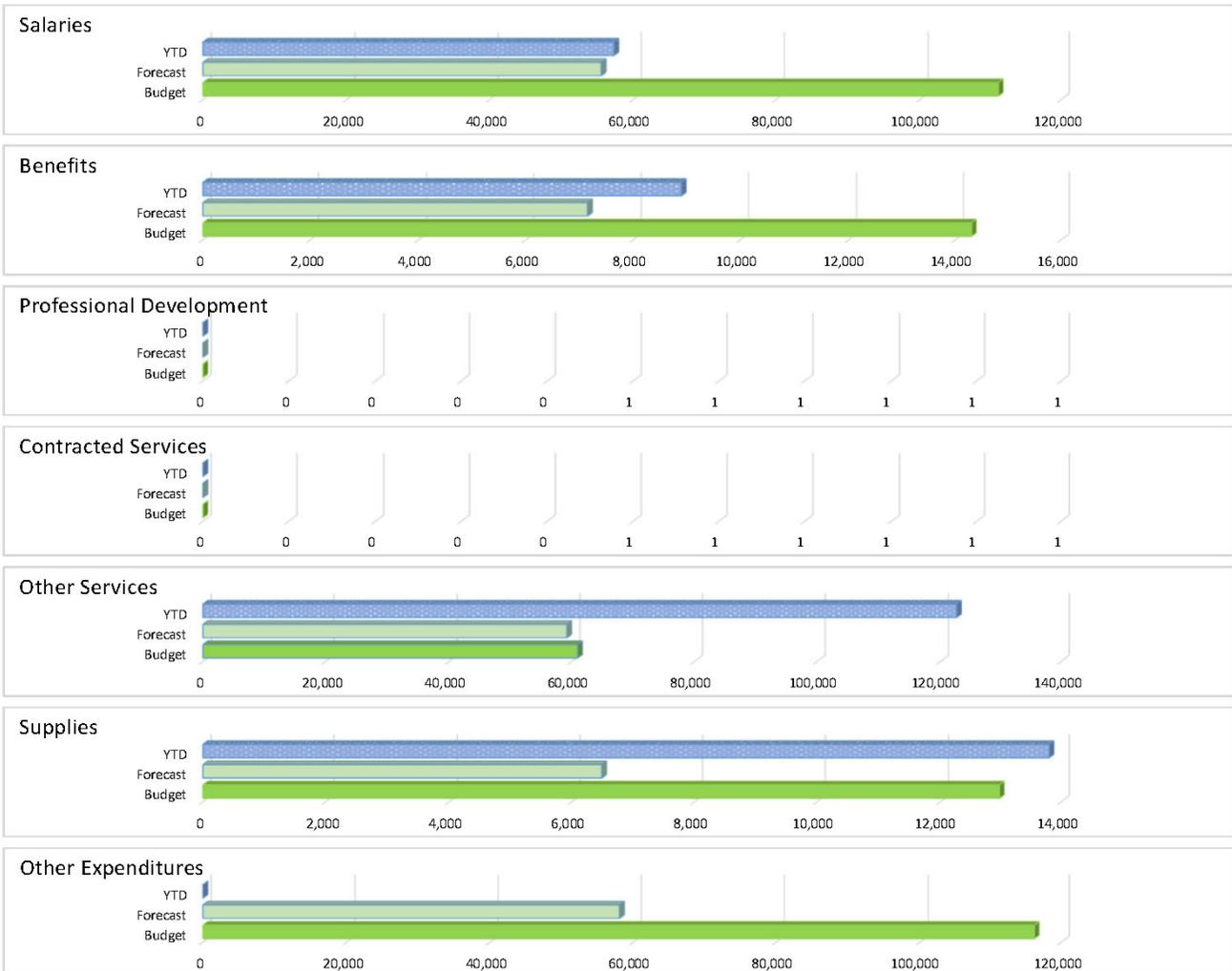
| | Budget | Forecast | YTD | Variance | YTD % |
|----------------------------|----------------|----------------|----------------|-----------------|--------------|
| Salaries | 111,080 | 55,540 | 57,322 | (1,782) | 51.6% |
| Benefits | 14,303 | 7,151 | 8,899 | (1,748) | 62.2% |
| Professional Development | 0 | 0 | 0 | 0 | 0.0% |
| Contracted Services | 0 | 0 | 0 | 0 | 0.0% |
| Other Services | 60,950 | 59,200 | 122,668 | (63,468) | 201.3% |
| Supplies | 12,978 | 6,489 | 13,799 | (7,310) | 106.3% |
| Other Expenditures | 116,189 | 58,095 | 0 | 58,095 | 0.0% |
| Bank Charges and Transfers | 0 | 0 | 0 | 0 | 0.0% |
| | 315,500 | 186,475 | 202,688 | (16,213) | 64.2% |

Total Expense Tachometer:



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

The forecasted figures have been estimated based on the approved "September 30th" budget and the timing of the transactions and journal entries (i.e. regular transactions, such as payroll, are based on 50% of the approved budget).



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

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Budget Belief Statements

Background

During its 2019 Planning Retreat, the Board reviewed the Budget Belief Statements (attached) that will serve as a guide as the 2019-20 budget is developed.

Recommendation

It is recommended that the Board adopt the Budget Belief Statements for 2019-20 as presented.

Respectfully submitted,

Cheryl Gilmore
Superintendent

LETHBRIDGE SCHOOL DISTRICT NO. 51

BOARD OF TRUSTEES BELIEF STATEMENTS FOR PREPARATION OF THE 2019-2020 BUDGET

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

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

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: 2020-2022 Capital Plan

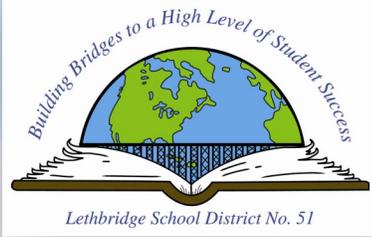
Background:

The Executive Summary to the 2019-2020 to 2021-2022 Capital Plan for the District is provided for review. The 121 page detailed Three-Year Capital Plan may be located on the district website.

Recommendation:

It is recommended that the Board accept the 2020-2022 Capital Plan as presented.

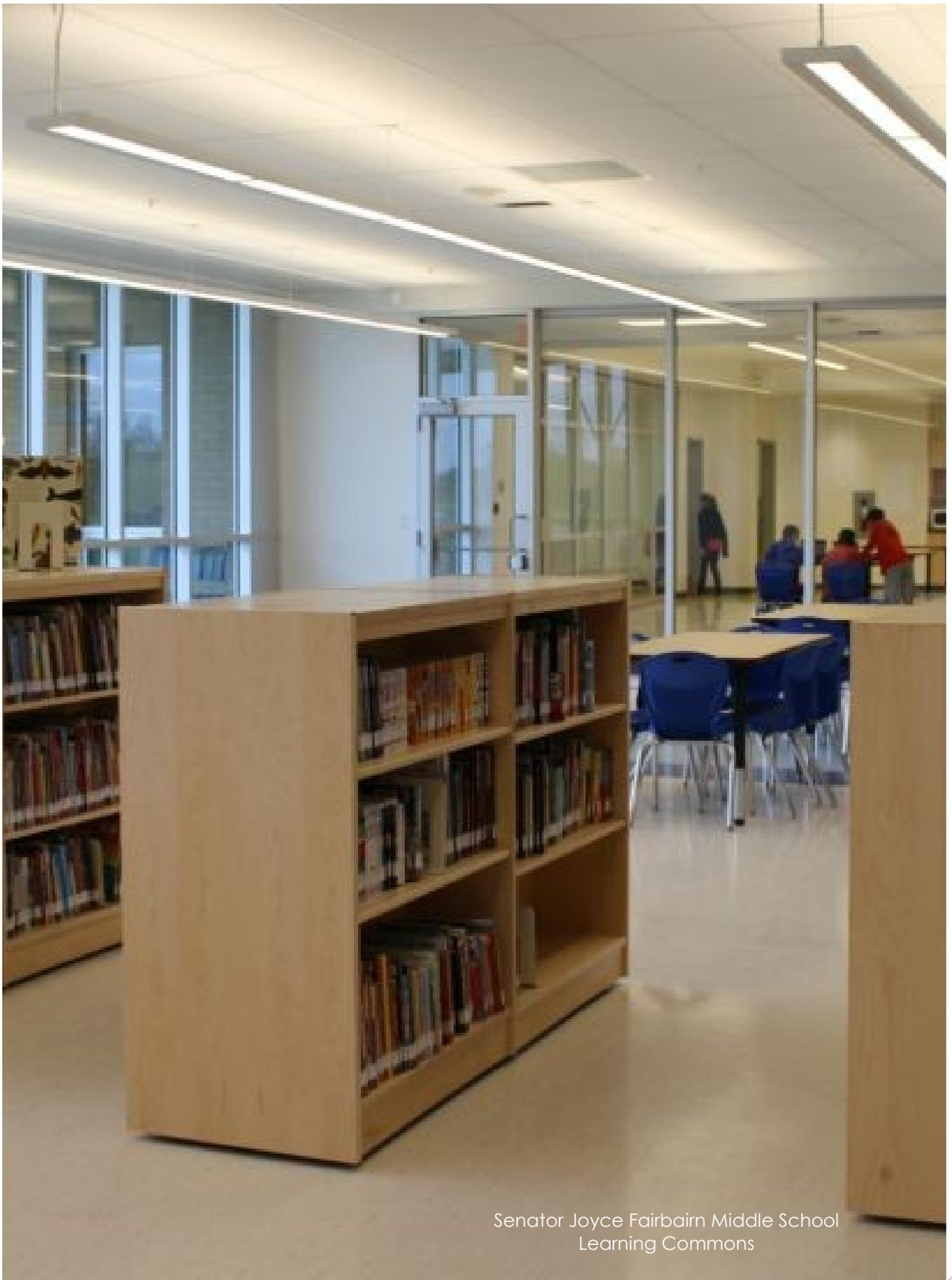
Respectfully submitted,
Christine Lee



Lethbridge School District No. 51



Three Year Capital Plan 2019-2020 to 2021-2022



Senator Joyce Fairbairn Middle School
Learning Commons

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| EXECUTIVE SUMMARY | 4 | Executive Summary |
|--------------------------|---|-------------------|

This document is only the
Executive Summary to the Three-Year Capital Plan,
2019-2020 to 2021-2022.

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



EXECUTIVE SUMMARY

Introduction

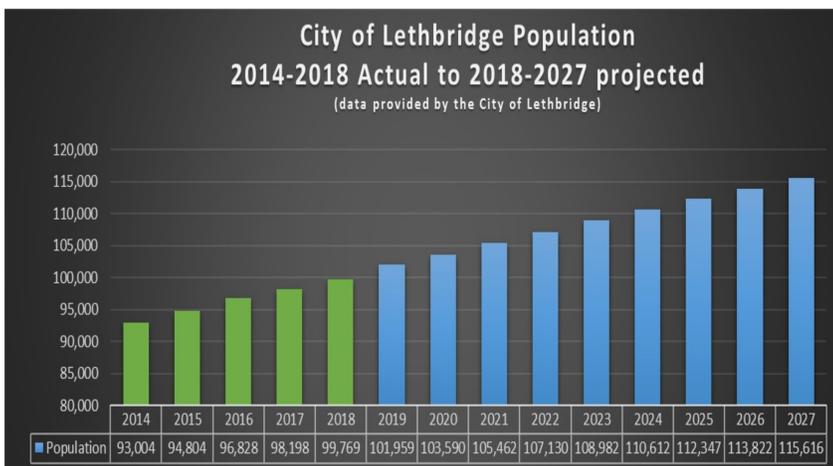
Lethbridge School District No. 51 (“LSD51”) provides public education services to the citizens of the City of Lethbridge, Alberta, Canada. The District was established in 1886 and has proudly served our community for over 130 years.

LSD51 serves approximately **11,520 students** from early education (pre-school) to grade twelve in 2018-2019. The District provides high quality learning experiences for students through a broad range of educational programs in twenty three (23) schools and four (4) institutional programs. Lethbridge School District No. 51 has 629 full time equivalent (FTE) certificated staff and 520 FTE support staff that provide quality teaching and learning for our students.

The Three-Year Capital Plan for 2019-2020 to 2021-2022 is an analysis of future school capital needs for Lethbridge School District No. 51 to address future enrolment growth and modernizing learning spaces to provide the best spaces for teaching and learning.

City of Lethbridge and Population Growth

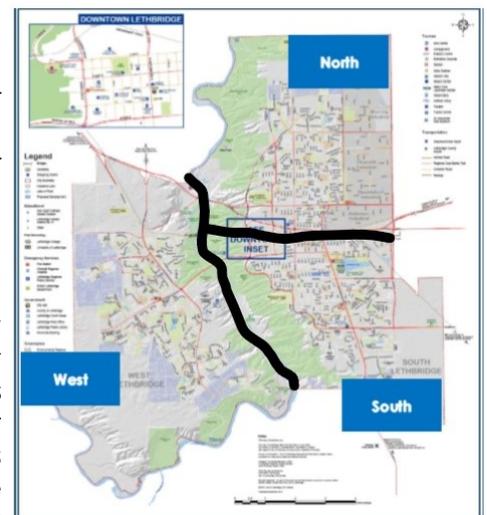
Lethbridge School District No. 51 is the public school system for the residents of the City of Lethbridge. Lethbridge is a growing, vibrant city with over **99,769** residents. It is home to The University of Lethbridge, Lethbridge College, and the Lethbridge Research Centre, one of the largest agricultural research facilities in Canada. The city also houses two large manufacturing plants involved in raw product development. Well situated in the southwestern part of Alberta, Lethbridge residents enjoy access to state-of-the-art cultural and recreational facilities. Comprehensive retail services attract consumers from southern Alberta, southeastern British Columbia and northern Montana. Lethbridge continues to attract new investment, it's anticipated to boost the population by **20%** from 2017 to 2027 from approximately **98,000 to 115,000**.



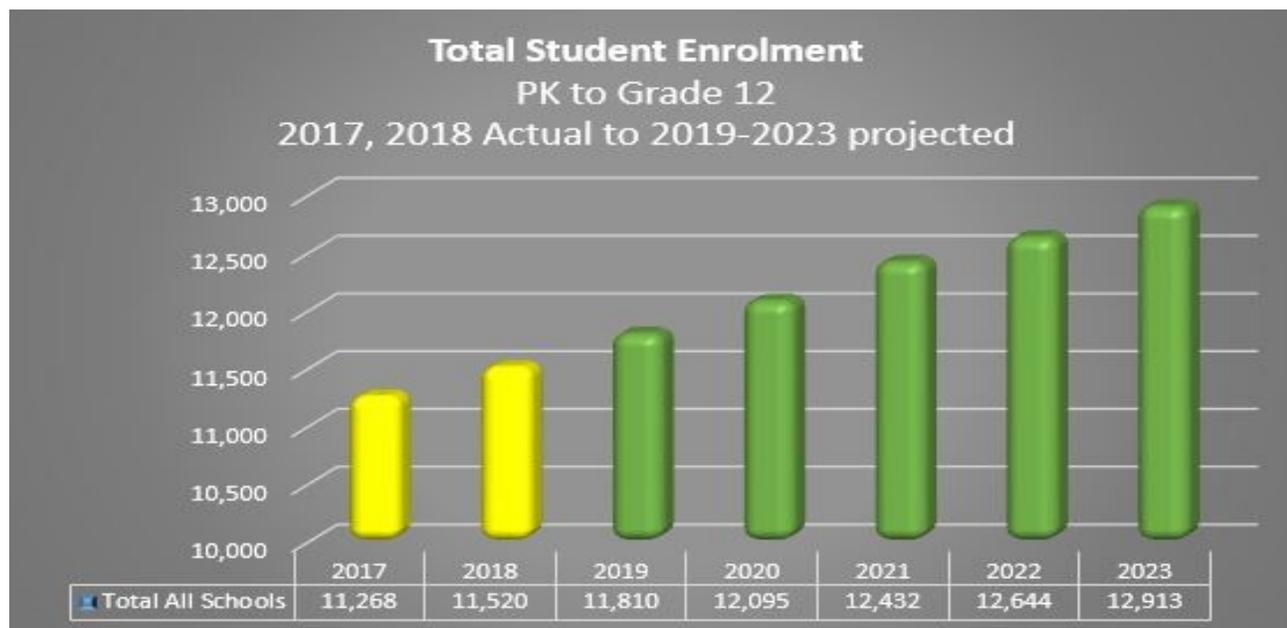
City of Lethbridge Development

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

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



Student Enrolment Growth



The school district has experienced sustained growth over the last five years. As the chart above illustrates, [Lethbridge School District No. 51](#) will continue to see growth each year over the Three-Year Capital Plan period, reaching **12,432** students by 2021-2022. This is a growth of **912 students or 7.9%** from 2018. The District will see further sustained growth reaching **12,913 students** in five years which is an increase of **1393 students or 12.1%** from 2018.

Over the three-year capital plan period, growth will be greatest in the west side of Lethbridge with an increase of **11.26%**. North Lethbridge will see an increase in student population of **6.9%** and the south **4.64%**. This projected enrolment growth correlates with historical growth in population in these city sectors. Interesting to note is that these enrolment growth factors do not take into account additional enrolment due to city economic development and new community development, such as the Southbrook subdivision that will provide approximately 400 elementary aged students in south east Lethbridge in the next 10 years. With the economic development that has been occurring in Lethbridge it is anticipated that the potential enrolment growth could be greater in every sector of the city.

Three-Year Education Plan

[Lethbridge School District No. 51](#) prepares a three-year education plan as required by Alberta Education which is updated annually. The Board of Trustees of [Lethbridge School District No. 51](#) approved the 2018-2021 Three Year Plan and Annual Education Results Report for 2017-2018 on November 27th, 2018. This document is a highly collaborative effort and reflects the plans and Annual Education Results Reports of each of the district's schools, with input from partners, as the District continues on the journey of innovating and improving practice. You will find District priorities, trends, issues, opportunities, accomplishments and strategies that will provide [Lethbridge School District No. 51](#) students with continued success.

The District is proud of the tireless efforts of our staff and students. This being said, [Lethbridge School District No. 51](#) is continually committed to being better tomorrow than we were today. The 2018-2021 Three Year Plan and Annual Education Results Report may be found on the district's website.

Facility Utilization

The school district begins to get concerned over space utilization when the utilization rate is over 85%. When looking at utilization the District considers not only base utilization but also core utilization. Core utilization takes into account the facility core learning spaces and does not include modular classroom facilities. Modular Classrooms may have been added to address immediate enrolment pressures, however through the facilitation of added enrolment may have exceeded rated core capacity.

When this capacity gets very high programming space is impacted such as gymnasiums and learning commons.

| Area Utilization by City Sector (Actual and Projected) | | | | | |
|---|---------------------|------------------------|---|---------------------|------------|
| City Sector | Full Area | | Projected Growth in three year period | Core Area Only | |
| | 2018-2019 Actual | 2021-2022 Projected | | 2018-2019 Actual | 2021-2022 |
| North | 75% | 80% | 6.96% | 80% | 86% |
| South | 75% | 78% | 4.64% | 95% | 99% |
| West | 80% | 89% | 11.26% | 135% | 150% |
| Total District | 73% | 79% | 7.92% | 85% | 92% |

This chart illustrates that the West Sector will have utilization rates over 85% in next three years. Core utilization is especially high in the South and West Sectors of the city.

Current Capital Projects

Senator Joyce Fairbairn Middle School (Fairbairn) is the school district's newest middle school (grades 6-8) which opened in September 2018, with capacity for 900 students (when all modular classrooms in place, current capacity is 775). Fairbairn was built to alleviate enrolment pressures in west Lethbridge, mainly at G.S. Lakie Middle School (Lakie). Seven modular classrooms were moved from Lakie Middle to Fairbairn. Currently the school is in its warranty review period.

The **South Lethbridge Elementary School** is a K-5, 600 student elementary school in the **Southbrook subdivision in south east Lethbridge**. The school is identical to Coalbanks Elementary School in west Lethbridge, completed in 2017. The difference between the two schools is that the South Elementary School will have Photovoltaic Solar Panels that will provide energy efficiency and environmental educational opportunities for our students. The school is scheduled to begin construction spring 2019 for completion September 2020.

| Current Capital Projects | | | | | | | | |
|------------------------------|---------------------------------------|-------------|------------------|-------------------------|-------------------|---------------|-------------------------------------|----------------|
| Projected Opening/Completion | School/Community | City Sector | Project Type | Grade | Approved Capacity | Approval Date | % Complete as of December 2017 | Estimated Cost |
| 2018-2019 | Senator Joyce Fairbairn Middle School | West | New Construction | Grades 6 to 8 | 900 | January 2015 | 100% (in post construction review) | \$23.9 million |
| 2020-2021 | Southbrook Subdivision | South | New Construction | Kindergarten to Grade 5 | 600 | Apr-17 | Tender complete in pre construction | \$20.4 million |

New School Construction Requests

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

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

| New School Construction | | | | | | | | |
|-------------------------|----------|---|-------------|-------------------------|------------------|-------|----------|----------------|
| Year | Priority | Community/School | City Sector | Site Readiness | Type | Grade | Capacity | 2018 Cost (\$) |
| 2019-2020 | 1 | Gary Station Elementary School (West Lethbridge- North) | West | Site Available | New Construction | K-5 | 900 | \$18.1 million |
| 2020-2021 | 2 | West Lethbridge Elementary School (West Lethbridge - South) | West | Site Not Yet Determined | New Construction | K-5 | 900 | \$18.1 million |

The two new construction priorities are the **Gary Station** (West Lethbridge—North) and **West Lethbridge Elementary** (West Lethbridge-South) Schools. West Lethbridge is the fastest growing community in the city of Lethbridge. Currently there are six communities in development or proposed development that include Country Meadows, Gary Station, Riverstone, Copperwood, Watermark, and The Piers. Two new elementary schools are required in west Lethbridge as all four elementary schools have core utilization that are very high ranging from **174% to 191%**. Core utilization is high due to the number of modular facilities added for enrolment growth. This impacts instructional programming and puts a strain on core school areas such as gymnasiums and library commons.

Enrolment growth in west Lethbridge elementary schools is expected to increase from **2310** students to **2525** in three years (2021), **2584** in five years (2023), and **2662** in ten years (2028). Over the 10 year period that is an increase of 352 students in schools that are already exceeding core utilization.



Senator Joyce Fairbairn Middle School
in construction 2016
The school opened September 2018



Modernization of School Facilities Request

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



There are four schools in north Lethbridge that require modernization. These elementary schools have core utilization between **56%** to **108%**. Student enrolment growth in the north sector of Lethbridge will be **6.96%** over the three-year capital planning period.

In west Lethbridge there are three elementary schools that require modernization. These three elementary schools have core utilization ranging from **174%** to **191%**, with anticipated enrolment growth in west Lethbridge of **11.26%** over

the three-year capital planning period. As these schools are necessary for sustained enrolment in west Lethbridge they require modernization to ensure facility standards for optimal educational opportunities of our students.

Modernization Projects

| Year | Priority | Community/School | Facility Age | City Sector | Type | Grade | 2018 Cost (\$) |
|-----------|----------|--|--------------|-------------|------------------------------------|-------|----------------|
| 2019-2020 | 1 | Galbraith Elementary School | 106 years | North | Modernization-Preservation | K-5 | \$15 million |
| | 2 | Ecole Nicolas Sheran Elementary School | 38 years | West | Modernization-Preservation | K-5 | \$13.4 million |
| | 3 | Park Meadows Elementary School | 38 years | North | Modernization-Preservation | K-5 | \$11.5 million |
| 2020-2021 | 4 | Mike Mountain Horse Elementary School | 32 years | West | Modernization-Preservation | K-5 | \$15 million |
| | 5 | Dr. Gerald B. Probe Elementary School | 27 years | West | Modernization-Preservation | K-5 | \$15 million |
| 2021-2022 | 6 | Senator Buchanan Elementary School | 64 years | North | Partial Modernization-Preservation | K-5 | \$5 million |
| | 7 | Westminster Elementary School | 65 years | North | Partial Modernization-Preservation | K-5 | \$5 million |

Lethbridge School District No. 51 Three-Year Capital Plan

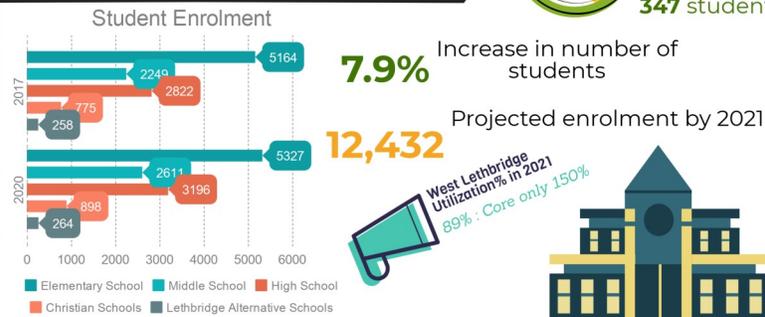


Year
2019-2020 to 2021-2022

Growth and Facility Utilization



High school will see largest increase of **347 students**



New School Construction

Estimated cost of **two** new schools
\$36 million



Major Modernizations



Galbraith is 106 years old!

Did you Know?
75% of school facilities are 30+ years old. 60% are over 50+ years old

- Galbraith Elementary
- Ecole Nicholas Sheran Elementary
- Park Meadows Elementary
- Mike Mountain Horse Elementary
- Dr. Gerald B. Probe Elementary
- Senator Buchanan Elementary
- Westminster Elementary

Estimated cost **\$80 million**

Lethbridge School District No. 51 facilities are the best places for teaching and learning

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

Re: Board Budget Presentation and Budget Debate – 2019-2020 Budget

Background:

The Minister of Education has extended the deadline to submit the 2019-2020 budget to June 30th. Given that an election has been called for April 16th, the District is adjusting our budget timelines by one month to work towards a budget submission by June 30th.

A new budget development schedule is attached.

A short budget briefing will be held for the Board of Trustees on **June 18th** at 5:30 p.m. followed by the presentation of the 2019-2020 Draft Budget to the public at 6:30 p.m. Mark DeBoer will present the draft budget and staff and trustees will be available following the presentation for about a half hour for questions. Budget Boards will be available for viewing and displayed in the Education Centre. The budget will be posted to the district website and the public will be invited to provide comment by **June 21st**.

The Debate and approval of the 2019-2020 Budget by the Board of Trustees will now occur on **June 25th** at 1 p.m., prior to the regularly scheduled board meeting.

Recommendation

It is recommended that the Board approve the change in timelines for development and approval of the 2019-2020 budget.

Respectfully submitted,
Christine Lee

Lethbridge School District No. 51
2019-2020 Budget Development Schedule

| Date | Meeting/Process | Time | Who Attends | Meeting Description |
|------------------------------|--|--|--|--|
| February 5, 2019 | Town Hall Meeting | 6:00 p.m. to 8:30 p.m. | Trustees/Administration/Staff/Public | The Board hosts a Town Hall meeting to gather input on priorities for the coming school year and beyond. This information will influence planning and priorities for the budget. |
| February 26th, 2019 | Board Budget Committee Meeting | 10 am to 11 am | Board Budget Committee | Meeting to discuss budget schedule and community engagement around budget |
| February 26th, 2019 | Preliminary Budget Estimates | 1 pm to 2 pm | Instructional Budget Committee | Pre Provincial Budget meeting to discuss cost estimates, enrolment factors and priorities for development of Instructional Budget |
| March 7th & 8th, 2019 | Board Strategic Planning Retreat | All Day both days | Trustees/Executive Council/Director of Finance | Trustees and Executive Council develop priorities for the 2019-2020 school year that will inform the development of the 2019-2020 Budget. |
| March 12th, 2019 | Preliminary Budget Estimates | 8:30 to 11:00 am | Instructional Budget Committee | The Instructional Budget committee meets to discuss guiding principles for the development of the budget. Discussion of what was heard at the town hall meeting, and process for discussions with other administrators, process for input and feedback. The Instructional Budget Committee meets to review preliminary estimates of grant revenues, salary costs and potential issues with the preliminary information. This |
| March 19th, 2019 | Preliminary Budget Estimates | 8:30 to 11:00 am | Instructional Budget Committee | The Instructional budget committee reviews the draft budget, and with the information gathered makes recommendations for allocations for schools and instructional programs. |
| April 8th, 2019 | Instructional Budget Review | 9:30 am to 12 p.m. | Instructional Budget Committee | Update Board Budget Committee on progress of budget discussions |
| April 10th, 2019 | Board Budget Committee Meeting | 1 pm to 2:30 pm | Board Budget Committee | The Instructional budget committee reviews the draft budget, and with the information gathered makes recommendations for allocations for schools and instructional programs. |
| April 30th, 2019 (tentative) | Instructional Budget Review | 9:30 am to 12 p.m. | Instructional Budget Committee | The Instructional budget committee reviews the draft budget, and with the information gathered makes recommendations for allocations for schools and instructional programs. |
| May 14th, 2019 (tentative) | Instructional Budget Review | 9:30 am to 12 p.m. | Instructional Budget Committee | Update Board Budget Committee on progress of budget discussions |
| May 16th, 2019 | Board Budget Committee Meeting | 10:30 a.m. to 11:30 a.m. | Board Budget Committee | The Instructional Budget Committee (IBC) will present the recommendations for the budget allocations. The allocations will be reviewed and questions for clarification will be addressed. Administrators will have an opportunity to discuss the budget recommendations and provide feedback to the IBC. |
| May 16th, 2019 | Instructional Budget Committee Presentation of Budget Recommendations to Admin Committee | Included in Admin Committee Agenda (need 45 minutes) as presentation/discussion item | Administrators Committee | |

| | | | | |
|-------------------------------------|---|--|--|---|
| May 16th to June 4th, 2019 | MyBudgetfile available for Administrators to balance budgets | | | Budgets should be reviewed and discussed with Staff and School Councils |
| June 13th, 2019 | Review of Draft Budget | 10:30 a.m. to 11:30 a.m. | Board Budget Committee | The Board Budget committee will get a summary review of the Budget highlights and recommendations made by the Instructional Budget Committee. |
| June 18th, 2019 | Pre Budget Presentation briefing to the Board | 5:30 p.m. (prior to Public Presentation) | Board and Executive Council | Pre Budget Presentation to the Board to provide information contained in the Draft Budget to be presented to the public |
| June 18th, 2019 | Public Presentation of the Draft Budget to the Public | 6:30 p.m. to 7:30 p.m. | Trustees/Administration/Staff/Public | The Draft Budget is presented to stakeholders. There will be an opportunity for questions and discussion of the Draft Budget |
| June 21st, 2019 | Budget Feedback Due | | | All stakeholders are invited to comment on the draft budget. This information is provided to the Trustees for consideration during the Board Budget Debate. |
| June 25th, 2019 | Board Budget Debate | 1:00 p.m. to 2:00 p.m. (prior to Board meeting) | Trustees/Executive Council/Director of Finance (public welcome) | The Board reviews and Debates the Budget. This meeting is open to the public. |
| On or before June 30th, 2019 | Budget Submission to Alberta Education | | | Per Legislation unless otherwise notified of different submission deadline |

Instructional Budget Committee

Wayne Pallett (High), Sharon Mezei (Middle), Terra Leggat (Elementary), Cheryl Gilmore, Rik Jesse, Morag Asquith, Christine Lee, Mark DeBoer

Add Lenee Fyfe (to assist Elementary)

Board Budget Committee

Donna Hunt (Chair), Clark Bosch, Christine Lee, Mark DeBoer

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board – Immanuel Christian Elementary School – April 3, 2019

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 Immanuel Christian Elementary School on Wednesday, April 3, 2019 8:00 to 8:30 a.m. Following the breakfast, Principal Jay Visser will provide a tour of the school for trustees.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The March 2019 report of the Associate Superintendent Business Affairs is attached.

Recommendation

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

Respectfully submitted,
Christine Lee



Associate Superintendent, Business Affairs

Report to the Board of Trustees

March 26th, 2019

Facilities

- Work continues on the Westminster and Senator Buchanan upgrades: Projects are progressing as expected.
- South Lethbridge Elementary School: Approval has been received from Alberta Infrastructure to award the construction tender to Dawson Wallace Construction. Site planning and coordination will now begin.
- Plans for the three modular classrooms for 2019-2020 submitted and budget approval received.
- The Three-Year Capital Plan reviewed by the Facilities Committee and presented at the March Board meeting. The plan will be submitted by March 31st to Alberta Education.
- Summer facilities projects are in the planning stages for district facilities.

Technology



- The technology department will present at March board meeting work they have done on the District's disaster recovery plan.
- Secondary Interactive technology replacement (projectors and white boards) ordered and planning work begins on replacement.
- Updating acceptable use of technology policy to include personal devices
- Updating employee cell phone procedures
- Work on preparing for digital student records for 2020

Finance

- Work continues on reviewing information in preparation of the 2019-2020 budget. Budget deadline for submission of the 2019-2020 budget to Alberta Education has been extended to June 30th, 2019. Budget development timelines have been amended for the new June 30th budget submission deadline.
- The 2nd Quarter Financial Report has been prepared and is presented at the board meeting.
- Finance and Human Resources have begun planning work with PowerSchool-Atrieve for the re implementation of HR and Payroll software.
- Government has suspended 45 CEU funding cap for 2018-2019 and 2019-2020 school years. This is great news for current funding and planning purposes.

Transportation

- A Request for Proposal for Special Needs and Early Learning Transportation Services has been prepared to be posted by end of March. This RFP will be to provide specialized busing services for the 2019-2020 school year.



Other matters

- Work related to Insurance, legal, and labour relations matters.
- CUPE negotiations are in process.
- 2019-2020 Instructional Budget Committee meetings
- Work with leadership team and schools through generative dialogue process.
- Accepted for Lead Negotiator Training. Five Sessions from March 2019 to January 2020.
- Attended the following meetings/events on behalf of the District:
 - USIC Subscribers quarterly meeting, February 28th, in Calgary.
 - Attended and presented at Capital Planning Workshop, March 1st, in Calgary.
 - Board Planning Retreat March 7st and 8th in Lethbridge
 - TEBA Information session on March 13th in Calgary.
 - Family Centre Gala, March 14th.
 - ATA new teacher induction, March 21st.
 - BDO Breakfast for Business, March 22nd.



Kids are our Business

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The March 2019 report of the Associate Superintendent Human Resources is attached.

Recommendation

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

Respectfully submitted,
Rik Jesse



Associate Superintendent, Human Resources

Report to the Board of Trustees

March 26th, 2019

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.

Events and Career Fairs:



Opportunity Knocks and Career Fair - April 24, 2019 (11:00 AM - 5:00 PM)

Open to job seekers from all walks of life, this event is free to attend and an inclusive arena for all. With more than 6,000 previous attendees, Opportunity Knocks is the premier job and Career fair for all Southern Albertans. We are looking for volunteers! If you're interested in helping out, please contact Jolayne for available times.

University of
Lethbridge



University of Lethbridge On-Campus Seminar and PIP Symposium

Friday, April 5, 2019

8:45 a.m. (START TIME) - noon, 1:00 - 3:00 p.m.

PS III Interns and University Consultants have suggested that there would be value in getting together on campus during the semester in order to reconnect with peers and address the big topics of hiring and working as a beginning teacher. This event is coordinated with a School District Walkabout, where representatives from a variety of school districts in Zone 6 and area will set up tables with information about teaching in their districts, and the PIP Symposium in order to ensure you have an opportunity to present your work and to support that of others in PS III!

Grant Application:

Teacher Recruitment and Retention for Minority-Language Education and French-As-A-Second-Language Instruction



Alberta is extending an invitation to submit projects for inclusion in Alberta's application for federal funding dedicated to Francophone and French Teacher Recruitment and Retention.

Please note that projects with a wide dissemination of positive impact for Alberta's Francophone and French-as-a-second-language teachers will be given priority. We therefore encourage collaboration in the development of projects, where possible.

Hiring at a Glance:

ATA Staffing

- VP19002 WCHS - Vice Principal Winston Churchill High School
- VP19004 AD - Vice Principal École Agnes Davidson
- VP19001 LCI - Vice Principal Lethbridge Collegiate Institute
- VP19003 MMH - Vice Principal Mike Mountain Horse
- DC19003 Counselling Coordinator

ATA (Teachers) Substitute Lists:

- **213** Teacher Substitutes as of March, 2019 ~ Last month 202
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 2 are currently in the reference stage, 7 are in the phone screen/interview stage and 6 have been sent onboarding and been invited to next orientation
- Next Substitute orientation will be March 27, 2019

Support Staff Hiring – February 21 – March 19

- CUPE 2843 - 9 – ~ Last month 7
- Non-Union- 3 ~ Last month 0
- Caretaking/Maintenance – 1 ~ Last month 1

Support Staff Vacancies – February 21 – March 19

- CUPE 2843 – 6 ~ Last month
- Non-Union – 1 ~ Last month

Support Staff Resignation– February 21 – March 19

- CUPE 2843 – 6 ~ Last month 3
- Non-Union – 0 ~ Last month

CUPE 2843 – EA

- 71 EA Substitutes as of March, 2019 ~ Last month 81
- 3 are currently in the interview stage, 4 are in the reference stage and 4 moved to proof of certification
- Next Substitute orientation will be March 27, 2019

Medical / Maternity Leaves – March

ATA (Teachers)

- 6 New medical leaves for a total of 18 to date
- 3 New Teacher maternity leaves for a total of 28 to date ~ 3 extensions to maternity leaves

Support Staff

- 4 New Medical leaves as February 21 for a total of 19
- 1 New maternity leaves for a total of 15



TEACHER STAFFING PROCESS 2019-2020 ~ PAUSED

Support Staffing Timelines

March 13 – March 29, 2019 – School Staffing Visits

School Staffing Visits: HR/DIS: support staff placements and allocations.

- Elementary Schools – Scheduled March 13th - 25th
- Middle Schools – Scheduled March 25th & 26th

- High Schools – Scheduled March 26th - 28th
Note: April 19 – April 28th Easter

March 20, 2019

Available **Early Education Program Managers Postings** (Temporary, Term & new vacancies if applicable)

Postings Close Wednesday, March 27th, 2019 at 10:00am

April 10, 2019

Instructional Budget Committee Presentation to Administrators Committee

April 11, 2019

- **Administrators will communicate assignments with Administrative Assistants/Support/Learning Commons Facilitators by 10:00am :**
- Staff are notified in writing by their Administrator if their position has any contract changes.

April 11, 2019

- Available Administrative Assistant/Support & Learning Commons Postings will be open by **3:30 pm (NOTE: No openings at this point)**
- *Posting Close Thursday, April 18, 2019 at 10:00am*

April 11, 2019

- HR will provide a summary for EA/AES/Student Support/Career Practitioner openings to administrators from the school staffing visits

April 18, 2019

Administrators with Vacancies will Place Surplus Seniority Staff if required

9:30am- 10:30am Board Room:

Administrators with vacancies will meet with Human Resources to place surplus seniority Educational Assistants or other classifications if reductions are required.

April 18, 2019

Round #1 Information Due –EA/AES/Student Support/Career Practitioner

- Use the information from the EA/AES summary (April 11) to ensure all openings at your school/location are posted.
 - Templates are used for postings whenever possible. If there are specific requirements (French, Faith, etc) please advise in via email.
- **Information required for Student Support/Career Practitioner Workers vacancies**

April 29, 2019 ~ Communication Day

- **Administrators will communicate assignments with EA/AES/Student Support/Career Practitioner staff:**
- Staff are notified in writing by their Administrator if their position has any contract changes (reductions in hours, increase in hours, or position elimination). HR requires a signed original copy.
- **All staff have received the staffing process and timelines (via email).**
 - EA/AES/Student Support/Career Practitioner Temporary contract staff will receive a release letter produced by HR.
 - Casual contract staff will receive a release letter produced by HR.

April 30th, 2019 -How to Use the Job Application System/ Q & A on Staffing Process

3:45 pm–4:45pm – Education Centre – Computer Lab

- Staff can access support on how to use WORKABLE
- Staff can ask questions regarding the staffing process

May 1st, 2019

Posting Round #1

All Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner employees are invited to apply for any vacancies they feel that they are qualified for.

Round #1 will close Wednesday, May 8th, 2019 at 10:00am

May 10, 2019 – Shortlisting Round #1

- 9:30 – 11:00 Secondary Principals or designate to Shortlist (Board Room)
- 10:30 – 12:00 Elementary Principals or designate to Shortlist (Board Room)

May 13 – May 20th, 2019 - Interviews

- Interviews may take place May 13-20th
 - Meet for Placements May 21st –12:30pm – 4:30pm Board Room
 - Job Offers May 22nd
 - Note any vacancies that are still vacant are posted in round #2

May 29th, 2019

Posting Round #2

All Educational Assistant, Advanced Educational Support, Student Support & Career Practitioner employees are invited to apply for any vacancies they feel that they are qualified for.

Round #2 will close Wednesday, June 5th, 2019 at 10:00am

June 5, 2019 – Shortlisting Round #2

- 1:00 – 2:30 Secondary Principals or designate to Shortlist (Board Room)
- 2:00 – 3:30 Elementary Principals or designate to Shortlist (Board Room)

June 6 – June 12, 2019 - Interviews

- Interviews may take place May June 6- 12th
 - Meet for Placements June 13th - 8:00am – 12:00pm Board Room
 - Job Offers June 14th

June 19, 2019

Continue Posting and Hiring for Available Positions

- Any remaining positions posted and staffed
- Possible closing dates of June 26th and if needed run adds over the summer.



For more information, contact Jaclyn Dudas ~ Jaclyn.Dudas@lethsd.ab.ca

ALL SCHOOLS ENROLLMENT BY GRADE: February 28, 2019

| SCHOOL | Early Education | | | Kindergarten | | | Grades 1 - 12 | | | | | | | | | | | | | | Total | Total FTE | |
|--|-----------------|--------|------|--------------|--------|------|---------------|------|------|------|------|------|------|------|------|-------|-------|-------|--------|--------|-------|-----------|---------|
| | Feb 28 | Sep 30 | Diff | Feb 28 | Sep 30 | Diff | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 | Gr 7 | Gr 8 | Gr 9 | Gr 10 | Gr 11 | Gr 12 | Feb 28 | Sep 30 | Diff | Feb 28 | Feb 28 |
| | 2019 | 2018 | | 2019 | 2018 | | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | 2019 | 2018 | | EE-12 | EE-12 |
| Victoria Park | | | | | | | | | | | | 2 | 2 | 8 | 16 | 41 | 58 | 173 | 300 | 230 | 70 | 300 | 300.0 |
| Chinook High | | | | | | | | | | | | | | | 297 | 268 | 307 | 295 | 1167 | 1176 | -9 | 1167 | 1167.0 |
| Immanuel Christian Secondary | | | | | | | | | | | 41 | 48 | 42 | 42 | 53 | 45 | 54 | 325 | 316 | 9 | 325 | 325.0 | |
| LCI - Total Students | | | | | | | | | | | | | | | 236 | 216 | 210 | 224 | 886 | 902 | -16 | 886 | 886.0 |
| LCI - French Immersion | | | | | | | | | | | | | | | 36 | 44 | 50 | 42 | 172 | 171 | 1 | 172 | |
| WCHS | | | | | | | | | | | | | | | 245 | 186 | 206 | 191 | 828 | 848 | -20 | 828 | 828.0 |
| G S Lakie | | | | | | | | | | | | 153 | 161 | 156 | | | | | 470 | 469 | 1 | 470 | 470.0 |
| Gilbert Paterson - Total Students | | | | | | | | | | | | 257 | 263 | 198 | | | | | 718 | 718 | 0 | 718 | 718.0 |
| Gilbert Paterson - French Immersion | | | | | | | | | | | | 65 | 65 | 54 | | | | | 184 | 182 | 2 | 184 | |
| Lethbridge Christian | | | | 30 | 29 | 1 | 29 | 25 | 19 | 25 | 22 | 20 | 20 | 7 | | | | | 167 | 163 | 4 | 197 | 182.0 |
| Senator Joyce Fairbairn | | | | | | | | | | | | 200 | 143 | 140 | | | | | 483 | 478 | 5 | 483 | 483.0 |
| Wilson | | | | | | | | | | | | 214 | 248 | 200 | | | | | 662 | 658 | 4 | 662 | 662.0 |
| Coalbanks Elementary | 43 | 43 | 0 | 87 | 87 | 0 | 109 | 88 | 72 | 74 | 59 | | | | | | | | 402 | 398 | 4 | 532 | 402.0 |
| Coalbanks - Spanish | | | | 45 | 45 | 0 | 41 | 26 | | | | | | | | | | | 67 | 67 | 0 | 112 | |
| Dr. Probe | 43 | 43 | 0 | 81 | 84 | -3 | 101 | 91 | 87 | 120 | 94 | | | | | | | | 493 | 496 | -3 | 617 | 555.0 |
| École Agnes Davidson - Total Students | 61 | 57 | 4 | 65 | 66 | -1 | 89 | 73 | 74 | 87 | 86 | | | | | | | | 409 | 406 | 3 | 535 | 472.0 |
| École Agnes Davidson - French Immersion | | | | 45 | 46 | -1 | 67 | 43 | 50 | 54 | 52 | | | | | | | | 266 | 267 | -1 | 311 | |
| École Nicholas Sheran - Total Students | 38 | 37 | 1 | 75 | 74 | 1 | 96 | 91 | 81 | 101 | 69 | | | | | | | | 438 | 439 | -1 | 551 | 475.5 |
| École Nicholas Sheran - French Immersion | | | | 42 | 42 | 0 | 50 | 45 | 26 | 26 | 28 | | | | | | | | 175 | 180 | -5 | 217 | |
| Fleetwood Bawden - Total Students | 43 | 41 | 2 | 48 | 49 | -1 | 55 | 63 | 62 | 68 | 64 | | | | | | | | 312 | 312 | 0 | 403 | 357.5 |
| Fleetwood Bawden - Montessori | | | | | | | 26 | 28 | 25 | 35 | 24 | | | | | | | | 138 | 140 | -2 | 138 | |
| Galbraith | 41 | 42 | -1 | 69 | 68 | 1 | 65 | 58 | 77 | 95 | 77 | | | | | | | | 372 | 375 | -3 | 482 | 427.0 |
| General Stewart | 50 | 48 | 2 | 20 | 20 | 0 | 23 | 23 | 19 | 26 | 21 | | | | | | | | 112 | 108 | 4 | 182 | 147.0 |
| Immanuel Christian Elementary | 22 | 22 | 0 | 41 | 40 | 1 | 57 | 26 | 57 | 45 | 45 | | | | | | | | 230 | 223 | 7 | 293 | 250.5 |
| Lakeview | | | | 59 | 58 | 1 | 98 | 80 | 88 | 89 | 89 | | | | | | | | 444 | 436 | 8 | 503 | 473.5 |
| Mike Mountain Horse | 77 | 78 | -1 | 76 | 75 | 1 | 99 | 72 | 79 | 117 | 89 | | | | | | | | 456 | 457 | -1 | 609 | 494.0 |
| Park Meadows | 41 | 42 | -1 | 36 | 37 | -1 | 44 | 56 | 50 | 53 | 42 | | | | | | | | 245 | 245 | 0 | 322 | 283.5 |
| Senator Buchanan | 27 | 26 | 1 | 49 | 49 | 0 | 51 | 42 | 39 | 53 | 43 | | | | | | | | 228 | 230 | -2 | 304 | 266.0 |
| Westminster | 30 | 27 | 3 | 36 | 29 | 7 | 37 | 22 | 35 | 28 | 29 | | | | | | | | 151 | 150 | 1 | 217 | 202.0 |
| SUB TOTALS | 516 | 506 | 10 | 772 | 765 | 7 | 953 | 810 | 839 | 981 | 829 | 887 | 885 | 751 | 836 | 764 | 826 | 937 | 10123 | 10233 | 65 | 11586 | 10826.5 |
| Stafford Ridge | | | | | | | | | | | | | | | 1 | 4 | 2 | 7 | 3 | 4 | 7 | 7.0 | |
| Harbour House | | | | | | | | 1 | | 1 | | 1 | | 1 | | | | | 4 | 0 | 4 | 4 | 4.0 |
| Pitawani | | | | | | | | | | | | | 1 | | 3 | 1 | 2 | 7 | 10 | -3 | 7 | 7.0 | |
| CAMP | | | | | | | | | | | | | 1 | | | | | | 1 | 5 | -4 | 1 | 1.0 |
| SUB TOTALS | | | | | | | | | | | | | | | | | | | 19 | 18 | 1 | 19 | 19 |

| | | |
|---|--------------|----------------|
| TOTAL STUDENTS / FTE ENROLLED AS OF FEBRUARY 28, 2019 | 11605 | 10845.5 |
| TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018 | 11522 | 10901 |

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The March 2019 report of the Associate Superintendent Instructional Services is attached.

Recommendation

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

Respectfully submitted,
Morag Asquith

Associate Superintendent – Instructional Services- March 2019

First Nations, Metis and Inuit

Highlights of the FNMI teamwork this month has involved:

- Restructuring of staffing process continues model to be shared with Administrators and FNMI Education Team this month
- Smudging Guidelines are currently being developed and likely to be shared in June 2019
- Planning is underway for the FNMI Graduation, more than 50 students of FNMI ancestry will be graduating this year (May 16th)
- District Pow Wow planning is also underway (May 31st) it will be hosted at Galbraith

Wellness

The staff “Wellness Throw Down 2018/19” is now in the month of “Drinking Water”. Staff are encouraged and supported to drink at least one water bottle full of water while at work every day. Congratulations to Coalbanks staff for winning the “Fruit and Veg Challenge” in February.

Wellness Sub-Committee meeting is March 18th to further develop Lethbridge School District Wellness Policy.

Positive Spaces subcommittee is finalizing a document “Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools.” It is anticipated to be ready for September 2019.

Diploma Results

January 2019 Diploma results have been released and a report has been drafted to share with the Board. January results are typically higher than our final collated results, and we are very happy to see Lethbridge School District “acceptable” results higher than the Provincial average in Social Studies 30-1, 30-2, Math 30-1, 30-2, Biology 30 and Chemistry 30. Well done Lethbridge diploma writing students!!

Dual Credit

Our first cohort for Dual Credit Automotive Services starts in April –August of 2019 to grade 11 and 12’s Lethbridge College. We have 14 students who are very excited to participate in this experience and opportunity.

Kindergarten and Early Education Programming

- a) **Kindergarten** - Draft 3 Teacher and EA staffing will be circulated out to Principals by the end of March. As usual, it is understood that Kindergarten students will continue to register and trickle in and staffing will be added as needed - we always staff “skinny” to start and add as the numbers of registrations increase. Deb Bosch tracks Kindergarten numbers and registrations weekly. Senator Buchanan Elementary has enough numbers to fill two full day kindergartens and Westminster Elementary currently has enough students to run one full day program. Typically, Westminster Elementary is later to register students and we are hoping for a second cohort to be added.

Kindergarten is the most unpredictable registration process and staffing projection. We have to be cautious, as it is complicated to shift/cut staff once they have been allocated to schools.

Typically, classes in Kindergarten under 18 do not have a mild moderate EA.

- b) Early Education** - Staffing is just being determined in the Early Education Office and will be rolled out with Rhonda Aos, Rochelle Neville and Isabelle in the next two weeks. Isabelle and Rochelle are working with staff to explore what "Kindergarten Screening" could look like in June of this year. As we get closer, information will be rolling out to schools. Pop-Ins are being organized between Isabelle, Rochelle and EEP Managers. EEP Managers will be communicating with the Administrators at their school to inform them of dates, etc.

A quick thank you to our elementary Administrative Assistants for supporting us with the EEP Lottery on the West Side and the EEP and Kindergarten registration process in general. Due to the amount of interest in registering for EEP unfortunately some parents on the West Side will not be securing their first, second or third indication of interest for EEP placement. Parents of students who are not at their 1st indication of interest choice have been contacted by our Early Education office. Thank you to Isabelle Plomp, Early Education Coordinator and Rochelle Neville, PUF Consultant for the amount of work they put into this HUGE task.

Student Engagement

Jim Kerr, Student Engagement Consultant and Morag Asquith, Associate Superintendent Instructional Services will be visiting grade 9 students hosting a conversation on Cognitive Engagement at each high school.

"Describe a moment in school when you were so deeply involved in learning that you lost track of time"

Objectives of Grade 9 Engagement Conversation visits:

- 1) To host a conversation with a group of grade 9 high school students, their administration at each high school. This student group will genuinely represent the total population of the school
- 2) To track these students through the next 4 years of their career and record the observations, feedback, and ideas that are shared in these 1.5 hour sessions to develop a better understanding of cognitive engagement District wide and School wide
- 3) To enhance our understanding of how we as school staff may be able to better support, understand and enhance learning experiences and academic success for our students

Activity Description:

Jim Kerr, Student Engagement Consultant, Morag Asquith Associate Superintendent Instructional Services and a School Based Administration designate at each high school site, will be booking 1.5 hour session in March to facilitate this face to face learning opportunity.

Twenty students in grade 9 at each high school campus (Immanuel Christian High School, LCI, Victoria Park, Winston Churchill, Chinook) will be invited to participate in this focus group process. The students selected will be a fair representation of school community (i.e. diverse populations, gender balance), it is intended that this will be a longitudinal process where we track the feedback from these 20 students over their 4-year high school career. This is an activity for students who may not typically have a regular opportunity to share their voice.

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

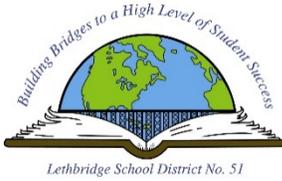
The Education Centre Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. An update on progress will be provided in the form of a report each month.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent



2018-19 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition within the system and to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools
9. A comprehensive wellness approach promotes well-being and fosters learning
10. The education system demonstrates collaboration and engagement to further District priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

**2018-19 DISTRICT PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT

Literacy

- Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies.
- A document has been created that demonstrates how our literacy teaching methodologies and resources align with the new English Language Arts curriculum.
- Additional Levelled Literacy Intervention (LLI) kits have been purchased for elementary schools.

Numeracy

- A number of our schools are choosing to pilot the Mathematics Intervention/Programming Instrument (MIPI) at a variety of grade levels. The feedback that we receive from these teachers and administrators will inform possible future use of this instrument across the District.
- Numeracy Lead Teacher, Jenn Giles, is providing support to classroom teachers in Grades 4-9 in the form of residencies. Her areas of foci include the use of manipulatives, “Number Talks” and math vocabulary.
- The Provincial Math Bursary program continues to be promoted with our teachers.
- The Numeracy Lead Teacher’s Work Plan is now complete and has been shared with the Board.
- A home-grown Numeracy Summer Institute is being created for August, 2019.

Curriculum Implementation

- The school-based Curriculum Administrators have shared consistent, District-based information with their teachers at their January/February staff meetings and/or PL days.
- The Education Minister signed off on the Kindergarten through grade 4 new curricula in December 2018. The release of the Grades 5-9 DRAFT curricula is expected this spring.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.
- Karen presented to Health Champions on the new Wellness Curriculum draft (K-4).
- School-based Curriculum Administrators will next meet on April 16th to hear about updates from Alberta Education, build on their knowledge of concept-based teaching and learning, and prepare for the Julie Stern workshop they will attend in June.

High School Initiatives: Off-campus, dual credit, high school re-design, career exploration

- The second semester of off-campus placement is well under way.
- Dual credit courses Liberal Education 1000 and Cinema 1000 are complete. Management 1850, Liberal Education 2020, and Automotive Services are being delivered this semester. A registration process for high school applicants for Automotives (Lethbridge College partner) has been implemented.
- First Automotive Services Dual Credit cohort starts in April.
- Morag and Jim working on Grade 9 Engagement Conversations schedule with High School Administrators - starts the week of March 25th.

Middle School Initiatives

- Middle Schools are piloting some new strategies that optimize the use of our student information system, PowerSchool, to convey student progress and achievement to parents. They will continue with this work with next steps including examining what the final report document for the Student Record will look like.

Early Learning

- Early Education Programming registrations are now underway – Kindergarten numbers are 10% higher than they were last year at this time - 684 students
-

Lethbridge School District No. 51

Regular Meeting – March 26, 2019

Enclosure # 7.3.1

- Professional learning for staff working in Early Education Programs, Kindergarten and private preschool programs supported by District 51.
- The Early Education Program registration process is progressing. The lottery system in west Lethbridge has gone well to date. All Early Education spaces in west Lethbridge are full at this point, other than four spots left at Mike Mountain Horse.
- Screening of new incoming children to Early Education Programs will start March 28th and will continue at each school site throughout the next three months. The Ages and Stages Questionnaire is used in a family-friendly approach that provides information on each child's development. From there, programming can be developed for the fall, adequate staffing can be in place and children are referred to agencies for assessment or support as needed. This year we are exploring the possibility of conducting a screening of new incoming kindergarten children as there are often many children that arrive in kindergarten, that have not attended any type of programming, that may need support in their development. If we can screen them in June, that will set up a proactive start to the school year where supports and assessments can already be in place making September a month to commence programming rather than get to know the children, carry out assessment and then develop programming that would start later in the fall.

FNMI

- Restructuring the staffing model has been developed through extensive consultation and will be circulated out this month for final feedback.
- Smudging Guidelines are currently being developed and should be ready for the start-up of 2019/20.
- We are revisiting the Territorial acknowledgement and tweaking it to be more inclusive.
- Planning is now happening for graduation, Pow Wow and staffing for next year.
- Art program at Gilbert Paterson continues, Senator Joyce Fairbairn and Dr. Probe just finished hosting a six week visit with Monte and Winter Wolf Child where students learned to drum/dance and make dancing regalia.
- District attendance on the "Reconciliation Lethbridge City Committee" monthly, assisting in developing a Strategic Plan for the City.

Administrator Professional Learning

- We are continuing the "Inquiry-based Professional Learning" project with University of Lethbridge.
- Ann and Morag presented the third session on UDL- aligning Concept-Based curriculum and Universal Design for Learning and sharing promising practices. Next session is on April 4.

District Professional Learning (Collaborative Communities, support staff, teachers)

- Three Collaborative Communities have requested another day to work together in addition to the one they requested before Christmas. Eleven Collaborative Communities have booked at least one follow-up day to continue the work they began together on November 13th. The next District-wide Professional Learning Day for Collaborative Communities is April 1st.
 - District psychologists continue to provide PL sessions at school staff meetings.
 - Eight educational assistants participated in a Community of Practice organized by South West Regional Collaborative Service Delivery (SWRCS) in March, and there will be a second day offered on May 3rd.
 - On April 1st, Advanced Educational Support staff will continue their learning about trauma-informed practice, with a focus on practical implementation in schools.
 - Laura Paiement has one last visit to Lethbridge School District No. 51 this year April 29th-May 3.
 - Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs. These events include: SIVA, Students at Risk Conference, Childhood Anxiety Helping Children Heal, Improving Workplace Mental Health.
 - New Hire and New Substitute Orientations – March 12th, 27th and 28th.
-

Teacher Induction Support for Quality Teaching and Leading [TIP]

- Year 1 and Year 2 TIP participants are accessing release time to observe or be observed by their mentors.
- Year 1 TIP participants had their final full-day event. It included these topics: FOIP, Tools for a Calm Classroom, FNMI resources, mental health resources, policies and legalities.

Parent Engagement

- There was a good turnout of parents for the Board's annual Town Hall meeting.
- Ann Muldoon and High School representation did a presentation on Inclusion at the High School level to District School Council.
- Digital Citizenship - parent night - March 26th (location TBA).

Community and Business/Industry Engagement

- The Community Engagement Committee hosted the 2019 ICE Scholarship Breakfast on February 14th.

Management of Growth and Capacity Building (learning spaces)

- In consultation with schools, Christine Lee and Daniel Heaton submitted applications to the province under the umbrella of the provincial school playground initiative.
- Three modular classrooms have been installed and have been occupied in January 2019 at Coalbanks Elementary School to address growing enrolment pressures.
- Lethbridge School District was approved for three modular classrooms on the westside – 2 at Dr. Probe and 1 at Coalbanks.
- A review is currently underway to review enrolment growth and capacity concerns in West Lethbridge.
- The 2019-2020 to 2021-2022 Capital Plan has been completed and is posted to the District website. The District's #1 priority is a new elementary school in West Lethbridge.
- Early Education Programming on the west side had to be facilitated using a lottery process due to the limited capacity in Coalbanks.

Other School Improvement Initiatives

- Associate Superintendent and Jim Kerr, Student Engagement Consultant are initiating a conversation with high school principals about "Grade 9 Student Engagement". The objective is to build a deeper understanding of how we can engage more students in their learning. We will host conversations at each high school with grade 9 students, and follow them over the next 3 years to see if there are shifts through time with respect to their engagement.

Classroom Improvement Fund Updates

- Staff allocations and expenditures are on track for the year.

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, counselling, Positive Spaces, etc.)

- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
 - Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
 - Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.
 - Positive Spaces subcommittee is working on developing "Guidelines for Attending to Gender Identity, Gender Expression and Sexual Orientation in our Schools".
 - Continued focus on "Staff Wellness" - March is "Drink Water Month" - all staff are encouraged to drink at least a water bottle full of water during the school day
-

- Nutrition Programs continue to flourish mid-year reporting occurring, Fruit and Veg Program serving apples for the month of March.
- Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)
- Terra Leggat has been hired as the new Inclusive Education Coordinator starting in the 2019-20 school year.
 - Staffing visits to schools commenced on March 13 and are ongoing.
 - PL for administrators and LST is ongoing. Current focus is on linking UDL to concept-based curriculum. The focus of the March 27 LST meeting is a district framework for student support (RTI) and how UDL is embedded within the framework.
 - Morag and Ann have finished their visits to schools to looking at sensory/self-regulation rooms, and collated results will be used to respond to the provincial request for information on seclusion rooms in each district.
 - We continue to receive new immigrant/refugee students at all grade levels.
 - ESL Lead Teacher, Heather Willms, continues to provide residencies in schools and is organizing an ESL professional learning day on May 8 for administrators and teachers.
 - Student Engagement Consultant, Jim Kerr, is working with Children's Mental Health on a three-part series of workshops for working parents with children who refuse to go to school.
 - Instructional Services and Business Affairs continue to explore possible solutions to the transportation challenges we are encountering.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead Teacher, Michael Krokosh, is providing support to teachers in Kindergarten through Grade 8 in the areas of the Office 365 Suite, SharePoint, and various other applications in Microsoft and Google for instructional purposes.

Breadth of Program Options

- Robotics teams from Chinook High School and Winston Churchill High School will be competing in the First Robotics Challenge in Calgary on April 3-6. This year's challenge focuses on the theme of Deep Space.
- Lethbridge School district will be hosting a parent digital citizenship evening on March 26th with Dr. Mike Ribble. After Mr. Ribbles presentation a number of community groups will be available on a panel to answer any questions parents may have. Currently we have members from the Lethbridge Police Service, Alberta Health Services and the YWCA on the panel. All community members are welcome to attend.
- We are once again promoting a southern wide film festival to be held this year in Fort Macleod. This year the competition is open to all grades to enter films. Selected films that have entered the competition will be viewed at a Gala evening on June 7.
- We are also promoting that if any students have any digital artwork that they would like printed to be displayed at the Arts Alive art show that our district will gladly print it for them to be displayed at this year's art show.

Technology

- The District over the next year, will be moving to a new website provider, Box Clever. With the new web site provider, a committee of teachers and administrators have been assembling to help outline what our new school websites will look like in the coming year. With the update on our websites, we will also be rolling out a new district app that will allow parents to see individual school calendars and receive notifications of events happening in different schools throughout our district.
-

Lethbridge School District No. 51

Regular Meeting – March 26, 2019

Enclosure # 7.3.1

- The Technology Team also continues to work on several individual generative dialogue questions. The monthly generative dialogue conversations have allowed for personal growth and self-reflection within the team. With several team members focusing on growth and wanting to learn more about Microsoft Networking Tools, they have started on a path to become Microsoft Certified.
 - The demand for PowerSchool support continues to rise in our department and we have started to train another tech to help support schools with PowerSchool tickets.
 - The Technology Department along with Business Affairs and Human Resources have been reviewing a number of options to move towards a complete digital records management system. The indicative would require a secure repository of all records that we are legally required to retain. With proper support, we hope to have a full operational system in place in 2020.
-

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: **Acknowledgements of Excellence**

Background

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

New Teacher Induction 2018-19:

| | | | |
|-----------------------|------------------------------------|----------------------|------------------------|
| Coalbanks | Kristyn Moore | | |
| Chinook | Deanna Brouwer | Lisa Fedunec | Lauren Hanna |
| Dr. Probe | Dana Farrell | Heather Judd | Jordan Logan |
| École Nicholas Sheran | Makaila Cline | Emily Croy | Owen Sheedy |
| | Alain Zumbach | | |
| Education Centre | John Chief Calf | | |
| Fleetwood Bawden | Kerri Lynn Haney-Vanderberg | Kyle Bisschop | Hailee Brunette |
| Galbraith | Michelle Loveridge | Kaitlyn Pirie | Dana Pirie |
| ICSS | Craig McCarthy | | |
| Lakeview | Sydney Peters | | |
| LCI | Cleighton Boehme | Janene Ward | Whitney Lammi |
| Senator Buchanan | Lisa Clark | Joel Stretch | Zach Wanner |
| Wilson | Melanie Wasylenko | Cassie Buck | |
| WCHS | Jihee Kwag | James Poapst | Emily Welch |

WCHS student, **Selena Medicine Shield** won the International Peace Pow Wow Princess Pageant held in February. The competition was judged on an essay, speech, dance, and selling 50/50 raffle tickets. Selena competed against four other competitors for the Senior Princess title. Selena will represent the Blackfoot Confederacy and City of Lethbridge for the 2019 year.



The following District students placed at the Cochrane Cowboys Youth Wrestling Invitational Tournament recently:

Gold – **Jada Bester** (LCI), **Reese Ferguson** (Senator Fairbairn), **Addy Selk** (Dr. Probe)
Silver – **Solomon Prenevost** (Gilbert Paterson), **Payton Shields** (Gilbert Paterson), **Milly Wood** (LCI), **Sol Brewerton** (GS Lakie), **Emmy Selk** (Senator Fairbairn)

Bronze – **Rawley Selk** (LCI), **Max Brewerton** (GS Lakie), **Porter Gook** (GS Lakie), **Bogdan Shymanovski** (Senator Fairbairn)

4th place – **Phinehas Crown** (Wilson), **Tye Ovayuak** (Senator Fairbairn), **Sydney Shields** (Lakeview)

5th place – **Justin Bennett** (Chinook)

Solen Wood, Chinook Grade 12 student, was awarded the 2018 Lethbridge Sport Council Achievement Award as Junior Male Athlete.

Maren Evanson, LCI Grade 12 student, was awarded the 2018 Lethbridge Sport Council Achievement Award as the Junior Female Athlete (co-winner).

Ryker Morrell, WCHS Grade 9 students, was awarded the 2018 Lethbridge Sport Council Achievement Award as the Servus Credit Union Outstanding Sport Citizen.

GS Lakie students who competed in the Chinook Open Figure Skating Competition: **Rayna Whipple** (Grade 7, Silver medal in Level Star 3), **Dylann Cales** (Grade 6, Silver medal in Level Star 4), **Acacia Smith** (Grade 7, Bronze medal in Level Star 6).

District staff recognized at the recent *Spirit of 51 Employee Recognition* Event:

| | | | |
|-------------------------------|----------------------------|--------------------------|-------------------------|
| Roy Oliver | Angie McKenna | Lacey Otway | Wendy Parkhill |
| Jacqueline Hill | Laura Dixon | Anny Chenard | Mark Taylor |
| Dylan Tait | Jamie Westlund | Tricia Grimes | Mande Glas |
| Cathy Widmer | Christine Maddaford | Curtis Chatters | Kevin Taylor |
| Leanna Wegner | Steve Keenan | Jennifer Robinson | Kara McFaddin |
| Brynn Malmberg | Diane Wiggers | Shirlene Skiba | Heather McRae |
| Christin Cann | Julie Anderson | Lisa Weiss | Diane Romaniuk |
| Maggie Taylor | Michelle Danylchuk | Monica Nobert | Peyton Zacharias |
| Wendi Legge | Sheryl Trimble | Anne Kish | Marni Hope |
| Cassandra Allred | Elizabeth Pearson | Eric Evanson | Karmyn Skura |
| Naresh Parekh | Vicki McKenzie | Sauna Milligan | Mike Gauthier |
| Teresa Elliott-Doersam | Dean Pickering | Sean Erendson | Elaine Hahn |

District students competed in the Alberta Schools Athletic Association Provincial Wrestling 2019 Championships in Stony Plain in March:

Callum Hyland (LCI - Gold in male 62 kg), **Maren Evanson** (LCI – Silver in female 90 kg), **Mason Harris** (Chinook – Second in male 59 kg), **Brantley Saar** (Chinook – Second in male 68 kg), **Angelina Ellis-Toddington** (Chinook – Bronze in female 65 kg), **Taylor Goth** (LCI), **Kennedy Kreutz** (LCI), **Kelsea Peterson** (LCI), **Sam Hironaka** (LCI), **Camille Bly** (LCI), **Autumn Carter** (Chinook), **Mackenzie Midgley** (WCHS), **Aiden Arn** (WCHS).

Immanuel Christian Secondary School Eagles took Silver at the 2A Girls Basketball Provincial Championships.

Lethbridge School District No. 51

Regular Meeting – March 26, 2019

Enclosure # 7.3.2

Wilson Middle School Grade 7/8 Band under the direction of **Travis Conrad** earned Gold at the recent Alberta International Band Festival held in Calgary. Band members are:

| | | | |
|----------------------------|---------------------------|-----------------------------|--------------------------|
| Benjamin Adserballe | Salem Aladedunye | Levi Anderson | Kayley Bates |
| Mia Beal | Jaxon Boutin | Tanisha Burla | Elijah Ceron |
| Ella Challenger | Felix Champagne | Adria Corey | Phinehas Crown |
| Adelae Dagenais | Danica Dempster | Aluel Deng | Sara Doktor |
| Sydney Ensign | Kieya Fellman | Hayden Forsyth | Bailey Freeman |
| Alexander Gasque | Natalia Gomez | Kaiya Gordon | Taylor Goss |
| Breanna Gutierrez | Isabelle Gutierrez | Jaxon Hansell | Rebecca Hatch |
| Nathan Hawkins | Silas Hedivan | Ryden Henderson | Sydney Hill |
| Cayleb Hirsch | Ryleigh Hodgson | Destyni Johnston | Kale Kallechy |
| Jacey Kern | Keanna Kozak | Lena Kozak | Grace Latimer |
| Mackenzie Latimer | ReNae Leavitt | Leland Macdonald | Milly MacFarlane |
| Shayleen Mann | Ciara McCracken | Raeanne McPhillips | Grant Nelson |
| Andi Neudorf | Aubrey Nilsson | Tyler Nilsson | Alex Niwa |
| Ammon Oler | Kaylee Onofrychuk | Gabriel Panther Bone | Dustin Petersen |
| Lexi Petrik | Imajyn Pickell | Colter Poulsen | Angie Qi |
| Davis Quinonez | Pia Roque | James Samayoa | Ruben Sana |
| Derian Setoguchi | Kira Simon | Zemir Sirias | Cayley Stevenson |
| Trinity Tularialik | Makynna Ullly | Rayla Van Gaalen | Valerie Vankriken |
| Kasey Weirmeir | | | |

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents – École Agnes Davidson School – April 10, 2019

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 École Agnes Davidson School will be invited to have Snacks with the Superintendents on Wednesday, April 10, 2019 beginning at 7:45 a.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events for Board of Trustees

| | | |
|-------|--|--|
| March | 28 | Administrators' Committee Meeting 1:15 p.m., Education Centre |
| April | 1 | No school for students District-wide Professional Learning Day |
| | 1 | District School Council 6:00 p.m., Education Centre |
| | 2 | Provincial Election Public Forum – <i>Lethbridge West</i> 6:30 – 8:30 p.m., Chinook High School, Media Centre |
| | 3 | Breakfast with the Board 8:00 a.m., Immanuel Christian Elementary School |
| | 3 | Education Centre Leadership Team Meeting 9:00 a.m., Education Centre |
| | 8 | Provincial Election Public Forum – <i>Lethbridge East</i> 6:30 – 8:30 p.m., St. Francis Junior High School, Gym |
| | 11 | Administrators' Committee Meeting & Strategic Planning Signature Sandman (formerly Lethbridge Lodge) |
| | 15 | Board Committee of the Whole 3:00 p.m., Education Centre |
| | 16 | Provincial Election |
| | 16 | DEHR to Care Art Gala 6:00 to 8:00 p.m., Galt Museum |
| | 19 – 26 | No School for students Easter break |
| 29 | Education Week begins | |
| 30 | Board Meeting 3:30 p.m., Board Room | |

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: District Wellness Committee – March 4, 2019

1. A draft of the Wellness Policy was reviewed.
2. The work of the Health Champions was reviewed.
3. The Staff Wellness Throw Down for the rest of the year (March – Water, April – Sleep, May – Active Living).
4. Nutrition Programs and Funding were reported on.
5. Wellness Grants – This is year three of the grants program. Many grants have been used for Self-regulation supplies.
6. Our School Survey Data was analyzed.
7. The Wellness Work Plan 2017-2020 was reviewed.

Next meeting will be Wednesday May 29th from 1:00 to 3:00 p.m.

Respectfully submitted by
Donna Hunt



MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Light, Vice Chair

RE: District School Council – March 4, 2019

1. Learning Session: Inclusive Learning (High School). Presentation conducted by Ann Muldoon and School Administrators.
 - Presentation followed by the question: *Do you have any perspectives you would like to share regarding inclusion without being specific to your child?*
2. ASCA Conference and AGM is dated April 26-28, 2019. The theme is *School Council and Building Bridges*. The new voting process was explained: online pre-voting resolutions is open until March 22. If the school council is in support of the motion exactly as it is worded one can vote online in favour of. If the resolution receives 60% in favour, this motion will be put in an omnibus package, and the package will not be debated on the floor during the AGM.
3. Feminine Hygiene Supplies: it was discussed that some schools do not have appropriate access to supplies as machines are not located within school washrooms. This was brought up due to a motion in a separate province that would freely offer such products.
4. The following reports can be found on the District web site in this meeting's minutes: Trustee (Doug James), Wellness Committee (Shannon Pratt), SAPDC (Hollie Tarasewich, no report), Community Engagement Committee (Heather Paul), and Superintendent (Cheryl Gilmore). Roundtable Reports are included with agenda.

Respectfully submitted,
Christine Light

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – March 4, 2019

Committee Members:

Doug James, Committee Chair

Tyler Demers, Trustee

Christine Lee, Associate Superintendent, Business Affairs

Daniel Heaton, Director of Facility Services

Chris Chapman, Coordinator, Maintenance

1. 2019-2020 Modular Request (update)

The District will receive three modular classrooms for the 2019-2020 school year. One modular classroom for Coalbanks and Two for Dr. Probe Elementary. The amount of modular classrooms were limited for distribution by the government, so the District is pleased we received three.

2. 2019-2020 to 2021-2022 Capital Plan

- a. Executive Summary for Board Meeting
- b. Full Plan document for website

The Draft Capital Plan was presented and reviewed. The Board of Trustees will receive a copy for the Board Retreat and the plan will be presented at the March Board Meeting for approval. The plan must be submitted to Alberta Education by April 1st.

3. Other Items

a. S.E. Elementary School

The District has been reviewing the construction tender with Alberta Infrastructure and is still awaiting approval to sign the construction contract. Once the contract is signed then progress will begin immediately on getting the school constructed

b. 2018-2019 Facility Services Project status – IMR

Daniel and Chris reviewed the progress and status of current IMR projects.

Respectfully Submitted,
Doug James

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Doug James and Lola Major (Trustees)

RE: District Student Advisory Council – March 5, 2019

Attendance: Lola Major, Teresa Loewen, Doug James, student and teacher representatives from each of School District #51 Middle and High Schools.

Teresa Loewen introduced the purpose of the meeting and also introduced Dr. Cheryl Gilmore. The District Student Advisory members were welcomed and addressed by Superintendent Dr. Cheryl Gilmore. Cheryl reviewed the recent Town Hall meeting in February and then asked the students to give additional feedback from the original three questions that were presented.

1. What is School District doing well?
2. What can the School District improve upon?
3. What strategies would you suggest in order to improve?

The students were divided into roundtable groups, which were made up of either high school and/or middle school students exclusively. The teacher representatives chaired the groups which was very effective. The results of the discussions were recorded and the feedback will be presented to the School Board later in the year.

Note: The students were very attentive, engaged and made several positive and thoughtful suggestions.

Respectfully submitted,
Doug James



MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – March 6, 2019

Attendance: Teresa Loewen, Stefanie Desrochers, Allison Pike, Lola Major, Maggie Taylor, Rebecca Adamson

Policies reviewed:

- 1003.5 Conducting Research – revisions after first reading by the Board
- 604.3 Locally Developed Courses
- 605.1 Inclusive Learning Supports
- 1002.4 School Councils – addition due to Ministerial Order of August 14
- 402.8.1 Harassment and Discrimination – amendments due to OHS Code changes

Next meeting: April 3, 2019

Respectfully submitted,
Lola Major

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – March 11, 2019

Executive Staff, Trustees & Parents Present: Christine Lee, Garrett Simmons, Christine Light, Jan Foster, Allison Pike, Cynthia young,

ICE Scholarship Breakfast Debrief

- Promotion:
 - Well attended
 - \$2694.28 profit; more Supporter tables sold this year
 - Positive feedback from both main presentation and LCI

- Scholarship Application/Selection Committee
 - To date, 0 applications have been submitted
 - March 14 visit to Chinook scheduled; waiting on other schools to respond re: more student connection opportunities
 - Email past applicants to encourage them to reapply
 - Application deadline to be extended to April 15 if less than 5 applications have been submitted by Friday, March 23.
 - Future Consideration: meet with staff to explain scholarship and help form broader understanding of innovation piece.

- Event Planning
 - Re-think event takeaway (many notepads and pens left behind)
 - Approach Save-On Foods for possible chocolate donation/cost reduction
 - Venue: approach Coast to give space for advertising in lieu of \$500; look into Sandman Signature for cost
 - Format: interview style? Garrett to contact Speakers Bureau to get recommendations for next year; include past graduates?
 - Do not need MC to move event along
 - Feedback cards: mostly positive; will make smaller and place at each place setting next year

NEXT MEETING – Tuesday, April 9 @ 6:00

Respectfully Submitted,

Christine Light

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – March 11, 2019

Committee Members Present: Karen Rancier, Christine Light, DeeAnna Presley-Roberts, Andrea Fox, Ali Koganow, Catherine Thorsen, Melissa Hooper, Brian Palsky, Heather Mathur, Heather Paul, Naresh Parekh, Tasha More, Alison Alma-North

1. Budget

- As of March 11, 2019, \$21 140 spent on school food items.
 - o 9 requests (4 HS, 2 MS, 3ES; 3N, 3S, 3W)
- \$12 000 budgeted for essentials; \$2799 spent. This total is a reflection of a successful *Kick It to the Curb* in the fall as well as the milder winter we have had. We currently have a strong inventory of winter clothing. Ready Set Go donated hygiene supplies.
- Mountain Warehouse has offered substantial discounts on clothing needed. They will contact DeeAnna Presley-Roberts when backroom inventory is high and they need a pick-up.

2. WAM Bags

- \$11 184.18 spent through May 20 (\$20 000 budgeted)
- To date 180 bags have been given to students in need. The slight decrease from this time last year reflects the milder winter and access to seasonal work

3. Annual Appreciation Luncheon – May 22, 2019

- Lunch @ 12pm to honour businesses and organizations who have supported our students; meeting with poverty reps following (time to share happenings, ideas & projects)
- DeeAnna to create slideshow highlighting projects within the District
- Alison Alma-North to make take-away for guests
- Ali Koganow will have students create art for decoration
- Other ideas: have student voice present; Park Meadows hand bells; media release of supporters; 'snapshot' of supporters included in power point; postcard mail out in fall to supporters

4. Fund-Raising

- Showed District video on Poverty Committee and brainstormed fundraising ideas
-

Lethbridge School District No. 51

Regular Meeting – March 26, 2019

Enclosure # 8.7

- Show video on Shaw, beginning of year to DSC, to Board; permanent PIC link after new web site implemented; create follow-up video interviewing supporters; host silent auction at another hosted event (i.e. gold tournament; city event; Facebook Silent Auction in the fall; water bottle distribution; partnership with the Wellness Committee; ongoing support through the Herald.
 - Tasha More, Christine Light and Ali Koganow will sit on FB Silent Auction sub-committee. Tasha will contact Garrett Simmons re: logistics of hosting this event on a District Facebook Page.
5. Next meeting to be held May 22, 2019 following the Annual Appreciation Luncheon
-

MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – March 20, 2019

1. A.S.B.A. Presentation by President Lorrie Jesse and A.S.B.A. C.E.O. Dr. Abbound on the vision of the A.S.B.A. going forward and the work plan.
2. Outstanding Presentation by Charlene Bearhead who is the First Nations, Metis and Inuit Relations Coordinator. Charlene always brings a unique perspective to her presentation.
3. A general discussion took place on A.S.B.A. bylaw 15.4 the role and purpose of the Zone's and reflections of things we can improve upon.

Next meeting will be May 15th at the Horizon Board Office in Taber. The Edwin Parr banquet will follow the meeting.

Respectfully submitted,
Donna Hunt



MEMORANDUM

March 26, 2019

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community and Social Development Committee – March 22, 2019

Trustee Jan Foster will provide an oral report.





February 22, 2019

Mr. Clark Bosch
Board Chair
Lethbridge School District No. 51
433 - 15 Street S
Lethbridge, Alberta T1J 2Z4

Dear Mr. Bosch:

The Alberta Motor Association (AMA) is a proud, Alberta-based organization of nearly one million members. Over 92 years ago, our Association got its start as a traffic safety and personal mobility advocate and this remains central to our mission today. We also deliver services for our members in a number of important areas, including, roadside assistance, insurance, travel, registries and driver education. In the Lethbridge region alone, we are proud to have 43,718 members, representing a household penetration of 37.5%.

On behalf of the Lethbridge Regional Advisory Board, I invite you to meet with our board to discuss our mutually shared priorities and determine areas for increased partnership going forward. In particular, we would like to discuss our initiatives regarding School Safety Patrol, novice driver education, and our ongoing advocacy for increased traffic safety.

Our board would be honoured if you and your officials could meet on the following date:

Thursday, May 9, 2019
4:00 p.m. Meeting
AMA Lethbridge Centre (120 Scenic Drive South)

We are also pleased to extend the same invite to your counterparts in the Holy Spirit Catholic School Division.

Please have your office RSVP to Jeff Kasbrick, Vice President of Government & Stakeholder Relations, by telephone at (780) 430-5733 or email at jeff.kasbrick@ama.ab.ca. We look forward to the opportunity to meet and support the important work of the Lethbridge School District No. 51.

Sincerely,

George Lomas
Chair, Lethbridge Regional Advisory Board

ALBERTA MOTOR ASSOCIATION

Administration Centre
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ama.ab.ca