



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, November 27, 2018

Board Room

3:30 P.M.

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

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

If there are no errors or omissions in the minutes of the Regular and Organizational meetings of October 23, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

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

4. Presentations

3:35 p.m. 4.1 Fast Forward Enclosure 4.1

5. Action Items

3:50 p.m. 5.1 Sock it to 'Em Campaign Enclosure 5.1

5.2 Terms of Reference Updates Enclosure 5.2

5.3 Policy Review:

- *Policy 201.2 Mandate*
- *Policy 202.1.1 Confidentiality*
- *Policy 202.1.2 Conflict of Interest*
- *Policy 202.2 Chair of the Board*
- *Policy 202.3 Individual Trustees*
- *Policy 205.1 Trustee Compensation*
- *Policy 206.1 Trustee Training and Development*
- *Policy 303.3 Administrator Growth Supervision and Evaluation*
- *Policy 303.4 School Principal*

Enclosure 5.3

4:10 p.m. 5.4 District Three Year Education Plan and Annual Education Results Report

Enclosure 5.4

5.5 2017-18 Audited Financial Statement

Enclosure 5.5

5.6 2018-19 Budget Update

Enclosure 5.6

5:00 p.m. Public Forum

5:10 p.m. **6. District Highlights**

7. Information Items

5:15 p.m. 7.1 Board Chair Report

7.1.1 Breakfast with the Board

Chinook High School – December 5, 2018

Enclosure 7.1.1

5:20 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

5:30 p.m.	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	Christmas Celebrations	Enclosure 7.3.3
	7.3.4	Snacks with the Superintendent	
		École Nicolas Sheran – December 5, 2018	Enclosure 7.3.4
	7.3.5	Calendar of Events	Enclosure 7.3.5

8. Reports

5:40 p.m.	8.1	Policy Advisory Committee – October 24, 2018	Enclosure 8.1
	8.2	District School Council – November 5, 2018	Enclosure 8.2
	8.3	FNMI Advisory Committee – November 6, 2018	Enclosure 8.3
	8.4	Facilities Committee – November 6, 2018	Enclosure 8.4
	8.5	ATA Local Council – November 7, 2018	Enclosure 8.5
	8.6	Community Engagement Committee – November 13, 2018	Enclosure 8.6
	8.7	A.S.B.A. Zone 6 General Meeting – November 14, 2018	Enclosure 8.7
	8.8	Poverty Intervention Committee – November 19, 2018	Enclosure 8.8
	8.9	District Student Advisory Council – November 20, 2018	Enclosure 8.9
	8.10	Policy Advisory Committee – November 21, 2018	Enclosure 8.10
	8.11	Community and Social Development – November 23, 2018	Enclosure 8.11

9. Correspondence - Received

5:50 p.m.	9.1	City of Lethbridge – October 18, 2018	Enclosure 9.1
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10. Correspondence - Sent

5:55 p.m.		Nothing at this time	
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6:00 p.m.		Adjournment	
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MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD OCTOBER 23, 2018.

IN ATTENDANCE:

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

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

The Chair called the meeting to order at 4:20 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:
“that the agenda be approved as presented.”

*Approval of Agenda
6786/18*

CARRIED UNANIMOUSLY

2. Approval of Minutes

Trustee Jan Foster moved:
“that the minutes of the Regular Meeting of September 25, 2018 be
approved and signed by the Chair.”

*Approval of Minutes
6787/18*

CARRIED UNANIMOUSLY

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations – none at this time

Presentations

5. Action Items

Action Items

5.1 International Trip Approval

Immanuel Christian Secondary School requested approval to
take their Senior Choir on an International Trip to New York
City, New York, United States from May 4 to 8, 2019. Principal
Rob vanSpronsen and Music teacher Elsie Eelhart attended the
meeting.

Trustee Donna Hunt moved:
“that the Immanuel Christian Secondary School Senior Choir
Trip to New York City, New York in the United States from May
4th to the 8th, 2019, be approved by the Board, on the
condition that all District policies and procedures are strictly
followed.”

*Immanuel Christian
Secondary School
New York
6788/18*

CARRIED UNANIMOUSLY

5.2 Voluntary Retirement – Alberta Teachers’ Retirement Fund Members and Local Authorities Pension Plan Members

For the past several years, the Board has approved a Voluntary Retirement Plan for the Alberta Teachers’ Association Retirement Fund Members, Canadian Union of Public Employees (CUPE) 290, CUPE 2843 and non-union employees.

Trustee Jan Foster moved:

“that the Board extend the Voluntary Retirement Package to all employees who are members of the Teachers’ Retirement Fund and Local Authorities Pension Plan (CUPE 290, CUPE 2843 and non-union employees) who, by December 21, 2018, submit a letter of resignation effective January 31, 2019. Such employees will be offered a temporary contract effective February 1, 2019 – June 30, 2019.” **CARRIED UNANIMOUSLY**

*Voluntary Retirement
Package
6789/18*

5.3 Alberta Teachers’ Association (ATA) Local Council Meeting Schedule

ATA Local Executive open invitation for Board members to attend meetings as per the schedule:

*ATA Local Council
meetings*

November 7 – Donna Hunt

December 5 – Doug James - Trustees will be invited to attend

January 9 – Tyler Demers

February 6 – Christine Light

March 6 – Lola Major

April 3 – Clark Bosch

May 1 – Jan Foster

June 5 – Clark Bosch

Public Forum – none at this time

Public Forum

6. District Highlights

District Highlights

- Lola attended the first District Student Advisory Council meeting yesterday and it was incredible with students preparing for the Leadership Conference.
- Doug enjoyed Fish Friday at GS Lakie in honour of Logan Boulet.
- Donna attended the Senator Buchanan School Council, nice administration team.
- Christine Light suggested visiting Lakeview’s new playground. 1D1B announcement was great.

- Clark suggested driving by the new Lakeview playground.

7. Information Items

Information Items

7.1 Board Chair Report

Breakfast with the Board

7.1.1 Breakfast with the Board

All staff at Immanuel Christian Secondary School will be invited to attend Breakfast with the Board on Wednesday, November 7, 2018 followed by a tour of the school by Principal Rob vanSpronsen.

7.1.2 Response to September Public Forum Question on Student Transportation

Response to September Public Forum Question

Cindy DeJager, parent of two students attending Chinook High School shared concerns regarding bus transportation. Notification to riders will be two weeks in the future. Thanks to Christine Lee and Cheryl Shimbashi for their hard work on student transportation. Should the pathways continue into next year, we would ensure families have good communication.

7.1.3 TEBA meeting on December 11, 2018

TEBA Meeting

Christine Light will attend on behalf of 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

Human Resources

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

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Superintendent Reports

Superintendent Report Canadian Award for Financial Reporting (CAnFR)

7.3.1 Canadian Award for Financial Reporting (CAnFR)

Lethbridge School District No. 51 is the first Canadian school division to receive the Canadian Award for Financial Reporting (CAnFR). The Board congratulated Director of Finance Mark Deboer, Associate

Superintendent Christine Lee and the Finance Department team.

7.3.2 Urban Indigenous Youth Grant

Urban Indigenous Youth Grant

Alberta Education provided the District with an urban indigenous youth grant. Associate Superintendent Morag Asquith indicated that the District will be looking at hiring a teacher of FNMI culture at the elementary schools.

7.3.3 51-25 Celebration Banquet

51-25 Celebration Banquet

Each year the Board recognizes staff members who have served with the District for 25 years or more at a dinner held September 26, 2018. New members inducted were Andrea Kveder, Deb Bosch-Friedrick, Karen Rancier, Shanda McKnight, Suzie Chambers, Terry Hagel, Ard Biesheuvel, Ashelyn Redman, Brian Sakatch, Darin Gibson, Darryl Christiansen, JoAnne Thaxter, and Kae McFadzen. Next year Board members will deliver the gifts and offer congratulations to those who are unable to attend.

7.3.4 Acknowledgements of Excellence

Acknowledgements of Excellence

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

7.3.5 Board Priorities Report

Board Priorities Report

2018-19 District Priorities report of actions was shared.

7.3.6 Donations and Support

Donations and Support

Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children.

7.3.7 Snacks with the Superintendents

Snacks with the Superintendents

Staff at Lakeview School will be invited to attend the Snacks with the Superintendent on Thursday, November 15, 2018.

7.3.8 Calendar of Events

Calendar of Events

The Calendar of Events was reviewed for the period October 24 to November 27, 2018.

8. Reports

Reports

8.1 District School Council – October 1, 2018

District School Council

Trustee Doug James provided a written report from the District School Council meeting held October 1, 2018.

8.2 Community Engagement Committee – October 9, 2018

*Community
Engagement
Committee*

Trustee Christine Light provided a written report from the Community Engagement Committee meeting held October 9, 2018. Correction of table sales to date was \$5200. Request was made to have the Public Forum at 5:00 pm. Board members can remind parents of the Public Forum when attending School Council meetings.

8.3 District Wellness Committee – October 15, 2018

*District Wellness
Committee*

Trustee Donna Hunt provided a written report from the District Wellness Committee meeting held October 15, 2018. Donna requested a Board presentation by Cayley King.

9 Correspondence – Received:

*Correspondence –
Received
Minister Eggen
Holy Spirit Catholic
Schools*

9.1 Minister Eggen letter

9.2 Holy Spirit Catholic Schools

10 Correspondence – Sent:

*Correspondence – Sent
Solicitor General
City of Lethbridge*

10.1 Solicitor General

10.2 City of Lethbridge

11. A.S.B.A. Policies Bulletin

*ASBA policy positions
for FGM*

Trustees gave direction on voting for Policy priorities to the representatives attending the Fall General Meeting.

The meeting adjourned at 6:02 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MINUTES FROM THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD OCTOBER 23, 2018.

IN ATTENDANCE:

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

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

The Superintendent called the meeting to order at 3:50 p.m.

1. Election of Chair

Election of Chair

Superintendent, Cheryl Gilmore, called for nominations for Chair to hold office during the pleasure of the Board.

Trustee Doug James nominated Trustee Clark Bosch for the position of Chair for the 2018-2019 term.

Superintendent Cheryl Gilmore called three times for further nominations and there being none, declared Trustee Clark Bosch as Chair.

Clark Bosch assumed the Chair's position.

2. Approval of Agenda

*Approval of Agenda
6780/18*

Trustee Jan Foster moved:

"that the agenda be approved."

CARRIED UNANIMOUSLY

3. Election of Vice-Chair

The Chair called for nomination for the position of Vice-Chair to hold office during the pleasure of the Board.

Trustee Lola Major nominated Trustee Jan Foster for the position of Vice-Chair for the 2018-2019 term.

Trustee Donna Hunt nominated Trustee Christine Light for the position of Vice-Chair for the 2018-2019 term.

Chair Clark Bosch called three times for further nominations and there being none, a vote was held by ballot and Trustee Christine

*Election of Vice-Chair
6781/18*

Light was declared Vice-Chair.

*Ballots destroyed
6782/18*

Trustee Donna Hunt moved:

“to destroy the ballots.”

CARRIED UNANIMOUSLY

4. Approval of Bank Borrowing Resolution

*Approval of Bank Borrowing
Resolution
6783/18*

Trustee Tyler Demers moved:

“that the Board approve the 2018-2019 bank borrowing resolution in the amount of \$500,000 to finance the operation of the school district as required, pending receipt of government funding, and that a copy of this resolution be appended to the minutes of this meeting.”

CARRIED UNANIMOUSLY

5. Approval of Signing Authority

Trustee Tyler Demers moved:

“that the bank signing authority be the Chairman or the Vice-Chairman and the Secretary-Treasurer or, in her absence, the Director of Finance, with the exception that for the purpose of signing cheques, the signing authority shall be the Superintendent of Schools and the Secretary-Treasurer and Director of Finance and further, that the Board authorize the bank to establish an overdraft lending agreement which has been duly executed by the proper officers of the Board when loans are required.”

CARRIED UNANIMOUSLY

*Approval of Signing
Authority
6784/18*

6. Committee Reports and Terms of Reference

All Committee reports and Terms of Reference were reviewed at the September 2018 meeting. Terms of Reference updated for District Wellness and FNMI Committees will be brought to the November meeting for Board approval.

*Committee Reports and
Terms of Reference*

7. Appointments to Committees

*denotes Chair

7.1 Standing Committees

7.1.1 Facilities Committee:

*Doug James, Tyler Demers

7.1.2 Policy Advisory Committee:

*Lola Major, Donna Hunt (Alternate)

7.1.3 Spirit of 51 Committee:

*Lola Major, Tyler Demers

7.1.4 Superintendent Evaluation Committee:

*Appointments to
Committees
6785/18*

- *Clark Bosch, Jan Foster, Lola Major
- 7.1.5 Board Budget Committee:
 - *Donna Hunt, Clark Bosch
- 7.1.6 Poverty Intervention Committee:
 - Christine Light
- 7.1.7 Board Audit Committee:
 - *Clark Bosch, Donna Hunt
- 7.1.8 District Wellness Committee:
 - *Donna Hunt, Doug James
- 7.1.9 Community Engagement Committee:
 - *Christine Light, Jan Foster
- 7.1.10 FNMI Committee
 - * Doug James, Donna Hunt (alternate)

7.2 Special (ad hoc) Committees

- 7.2.1 ATA Negotiating Committee:
 - *Jan Foster, Clark Bosch
- 7.2.2 CUPE (Local 290) Negotiating Committee:
 - *Clark Bosch, Tyler Demers
- 7.2.3 CUPE (Local 2843) Negotiating Committee:
 - *Tyler Demers, Donna Hunt
- 7.2.4 Non Union Staff Committee:
 - *Jan Foster, Tyler Demers

7.3 Joint Committees

- 7.3.1 ATA Working Conditions Committee:
 - *Clark Bosch , Donna Hunt
- 7.3.2 Business and Education Committee:
 - *Doug James, Lola Major (alternate)
- 7.3.3 City/School Boards Committee:
 - *Jan Foster, Lola Major

7.4 Appointment of Board Representatives:

- 7.4.1 ASBA Zone 6 Executive:
 - *Donna Hunt, Clark Bosch (alternate)
- 7.4.2 District School Council:
 - Doug James, Christine Light (alternate)
- 7.4.3 District Student Advisory Council:
 - Lola Major, Doug James
- 7.4.4 TEBA
 - Clark Bosch
- 7.4.5 Team Lethbridge
 - Christine Light, Tyler Demers

7.4.6 Community and Social Development Committee
Jan Foster

8. Adjournment at 4:19 p.m.

Adjournment

Clark Bosch
Chair

Christine Lee
Associate Superintendent
Business Affairs

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Fast Forward

Background

Nikki Cale will present on the Fast Forward program that focuses on high school completion featuring the outcomes of the program for the 2017-18 school year.

Recommendation

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

Respectfully Submitted,

Cheryl Gilmore

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Sock it to 'em Campaign

Background

The 16th annual Sock It To 'Em Campaign has been a tradition in Lethbridge School District No. 51 with retired District staff member Gail Petrie being instrumental in coordinating this event.

Volunteer Lethbridge Association has taken over the event this year. Caretaking and Maintenance staff in Lethbridge and area schools are collecting new socks to be donated to local charities for Christmas. The campaign runs from November 1 to December 15, 2018.

The campaign poster is attached.

Recommendation

It is recommended that the Board receive this report as information and consider making a donation.

Respectfully submitted,
Cheryl Gilmore

16TH ANNUAL SOCK IT TO 'EM CAMPAIGN



From November 1st to December 15th 2018

The Caretakers & Maintenance staff in Lethbridge and area schools are collecting NEW SOCKS to be donated to local charities for Christmas.

Please join them and make Someone's Christmas a little bit warmer!

To donate, contact any Custodial staff at your local school!

Questions?

Call Keith

403-3324320



MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Terms of Reference Updates

Background

The attached Terms of Reference have been updated for the District Wellness Committee and the FNMI Education Committee for the 2018-2019 school year.

Recommendation

It is recommended that the Board approve the updated Terms of Reference for the District Wellness Committee and the FNMI Education Committee.

Respectfully submitted,
Cheryl Gilmore



Wellness Committee Terms of Reference 2018 – 2019

Type of Committee

- This is a District committee.

General Purpose

- To promote and facilitate wellness among students, families and staff of the District

Policy References

Policy 504.11 Healthy Nutritional Choices
Policy 402.8.3 Employee Assistance Wellness Programs
Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments
Policy 502.1.7 Substance Misuse
Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression
Policy 504.1 Managing Health Issues in Schools
Policy 600.3 Poverty Intervention
Policy 602.7 Human Sexuality Instruction
Policy 607.4 Responsible Use of Technology
Policy 608.1 Counselling Services
Policy 700.6 Workplace Health and Safety- Emergency Response Planning

Composition and Appointments (for life of the committee)

- One Trustee, One Alternate
- Associate Superintendent, Instructional Services
- Associate Superintendent, Human Resources (as needed)
- 2 School Administrators (one elementary, one MS/HS)
- Three classroom teachers (preferably one elementary, one middle and one high school)
- One Parent, One Alternate
- Representatives from Alberta Health Services
 - Addictions and Mental Health
 - Comprehensive School Health
- Counselling Coordinator (as needed)
- Communications Officer (as needed)
- Other community and school members (as needed)

Meetings

- Meetings will be held three times per year (Sept., Jan/Feb., April/May)
- They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.
- Sub-committees as needed

- 3 Health Champ Meetings a year

Resources

- \$20,000 per year toward Wellness Grants in Schools
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year
- Support from Administrative Assistants required

Specific Annual Objectives for the 2018-19 School Year

- Support/coordination of the work of the Health Champions
- Continue wellness communications plan with the help of Communications Officer and the Technology Department (“Wellness Spotlight”)
- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness
- Continue to focus on the 3rd year of the 3 year Plan Priorities- Mental Health and structures in our schools that supports Mental Health, Staff Wellness

Reports and Target Dates

- Reports will be submitted annually or as the need arises.
- The Committee will report both in writing and/or orally.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee’s terms of reference would be forwarded to the Board as necessary.

Approved by the Board of Trustees:



First Nations Métis Inuit Education Committee

TERMS OF REFERENCE

2017-2018

TYPE OF COMMITTEE

- This is a standing committee of the Board of Trustees.

GENERAL PURPOSE

- To improve educational opportunities and achievement of all students (children and youth). To directly improve learning outcomes for all students who self-identify as having F.N.M.I. ancestry
- To understand and support the "Calls to Action" from the Truth and Reconciliation work that is relevant to the education sector
- To support teachers and our F.N.M.I. department to feel comfortable and skilled in delivering and appreciating F.N.M.I. content as per Alberta Education curriculum recommendations

KEY DUTIES AND RESPONSIBILITIES

- Annually assess the District's work through data analysis, anecdotal reporting and observations
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other F.N.M.I. cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the F.N.M.I. work plan for all staff in Lethbridge School District No.51
- Participate in provincial sharing of best practices that support the F.N.M.I. work plan
- Continue to communicate with stakeholders
- Communicate, explore and share interventions that are effective and impact learning and building a deeper understanding of F.N.M.I. culture within the education setting
- Trustee or Education Centre staff member represent Lethbridge School District No. 51 on the Reconciliation Lethbridge Advisory Committee (RLAC).

This committee's authority would be limited to Lethbridge School District No. 51 and would be advisory in capacity

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 2 Trustees – chair and alternate
- Education Centre staff member assigned lead responsibilities

- 1 principal and 1 assistant principal
- 2 parents
- Principal of FNMI Education
- 3 teachers – elementary, middle and high school
- 1 counselling representative
- 2 FNMI Liaisons- one elementary, one middle/secondary
- community members/Elders
- Guests will be invited to assist the Committee as needed

MEETINGS

- There will be 3-4 per year (October, February, May)
- They will be organized by the Chair with assistance of the Education Centre lead person

REPORTS AND TARGET DATES

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

REVIEW AND EVALUATION

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Policy Review

Background

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

- Finish review of 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>
201.2	Mandate	Amendment
202.1.1	Confidentiality	Amendment
202.1.2	Conflict of Interest	Amendment
202.2	Chair of the Board	Amendment
202.3	Individual Trustees	Amendment
205.1	Trustee Compensation	Amendment
206.1	Trustee Training and Development	Amendment
303.3	Administrator Growth Supervision and Evaluation	Amendment
303.4	School Principal	Amendment

Respectfully submitted,
Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: May 14, 1997;
Amended January 12, 2010

201.2 Mandate

Amended: November ., 2018

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Policy

The Board of Trustees of Lethbridge School District No. 51 operates under the authority of the School Act (Statutes of Alberta, [2000-1988](#)) and policies and regulations pursuant to that legislation. The Board is charged with the responsibility to ensure that each of its resident students is provided with an education program consistent with the requirements of the School Act and exercises its authority through policy, regulations and resolutions approved at duly constituted meetings of the Board. The Board expects District operations to be conducted in accordance with approved policy.

Regulations

1. The policy statements of the Board shall be compiled into a District Policy Handbook.
The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

References

Alberta School Act: Section 60



LETHBRIDGE SCHOOL DISTRICT No. 51

Approved: March 13, 2001
Amended: January 12, 2010

Amended:

202.1.1 Confidentiality

Policy

At the beginning of each term appointment, ~~trustees~~trustees will be required to take a public oath of confidentiality and sign an accompanying written oath.

The Board expects that ~~trustees~~trustees will maintain confidentiality in perpetuity.

Regulations

- 1 All confidential documents shall be clearly labelled as ~~Confidential~~confidential.
- 2 Board members shall not communicate, either directly or indirectly, information designated confidential to anyone not entitled to receive the same.
- 3 In the event of a sensitive or confidential issue, the Board may move to an in-camera meeting for the purposes of discussion.

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

References

Alberta School Act: Sections 60 , ~~64~~, 67 , 68 , 76, 79

District Policies: ~~201 Guiding Principles~~, Policy 100.1 Foundational Principles, 201.3 General Powers and Duties of the Board, 202.1 Trustee Code of Conduct,

202.3 Individual Trustees, 204.4 In Camera Board~~Private~~ Meetings

Other: Role of the Trustee – ASBA Handbook, Freedom of Information and Protection of Privacy Act, ~~Young Offenders Act~~Youth Criminal Justice Act



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 13, 2001
Amended: January 12, 2010

202.1.2 Conflict of Interest

Policy

The Board expects that the actions of trustees will be perceived to be in the best interests of the District, and shall, at no time, be seen to be for personal gain. It is incumbent upon a Trustee to declare any conflict of interest, verbally or in writing, prior to any discussion and be absent during any discussion of that particular issue.

Definitions

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For the purposes of this policy, pecuniary interest is defined in the School Act as "an interest in a matter that could monetarily affect

- the person,
- a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- a distributing corporation in which the person beneficially owns voting [shares/rights](#) carrying at least 10% of the [voting rights attached to the voting shares of the](#) corporation or of which the person is a director or officer,
- a partnership or firm of which the person is a member, or
- a corporation, partnership, firm, government or person that employs the person."

The School Act further states that "the pecuniary interests

- of the spouse [or adult interdependent partner](#), children, or parents of a person,
- or of the parents of the spouse of a person

that are known to the person or of which the person reasonably should know shall be deemed to be the pecuniary interests of the person."

Regulations

1. Upon orientation, all trustees shall be advised of the requirement to comply with the Conflict of Interest policy.

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

References

Alberta School Act: Sections 80 , 81 , 82 , 83 , 84 , 85 , 86 , 87 , 88 , 89 , 90 , 91
Other Statutes: Freedom of Information and Protection of Privacy Act
District Policies: 202.1 Trustee Code of Conduct, 400.2.1 Employee Conflict of Interest



LETHBRIDGE SCHOOL DISTRICT No. 51

Approved: March 13, 2001
Amended: January 12, 2010

202.2 Chair of the Board

Policy

Under the School Act, the Board is required to elect one of its members as Chair.

The Board expects the Board Chair to provide leadership to the Board and act as its primary spokesperson.

The Board expects that the Chair shall perform ~~his/her~~their duties in accordance with District policy, the School Act and other applicable provincial and federal statutes and regulations.

Regulations

1. The Chair shall be elected annually at the organizational meeting of the Board, to serve at the pleasure of the Board.
2. The Board delegates to the Chair the following powers and duties:
 - 2.1 To preside over all Board meetings and to ensure that such meetings are conducted in accordance with the School Act and the policies and procedures of the Board;
 - 2.2 To convey directly to the Superintendent such concerns as are related to ~~him/her~~them by the trustees, parents, students or employees which may affect administration of the District;
 - 2.3 To convey to the Board and the Superintendent such concerns as are related to ~~them~~u, which may affect the policies or administration of the District;
 - 2.4 To provide counsel, when requested, to the Superintendent when a course of action may be necessary, the substance of which is not within the parameters of existing Board policy;
 - 2.5 To act as Board spokesperson upon matters of Board policy;
 - 2.6 To act as ex-officio member, with voting privileges, to all committees appointed by the Board;
 - 2.7 To ensure that the Board is represented at public activities;
 - 2.8 To act as signing officer of the District;
 - 2.9 To act as the official spokesperson of the Board on matters pertaining to the major functions of the Board.
3. In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair and, when so acting, shall have all the power of the Chair.
4. If the Chair and Vice-Chair are absent at a meeting at which a quorum is present, the Board shall appoint from its trustees an acting Chair who, thereupon, has all powers and shall perform all duties of the Chair.

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

References

Alberta School Act: Sections 60 , 61 , 62 , 63 , 65 , 72 , 78

District Policies: [100.1294 Foundational Statements Guiding Principles](#), 201.3 General Powers and Duties of the Board, 202.1 Trustee Code of Conduct,

202.3 Individual Trustees, 204.4 In ~~Camera Board-Private~~ Meetings, 204.6 Organizational Meetings, 205.1 Trustee Compensation,

1001.3 ~~Communications~~Media Relations

Other: Role of the Trustee – *ASBA Handbook*, Alberta Education – Policy Regulation and Forms Manual, Freedom of Information and [Protection of Privacy Act](#).



LETHBRIDGE SCHOOL DISTRICT No. 51

Approved: June 14, 2001
Amended: January 12, 2010

202.3 Individual Trustees

Policy

Trustees, as members of the Board, are expected to serve the best interests of the District and, particularly, its students.

Regulations

1. Trustees shall be responsible to their electorate through the democratic process.
2. As an elected official, it is the responsibility of the trustee to attend regular meetings of the Board, serve on committees of the Board, and perform other functions as directed by the Board.
3. It is the role of the trustee, as a member of the Board, to participate in the major functions of the Board:
 - Planning
 - Policy-Making
 - Allocation of Financial Resources
 - Communication
 - Evaluation
 - Adjudication of Appeals
 - Advocacy for Public Education
4. Trustees must respect and value a decision of the Board and not undermine it. For the Board to operate effectively, it must speak with one voice. Board authority lies in its unity and support for the vote of the majority.
5. A trustee may express a personal position or opinion, but must identify it as such. An individual trustee shall not intentionally give the appearance of speaking for the Board without Board authorization.
6. Trustees should respect the channels of communication established in the District. Whenever possible, concerns brought to trustees by parents and others should be directed back through these channels of communication.
7. A trustee, when invited, may serve as a volunteer member-at-large on a staff committee.

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

References

Alberta School Act:	Sections 60-, 61 , 62 , 63 , 76 , 78
District Policies:	100.1 Foundational Statements , 201 Guiding Principles , 201.3 General Powers and Duties of the Board, 202.1 Trustee Code of Conduct, 202.2 Chair of the Board, 1001.3 Communications-Media Relations , 1002.4 School Councils, 1003.1 Channels of Communication and Disputes Resolution
Other:	Role of the Trustee – ASBA Handbook, Alberta Learning – Policy Regulation and Forms Manual.



205.1 Trustee Compensation

Policy

Under the School Act, a Board may provide for the payment of an honorarium to trustees.

The Board expects that honoraria and allowance rates that acknowledge the time and effort Board members expend on behalf of the District be established.

Regulations

1. As part of the District's annual budget, the Board shall authorize and establish the:
 - 1.1 honoraria to trustees;
 - 1.2 per diem allowance for school District travel outside the city, and Board approved extraordinary meetings or functions held within the City of Lethbridge;
 - 1.3 guidelines for trustee compensation.
2. The Secretary-Treasurer/Associate Superintendent, Business Affairs will be responsible to review the trustee remuneration and expense claims.
3. The Board, in an in-camera meeting, will serve as the appeal body should a disagreement or a difference of interpretation arise on any matter referred to as remuneration/expenses for trustees.

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

References

Alberta School Act:	Section 60
District Policies:	201.3 General Powers and Duties of the Board
Other:	Lethbridge School District No. 51 Trustees' Travel and Expense Warrant



206.1 Trustee Training and Development

Policy

The Board expects that trustees should actively engage in training and development activities that will enhance their ability to fulfil the Mission and Vision of Lethbridge School District No. 51 and enhance the quality and effectiveness of public school governance in our community.

Regulations

1. The Board Orientation shall include roles and responsibilities, the function and policies of the Board, and a ~~facilities~~ tour of facilities.
2. New Board members shall receive the School Act, the current Three Year Education Plan and Annual Education Results Report for the District, the policy ~~manual handbook~~ and other relevant documents pertinent to the ~~operations~~ of the Board and the District.
3. Each school year, the Board may plan or designate specific activities to assist trustees in their efforts to improve their skills as members of a policy-making body, to expand their knowledge about trends, issues and new ideas affecting the welfare of our local schools, and to deepen their insights into the nature of leadership.
4. An annual ~~inservice~~in-service budget for trustees shall establish individual allocations to encourage attendance at professional development activities related to the Board's priorities.
5. The ~~inservice~~in-service budget, including all costs for travel and out-of-pocket expenses, shall be determined as part of budget deliberations.
6. Decisions concerning attendance at ~~inservice~~in-service activities shall be made by the participating Board member. It shall be the responsibility of the said participant to submit a brief report of the activity at a Board meeting.

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

References

Alberta School Act:	Sections 60, 61
District Policies:	Series 200 – Board of Trustees Policies
Other:	District Three Year Education Plan <u>and Annual Education Results Report</u>



LETHBRIDGE SCHOOL DISTRICT No. 51

Approved: September 28, 2004
Amended: April 20, 2010
Amended: August 8, 2018

303.3 Administrator Growth, Supervision and Evaluation

Policy

The Board understands that administrators have a professional responsibility to be involved in a continuous process designed to foster their professional growth. The Board also understands that the process of growth, supervision and evaluation of administrators:

- is a dynamic and ongoing process;
- enhances and improves student learning;
- supports, nurtures, encourages and improves administrative performance;
- facilitates professional growth and development among administrators;
- ensures that highly effective administrative practices are employed in the District;
- ensures the appropriateness of administrative appointments.

The Board therefore directs that procedures be developed to ensure the growth, supervision and evaluation of administrators.

Regulations

Administrator Growth

1. Every ~~District~~ administrator in the District shall be responsible for developing ~~and~~ implementing ~~and completing a~~ Professional Growth Plan ~~by October 31 of~~ each school year.
2. The Professional Growth Plan shall be developed as part of an inquiry based process ~~and reviewed on an ongoing basis with the Superintendent and/or designate(s).~~
3. The Professional Growth Plan shall ~~include:~~
 - ~~3.1. Include an inquiry question and/or reflect~~ goals and objectives based on a personal reflection of the competencies outlined in the provincial Leadership Quality Standard, an assessment of leadership skills of the individual administrator,
 - ~~3.2.3.1.~~ show a demonstrable relationship to the Leadership Quality Standard ~~Principal Quality Practice Guideline~~, where applicable;
 - ~~3.3.3.2.~~ take into consideration the educational plans of the school or department, the District, and Alberta Education.
- ~~4.~~
 - ~~4.~~ All administrators shall engage in dialogue throughout the school year with the Superintendent and/or designate(s) for the purpose of conveying progress relative to the inquiry question and/or goals. Prior to the end of the school year, each administrator shall submit to his/her supervisor a results report that indicates the extent to which the goals of the plan have been met.

Administrator Supervision And Evaluation

5. The Board shall be responsible for the evaluation of the Superintendent.
6. The Superintendent shall be responsible for the supervision and evaluation of the Associate Superintendents.
7. The Superintendent or designate shall be responsible for the supervision and evaluation of:
 - 7.1. ~~School-school Principals~~principals;
 - 7.2. ~~Directors~~directors;
 - 7.3. ~~Managers~~managers;
 - 7.4. ~~Coco~~-ordinators;
 - 7.5. ~~Consultants~~consultants;
 - 7.6. other District administrative employees not covered by policies relating to teachers or support staff.

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~~8.~~—The ~~School-school Principal-principal~~ shall be responsible for the supervision and evaluation of:

~~8.1.8.~~ ~~Assistant vice-Principals~~principals;

~~8.2.1.1.~~ ~~Administrative Assistants.~~

9. The ~~School P~~school principal or designate shall be responsible for the supervision and evaluation of:

9.1. ~~T~~teachers

9.2. ~~A~~administrative ~~A~~ssistants.

9.3. ~~E~~ducational ~~A~~ssistants

9.4. ~~O~~ther District school based employees.

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~~9.10.~~ Supervision shall be an on-going process which includes:

~~9.1.10.1.~~ providing support and guidance to the administrator;

~~9.2.10.2.~~ providing feedback to the administrator on ~~his/her~~their performance;

~~9.3.10.3.~~ providing feedback from stakeholders obtained through regular District and/or provincial surveys;

~~9.4.10.4.~~ assisting the administrator in developing goals for growth;

~~9.5.10.5.~~ identifying behaviors or practices of an administrator that for any reason may require an evaluation.

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~~10.11.~~ An evaluation of an administrator may be conducted:

~~10.1.11.1.~~ for the purpose of making contractual decisions; ~~or;~~

~~10.2.11.2.~~ where there are questions about leadership performance; ~~or;~~

~~10.3.11.3.~~ upon the request of the administrator.

~~11.12.~~ Supervision and evaluation of administrators shall be based on the- Leadership Quality Standard Principal Quality Practice Guideline, where applicable. Supervision and evaluation of administrators will be based on the ability of the individual to fulfill the position job description.

~~12.13.~~ Where evidence is obtained through evaluation(s) that substantiates that an administrator's performance does not meet the Leadership Principal Quality Standard Practice Guideline or does not meet the requirements of the job description, the Superintendent will deem the individual's performance as an administrator to be unacceptable. In keeping with the principles of fundamental

justice and due process, the Superintendent shall provide an opportunity for the administrator to remediate any deficiencies before a further evaluation is undertaken. If it is established that the administrator has been unsuccessful in improving ~~his or her~~their practice, the Superintendent may then move to terminate the individual's contract as an administrator.

~~13.14.~~ For each ~~administrator appointed~~:

~~13.1.14.1.~~ Administrator appointed to ~~in~~ an "acting" ~~capacity position~~ for a period of greater than six months, an evaluation shall be completed sixty days prior to the expected expiry of the appointment.

~~13.2.14.2.~~ ~~with a newly appointed administrator~~probationary contract, an evaluation shall be completed ~~two months~~sixty days prior to the completion of the ~~term~~first year.

~~14.3.~~ ~~Administrator evaluated~~, the Superintendent or designate shall prepare a letter of recommendation regarding renewal of the appointment prior to the end of the term.

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~~14.~~ When an administrator receives a term contract, the supervisory process shall be initiated.

15. All administrators shall be provided with a comprehensive ~~summative~~ evaluation every five years as part of an ongoing process of growth and improvement. During the final year of an administrator's term contract, a written evaluation shall be completed.

~~15.1.1.1.~~ ~~The Superintendent or designate shall prepare a letter of recommendation regarding renewal of the appointment prior to the end of the term.~~

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

References

Alberta School Act: Sections 20, 96

District Policies: 301.3 Superintendent Evaluation

[401.12 Training and Development](#)

402.8.3 Employee Assistance and Wellness Programs

402.11.1 Teacher Growth, Supervision and Evaluation

District Forms: 303.3.1 Administrator Evaluation Form

Other Statutes: Alberta Labour Relations Code, Employment Standards Act

Other: Employee Collective Agreements

[Alberta Leadership Quality Standard](#)[The Principal Quality Practice Guideline: Promoting Successful School Leadership in Alberta](#)



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: March 13, 2001
Amended: April 20, 2010

303.4 School Principal

Policy

The Board shall, under the School Act, appoint or designate a teacher to be principal of each school. Any principal or vice principal appointed after September 1, 2019 shall hold a Principal Leadership Certificate.

The Board expects the principal to be an instructional leader and learning facilitator, a manager, a school-community facilitator, a visionary, and a problem solver. The Board further expects that the school principal shall carry out his/her/their responsibilities in accordance with District and Alberta Education policy and regulations, the School Act, applicable provincial and federal statutes, and within the provisions of employee collective agreements.

Regulations

1. Subject to District policy, responsibility and authority for the selection and appointment of principals shall rest with the Superintendent.
 - 1.1 The principal reports directly to the Superintendent.
 - 1.2 Responsibility for evaluation of the principal shall rest with the Superintendent.
2. The duties and responsibilities of the principal shall include, but not be restricted to those identified in the School Act. In addition, principals are expected to meet the Leadership Quality Standard competencies and indicators: Major roles shall include:
 - 2.1 Fostering Effective Relationships: The principal builds trust and fosters positive relationships, on the basis of appropriate values and ethical foundations within the school community—students, teachers and other staff, parents, school council and others who have an interest in the school. Builds positive working relationships within the school and community.
 - 2.2 Embodying Visionary Leadership: The principal collaboratively involves the school community in creating and sustaining shared school values, vision, mission and goals. Committing to Professional Learning: Engages in professional learning and critical reflection.
 - 2.3 Leading a Learning Community: The principal nurtures and sustains a school culture that values and supports learning. Embodying Visionary Leadership: Collaborates with the school community to create and enact the school's shared vision, values, and goals.
 - 2.4 Providing Instructional Leadership: The principal ensures that all students have ongoing access to quality teaching and learning opportunities to meet the provincial goals of education. Leading a Learning Community: Nurtures and sustains a culture of learning.
 - 2.5 Developing and Facilitating Leadership: The principal promotes the development of leadership capacity within the school community—students, teachers and other staff, parents, school council for the overall benefit of the school community and education system. Supporting First Nations, Metis, and Inuit Knowledge: Acquire and applies foundational First Nations, Metis and Inuit knowledge for the benefit of all students. Providing Instructional Leadership: Ensures that each student has access to quality teaching.

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- 2.6 Providing Instructional Leadership: Ensures that each student has access to quality teaching.~~Managing School Operations and Resources: The principal manages school operations and resources to ensure a safe and caring, and effective learning environment. Supporting First Nations, Metis, and Inuit Knowledge: Acquire and applies foundational First Nations, Metis and Inuit knowledge for the benefit of all students.~~
- 2.7 Understanding and Responding to the Larger Societal Context: The principal understands and responds appropriately to the political, social, economic, legal and cultural contexts impacting the school.~~Developing Leadership Capacity: Provides opportunities for all staff to build formal and/or informal leadership capacity.~~
- 2.8 Managing School Operations: Directs and manages school operations and resources.
- 2.9 Responding to the Larger Societal Context: Understands and enacts appropriate responses to all contextual variables impacting the school.
3. In accordance with District policy, the principal shall provide opportunities for the staff and School Council to be involved in school-based decisions on:
- 3.1 Programs, instructional services and co-curricular activities;

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3.2 The allocation of funds to support them; and

3.3 District policy issues.

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

References

Alberta School Act: Sections 19, 20

Alberta Legislature: Bill 28 (School Amendment Act, 2017)

District Policies: 303.1 Administrative Appointments, 600.2 School-Based Decision Making, ~~601.1.1 School Three Year Education Plans~~601.1 School Three Year Education Plan and Annual Education Results Report, 601.1.2 School Annual Budget, 1002.4 School Councils

Other: ~~Lethbridge School District No. 51 — Site Based Decision Making Handbook, Lethbridge School District No. 51 — Current Three Year Education Plan, Alberta Education — School Based Decision Making Resource Guide — 1997, Alberta Education Policy Regulations and Forms Manual Policy 1.8.2, ATA Code of Conduct, ATA Reference Guide for School Administrators, The Principal Leadership Quality Practice Guideline: Promoting Successful School Leadership in Alberta~~Standard

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MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: District Three Year Education Plan and Annual Education Results Report

Background

Alberta Education requires that each school jurisdiction develop a Three Year Education Plan (3YEP) which incorporates the vision, priorities, and strategies developed by the Board in consultation with stakeholders in the District. Alberta Education requires that the formally approved 3YEP combined with the Annual Education Results Report (AERR) be approved by the Board and posted on the jurisdiction website by November 30.

The Education Plan serves as a template for implementation of strategies, professional learning activities, and financial planning in the District. District Administrator Teresa Loewen has been instrumental in coordinating the production of the 3YEP / AERR document.

The Education Centre leadership team worked collaboratively to provide input into the plan. The priorities and major strategies in the plan were developed by the Board subsequent to input received at the annual Town Hall Meeting and consultation with District and school administration.

The results in the report contain Information from the provincial 2017-18 Accountability Pillar Report including the Provincial Achievement Tests and Diploma Exams.

Teresa Loewen will attend the Board meeting to highlight both the 3YEP and the AERR.

Recommendation:

It is recommended the Board approve the combined Three Year Education Plan and 2017-18 Annual Education Results Report as presented or as amended.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: 2017-18 Audited Financial Statement

Background

School jurisdictions are required to submit an audited financial report to Alberta Education. Will Zobell, Partner, from BDO Canada LLP, will attend the meeting to speak to the audited financial statement.

Recommendation:

It is recommended that the Board approve the Audited Financial Statements for the 2017-18 fiscal year.

Respectfully submitted,

Christine Lee

**AUDITED
FINANCIAL STATEMENTS
FOR THE YEAR ENDED AUGUST 31, 2018**
[School Act, Sections 147(2)(a), 148, 151(1) and 276]

Lethbridge School District No. 51

Legal Name of School Jurisdiction

433 - 15 Street S. Lethbridge AB T1J 2Z4

Mailing Address

(403) 380-5308 (403) 320-9117 mark.deboer@lethsd.ab.ca

Contact Numbers and Email Address

SCHOOL JURISDICTION MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The financial statements of Lethbridge School District No. 51 presented to Alberta Education have been prepared by school jurisdiction management which has responsibility for their preparation, integrity and objectivity. The financial statements, including notes, have been prepared in accordance with Canadian Public Sector Accounting Standards and follow format prescribed by Alberta Education.

In fulfilling its reporting responsibilities, management has maintained internal control systems and procedures designed to provide reasonable assurance that the school jurisdiction's assets are safeguarded, that transactions are executed in accordance with appropriate authorization and that accounting records may be relied upon to properly reflect school jurisdiction's transactions. The effectiveness of the control systems is supported by the selection and training of qualified personnel, an organizational structure that provides an appropriate division of responsibility and a strong system of budgetary control.

Board of Trustees Responsibility

The ultimate responsibility for the financial statements lies with the Board of Trustees. The Board reviewed the audited financial statements with management in detail and approved the financial statements for release.

External Auditors

The Board appoints external auditors to audit the financial statements and meets with the auditors to review their findings. The external auditors were given full access to school jurisdiction records.

Declaration of Management and Board Chair

To the best of our knowledge and belief, these financial statements reflect, in all material respects, the financial position, results of operations, remeasurement gains and losses, changes in net financial assets (debt), and cash flows for the year in accordance with Canadian Public Sector Accounting Standards.

BOARD CHAIR

Clark Bosch
Name

Signature

SUPERINTENDENT

Cheryl Gilmore
Name

Signature

SECRETARY-TREASURER OR TREASURER

Christine Lee
Name

Signature

November 27, 2018
Board-approved Release Date

c.c. ALBERTA EDUCATION, Financial Reporting & Accountability Branch
8th Floor Commerce Place, 10155-102 Street, Edmonton AB T5J 4L5
EMAIL: EDC.FRA@gov.ab.ca
PHONE: Ash: (780) 415-8940; Robert: (780) 427-3855 FAX: (780) 422-6996

Version 20181015

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STATEMENT OF FINANCIAL POSITION
As at August 31, 2018 (in dollars)

		2018	2017
FINANCIAL ASSETS			
Cash and cash equivalents	(Schedule 5)	\$ 22,359,330	\$ 20,838,940
Accounts receivable (net after allowances)	(Note 3)	\$ 7,242,508	\$ 5,579,257
Portfolio investments	(Schedule 5)	\$ 74,540	\$ 83,918
Other financial assets		\$ -	\$ -
Total financial assets		\$ 29,676,378	\$ 26,502,115
LIABILITIES			
Bank indebtedness	(Note 4)	\$ -	\$ -
Accounts payable and accrued liabilities	(Note 5)	\$ 8,145,343	\$ 7,793,088
Deferred revenue	(Note 6)	\$ 140,236,540	\$ 131,181,244
Employee future benefits liabilities	(Note 7)	\$ 217,648	\$ 15,539
Liability for contaminated sites		\$ -	\$ -
Other liabilities		\$ -	\$ -
Debt			
Supported: Debentures and other supported debt	(Note 8)	\$ -	\$ 46,853
Unsupported: Debentures and capital loans		\$ -	\$ -
Mortgages		\$ -	\$ -
Capital leases		\$ -	\$ -
Total liabilities		\$ 148,599,531	\$ 139,036,724
Net debt		\$ (118,923,153)	\$ (112,534,609)
NON-FINANCIAL ASSETS			
Tangible capital assets	(Schedule 6)		
Land		\$ 1,715,118	\$ 1,715,118
Construction in progress		\$ 24,392,785	\$ 46,685,237
Buildings	\$ 169,140,712		
Less: Accumulated amortization	\$ (58,196,968)	\$ 110,943,744	\$ 80,839,909
Equipment	\$ 7,530,925		
Less: Accumulated amortization	\$ (4,645,541)	\$ 2,885,384	\$ 2,784,058
Vehicles	\$ 1,213,894		
Less: Accumulated amortization	\$ (654,955)	\$ 558,939	\$ 565,152
Computer Equipment	\$ 932,444		
Less: Accumulated amortization	\$ (516,604)	\$ 415,840	\$ 355,079
Total tangible capital assets		\$ 140,911,810	\$ 132,944,553
Prepaid expenses	(Note 9)	\$ 446,634	\$ 211,772
Other non-financial assets	(Note 10)	\$ 158,382	\$ 144,481
Total non-financial assets		\$ 141,516,826	\$ 133,300,806
Accumulated surplus	(Schedule 1; Note 11)	\$ 22,593,673	\$ 20,766,197
Accumulating surplus / (deficit) is comprised of:			
Accumulated operating surplus (deficit)		\$ 22,593,673	\$ 20,766,197
Accumulated remeasurement gains (losses)		\$ -	\$ -
		\$ 22,593,673	\$ 20,766,197
Contingent assets and liabilities	(Note 12)		
Contractual rights	(Note 13)		
Contractual obligations	(Note 14)		

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF OPERATIONS
For the Year Ended August 31, 2018 (in dollars)

	Budget 2018	Actual 2018	Actual 2017
REVENUES			
Alberta Education	\$ 115,955,687	\$ 118,222,903	\$ 111,305,259
Other - Government of Alberta	\$ 478,734	\$ 582,924	\$ 485,505
Federal Government and First Nations	\$ 268,928	\$ 387,100	\$ 317,681
Other Alberta school authorities	\$ -	\$ -	\$ -
Out of province authorities	\$ -	\$ -	\$ -
Alberta municipalities-special tax levies	\$ -	\$ -	\$ -
Property taxes	\$ -	\$ -	\$ -
Fees (Schedule 8)	\$ 1,880,049	\$ 1,731,863	\$ 1,530,073
Other sales and services	\$ 1,060,926	\$ 1,244,744	\$ 1,317,898
Investment income	\$ 193,000	\$ 271,924	\$ 181,980
Gifts and donations	\$ 390,000	\$ 780,344	\$ 681,862
Rental of facilities	\$ 34,704	\$ 27,504	\$ 32,904
Fundraising	\$ 2,461,000	\$ 2,233,757	\$ 2,029,497
Gains on disposal of capital assets	\$ -	\$ -	\$ -
Other revenue	\$ -	\$ -	\$ -
Total revenues	\$ 122,723,028	\$ 125,483,063	\$ 117,882,659
EXPENSES			
Instruction - ECS	\$ 7,836,226	\$ 8,284,171	\$ 6,877,842
Instruction - Grades 1 - 12	\$ 93,914,522	\$ 93,989,288	\$ 91,002,015
Plant operations and maintenance (Schedule 4)	\$ 15,641,805	\$ 14,575,181	\$ 13,310,646
Transportation	\$ 2,774,000	\$ 2,339,053	\$ 2,477,281
Board & system administration	\$ 4,054,544	\$ 4,037,310	\$ 3,979,508
External services	\$ 253,000	\$ 430,584	\$ 283,667
Total expenses	\$ 124,474,097	\$ 123,655,587	\$ 117,930,959
Operating surplus (deficit)	\$ (1,751,069)	\$ 1,827,476	\$ (48,300)

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF CASH FLOWS
For the Year Ended August 31, 2018 (in dollars)

	2018	2017
CASH FLOWS FROM:		
A. OPERATING TRANSACTIONS		
Operating surplus (deficit)	\$ 1,827,476	\$ (48,300)
Add (Deduct) items not affecting cash:		
Total amortization expense	\$ 5,138,185	\$ 3,937,897
Gains on disposal of tangible capital assets	\$ -	\$ -
Losses on disposal of tangible capital assets	\$ 4,303	\$ -
Expended deferred capital revenue recognition	\$ (4,576,935)	\$ (3,472,584)
Deferred capital revenue write-down / adjustment	\$ -	\$ 83,414
Donations in kind	\$ -	\$ -
Changes in:		
Accounts receivable	\$ (1,663,251)	\$ (51,121)
Prepays	\$ (234,862)	\$ 165,711
Other financial assets	\$ -	\$ -
Non-financial assets	\$ (13,901)	\$ 53,439
Accounts payable, accrued and other liabilities	\$ 352,255	\$ 514,080
Deferred revenue (excluding EDCR)	\$ 13,632,231	\$ 22,959,368
Employee future benefit liabilities	\$ 202,109	\$ (4,786)
Other (describe)	\$ -	\$ -
Total cash flows from operating transactions	\$ 14,667,610	\$ 24,137,118
B. CAPITAL TRANSACTIONS		
Purchases of tangible capital assets		
Land	\$ -	\$ -
Buildings	\$ (11,953,093)	\$ (20,632,132)
Equipment	\$ (842,814)	\$ (1,407,356)
Vehicles	\$ (97,994)	\$ (101,227)
Computer equipment	\$ (235,147)	\$ (177,496)
Net proceeds from disposal of unsupported capital assets	\$ 19,303	\$ -
Other (describe)	\$ -	\$ -
Total cash flows from capital transactions	\$ (13,109,745)	\$ (22,318,211)
C. INVESTING TRANSACTIONS		
Purchases of portfolio investments	\$ -	\$ -
Dispositions of portfolio investments	\$ 9,378	\$ 119
Remeasurement (gains) losses reclassified to the statement of operations	\$ -	\$ -
Other (Describe)	\$ -	\$ -
Other (describe)	\$ -	\$ -
Total cash flows from investing transactions	\$ 9,378	\$ 119
D. FINANCING TRANSACTIONS		
Issue of debt	\$ -	\$ -
Repayment of debt	\$ (46,853)	\$ (196,773)
Other factors affecting debt (describe)	\$ -	\$ -
Issuance of capital leases	\$ -	\$ -
Repayment of capital leases	\$ -	\$ -
Other (describe)	\$ -	\$ -
Other (describe)	\$ -	\$ -
Total cash flows from financing transactions	\$ (46,853)	\$ (196,773)
Increase (decrease) in cash and cash equivalents	\$ 1,520,390	\$ 1,622,253
Cash and cash equivalents, at beginning of year	\$ 20,838,940	\$ 19,216,687
Cash and cash equivalents, at end of year	\$ 22,359,330	\$ 20,838,940

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS (NET DEBT)

For the Year Ended August 31, 2018 (in dollars)

	2018	2017
Operating surplus (deficit)	\$ 1,827,476	\$ (48,300)
Effect of changes in tangible capital assets		
Acquisition of tangible capital assets	\$ (13,129,048)	\$ (22,318,211)
Amortization of tangible capital assets	\$ 5,138,185	\$ 3,937,897
Net carrying value of tangible capital assets disposed of	\$ 23,606	\$ 83,414
Write-down carrying value of tangible capital assets	\$ -	\$ -
Other changes	\$ -	\$ -
Total effect of changes in tangible capital assets	\$ (7,967,257)	\$ (18,296,900)
Changes in:		
Prepaid expenses	\$ (234,862)	\$ 165,711
Other non-financial assets	\$ (13,901)	\$ 53,439
Net remeasurement gains and (losses)	\$ -	\$ -
Endowments	\$ -	\$ -
Increase (decrease) in net financial assets (net debt)	\$ (6,388,544)	\$ (18,126,050)
Net financial assets (net debt) at beginning of year	\$ (112,534,609)	\$ (94,408,559)
Net financial assets (net debt) at end of year	\$ (118,923,153)	\$ (112,534,609)

The accompanying notes and schedules are part of these financial statements.

STATEMENT OF REMEASUREMENT GAINS AND LOSSES

For the Year Ended August 31, 2018 (in dollars)

	2018	2017
Accumulated remeasurement gains (losses) at beginning of year	\$ -	\$ -
Prior Period Adjustment 1 (Describe)	\$ -	\$ -
Prior Period Adjustment 2 (Describe)	\$ -	\$ -
Unrealized gains (losses) attributable to:		
Portfolio investments	\$ -	\$ -
Other	\$ -	\$ -
Amounts reclassified to the statement of operations:		
Portfolio investments	\$ -	\$ -
Other	\$ -	\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -
Accumulated remeasurement gains (losses) at end of year	\$ -	\$ -

The accompanying notes and schedules are part of these financial statements.

SCHEDULE 1

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the Year Ended August 31, 2018 (in dollars)

	ACCUMULATED SURPLUS	ACCUMULATED REMEASUREMENT GAINS (LOSSES)	ACCUMULATED OPERATING SURPLUS	INVESTMENT IN TANGIBLE CAPITAL ASSETS	ENDOWMENTS	UNRESTRICTED SURPLUS	INTERNALLY RESTRICTED	
							TOTAL OPERATING RESERVES	TOTAL CAPITAL RESERVES
Balance at August 31, 2017	\$ 20,766,197	\$ -	\$ 20,766,197	\$ 5,764,643	\$ 319,874	\$ 836,684	\$ 11,923,484	\$ 1,921,512
Prior period adjustments:								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2017	\$ 20,766,197	\$ -	\$ 20,766,197	\$ 5,764,643	\$ 319,874	\$ 836,684	\$ 11,923,484	\$ 1,921,512
Operating surplus (deficit)	\$ 1,827,476		\$ 1,827,476			\$ 1,827,476		
Board funded tangible capital asset additions				\$ 737,981		\$ (123,381)	\$ -	\$ (614,600)
Disposal of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ (23,607)		\$ 23,607		\$ -
Write-down of unsupported tangible capital assets or board funded portion of supported	\$ -		\$ -	\$ -		\$ -		\$ -
Net remeasurement gains (losses) for the year	\$ -	\$ -						
Endowment expenses & disbursements	\$ -		\$ -		\$ -	\$ -		
Endowment contributions	\$ -		\$ -		\$ -	\$ -		
Reinvested endowment income	\$ -		\$ -		\$ -	\$ -		
Direct credits to accumulated surplus (Describe)	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets	\$ -			\$ (5,138,185)		\$ 5,138,185		
Capital revenue recognized	\$ -			\$ 4,576,935		\$ (4,576,935)		
Debt principal repayments (unsupported)	\$ -			\$ -		\$ -		
Additional capital debt or capital leases	\$ -			\$ -		\$ -		
Net transfers to operating reserves	\$ -					\$ (201,101)	\$ 201,101	
Net transfers from operating reserves	\$ -					\$ 1,794,551	\$ (1,794,551)	
Net transfers to capital reserves	\$ -					\$ (3,961,248)		\$ 3,961,248
Net transfers from capital reserves	\$ -					\$ -		\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance at August 31, 2018	\$ 22,593,673	\$ -	\$ 22,593,673	\$ 5,917,767	\$ 319,874	\$ 757,838	\$ 10,330,034	\$ 5,268,160

SCHEDULE 1**SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
for the Year Ended August 31, 2018 (in dollars)**

	INTERNALLY RESTRICTED RESERVES BY PROGRAM									
	School & Instruction Related		Operations & Maintenance		Board & System Administration		Transportation		External Services	
	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves	Operating Reserves	Capital Reserves
Balance at August 31, 2017	\$ 9,974,948	\$ 597,376	\$ 776,885	\$ 668,023	\$ 562,972	\$ 503,392	\$ 545,560	\$ 152,721	\$ 63,119	\$ -
Prior period adjustments:										
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2017	\$ 9,974,948	\$ 597,376	\$ 776,885	\$ 668,023	\$ 562,972	\$ 503,392	\$ 545,560	\$ 152,721	\$ 63,119	\$ -
Operating surplus (deficit)										
Board funded tangible capital asset additions	\$ -	\$ (451,675)	\$ -	\$ (162,925)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Disposal of unsupported tangible capital assets or board funded portion of supported		\$ -		\$ -		\$ -		\$ -		\$ -
Write-down of unsupported tangible capital assets or board funded portion of supported		\$ -		\$ -		\$ -		\$ -		\$ -
Net remeasurement gains (losses) for the year										
Endowment expenses & disbursements										
Endowment contributions										
Reinvested endowment income										
Direct credits to accumulated surplus (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amortization of tangible capital assets										
Capital revenue recognized										
Debt principal repayments (unsupported)										
Additional capital debt or capital leases										
Net transfers to operating reserves	\$ -		\$ -		\$ -		\$ 61,990		\$ 139,111	
Net transfers from operating reserves	\$ (1,322,433)		\$ (414,108)		\$ (58,010)		\$ -		\$ -	
Net transfers to capital reserves		\$ 3,352,974		\$ 106,573		\$ 338,980		\$ 162,721		\$ -
Net transfers from capital reserves		\$ -		\$ -		\$ -		\$ -		\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Changes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance at August 31, 2018	\$ 8,652,515	\$ 3,498,675	\$ 362,777	\$ 611,671	\$ 504,962	\$ 842,372	\$ 607,550	\$ 315,442	\$ 202,230	\$ -

SCHEDULE OF CAPITAL REVENUE
(EXTERNALLY RESTRICTED CAPITAL REVENUE ONLY)
for the Year Ended August 31, 2018 (in dollars)

	Unexpended Deferred Capital Revenue				Expended Deferred Capital Revenue
	Provincially Approved & Funded Projects ^(A)	Surplus from Provincially Approved Projects ^(B)	Proceeds on Disposal of Provincially Funded Tangible Capital Assets ^(C)	Unexpended Deferred Capital Revenue from Other Sources ^(D)	
Balance at August 31, 2017	\$ 343,757	\$ -	\$ -	\$ -	\$ 127,179,909
Prior period adjustments	\$ -	\$ -	\$ -	\$ -	\$ -
Adjusted Balance, August 31, 2017	\$ 343,757	\$ -	\$ -	\$ -	\$ 127,179,909
Add:					
Unexpended capital revenue <u>received</u> from:					
Alberta Education capital funding (excl. IMR)	\$ 2,724,004				
Alberta Infrastructure school building & modular projects	\$ 5,070,748				
Infrastructure Maintenance & Renewal capital related to school facilities	\$ 1,011,667				
Other sources:	\$ -			\$ -	
Other sources:	\$ -			\$ -	
Unexpended capital revenue <u>receivable</u> from:					
Alberta Education capital funding (excl. IMR)	\$ -				
Alberta Infrastructure school building & modular projects	\$ 3,738,688				
Other sources:	\$ -			\$ -	
Other sources:	\$ -			\$ -	
Interest earned on unexpended capital revenue	\$ -	\$ -	\$ -	\$ -	
Other unexpended capital revenue:				\$ -	
Proceeds on disposition of supported capital			\$ -	\$ -	
Insurance proceeds (and related interest)			\$ -	\$ -	
Donated tangible capital assets:					\$ -
Alberta Infrastructure managed projects					\$ -
Transferred in (out) tangible capital assets (amortizable, @ net book value)					\$ -
Expended capital revenue - current year	\$ (12,391,070)	\$ -	\$ -	\$ -	\$ 12,391,070
Surplus funds approved for future project(s)	\$ -	\$ -			
Other adjustments:	\$ -	\$ -	\$ -	\$ -	\$ -
Deduct:					
Supported tangible capital dispositions					\$ -
Other adjustments:	\$ -	\$ -	\$ -	\$ -	\$ -
Capital revenue recognized - Alberta Education					\$ 4,576,935
Capital revenue recognized - Other Government of Alberta					\$ -
Capital revenue recognized - Other revenue					\$ -
Balance at August 31, 2018	\$ 497,794	\$ -	\$ -	\$ -	\$ 134,994,044
	(A)	(B)	(C)	(D)	
Balance of Unexpended Deferred Capital Revenue at August 31, 2018 (A) + (B) + (C) + (D)				\$ 497,794	

Unexpended Deferred Capital Revenue

(A) - Represents funding received from the Government of Alberta to be used toward the acquisition of new approved tangible capital assets with restricted uses only. Please specify department if funds received from a source other than Alberta Education.

(B) - Represents any surplus of funding over costs from column (A) approved by Minister for future capital expenditures with restricted uses only.

(C) - Represents proceeds on disposal of provincially funded restricted-use capital assets to be expended on approved capital assets per 10(2)(a) of Disposition of Property Reg. 181/2010.

(D) - Represents capital revenue received from entities OTHER THAN the Government of Alberta for the acquisition of restricted-use tangible capital assets.

SCHEDULE OF PROGRAM OPERATIONS
for the Year Ended August 31, 2018 (in dollars)

REVENUES	2018							2017
	Instruction		Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL
	ECS	Grades 1 - 12						
(1) Alberta Education	\$ 8,401,921	\$ 88,528,336	\$ 14,569,733	\$ 2,538,044	\$ 4,174,829	\$ 10,040	\$ 118,222,903	\$ 111,305,259
(2) Other - Government of Alberta	\$ -	\$ 570,190	\$ 12,734	\$ -	\$ -	\$ -	\$ 582,924	\$ 485,505
(3) Federal Government and First Nations	\$ -	\$ 373,164	\$ -	\$ -	\$ 13,936	\$ -	\$ 387,100	\$ 317,681
(4) Other Alberta school authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(5) Out of province authorities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(6) Alberta municipalities-special tax levies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(7) Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(8) Fees	\$ 271,552	\$ 1,460,311		\$ -		\$ -	\$ 1,731,863	\$ 1,530,073
(9) Other sales and services	\$ -	\$ 495,719	\$ -	\$ -	\$ 18,512	\$ 730,513	\$ 1,244,744	\$ 1,317,898
(10) Investment income	\$ -	\$ 232,135	\$ 15,000	\$ 15,000	\$ 9,789	\$ -	\$ 271,924	\$ 181,980
(11) Gifts and donations	\$ -	\$ 780,344	\$ -	\$ -	\$ -	\$ -	\$ 780,344	\$ 681,862
(12) Rental of facilities	\$ -	\$ -	\$ 27,504	\$ -	\$ -	\$ -	\$ 27,504	\$ 32,904
(13) Fundraising	\$ -	\$ 2,233,757	\$ -	\$ -	\$ -	\$ -	\$ 2,233,757	\$ 2,029,497
(14) Gains on disposal of tangible capital assets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(15) Other revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(16) TOTAL REVENUES	\$ 8,673,473	\$ 94,673,956	\$ 14,624,971	\$ 2,553,044	\$ 4,217,066	\$ 740,553	\$ 125,483,063	\$ 117,882,659
EXPENSES								
(17) Certificated salaries	\$ 2,872,793	\$ 52,984,239			\$ 650,008	\$ 78,642	\$ 56,585,682	\$ 54,137,708
(18) Certificated benefits	\$ 112,239	\$ 13,820,912			\$ 176,528	\$ 15,489	\$ 14,125,168	\$ 13,464,747
(19) Non-certificated salaries and wages	\$ 4,131,396	\$ 12,610,575	\$ 3,285,014	\$ 67,909	\$ 1,778,005	\$ -	\$ 21,872,899	\$ 20,807,010
(20) Non-certificated benefits	\$ 950,980	\$ 3,770,215	\$ 1,179,696	\$ 18,476	\$ 445,686	\$ -	\$ 6,365,053	\$ 6,054,704
(21) SUB - TOTAL	\$ 8,067,408	\$ 83,185,941	\$ 4,464,710	\$ 86,385	\$ 3,050,227	\$ 94,131	\$ 98,948,802	\$ 94,464,169
(22) Services, contracts and supplies	\$ 216,763	\$ 9,886,578	\$ 5,974,261	\$ 2,239,947	\$ 848,367	\$ 336,453	\$ 19,502,369	\$ 19,442,343
(23) Amortization of supported tangible capital assets	\$ -	\$ 547,589	\$ 3,979,609	\$ -	\$ 49,737	\$ -	\$ 4,576,935	\$ 3,472,584
(24) Amortization of unsupported tangible capital assets	\$ -	\$ 311,586	\$ 147,964	\$ 12,721	\$ 88,979	\$ -	\$ 561,250	\$ 465,313
(25) Supported interest on capital debt	\$ -	\$ -	\$ 4,334	\$ -	\$ -	\$ -	\$ 4,334	\$ 24,053
(26) Unsupported interest on capital debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(27) Other interest and finance charges	\$ -	\$ 57,594	\$ -	\$ -	\$ -	\$ -	\$ 57,594	\$ 62,497
(28) Losses on disposal of tangible capital assets	\$ -	\$ -	\$ 4,303	\$ -	\$ -	\$ -	\$ 4,303	\$ -
(29) Other expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
(30) TOTAL EXPENSES	\$ 8,284,171	\$ 93,989,288	\$ 14,575,181	\$ 2,339,053	\$ 4,037,310	\$ 430,584	\$ 123,655,587	\$ 117,930,959
(31) OPERATING SURPLUS (DEFICIT)	\$ 389,302	\$ 684,668	\$ 49,790	\$ 213,991	\$ 179,756	\$ 309,969	\$ 1,827,476	\$ (48,300)

SCHEDULE OF PLANT OPERATIONS AND MAINTENANCE EXPENSES
for the Year Ended August 31, 2018 (in dollars)

EXPENSES	Custodial	Maintenance	Utilities and Telecomm.	Expensed IMR, Modular Unit Relocations & Lease Payments	Facility Planning & Operations Administration	Unsupported Amortization & Other Expenses	Supported Capital & Debt Services	2018 TOTAL Operations and Maintenance	2017 TOTAL Operations and Maintenance
Uncertificated salaries and wages	\$ 2,712,391	\$ 491,304	\$ -	\$ -	\$ 81,319			\$ 3,285,014	\$ 3,416,827
Uncertificated benefits	\$ 910,146	\$ 237,889	\$ -	\$ -	\$ 31,661			\$ 1,179,696	\$ 1,024,570
Sub-total Remuneration	\$ 3,622,537	\$ 729,193	\$ -	\$ -	\$ 112,980			\$ 4,464,710	\$ 4,441,397
Supplies and services	\$ 289,177	\$ 2,205,148	\$ -	\$ 1,200,887	\$ 14,404			\$ 3,709,616	\$ 3,462,758
Electricity			\$ 1,323,496					\$ 1,323,496	\$ 1,306,632
Natural gas/heating fuel			\$ 428,435					\$ 428,435	\$ 414,772
Sewer and water			\$ 179,836					\$ 179,836	\$ 177,400
Telecommunications			\$ 43,451					\$ 43,451	\$ 19,717
Insurance					\$ 289,427			\$ 289,427	\$ 266,122
ASAP maintenance & renewal payments							\$ -	\$ -	\$ -
Amortization of tangible capital assets									
Supported							\$ 3,979,609	\$ 3,979,609	\$ 3,090,601
Unsupported						\$ 147,964		\$ 147,964	\$ 107,194
Total Amortization						\$ 147,964	\$ 3,979,609	\$ 4,127,573	\$ 3,197,795
Interest on capital debt									
Supported							\$ 4,334	\$ 4,334	\$ 24,053
Unsupported						\$ -		\$ -	\$ -
Lease payments for facilities				\$ -				\$ -	\$ -
Other interest charges						\$ -		\$ -	\$ -
Losses on disposal of capital assets						\$ 4,303		\$ 4,303	\$ -
TOTAL EXPENSES	\$ 3,911,714	\$ 2,934,341	\$ 1,975,218	\$ 1,200,887	\$ 416,811	\$ 152,267	\$ 3,983,943	\$ 14,575,181	\$ 13,310,646

SQUARE METRES									
School buildings								123,332.0	117,556.6
Non school buildings								5,525.0	5,525.0

Note:

Custodial: All expenses related to activities undertaken to keep the school environment and maintenance shops clean and safe.

Maintenance: All expenses associated with the repair, replacement, enhancement and minor construction of buildings, grounds and equipment components. This includes regular and preventative maintenance undertaken to ensure components reach or exceed their life cycle and the repair of broken components. Maintenance expenses exclude operational costs related to expensed IMR & Modular Unit relocations, as they are reported on separately.

Utilities & Telecommunications: All expenses related to electricity, natural gas and other heating fuels, sewer and water and all forms of telecommunications.

Expensed IMR & Modular Unit Relocation & Lease Pmts: All operational expenses associated with non-capitalized Infrastructure Maintenance Renewal projects, modular unit (portable) relocation, and payments on leased facilities.

Facility Planning & Operations Administration: All expenses related to the administration of operations and maintenance including (but not limited to) contract administration, clerical functions, negotiations, supervision of employees & contractors, school facility planning & project 'administration', administration of joint-use agreements, and all expenses related to ensuring compliance with health and safety standards, codes and government regulations.

Unsupported Amortization & Other Expenses: All expenses related to unsupported capital assets amortization and interest on unsupported capital debt.

Supported Capital & Debt Services: All expenses related to supported capital assets amortization and interest on supported capital debt.

SCHEDULE OF CASH, CASH EQUIVALENTS, AND PORTFOLIO INVESTMENTS
for the Year Ended August 31, 2018 (in dollars)

Cash & Cash Equivalents	2018			2017
	Average Effective (Market) Yield	Cost	Amortized Cost	Amortized Cost
Cash		\$ 22,359,330	\$ 22,359,330	\$ 20,838,940
Cash equivalents				
Government of Canada, direct and guaranteed	0.00%	-	-	-
Provincial, direct and guaranteed	0.00%	-	-	-
Corporate	0.00%	-	-	-
Municipal	0.00%	-	-	-
Pooled investment funds	0.00%	-	-	-
Other, including GIC's	0.00%	-	-	-
Total cash and cash equivalents	<u>0.00%</u>	<u>\$ 22,359,330</u>	<u>\$ 22,359,330</u>	<u>\$ 20,838,940</u>

Portfolio Investments	2018				2017
	Average Effective (Market) Yield	Cost	Fair Value	Balance	Balance
Long term deposits	0.00%	\$ -	\$ -	\$ -	\$ -
Guaranteed investment certificates	0.54%	74,540	74,540	74,540	83,918
Fixed income securities					
Government of Canada, direct and guaranteed	0.00%	\$ -	\$ -	\$ -	\$ -
Provincial, direct and guaranteed	0.00%	-	-	-	-
Municipal	0.00%	-	-	-	-
Corporate	0.00%	-	-	-	-
Pooled investment funds	0.00%	-	-	-	-
Total fixed income securities	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Equities					
Canadian	0.00%	\$ -	\$ -	\$ -	\$ -
Foreign	0.00%	-	-	-	-
Total equities	<u>0.00%</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Supplemental integrated pension plan assets	0.00%	\$ -	\$ -	\$ -	\$ -
Restricted investments	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Other (Specify)	0.00%	-	-	-	-
Total portfolio investments	<u>0.54%</u>	<u>\$ 74,540</u>	<u>\$ 74,540</u>	<u>\$ 74,540</u>	<u>\$ 83,918</u>

The following represents the maturity structure for portfolio investments based on principal amount:

	2018	2017
Under 1 year	100.0%	100.0%
1 to 5 years	0.0%	0.0%
6 to 10 years	0.0%	0.0%
11 to 20 years	0.0%	0.0%
Over 20 years	0.0%	0.0%
	<u>100.0%</u>	<u>100.0%</u>

SCHEDULE 6School Jurisdiction Code: 3040

SCHEDULE OF CAPITAL ASSETS
for the Year Ended August 31, 2018 (in dollars)

Tangible Capital Assets	2018							2017
	Land	Construction In Progress	Buildings	Equipment	Vehicles	Computer Hardware & Software	Total	Total
Estimated useful life			20-40 Years	3-10 Years	5-10 Years	3-5 Years		
Historical cost								
Beginning of year	\$ 1,715,118	\$ 46,685,237	\$ 134,895,167	\$ 6,708,041	\$ 1,135,712	\$ 697,297	\$ 191,836,572	\$ 169,657,374
Prior period adjustments	-	-	-	-	-	-	-	-
Additions	-	9,380,131	2,572,962	842,814	97,994	235,147	13,129,048	22,318,220
Transfers in (out)	-	(31,672,583)	31,672,583	-	-	-	-	-
Less disposals including write-offs	-	-	-	(19,930)	(19,812)	-	(39,742)	(139,022)
Historical cost, August 31, 2018	\$ 1,715,118	\$ 24,392,785	\$ 169,140,712	\$ 7,530,925	\$ 1,213,894	\$ 932,444	\$ 204,925,878	\$ 191,836,572
Accumulated amortization								
Beginning of year	\$ -	\$ -	\$ 54,055,258	\$ 3,923,983	\$ 570,560	\$ 342,218	\$ 58,892,019	\$ 55,009,721
Prior period adjustments	-	-	-	-	-	-	-	-
Amortization	-	-	4,141,710	723,330	98,759	174,386	5,138,185	3,937,897
Other additions	-	-	-	-	-	-	-	-
Transfers in (out)	-	-	-	-	-	-	-	-
Less disposals including write-offs	-	-	-	(1,772)	(14,364)	-	(16,136)	(55,599)
Accumulated amortization, August 31, 2017	\$ -	\$ -	\$ 58,196,968	\$ 4,645,541	\$ 654,955	\$ 516,604	\$ 64,014,068	\$ 58,892,019
Net Book Value at August 31, 2018	\$ 1,715,118	\$ 24,392,785	\$ 110,943,744	\$ 2,885,384	\$ 558,939	\$ 415,840	\$ 140,911,810	
Net Book Value at August 31, 2017	\$ 1,715,118	\$ 46,685,237	\$ 80,839,909	\$ 2,784,058	\$ 565,152	\$ 355,079		\$ 132,944,553

	2018	2017
Total cost of assets under capital lease	\$ -	\$ -
Total amortization of assets under capital lease	\$ -	\$ -

SCHEDULE 7School Jurisdiction Code: **3040****SCHEDULE OF REMUNERATION AND MONETARY INCENTIVES
for the Year Ended August 31, 2018 (in dollars)**

Board Members:	FTE	Remuneration	Benefits	Allowances	Performance Bonuses	ERIP's / Other Paid	Other Accrued Unpaid Benefits	Expenses
Mich Forster - Chair (Sept 2017 to Oct 2017)	0.17	\$4,883	\$165	\$0			\$0	\$0
Clark Bosch - Chair (Oct 2017 to Aug 2018)	0.83	\$27,969	\$1,651	\$0			\$0	\$3,838
Tyler Demers	1.00	\$24,962	\$1,632	\$0			\$0	\$3,569
Jan Foster	1.00	\$26,959	\$992	\$0			\$0	\$534
Keith Fowler (Sept 2017 to Oct 2017)	0.17	\$3,712	\$255	\$0			\$0	\$0
Donna Hunt	1.00	\$24,524	\$974	\$0			\$0	\$3,365
Doug James (Oct 2017 to Aug 2018)	0.83	\$20,443	\$1,214	\$0			\$0	\$719
Don Lacey (Sept 2017 to Oct 2017)	0.17	\$4,217	\$275	\$0			\$0	\$0
Christine Light (Oct 2017 to Aug 2018)	0.83	\$20,006	\$1,327	\$0			\$0	\$405
Lola Major	1.00	\$23,474	\$967	\$0			\$0	\$3,094
-	-							
-	-							
Subtotal	7.00	\$181,149	\$9,452	\$0			\$0	\$15,524
Chery Gilmore, Superintendent	1.00	\$215,859	\$36,697	\$5,000	\$0	\$0	\$0	\$8,449
Christine Lee, Secretary Treasurer	1.00	\$183,519	\$35,822	\$5,000	\$0	\$0	\$0	\$3,244
Don Lussier, Secretary Treasurer	0.33	\$81,950	\$9,448	\$1,667	\$0	\$0	\$0	\$0
Certificated		\$56,369,823	\$14,053,707	\$29,764	\$0	\$0	\$0	
School based	593.03							
Non-School based	20.60							
Non-certificated		\$21,426,281	\$6,196,907	\$106,757	\$0	\$0	\$0	
Instructional	425.22							
Plant Operations & Maintenance	61.65							
Transportation	1.00							
Other	31.40							
TOTALS	1,142.23	\$78,458,581	\$20,342,033	\$148,188	\$0	\$0	\$0	\$27,217

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

1. AUTHORITY AND PURPOSE

Lethbridge School District No. 51 delivers education programs under the authority of the *School Act*, Revised Statutes of Alberta 2000, Chapter S-3.

The School District receives funding for instruction and support under Education Grants Regulation (AR 120/2008). The regulation allows for the setting of conditions and use of grant monies. The School District is limited on certain funding allocations and administration expenses.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with the CPA Canadian Public Sector Accounting Standards (PSAS). The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of the accounting policies summarized below:

a) Cash and Cash Equivalents

Cash and cash equivalents include cash and investments that are readily convertible to known amounts of cash and that are subject to an insignificant risk of change in value. These short-term investments have a maturity of three months or less at acquisition and are held for the purpose of meeting short-term cash commitments rather than for investing.

b) Accounts Receivable

Accounts receivable are shown net of allowance for doubtful accounts.

c) Portfolio Investments

The School District has investments in GIC's that have a maturity of greater than three months. GIC's not quoted in an active market are reported at cost or amortized cost.

Impairment is defined as a loss in value of a portfolio investment that is other than a temporary decline and is included in the Statement of Operations. In the case of an item in the fair value category, a reversal of any net remeasurement gains recognized in previous reporting periods up to the amount of the write-down is reported in the Statement of Remeasurement Gains and Losses. The loss is not reversed if there is a subsequent increase in value.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

d) Tangible Capital Assets

The following criteria apply:

- Tangible capital assets acquired or constructed are recorded at cost which includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the asset. Cost also includes overhead directly attributable to construction as well as interest costs that are directly attributable to the acquisition or construction of the asset.
- Donated tangible capital assets are recorded at their fair market value at the date of donation, except in circumstances where fair value cannot be reasonably determined, when they are then recognized at nominal value. Transfers of capital assets from related parties are recorded at original cost less accumulated amortization.
- Construction-in-progress is recorded as a transfer to the applicable asset class at substantial completion.
- Sites and buildings are written down to residual value when conditions indicate they no longer contribute to the ability of the School District to provide services or when the value of future economic benefits associated with the sites and buildings are less than their net book value. For supported assets, the write-downs are accounted for as reductions to Expended Deferred Capital Revenue (EDCR).
- Buildings that are demolished or destroyed are written-off.
- Tangible capital assets with costs in excess of \$5,000 are capitalized.
- Tangible capital assets are amortized over their estimated useful lives on a straight-line basis, at the following rates:

Buildings	20 to 40 years
Vehicles	5 to 10 years
Computer Hardware & Software	3 to 5 years
Other Equipment & Furnishings	3 to 10 years

e) Deferred Revenue

Deferred revenue includes contributions received for operations which have stipulations that meet the definition of a liability per *Public Sector Accounting Standards (PSAS) Section PS 3200*. These contributions are recognized by the School District once it has met all eligibility criteria to receive the contributions. When stipulations are met, deferred revenue is recognized as revenue in the fiscal year in a manner consistent with the circumstances and evidence used to support the initial recognition of the contributions received as a liability.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

Deferred revenue also includes contributions for capital expenditures, unexpended and expended:

- Unexpended Deferred Capital Revenue

Unexpended Deferred Capital Revenue (UDCR) represents externally restricted supported capital funds provided for a specific capital purposes received or receivable by the jurisdiction, but the related expenditure has not been made at year-end. These contributions must also have stipulations that meet the definition of a liability per *PS 3200* when expended.

- Expended Deferred Capital Revenue

Expended Deferred Capital Revenue (EDCR) represent externally restricted supported capital funds that have been expended but have yet to be amortized over the useful life of the related capital asset. Amortization over the useful life of the related capital asset is due to certain stipulations related to the contributions that require that the school jurisdiction to use the asset in a prescribed manner over the life of the associated asset.

f) Employee Future Benefits

The School District accrues its obligations and related costs including both vested and non-vested benefits under employee future benefit plans. Benefits include accumulating sick leave, banked time and various qualifying compensated absences.

g) Operating and Capital Reserves

Certain amounts are internally or externally restricted for future operating or capital purposes. Transfers to and from reserves are recorded when approved by the Board of Trustees. Capital reserves are restricted to capital purposes and may only be used for operating purposes with approval by the Minister of Education. Reserves are disclosed in the Schedule of Change in Accumulated Surplus.

h) Revenue Recognition

Revenues are recorded on an accrual basis. Instruction and support allocations are recognized in the year to which they relate. Fees for services related to courses and programs are recognized as revenue when such courses and programs are delivered.

Volunteers contribute a considerable number of hours per year to schools to ensure that certain programs are delivered, such as kindergarten, lunch services and the raising of school generated funds. Contributed services are not recognized in the financial statements.

Eligibility criteria are criteria that the School District has to meet in order to receive the contributions. *Stipulations* describe how the School District must use the contributions or the actions it must perform in order to keep the contributions.

Contributions without eligibility criteria or stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

Contributions with eligibility criteria but without stipulations are recognized as revenue when the contributions are authorized by the transferring government or entity and all eligibility criteria have been met.

Contributions with or without eligibility criteria but with stipulations are recognized as revenue in the period the stipulations are met, except when and to the extent that the contributions give rise to an obligation that meets the definition of a liability in accordance with *PS 3200*. Such liabilities are recorded as deferred revenue. The following items fall under this category:

- Non-capital contributions for specific purposes are recorded as deferred revenue and recognized as revenue in the year the stipulated related expenses are incurred;
- Unexpended deferred capital revenue; or
- Expended deferred capital revenue

i) Expenses

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

Allocation of Costs

- Actual salaries of personnel assigned to two or more programs are allocated based on the time spent in each program.
- Employee benefits and allowances are allocated to the same programs, and in the same proportions, as the individual's salary.
- Supplies and services are allocated based on actual program identification.

j) Pensions

Pension costs included in these statements comprise the cost of employer contributions for current service of employees during the year.

The current and past service costs of the Alberta Teachers' Retirement Fund are met by contributions by active members and the Government of Alberta. Under the terms of the Teachers' Pension Plan Act, Lethbridge School District No. 51 does not make pension contributions for certificated staff. The Government portion of the current service contribution to the Alberta Teachers' Retirement Fund on behalf of the jurisdiction is included in both revenues and expenses. For the school year ended August 31, 2018, the amount contributed by the Government was \$6.573 million (2017 - \$6.396 million).

The School District participates in a multi-employer pension plan, the Local Authorities Pension Plan, and does not report on any unfunded liabilities. The expense for this pension plan is equivalent to the annual contributions of \$1.80 million for the year ended August 31, 2018 (2017 - \$1.87 million). At December 31, 2017, the Local Authorities Pension Plan reported an actuarial surplus of \$4,835,515,000 (2016, a deficiency of \$637,357,000).

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

k) Program Reporting

The District's operations have been segmented as follows:

ECS- The provision of Early Childhood Services education instructional services that fall under the basic public education mandate.

Grade 1 - 12 Instruction. The provision of instructional services for grades 1 - 12 that fall under the basic public education mandate.

Plant Operations and Maintenance. The operation and maintenance of all school buildings and maintenance shop facilities.

Transportation. The provision of regular and special education bus services (to/from school), whether contracted or board operated, including transportation facilities.

Board & System Administration. The provision of board governance and system-based/central office administration.

External Services. All projects, activities, and services offered outside the public education mandate for ECS children and students in grades 1-12. Services offered beyond the mandate for public education are to be self-supporting, and Alberta Education funding may not be utilized to support these programs.

The allocation of revenues and expenses are reported by program, source, object and type on the Schedule of Program Operations. Respective instruction expenses include the cost of certificated teachers, non-certificated teaching assistants as well as a proportionate share of supplies and services, school administration and instructional support, and System Instructional Support.

l) Scholarship Endowment Funds

Contributions and income pertaining to scholarship endowment funds are recognized on the Statement of Operations must be held in perpetuity in accordance with the agreement with the donor. The residual may be disbursed for the purposes of the scholarship.

Reinvestment of the endowment principal represents a direct increase to accumulated surplus. Undisbursed funds earned on endowment principal is recognized as deferred revenue or as revenue in the year to the extent that stipulations have been met.

m) Trusts Under Administration

The School District has property that has been transferred or assigned to it to be administered or directed by a trust agreement or statute. The District holds title to the property for the benefit of the beneficiary.

Trusts under administration have been excluded from the financial reporting of the District. Trust balances can be found in Note 15.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

n) Financial Instruments

A contract establishing a financial instrument creates, at its inception, rights and obligations to receive or deliver economic benefits. The financial assets and financial liabilities portray these rights and obligations in the financial statements. The School District recognizes a financial instrument when it becomes a party to a financial instrument contract.

Financial instruments consist of cash and cash equivalents, accounts receivable, portfolio investments, accounts payable and accrued liabilities, and long term debt. Unless otherwise noted, it is management's opinion that the School District is not exposed to significant credit and liquidity risks, or market risk, which includes currency, interest rate, and other price risks.

All financial assets and liabilities are recorded at cost or amortized cost and the associated transaction costs are added to the carrying value of items in the cost or amortized cost upon initial recognition. The gain or loss arising from derecognition of a financial instrument is recognized in the Statement of Operations. Impairment losses such as write-downs or write-offs are reported in the Statement of Operations.

o) Measurement Uncertainty

The precise determination of many assets and liabilities is dependent on future events. As a result, the preparation of financial statements for a period involves the use of estimates and approximations, which have been made using careful judgement. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the potential impairment of assets, rates for amortization, and estimated employee benefits.

The cost of non-vesting sick time benefits should be actuarially determined using the projected unit credit method pro-rata on service and using management's best estimate of expected salary escalation, benefit usage, termination and retirement rates and mortality. Currently there has not been any actuarial valuation used in the determination of the sick time that has been accrued. Management has estimated the accrual of sick time based on historical use over the annual sick time allotment, and recorded a portion of the time estimated.

p) Change in Accounting Policy

The division has prospectively adopted the following standards from September 1, 2017: PS 3210 Assets, PS 3320 Contingent Assets, PS 3380 Contractual Rights, PS 2200 Related Party Disclosures, PS 3420 Inter-Entity Transactions, which are reflected in Note 12, Note 13, Note 14 and Note 17.

q) Future Accounting Changes

The Public Sector Accounting Board has issued the following accounting standards:

- PS 3430 Restructuring Transactions (effective April 1, 2018)

This standard provides guidance on how to account for and report restructuring transactions by both transferors and recipients of assets and/or liabilities, together with related program or operating responsibilities.

Lethbridge School District No. 51

Notes to Financial Statements
August 31, 2018

- PS 3280 Asset Retirement Obligations (effective April 1, 2021)

Effective April 1, 2021, this standard provides guidance on how to account for and report a liability for retirement of a tangible capital asset.

Management is currently assessing the impact of these standards on the financial statements.

3. ACCOUNTS RECEIVABLE

	2018			2017
	Gross Amount	Allowance for Doubtful Accounts	Net Realizable Value	Net Realizable Value
Alberta Education - Grants	\$ 150,563	\$ -	\$ 150,563	\$ 565,715
Alberta Education - Capital		-	-	3,858,239
Alberta Infrastructure - Capital	5,673,217	-	5,673,217	-
Treasury Board and Finance - Supported debenture principal	-	-	-	46,853
Treasury Board and Finance - Accrued interest on supported debentures	-	-	-	2,707
Alberta Health	35,215	-	35,215	-
Federal government	890,611	-	890,611	748,299
Other	492,902	-	492,902	357,444
Total	\$ 7,242,508	\$ -	\$ 7,242,508	\$ 5,579,257

4. BANK INDEBTEDNESS

The jurisdiction has negotiated a line of credit with the Royal Bank of Canada in the amount of \$500,000 that bears interest at the bank prime rate. This line of credit is secured by a borrowing resolution and a security agreement, covering all revenue of the jurisdiction. There is no outstanding line of credit balance at August 31, 2018.

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Alberta Education	\$ 73,717	\$ 40,094
Alberta Capital Finance Authority (Interest on long-term debt - Supported)	-	2,707
Accrued vacation pay liability	638,859	616,285
Other trade payables and accrued liabilities	7,432,767	7,134,002
Total	\$ 8,145,343	\$ 7,793,088

Lethbridge School District No. 51

Notes to Financial Statements
August 31, 2018

6. DEFERRED REVENUE

SOURCE AND GRANT OR FUND TYPE	DEFERRED REVENUE as at Aug. 31, 2017	ADD: 2017/2018 Restricted Funds Received/ Receivable	DEDUCT: 2017/2018 Restricted Funds Expended (Paid / Payable)	ADD (DEDUCT): 2017/2018 Adjustments for Returned Funds	DEFERRED REVENUE as at Aug. 31, 2018
Unexpended deferred operating revenue					
Alberta Education:					
Infrastructure Maintenance Renewal	\$ 2,996,917	\$ 2,360,556	\$ (1,200,888)	\$ -	\$ 4,156,585
School Nutrition Program	-	115,000	(89,527)	-	25,473
Enhancing Leadership Capacity	84,462	-	(84,462)	-	-
Other Government of Alberta:					
Southwest Child and Family Services	28,813	97,490	(89,766)	-	36,537
Alberta Mental Health	12,942	384,113	(390,898)	-	6,157
Other Deferred Revenue:					
School Generated Funds	107,681	88,823	(107,681)	-	88,823
Fees	337,534	330,983	(337,534)	-	330,983
Donations	-	-	-	-	-
Program Grants	89,229	246,838	(235,923)	-	100,144
Total unexpended deferred operating revenue	\$ 3,657,578	\$ 3,623,803	\$ (2,536,679)	\$ -	\$ 4,744,702
Unexpended deferred capital revenue (Schedule 2)	343,757	12,545,107	(12,391,070)	-	497,794
Expended deferred capital revenue (Schedule 2)	127,179,909	12,391,070	(4,576,935)	-	134,994,044
Total	\$ 131,181,244	\$ 28,559,980	\$ (19,504,684)	\$ -	\$ 140,236,540

7. EMPLOYEE FUTURE BENEFIT LIABILITY

Employee future benefit liabilities consist of the following:

	2018	2017
Defined benefit pension plan liability	\$ -	\$ -
Accumulating sick pay liability (vested)	-	-
Accumulating sick pay liability (non-vested)	203,548	-
Other compensated absences	14,100	15,539
Total	\$ 217,648	\$ 15,539

The District's caretaking and maintenance employees accumulate sick time to a maximum of 75 working days in accordance with the CUPE 290 collective agreement. The accumulated amount is reduced when sick time is taken. When an employee leaves employment with the District, their accumulated sick time is not paid out. As of August 31, 2018, management has accrued \$203,548 (2017 - \$nil) for estimated sick time benefits. Refer to significant accounting policies section for additional details (Note 1(o) – Measurement Uncertainty).

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

8. DEBT

	2018	2017
Supported debenture outstanding at August 31, 2018 have been fully repaid during the year.	\$ -	\$ 46,853

Debenture Debt –Supported

The debenture debt is fully supported by Alberta Finance and was fully repaid during the year.

9. PREPAID EXPENSES

Prepaid Expenses consists of the following:

	2018	2017
Prepaid insurance	\$ 65,044	\$ 60,001
Prepaid Software Licensing / Maintenance Costs	204,461	84,581
Other Supplies and Materials	177,129	67,190
Total	\$ 446,634	\$ 211,772

10. OTHER NON-FINANCIAL ASSETS

Other non-financial assets consists of the following:

	2018	2017
Inventory	\$ 158,382	\$ 144,481

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

11. ACCUMULATED SURPLUS

The School jurisdiction's accumulated surplus is summarized as follows:

	2018	2017
Unrestricted surplus	\$ 757,838	\$ 836,684
Operating reserves	10,330,034	11,923,484
Accumulated surplus (deficit) from operations	11,087,872	12,760,168
Investment in tangible capital assets	5,917,767	5,764,643
Capital reserves	5,268,160	1,921,512
Endowments ⁽¹⁾	319,874	319,874
Accumulated remeasurement gains (losses)	-	-
Accumulated surplus (deficit)	\$ 22,593,673	\$ 20,766,197

Included in Accumulated surplus from operations are school generated funds to which the Division has no claim. Adjusted accumulated surplus represents funds owned by Lethbridge School District No. 51.

	2018	2017
Accumulated surplus (deficit) from operations	\$ 11,087,872	\$ 12,760,168
Deduct: School generated funds included in accumulated surplus (Note 16)	2,424,478	2,494,335
Adjusted accumulated surplus (deficit) from operations ⁽²⁾	\$ 8,663,394	\$ 10,265,833

(1) Terms of the endowments stipulate that the principal balance be maintained permanently. Investment income of \$41,293 (2017 - \$40,001) is externally restricted for scholarships and is included in deferred revenue. Investment income of \$271,924 (2017 - \$181,980) is unrestricted.

(2) Accumulated surplus represents funding available for use by the school jurisdiction after deducting funds committed for use by the schools.

Lethbridge School District No. 51

Notes to Financial Statements
August 31, 2018

12. CONTINGENT ASSETS AND LIABILITIES

- a) The jurisdiction is a member of Urban Schools Insurance Consortium (USIC). Under the terms of its membership, the jurisdiction could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. The jurisdiction's share of the pool as at August 31, 2018 is \$215,091 (2017 - \$212,533).

None of these contingent assets nor liabilities involve related parties. These amounts have not been recognized in the financial statements.

13. CONTRACTUAL RIGHTS

Contractual rights are rights of the division to economic resources arising from contracts or agreements that will result in both assets and revenues in the future when the terms of those contracts or agreements are met.

	2018	2017
Contractual rights from capital project agreements ⁽¹⁾	\$ 3,067,207	\$ 11,726,438
Contractual rights from service agreements	-	-
Other	-	-
Total	\$ 3,067,207	\$ 11,726,438

1) Capital Project Agreements are capital grant agreements with Alberta Infrastructure of \$2,249,907 (2017 - \$nil) and Alberta Education of \$817,300 (2017 - \$11,726,438) which are related parties to the school jurisdiction.

Estimated amounts that will be received or receivable for each of the next five years and thereafter are as follows:

	Capital Project Agreements	Service Agreements	Other
2018-2019	\$ 2,658,557	\$ -	\$ -
2019-2020	408,650	-	-
2020-2021	-	-	-
2021-2022	-	-	-
2022-2023	-	-	-
Thereafter	-	-	-
Total	\$ 3,067,207	\$ -	\$ -

Subsequent to yearend, Lethbridge School District No 51 entered into a capital grant agreement with Alberta Infrastructure for the construction phase of the South Lethbridge Elementary School resulting in future capital grant funding of \$18,161,788. The capital project is planned to be started in 2018/2019 and is to be constructed for opening in the 2021-2022 school year.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

14. CONTRACTUAL OBLIGATIONS

	2018	2017
Building projects ⁽¹⁾	\$ 1,090,892	\$ 7,666,396
Building leases	-	-
Service providers ⁽²⁾	5,366,115	7,169,829
Total	\$ 6,457,007	\$ 14,836,225

1) Buildings projects: The jurisdiction is committed for capital expenditures of \$980,600 of a \$21.0 million construction of a new middle school. The jurisdiction is also committed for capital expenditures of \$110,300 of a \$668,000 of architectural costs towards a new elementary school. It is anticipated that these costs will be fully funded from capital revenues from Alberta Infrastructure.

2) Service providers: As of August 31, 2018, the jurisdiction has \$5.366 million (2017 - \$7.170 million) in commitments relating to service contracts.

Estimated payment requirement for each of the next five years and thereafter are as follows:

	Building Projects	Building Leases	Service Providers
2018-2019	\$ 1,090,892	\$ -	\$ 1,429,474
2019-2020	-	-	1,429,474
2020-2021	-	-	1,429,474
2021-2022	-	-	1,077,693
2022-2023	-	-	-
Thereafter	-	-	-
Total	\$ 1,090,892	\$ -	\$ 5,366,115

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

15. TRUSTS UNDER ADMINISTRATION

These balances represent assets that are held in trust by the jurisdiction. They are not recorded on the statements of the School District.

	2018	2017
Scholarship trusts	\$ 180,593	\$ 173,924
Chinook Regional Foundation for Career Transitions	94,042	188,038
Regional Learning Consortium (Banker board)	343,197	304,324
Total	\$ 617,832	\$ 666,286

16. SCHOOL GENERATED FUNDS

	2018	2017
School Generated Funds, Beginning of Year	\$ 2,602,016	\$ 2,186,009
Gross Receipts:		
Fees	1,304,669	1,314,824
Fundraising	2,170,109	2,102,419
Gifts and donations	710,971	509,639
Grants to schools	-	-
Other sales and services	289,947	106,807
Total gross receipts	4,475,696	4,033,689
Total Related Expenses and Uses of Funds	1,677,398	1,573,565
Total Direct Costs Including Cost of Goods Sold to Raise Funds	2,887,013	2,044,117
School Generated Funds, End of Year	\$ 2,513,301	\$ 2,602,016
Balance included in Deferred Revenue*	\$ 88,823	\$ 107,681
Balance included in Accumulated Surplus (Operating Reserves)**	\$ 2,424,478	\$ 2,494,335

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

17. RELATED PARTY TRANSACTIONS

Related parties are those consolidated or accounted for on the modified equity basis in the Government of Alberta Consolidated Financial Statements. Related parties also include key management personnel in division and their close family members.

All entities that are consolidated in the accounts of the Government of Alberta are related parties of school jurisdictions. These include government departments, health authorities, post-secondary institutions, and other school jurisdictions in Alberta.

	Balances		Transactions	
	Financial Assets (at cost or net realizable value)	Liabilities (at amortized cost)	Revenues	Expenses
Government of Alberta (GOA):				
Alberta Education				
Accounts receivable / Accounts payable	\$ 150,563	\$ 73,717		
Prepaid expenses / Deferred operating revenue	-	4,182,058		
Unexpended deferred capital revenue		497,794		
Expended deferred capital revenue		134,994,044	7,320,322	
Grant revenue & expenses			111,645,595	
ATRF payments made on behalf of district			6,572,974	
Other revenues & expenses			-	42,021
Other Alberta school jurisdictions	-	-	-	34,281
Alberta Treasury Board and Finance (Principal)	-			
Alberta Treasury Board and Finance (Accrued interest)	-		4,334	
Alberta Health	35,215	6,157	384,113	1,015
Post-secondary institutions	-	-	-	65,292
Alberta Infrastructure	5,673,217	-	5,070,748	-
Other:				
Alberta Capital Financing Authority		-		4,334
Southwest Child and Family Services	-	36,537	97,490	-
TOTAL 2017/2018	\$ 5,858,995	\$ 139,790,307	\$ 131,095,576	\$ 146,943
TOTAL 2016/2017	\$ 4,473,514	\$ 130,689,601	\$ 133,718,816	\$ 166,358

The division and its employees paid or collected certain taxes and amounts set by regulation or local policy. These amounts were incurred in the normal course of business, reflect charges applicable to all users and have been excluded from this schedule.

Lethbridge School District No. 51

Notes to Financial Statements

August 31, 2018

18. ECONOMIC DEPENDENCE ON RELATED THIRD PARTY

The jurisdiction's primary source of income is from the Alberta Government. The District's ability to continue viable operations is dependent on this funding.

19. BUDGET AMOUNTS

The budget was prepared by the school jurisdiction and approved by the Board of Trustees on May 27th, 2017. It is presented for information purposes only and has not been audited.

20. COMPARATIVE FIGURES

The comparative figures have been reclassified where necessary to conform to the 2017-2018 presentation.

SCHEDULE 8							School Jurisdiction Code: 3040
UNAUDITED SCHEDULE OF FEES for the Year Ending August 31, 2018 (in dollars)							
	Actual Fees Collected 2016/2017	Budgeted Fee Revenue 2017/2018	(A) Actual Fees Collected 2017/2018	(B) Unexpended September 1, 2017*	(C) Funds Raised to Defray Fees 2017/2018	(D) Expenditures 2017/2018	(A) + (B) + (C) - (D) Unexpended Balance at August 31, 2018*
Transportation Fees	\$782	\$300	\$0	\$0	\$0	\$0	\$0
Basic Instruction Fees							
Basic instruction supplies	\$0	\$5,240	\$0	\$0	\$0	\$0	\$0
Fees to Enhance Basic Instruction							
Technology user fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Alternative program fees	\$7,252	\$450	\$7,770	\$6,601	\$0	\$7,634	\$6,737
Fees for optional courses	\$213,663	\$285,223	\$342,715	\$81,992	\$0	\$355,694	\$69,013
Activity fees	\$13,747	\$320,622	\$24,045	\$3,625	\$0	\$26,525	\$1,145
Early childhood services	\$302,064	\$0	\$275,503	\$397	\$0	\$274,849	\$1,051
Other fees to enhance education	\$37,790	\$32,930	\$4,075	\$113,207	\$0	\$3,354	\$113,928
Non-Curricular fees							
Extracurricular fees	\$717,867	\$461,481	\$799,659	\$187,919	\$0	\$800,223	\$187,355
Non-curricular travel	\$38,648	\$367,300	\$69,495	\$908	\$0	\$67,615	\$2,788
Lunch supervision and noon hour activity fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Non-curricular goods and services	\$198,260	\$406,203	\$208,601	\$225,780	\$0	\$205,451	\$228,930
Other Fees	\$0	\$300	\$0	\$0	\$0	\$0	\$0
TOTAL FEES	\$1,530,073	\$1,880,049	\$1,731,863	\$620,429	\$0	\$1,741,345	\$610,947

*Unexpended balances cannot be less than \$0

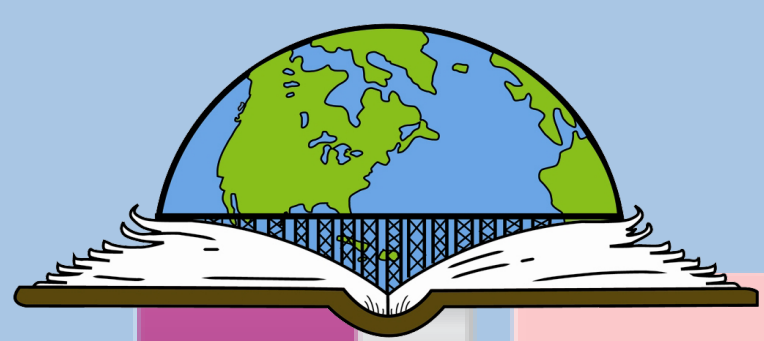
Please disclose amounts paid by parents of students that are recorded as "Other sales and services", "Fundraising", or "Other revenue" (rather than fee revenue):	Actual 2018	Actual 2017
Cafeteria sales, hot lunch, milk programs	\$0	\$0
Special events, graduation, tickets	\$0	\$0
International and out of province student revenue	\$730,513	\$369,617
Sales or rentals of other supplies/services (clothing, agendas, yearbooks)	\$103,901	\$106,277
Adult education revenue	\$0	\$0
Preschool	\$0	\$0
Child care & before and after school care	\$0	\$0
Lost item replacement fee	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
Other (Describe)	\$0	\$0
TOTAL	\$834,414	\$475,894

UNAUDITED SCHEDULE OF DIFFERENTIAL FUNDING for the Year Ended August 31, 2018 (in dollars)					
	PROGRAM AREA				
	First Nations, Metis & Inuit (FNMI)	ECS Program Unit Funding (PUF)	English as a Second Language (ESL)	Inclusive Education	Small Schools by Necessity (Revenue only)
Funded Students in Program	785	257	1,020		
Federally Funded Students	32				
REVENUES					
Alberta Education allocated funding	\$ 933,644	\$ 4,513,195	\$ 948,665	\$ 8,000,499	\$ 93,679
Other funding allocated by the board to the program	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 933,644	\$ 4,513,195	\$ 948,665	\$ 8,000,499	\$ 93,679
EXPENSES (Not allocated from BASE, Transportation, or other funding)					
Instructional certificated salaries & benefits	\$ 670,382	\$ 534,943	\$ 1,046,410	\$ 3,022,405	
Instructional non-certificated salaries & benefits	\$ 508,425	\$ 3,680,420	\$ 51,814	\$ 8,016,880	
SUB TOTAL	\$ 1,178,807	\$ 4,215,363	\$ 1,098,224	\$ 11,039,285	
Supplies, contracts and services	\$ 60,340	\$ 29,344	\$ 7,956	\$ 87,206	
Program planning, monitoring & evaluation	\$ -	\$ 78,590	\$ -	\$ 91,298	
Facilities (required specifically for program area)	\$ -	\$ 63,306	\$ -	\$ -	
Administration (administrative salaries & services)	\$ -	\$ 131,778	\$ -	\$ 563,945	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
Other (please describe)	\$ -	\$ -	\$ -	\$ -	
TOTAL EXPENSES	\$ 1,239,147	\$ 4,518,381	\$ 1,106,180	\$ 11,781,734	
NET FUNDING SURPLUS (SHORTFALL)	\$ (305,503)	\$ (5,186)	\$ (157,515)	\$ (3,781,235)	

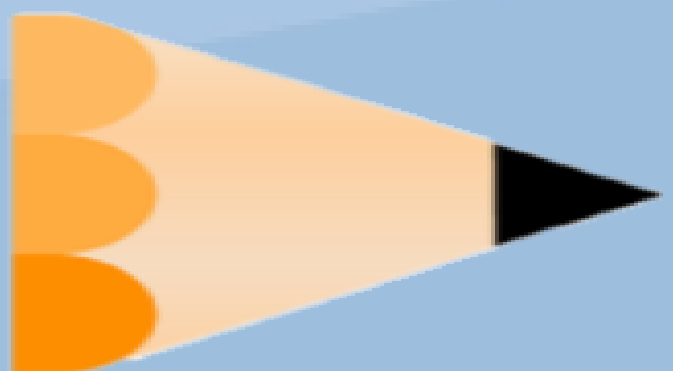
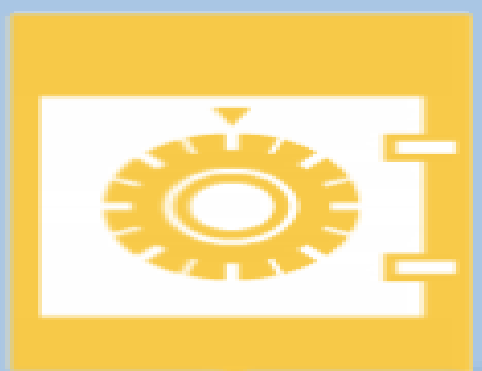
SCHEDULE 10

UNAUDITED SCHEDULE OF CENTRAL ADMINISTRATION EXPENSES for the Year Ended August 31, 2018 (in dollars)								
EXPENSES	Allocated to Board & System Administration				Allocated to Other Programs			TOTAL
	Salaries & Benefits	Supplies & Services	Other	TOTAL	Salaries & Benefits	Supplies & Services	Other	
Office of the superintendent	\$ 444,179	\$ 73,672	\$ -	\$ 517,851	\$ -	\$ -	\$ -	\$ 517,851
Educational administration (excluding superintendent)	\$ 320,753	\$ 26,146	\$ -	\$ 346,899	\$ -	\$ -	\$ -	\$ 346,899
Business administration	\$ 812,875	\$ 270,074	\$ -	\$ 1,082,949	\$ -	\$ -	\$ -	\$ 1,082,949
Board governance (Board of Trustees)	\$ 210,738	\$ 154,547	\$ -	\$ 365,285	\$ -	\$ -	\$ -	\$ 365,285
Information technology	\$ -	\$ 144,508	\$ -	\$ 144,508	\$ 1,168,888	\$ 824,282	\$ -	\$ 2,137,678
Human resources	\$ 704,532	\$ 66,885	\$ -	\$ 771,417	\$ -	\$ -	\$ -	\$ 771,417
Central purchasing, communications, marketing	\$ 314,647	\$ 7,969	\$ -	\$ 322,616	\$ -	\$ -	\$ -	\$ 322,616
Payroll	\$ 170,749	\$ -	\$ -	\$ 170,749	\$ -	\$ -	\$ -	\$ 170,749
Administration - insurance			\$ 104,198	\$ 104,198			\$ -	\$ 104,198
Administration - amortization			\$ 138,716	\$ 138,716			\$ -	\$ 138,716
Administration - other (admin building, interest)			\$ -	\$ -			\$ -	\$ -
Occupational Health and Safety	\$ 71,754	\$ 368	\$ -	\$ 72,122	\$ -	\$ -	\$ -	\$ 72,122
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other (describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	\$ 3,050,227	\$ 744,169	\$ 242,914	\$ 4,037,310	\$ 1,168,888	\$ 824,282	\$ -	\$ 6,030,480

		School Jurisdiction Code:	3040
SCHEDULE 11	Average Estimated # of Students Served Per Meal:		243.00
UNAUDITED SCHEDULE OF NUTRITION PROGRAM EXPENDITURES for the Year Ending August 31, 2018			
		Budget 2018	2018
REVENUES			
Alberta Education - current		\$ 115,000	\$ 115,000
Alberta Education - prior year		\$ -	\$ -
Other Funding		\$ -	\$ -
TOTAL REVENUES		\$ 115,000	\$ 115,000
EXPENSES			
Salaries & Benefits	FTE		
Project Coordinator	0.52	\$ 22,515	\$ 16,347
Cook		\$ -	\$ -
Other (please describe)		\$ -	\$ -
Other (please describe)		\$ -	\$ -
Other (please describe)		\$ -	\$ -
Food Supplies		\$ 73,675	\$ 57,882
Office Supplies		\$ -	\$ -
Small Kitchenwares (e.g. toaster, measuring cups/spoons, bowls, cutting boards)		\$ 5,300	\$ 3,255
Non-Capitalized Assets			
Microwave		\$ 130	\$ -
Refrigerator		\$ 1,850	\$ 1,940
Stove		\$ 1,700	\$ 1,727
Tables		\$ 4,865	\$ 5,319
Toaster		\$ 915	\$ 900
Dishwasher		\$ 700	\$ 711
Other		\$ 400	\$ 68
Training (e.g. workshops, training materials)		\$ 300	\$ 90
Contracted Services (please describe)		\$ -	\$ -
Other Expenses			
Kitchen Aprons		\$ 165	\$ 100
Food Delivery		\$ 100	\$ 1,088
Family/Nutritional Educational Nights		\$ 1,242	\$ -
Cleaning and Sanitation Supplies		\$ 1,143	\$ 100
TOTAL EXPENSES		\$ 115,000	\$ 89,527
ANNUAL SURPLUS/DEFICIT		\$ -	\$ 25,473



Lethbridge School District No. 51


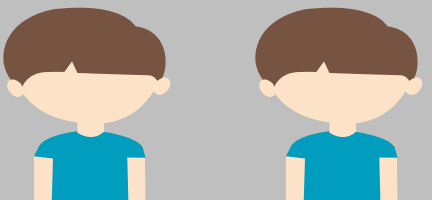
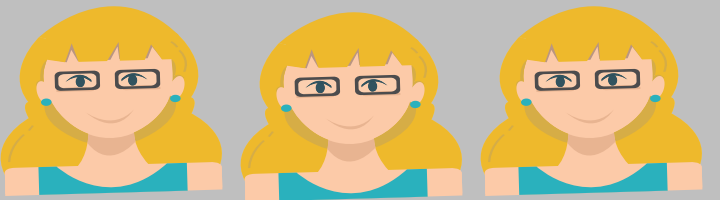
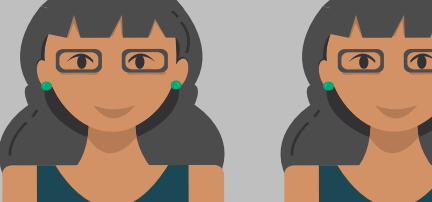
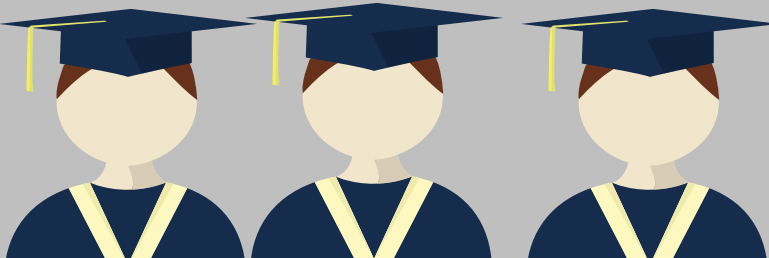


2017-2018 Year in Review

11,274 STUDENTS

\$125.48 MILLION

Enrollment

Early Education		471
Kindergarten		858
Elementary		4250
Middle School		2432
High School		3263

Funding

94.7%
Gov't of Alberta

FEES, DONATIONS & FUNDRAISING
3.16%

Other Revenues
2.16%

5.89%



Costs of Educating our Students

\$123.66 MILLION

83.1% Instruction

Student Services, 15.67%

SGF, 3.69%

Technology, 1.74%

Other Instructional programs, 6.39%

16.94%



School Based, 55.57%

Spending by Program
August 31st, 2018

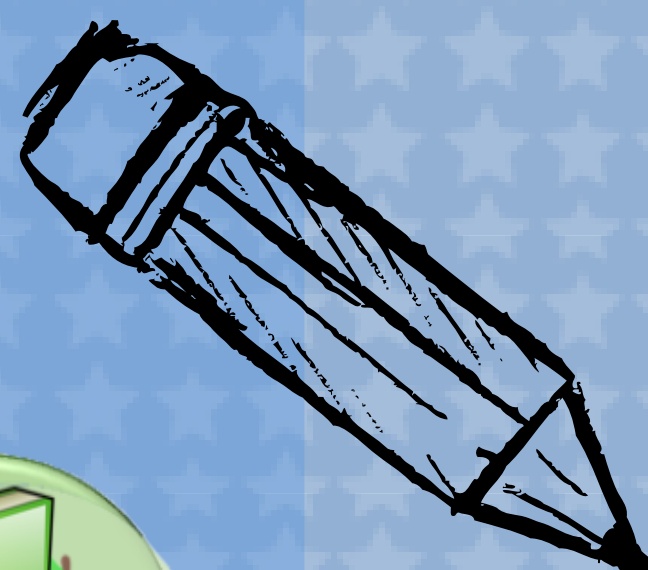
16.9% Support Services

Transportation, 1.89%

Administration, 3.26%

Maintenance, 11.79%

\$11,951 per FTE student



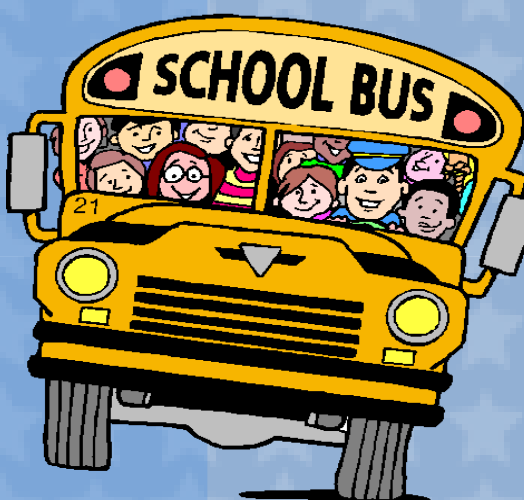
Staffing
80%

\$98.9 Million

Teachers 614 FTE

Support
Staff 528 FTE

Transporting Students
\$2.34 MILLION



\$13.1 Million
Spent on Capital Projects

Senator Joyce Fairbairn Middle School, Coalbanks Elementary School, Wilson Middle School Modernization, & modular classrooms



Operating Surplus \$1,827,476

Savings for Future Expenditures

Accumulated Surplus From Operations

\$11.09 Million
(Including SGF reserves)



- Unrestricted (6.70%)
- Restricted Instruction (76.60%)
- Restricted PO&M (5%)
- Restricted Administration (4.50%)
- Restricted Transportation (5.40%)
- Restricted External Services (1.80%)



- \$1.79 million school based reserves
- \$2.42 million school generated activities and fundraising
- \$1.47 million for resources for new school facilities, planning and special projects.
- \$872,000 to fund a three-year full day kindergarten pilot projects
- \$781,700 for the staffing stability fund
- \$600,000 future bus replacement costs



Adjusted ASO Ratio of 7.01%

Accumulated Surplus from Operations (less SGF) compared to total expenses

Lethbridge School District No. 51

Year End Report

August 31st

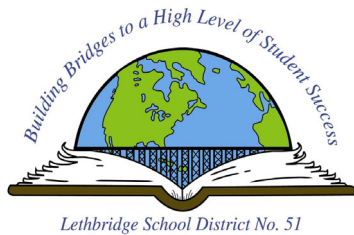
2018

This document is Management's Discussion and Analysis of the Audited Financial Statements for the year ended August 31, 2018. *This report should be read in conjunction with the Audited Financial Statements..*

Report to the
Board of Trustees
November 27th, 2018



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

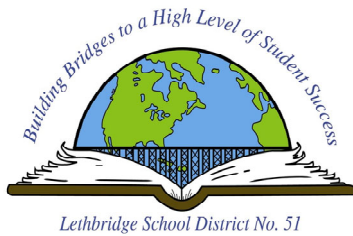


Lethbridge School District No. 51

Management Discussion and Analysis Report For the year ended August 31, 2018

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Operations	Pages 11-23
<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)	
Appendices (Charts)	Page 24-32
<ul style="list-style-type: none">• Summary of Revenues• Summary of Expenditures• Expenditures by Program/Function	



Lethbridge School District No. 51

Management Discussion and Analysis Report Year End Report

Executive Summary

Lethbridge School District No. 51 has a total operating budget of \$129.6 million (including use of reserves) and provides public education services to the citizens of the City of Lethbridge, Alberta, Canada.

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

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

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



Mike Mountain Horse Elementary School
celebrates 30th anniversary



AUGUST 2018 FINANCE AT A GLANCE

2017-2018 - Yearend Reporting - Sept 1/17 to Aug 31/18

Overview:

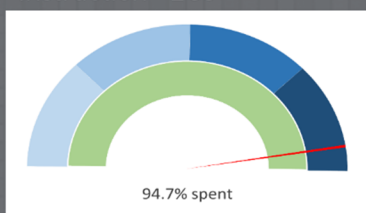
The following is an overview of the yearend reporting on the operations of Lethbridge School District No. 51. This report is the yearend report (up to August 31, 2018).

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 2017/2018 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

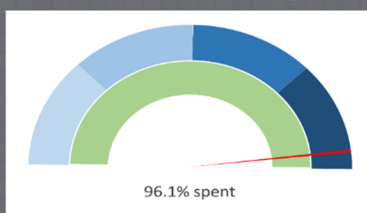
Instruction - ECS



Budget: \$ 8,748,049
Year-to-date: \$ 8,284,171 (94.7%)



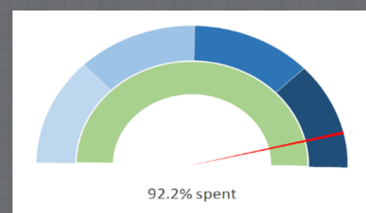
Instruction - Grade 1 - 12



Budget: \$ 97,804,512
Year-to-date: \$ 93,989,288 (96.1%)



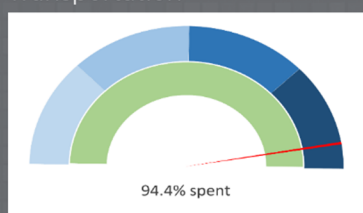
Plant Operation & Maintenance



Budget: \$ 15,800,113
Year-to-date: \$ 14,575,181 (92.2%)



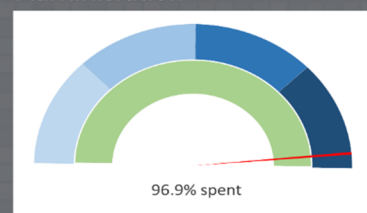
Transportation



Budget: \$ 2,477,928
Year-to-date: \$ 2,339,053 (94.4%)



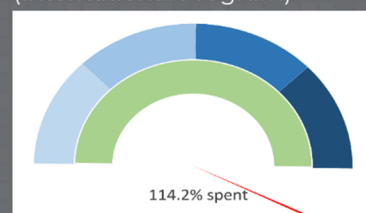
Board & System Administration



Budget: \$ 4,165,355
Year-to-date: \$ 4,037,310 (96.9%)



External Services (International Program)

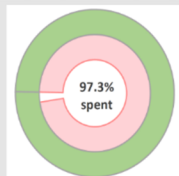


Budget: \$ 377,130
Year-to-date: \$ 430,584 (114.2%)



Salaries, Benefits & Professional Development

For all the Departments

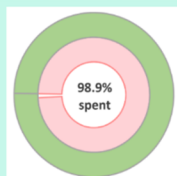


Budget: \$ 101,542,628
Year-to-date: \$ 98,781,507 (97.3%)



Contracted Services

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

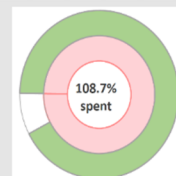


Budget: \$ 6,990,113
Year-to-date: \$ 6,913,927 (98.9%)



Other Services

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

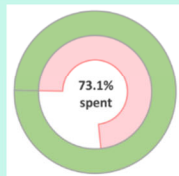


Budget: \$ 2,123,216
Year-to-date: \$ 2,307,168 (108.7%)



Supplies

General supplies, Technology, Maintenance, Small Equipment

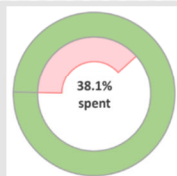


Budget: \$ 5,484,896
Year-to-date: \$ 4,008,425 (73.1%)



Other Expenditures

Contingency, Travel, Car Allowances, Renovations

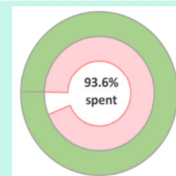


Budget: \$ 1,477,562
Year-to-date: \$ 563,123 (38.1%)



Transfers, SGF, & Capital/IMR

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



Budget: \$ 11,834,742
Year-to-date: \$ 11,081,438 (93.6%)



TYPES OF EXPENSES

For details on the above information and other financial reporting, please see the August 31, 2018 Yearend 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.



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

- **Salaries, Benefits & Professional Development** are less than the budget. This is somewhat due to the actual average costs of teachers being slightly less than the budgeted average teaching costs. Professional development is less than budgeted.
- **Contracted Services** are comparable to the budget (slightly less). This is mostly due to savings in utilities, transportation, and consulting services. These savings are somewhat offset by increases in the maintenance projects including the costs for the building maintenance for the schools and renovations at the Atwell Building.
- **Other Services** are overall greater than the budget. The increase in the other services mostly relates to the homestay and recruitment costs of the international program (increased costs offset by increased related revenues). Employee recognition events and poverty committee (funded by reserves) costs were also higher than the operating budgeted.
- **Supplies** are less than the budget. This is mostly due to that the technology supplies include the contribution to the upcoming evergreening cycle (which is transferred at the end of the year to the technology reserve account) and the supplies at the schools are less than budgeted.
- **Other Expenditures** are significantly less than the budget. This is due to a large portion of these other expenditures relates to contingency accounts. These contingency accounts are typically only used if unexpected expenditures are incurred; otherwise, these unspent contingency funds are carried forward to the following budget year.
- **Transfers, SGF, & Capital/IMR** are less than the budget. The majority of this reduction related to the Infrastructure, Maintenance and Renewal (IMR) operating grants as at least one third (1/3) of the IMR projects were capitalized (as required by Alberta Education) and many of the large projects are being deferred to the 2018/2019 school year. These reductions from IMR are somewhat offset by increases in the amortization of the tangible capital assets.

Financial Position

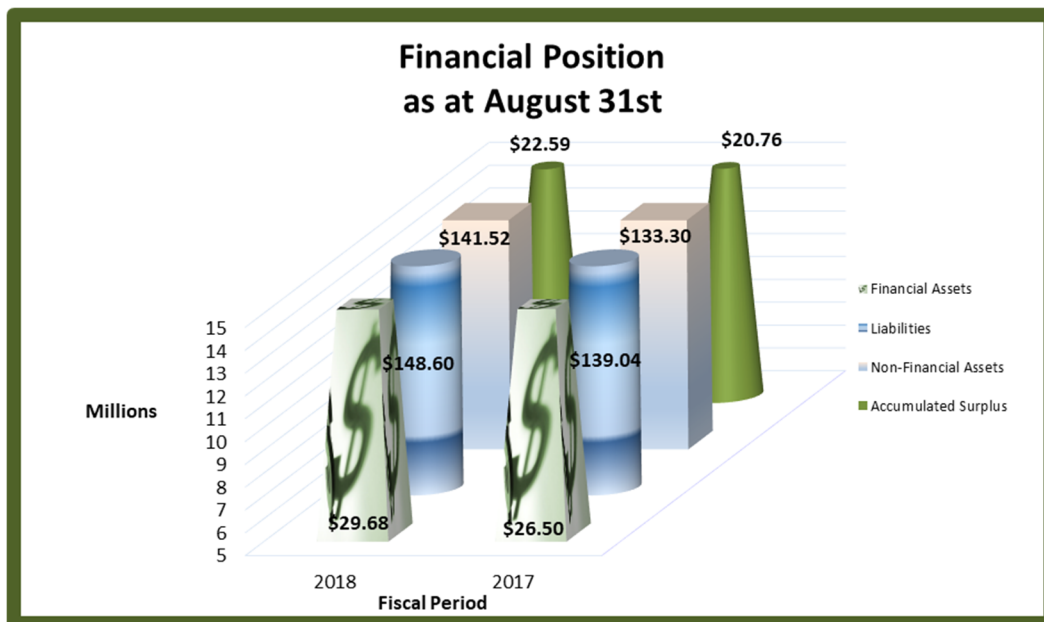
As at August 31, 2018 [Lethbridge School District No. 51](#) has total financial assets of \$29.68 million and liabilities of \$148.60 million for net financial debt of \$118.92 million. A net debt position is not necessarily an indication that a District is in financial difficulty.

Net financial debt includes \$134.99 million of deferred revenue related to the amortization of supported capital assets (Expended Deferred Capital Revenue), which will be amortized into revenues in subsequent years to offset the amortization cost of supported capital assets. Supported Capital Assets are those assets that have been funded by the Province of Alberta.

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$16.1 million. Of this \$16.1 million, \$10.33 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 \$757,800 of unrestricted reserves, \$5.27 million of capital reserves and \$320,000 of endowment funds.

There is \$141.52 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 \$134.99 million as explained above, the District's investment in capital assets of \$5.92 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 \$22.59 million. The chart below compares the financial position of August 31st with the prior year.



Lethbridge School District No. 51
STATEMENT OF FINANCIAL POSITION
As at August 31st, 2018

	August 31st, 2018	August 31st, 2017
FINANCIAL ASSETS		
Cash and cash equivalents	\$22,359,330	\$20,838,940
Accounts receivable (net after allowances)	\$7,242,508	\$5,579,257
Portfolio investments	\$74,540	\$83,918
Other financial assets		
Total financial assets	\$29,676,378	\$26,502,115
LIABILITIES		
Bank indebtedness	\$0	\$0
Accounts payable and accrued liabilities	\$8,145,343	\$7,793,088
Deferred revenue	\$140,236,540	\$131,181,244
Employee future benefit liabilities	\$217,648	\$15,539
Other liabilities	\$0	\$0
Long term debt		
Supported: Debentures and other supported debt	\$0	\$46,853
Unsupported: Debentures and capital loans	\$0	\$0
Capital leases	\$0	\$0
Mortgages	\$0	\$0
Total liabilities	\$148,599,531	\$139,036,724
Net Financial Assets (Net Debt)	(\$118,923,153)	(\$112,534,609)
NON-FINANCIAL ASSETS		
Tangible Capital assets		
Land	\$1,715,118	\$1,715,118
Construction in progress	\$24,392,785	\$46,685,237
Buildings	\$169,140,712	
Less: Accumulated amortization	(\$58,196,968)	\$110,943,744
Equipment	\$7,530,925	
Less: Accumulated amortization	(\$4,645,541)	\$2,885,384
Vehicles	\$1,213,894	
Less: Accumulated amortization	(\$654,955)	\$558,939
Computer Equipment	\$932,444	
Less: Accumulated amortization	(\$516,604)	\$415,840
Total tangible capital assets	\$140,911,810	\$132,944,553
Prepaid Expenses	\$446,634	\$211,772
Other Non-Financial Assets	\$158,382	\$144,481
Total non-financial assets	\$141,516,826	\$133,300,806
ACCUMULATED SURPLUS		
Unrestricted Surplus	\$757,838	\$836,684
Operating reserves	\$10,330,034	\$11,923,484
Accumulated Surplus from Operations	\$11,087,872	\$12,760,168
Investment in capital assets	\$5,917,767	\$5,764,643
Capital reserves	\$5,268,160	\$1,921,512
Endowments	\$319,874	\$319,874
Total Accumulated Surplus (Deficit)	\$22,593,673	\$20,766,197

Lethbridge School District No. 51
Notes to the Statement of Financial Position
As at August 31st, 2018

FINANCIAL ASSETS:

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

Cash and Cash Equivalents

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

Accounts Receivable

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

Portfolio Investments

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

Total Financial Assets of the District at August 31, 2018 are \$29.68 million dollars.

**LCI Arts Academy
Dance Program
“Inertia”**



FINANCIAL LIABILITIES:

Accounts Payable

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

Deferred Revenue

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

Deferred revenue, excluding capital revenue noted above, is mainly unspent Infrastructure Maintenance and Renewal (IMR) operating 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 and accumulated sick time (CUPE 290) that will be utilized in a future period.

Debt

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

Total financial liabilities at August 31, 2018 are \$148.60 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 \$118.92 million.**

A net debt position does not necessarily mean the District is in financial difficulty. Net financial debt includes \$134.99 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 August 31, 2018:

Total Financial Assets	\$ 29.68 Million
Total Liabilities	148.60 Million
Net Financial Assets (Debt)	\$ (118.92) Million
Non-Financial Assets	134.99 Million
Accumulated Surplus	\$ 16.07 Million

Excluding \$134.99 Million expended Deferred Capital

Results Net Asset \$16.0 Million

Before consideration of Expended Deferred Capital Revenue, the District had Net Assets of \$16.0 million as at August 31, 2018.



**Lethbridge Christian School's
Sports Day**

NON-FINANCIAL ASSETS:

Non-financial assets are tangible assets that are used in the operations of the district and are not readily converted to cash.

Tangible Capital Assets

Tangible capital assets include land, buildings, equipment and vehicles used in the operations of the District. These assets are amortized over their estimated useful lives to arrive at a net value of \$140.91 million as of August 31, 2018.

Capital activity during the period included construction costs associated with the construction of the Senator Joyce Fairbairn Middle School (West Lethbridge), final costs received for Coalbanks Elementary School and the Wilson Modernization project, and installation of modular structures at three (3) elementary schools. Since the beginning of the school year a total of \$13.1 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**

*See our website for a 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

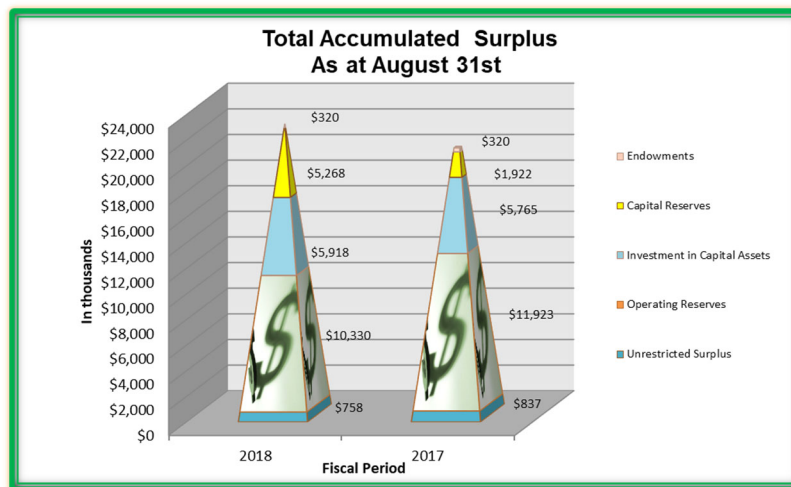
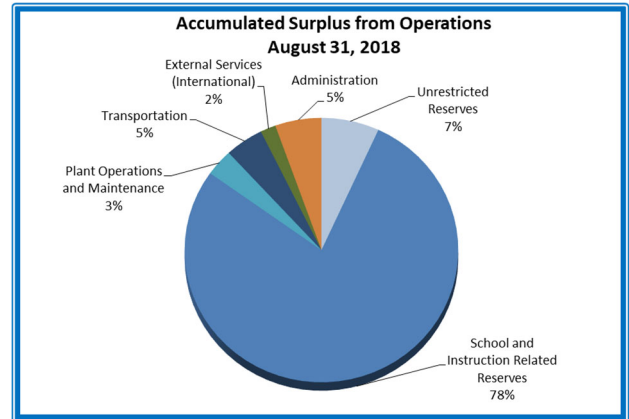
Other financial assets represent inventories of supplies and materials on hand to be used in a subsequent fiscal period.

Total non-financial assets as of August 31, 2018 are \$141.52 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 78% related to school and instruction reserves which includes reserves held at school sites for future operating expenditures, reserves for staffing stability, 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 \$22.59 million. The total of net financial assets (debt) plus total non-financial assets equates to the total accumulated surplus at August 31, 2018.

Operations

Budget Update as of September 30th

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

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



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

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

Budget Adjustments:	Revenues	Expenses
Approved Expenses - "September 30th Budget"	125,205,269	127,928,535
Capital Contributions		(222,999)
Contingency Expenses		565,196
Transfers to Reserves		62,930
Total "September 30th "Expenses and Transfers	125,205,269	128,333,662
 <i>Updates from Approved "September 30th Budget":</i>		
Increased PUF Grant/Expenditures	813,195	813,195
Reduced Transportation Grant/Expenditure	(283,351)	(283,351)
Lease Grant Received	509,582	509,582
Updated Operating Budget	126,244,695	129,373,088
Transfers from Reserves/Capital	3,351,392	222,999
	129,596,087	129,596,087

The Budget Adjustments is a reconciliation from the approved September 30th budget to the Updated 2017/2018 Operating Budget.

Lethbridge School District No. 51
STATEMENT OF OPERATIONS
For the year ended August 31st, 2018

	Budget Information		Actual Results	Variances
	Preliminary Budget 2017-2018 (May 2017)	Updated "September 30th" budget 2017-2018 (Sept 30th 2017)	Actual Year Ended August 31st	% Expended Revised Budget
REVENUES				
Alberta Education	\$115,955,687	\$119,236,335	\$118,222,903	99.15%
Other - Government of Alberta	\$478,734	\$593,734	\$582,924	98.18%
Federal Government and First Nations	\$268,928	\$268,128	\$387,100	144.37%
Fees	\$1,880,049	\$1,874,026	\$1,731,863	92.41%
Other sales and services	\$1,060,926	\$1,193,768	\$1,244,744	104.27%
Investment income	\$193,000	\$193,000	\$271,924	140.89%
Gifts and donations	\$390,000	\$390,000	\$780,344	200.09%
Rental of facilities	\$34,704	\$34,704	\$27,504	79.25%
Fundraising	\$2,461,000	\$2,461,000	\$2,233,757	90.77%
Total Revenues	\$122,723,028	\$126,244,695	\$125,483,063	99.40%
EXPENSES				
Instruction-Early Childhood Services	\$7,836,226	\$8,748,049	\$8,284,171	94.70%
Instruction - Grades 1-12	\$93,914,522	\$97,804,512	\$93,989,288	96.10%
Plant operations and maintenance	\$15,641,805	\$15,800,113	\$14,575,181	92.25%
Transportation	\$2,774,000	\$2,477,928	\$2,339,053	94.40%
Administration	\$4,054,544	\$4,165,355	\$4,037,310	96.93%
External services [International Services]	\$253,000	\$377,130	\$430,584	114.17%
Total Expenses	\$124,474,097	\$129,373,087	\$123,655,587	95.58%
Operating surplus (deficit)	(\$1,751,069)	(\$3,128,392)	\$1,827,476	
Accumulated Surplus from Operations beginning of Year	\$12,760,168	\$12,760,168	\$12,760,168	
Transfers to/from capital reserves, endowments, & capital	\$0	\$0	(\$3,499,772)	
Accumulated operating surplus (deficit) at end of period	\$11,009,099	\$9,631,776	\$11,087,872	
AOS as a % of budgeted expenditures (includes SGF accounts)	8.84%	7.44%	8.57%	

About The Statement

The above statement includes three (3) main areas:

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

OPERATION RESULTS:

For the year ended August 31st, 2018, \$125.48 million of revenues have been recorded which is 99.40% of operating budget. The majority of this reduction related Alberta Education revenues which were \$1.01 million less than the operating budget. The majority of this reduction relates to the Infrastructure, Maintenance and Renewal (IMR) operating grants as at least one third (1/3) of the IMR projects were capitalized (as required by Alberta Education) and many of the large projects are being deferred to the 2018/2019 school year.

Gift and Donation revenues were also significantly greater than budget as there was an increase in the donations received in the school generated funds (SGF). These donations are received for many school activities and projects; whereas in the 2017/2018 year, there was over \$300,000 of donations received at Lakeview Elementary School and the majority of this relates to funding for a new playground at the school.

Expenditures are \$123.66 million as of August 31st, 2018 which is 95.58% of the budget. 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. The majority of this reduction in expenditures related to the Grades 1-12 Instructional program and the Plant Operations and Maintenance program.

The Grades 1-12 Instructional expenditures were \$3.8 million less than operating budget (approx. 3.9%). The majority of these reductions were in three areas: staffing, technology, and school based budgets:

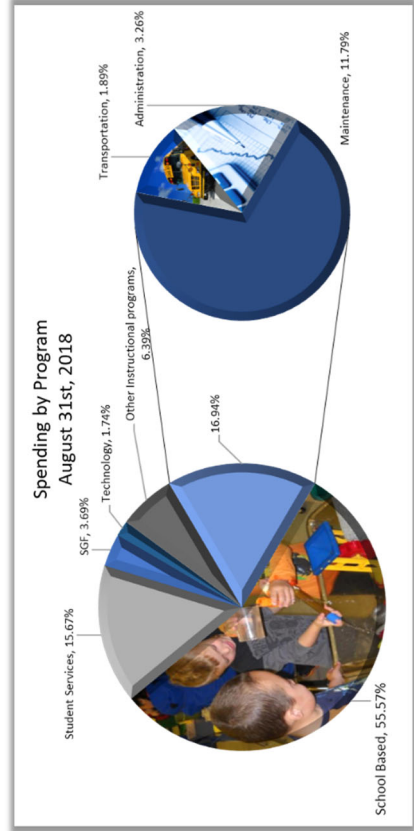
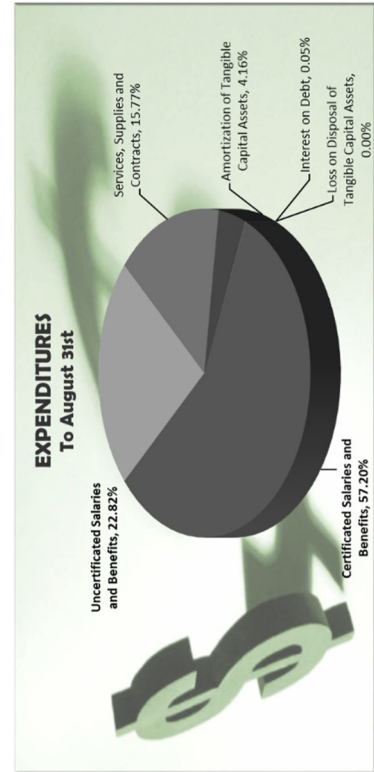
- In relation to staffing, the reduction compared to budget was mostly due to that the actual average cost of teacher salaries was less than projected; whereas, the actual was reduced due to retirements after original budget projections were developed and the hiring of beginning teachers in the fall.
- In relation to technology, there is approximately \$800,000 of contribution to the evergreening cycle for future technology replacement within the operating budget; whereas, this is allocated to the technology reserves if unused during the year. During the year, there was approximately \$235,000 of technology funding utilized to upgrade the servers and switches throughout the District.
- In relation to the school based budgets, there was \$1.7 million of surplus across all the schools. These mostly relate to savings in supplies and unused contingencies in the schools. These unused funds are carried forward to the 2018-2019 operating budgets in the school budgets.

Plant Operations and Maintenance expenditures were less than the September 30th budgeted due to the Infrastructure Maintenance and Renewal (IMR) projects. The majority of this reduction related to the Infrastructure, Maintenance and Renewal (IMR) operating grants as at least one third (1/3) of the IMR projects were capitalized (as required by Alberta Education) and many of the large projects are being deferred to the 2018/2019 school year. These unspent IMR operating funds are retained in the deferred revenues until the projects can be completed.

It cost approximately \$11,951 to educate each full time equivalent student (early education to grade 12) in 2017-2018 compared to \$11,784 in 2016-2017.

Lethbridge School District No. 51
Schedule of Program Operations
For the year ended August 31st, 2018

Instruction (ECS)	Instruction (Grades 1-12)	Plant Operations and Maintenance	Transportation	Board & System Administration	External Services	TOTAL	TOTAL Budget	% Expended of Budget
REVISED BUDGET 2017-2018 (September 30th)	\$8,748,049	\$97,804,512	\$15,800,113	\$4,165,355	\$377,130	\$129,373,087		
EXPENSES								
Certificated salaries and benefits	\$2,985,032	\$68,805,151	\$0	\$826,536	\$94,131	\$70,710,850	\$71,250,365	99.24%
Non-certificated salaries and benefits	\$5,082,376	\$16,380,790	\$86,385	\$2,223,691	\$0	\$28,237,952	\$30,390,378	92.92%
SUB - TOTAL	\$8,067,408	\$85,185,941	\$86,385	\$3,050,227	\$94,131	\$98,948,802	\$101,640,743	97.35%
Services, contracts and supplies	\$216,763	\$9,886,578	\$5,974,261	\$848,367	\$336,453	\$23,710,048	\$23,710,048	82.25%
Amortization of capital assets	\$0	\$859,175	\$12,721	\$138,716	\$0	\$5,138,185	\$3,937,894	130.48%
Interest and charges	\$0	\$57,594	\$0	\$0	\$0	\$61,928	\$4,334	1428.89%
Losses on disposal of capital assets	\$0	\$0	\$0	\$0	\$0	\$4,303	\$0	100.00%
TOTAL EXPENSES	\$8,284,171	\$95,989,288	\$14,575,181	\$4,037,310	\$430,584	\$123,655,587	\$129,293,019	95.64%
Total unexpended funds period to date	\$463,878	\$3,815,224	\$1,224,932	\$128,045	(\$53,454)	\$5,717,500	\$129,293,019	4.42%
% Expended of Budget	94.70%	96.10%	92.25%	96.93%	114.17%	95.58%		



Lethbridge School District No. 51
Notes to the Statement of Operations
For the year ended August 31st, 2018

REVENUES:

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

Government of Alberta

Government of Alberta (Alberta Education) funding represents approx. 94% of the District's total operating funding. Student enrolment is one of the largest factors in determining the funding. The District has received 99.15% 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 were higher than budget as the District had additional First Nations children attending our schools.

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.

**Senator
Buchanan's
Sports Day**



Investment Income

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

Gifts and donations

Gifts and donations that have been received for school generated activities and donations for the Ready Set Go programs. The District received additional donations for the construction of the playground at Lakeview Elementary School.

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 budget as at August 31, 2018.

EXPENDITURES:

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

Instruction - ECS

Instruction ECS, represents expenditures from early education to kindergarten, which includes the early education program, program unit funding for early learners requiring specialized supports, and the kindergarten program at elementary schools. ECS expenditures are at 94.70% of the total budget.

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 96.10% of the total budget. See the *Schedule of Instructional (Grade 1-12) Program Expenditures* for details of the major programs within this functional area.

**Winston
Churchill High
School's
Family Day**



Plant Operations and Maintenance

Plant operations and maintenance expenditures represent spending on operating and maintaining the District's schools and facilities. These expenditures include maintenance and caretaking personnel, utilities, contracted maintenance, and Infrastructure Maintenance and Renewal (IMR) projects. Maintenance expenditures are at 92.25% of the total budget



**Gilbert Paterson
Middle School**

**Students tour Our
Children Speak the
Truth show at The
SAAG**

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 94.40% of the total budget.

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 96.93% of the total budget.

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 exceeded the total budget; whereas the costs increased for the additional programs being offered (increased international revenues to cover costs).

Overall, expenditures are lower than the budget at August 31, 2018

Lethbridge School District No. 51

Schedule of Instructional (Grades 1-12) Program Expenditures

For the year ended August 31st, 2018

PROGRAM	Budget	Actual Results	Variances
	Updated Budget 2017-2018 (Sept 30th 2017)	Actual Year Ended August 31st	% Expended Updated Budget
School Based Instruction	\$62,227,989	\$60,459,755	97.16%
Inclusive Learning Supports	\$9,205,004	\$8,990,153	97.67%
Shared Instructional Services	\$11,475,097	\$10,342,395	90.13%
School Generated Funds Activities	\$4,565,173	\$4,564,411	99.98%
Technology	\$2,709,294	\$2,149,418	79.34%
Institutional Programs	\$994,280	\$929,167	93.45%
Division of Instructional Services	\$872,428	\$860,958	98.69%
FNMI Programming	\$711,512	\$676,337	95.06%
Counselling Program	\$2,385,186	\$2,371,292	99.42%
Other Instructional Programs	\$2,658,548	\$2,645,403	99.51%
Total Instructional (Grades 1 -12) Program Expenditures	\$97,804,512	\$93,989,288	96.10%

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 year ended August 31st, 2018

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 97.16% of the total budget. 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 97.67% of the total budget.

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.

Shared Instructional Services expenditures are at 90.13% of the total budget.



**Poverty
Intervention
Committee**

**Community
Support
luncheon**

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 99.98% of the total budget. See the *Schedule of School Generated Funds (SGF)* for details of the each of the schools.

Technology

The Technology program is based on a standards-driven plan to provide the infrastructure to support current and future needs, trends, and applications in the school district for the implementation of information and communication technology. Technology expenditures are at 79.34% of the total budget; whereas, the savings in technology costs are allocated to the technology evergreening reserves.

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 93.45% of the total budget.

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 98.69% of the total budget.

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 95.06% of the total budget.



FNMI – Feather Ceremony and Metis Sash Celebration

Counselling Program

A comprehensive guidance and counselling program promotes the holistic development of students. The three-fold focus of counselling includes educational planning, personal and social development, and career preparation. Counsellors work with parents, teachers and community agencies to help students acquire the knowledge, skills, attitudes, and habits that enable students to reach their potential. Counselling Program expenditures are at 99.42% of the total budget.

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 99.51% of the total budget.

Overall, instructional (grade 1-12) program expenditures are lower than the budgeted figures at August 31, 2018



Fleetwood-Bawden Elementary School

2nd annual Fleetwood's Got Talent show

Lethbridge School District No. 51
Schedule of School Based Instruction Expenditures
For the year ended August 31st, 2018

SCHOOL	Budget	Actual Results	Variances
	Updated Budget 2017-2018 (Sept 30th 2017)	Actual Year Ended August 31st	% Expended Updated Budget
High Schools:			
Lethbridge Collegiate Institute	\$4,748,591	\$4,844,493	102.02%
Winston Churchill High School	\$4,909,252	\$4,707,506	95.89%
Chinook High School	\$6,762,779	\$6,153,959	91.00%
Victoria Park High School	\$1,955,720	\$1,838,469	94.00%
Immanuel Christian Secondary School	\$1,981,670	\$1,974,478	99.64%
Middle Schools:			
GS Lakie Middle School	\$5,143,549	\$4,938,116	96.01%
Wilson Middle School	\$3,840,949	\$3,690,848	96.09%
Gilbert Paterson	\$4,019,325	\$3,996,067	99.42%
Lethbridge Christian School	\$1,275,257	\$1,260,084	98.81%
Senator Joyce Fairbairn Middle School	\$0	\$0	N/A
Elementart Schools:			
Senator Buchanan	\$1,706,114	\$1,689,453	99.02%
Immanuel Christian Elementary School	\$1,611,948	\$1,605,296	99.59%
Ecole Agnes Davidson	\$3,225,112	\$3,032,831	94.04%
Fleetwood-Bawden	\$2,170,057	\$2,152,933	99.21%
Galbraith	\$2,617,763	\$2,521,592	96.33%
Lakeview	\$2,964,047	\$2,865,912	96.69%
General Stewart	\$851,663	\$850,067	99.81%
Westminster	\$1,519,438	\$1,504,868	99.04%
Coalbanks Elementary School	\$2,488,809	\$2,478,065	99.57%
Ecole Nicholas Sheran	\$3,209,838	\$3,195,503	99.55%
Park Meadows	\$1,996,165	\$1,969,076	98.64%
Mike Mountain Horse	\$3,087,028	\$3,054,461	98.95%
Dr. Probe Elementary School	\$3,099,811	\$3,092,577	99.77%
Allocation of ECS Teachers included in Schools	(\$2,956,897)	(\$2,956,897)	100.00%
Total School Based Instruction Expenditures	\$62,227,989	\$60,459,755	97.16%

Lethbridge School District No. 51

Schedule of School Generated Funds (SGF)

For the year ended August 31st, 2018

SCHOOL	SGF Balances		Actual Results		SGF Balances		Change in SGF
	August 31st	Revenues up to August 31st	Expenses up to August 31st	August 31st	August 31st	Increase (Decrease)	
REVISED BUDGET 2017-2018 (September 30th)	N/A	\$4,431,173	(\$4,565,173)	N/A	N/A	N/A	
High Schools:							
Lethbridge Collegiate Institute	\$167,022	\$452,020	(\$467,834)	\$151,208	(\$15,814)		
Winston Churchill High School	\$264,647	\$571,532	(\$547,063)	\$289,116	\$24,469		
Chinook High School	\$223,716	\$855,780	(\$842,969)	\$236,528	\$12,811		
Victoria Park High School	\$182,399	\$88,774	(\$38,875)	\$232,297	\$49,899		
Immanuel Christian Secondary School	\$48,226	\$233,424	(\$216,385)	\$65,264	\$17,038		
Middle Schools:							
GS Lakie Middle School	\$230,298	\$350,268	(\$325,249)	\$255,317	\$25,019		
Wilson Middle School	\$321,957	\$291,301	(\$293,801)	\$319,457	(\$2,500)		
Gilbert Paterson	\$149,068	\$519,616	(\$543,280)	\$125,405	(\$23,663)		
Lethbridge Christian School	\$41,366	\$34,795	(\$34,999)	\$41,162	(\$204)		
Senator Joyce Fairbairn Middle School	\$0	\$0	\$0	\$0	\$0		
Elementart Schools:							
Senator Buchanan	\$26,839	\$24,354	(\$24,115)	\$27,079	\$240		
Immanuel Christian Elementary School	\$3,781	\$30,612	(\$24,318)	\$10,074	\$6,293		
Ecole Agnes Davidson	\$162,181	\$87,494	(\$168,861)	\$80,814	(\$81,367)		
Fleetwood-Bawden	\$29,770	\$28,777	(\$41,050)	\$17,497	(\$12,273)		
Galbraith	\$62,523	\$39,814	(\$45,713)	\$56,624	(\$5,899)		
Lakeview	\$52,653	\$335,145	(\$205,034)	\$182,764	\$130,111		
General Stewart	\$7,499	\$16,743	(\$19,803)	\$4,439	(\$3,060)		
Westminster	\$100,052	\$58,948	(\$73,014)	\$85,987	(\$14,066)		
Coalbanks Elementary School	\$787	\$33,852	(\$46,509)	\$8,130	\$7,343		
Ecole Nicholas Sheran	\$45,704	\$39,291	(\$51,838)	\$33,156	(\$12,548)		
Park Meadows	\$131,881	\$307,870	(\$425,028)	\$14,723	(\$117,157)		
Mike Mountain Horse	\$38,011	\$56,398	(\$54,493)	\$39,915	\$1,904		
Dr. Probe Elementary School	\$84,624	\$62,537	(\$74,181)	\$72,980	(\$11,644)		
School Generated Funds	\$2,375,004	\$4,539,344	(\$4,564,411)	\$2,349,937	(\$25,067)		
Total SGF investment accounts (GICs)	\$83,918			\$74,541	(\$9,377)		
Total School Generated Funds	\$2,458,922	\$4,539,344	(\$4,564,411)	\$2,424,478	(\$34,444)		
% Expended of Budget		102.44%	99.98%				

Lethbridge School District No. 51

Appendices

For the year ended August 31st, 2018

The Appendices include charts and graphs for the revenues and expenditures at May 31st, 2018. These charts/graphs compare the total operating budget, the forecast for the reporting period, and the year-to-date (YTD) amount.

Revenues:

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

Expenditures:

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



Lethbridge School District No.51

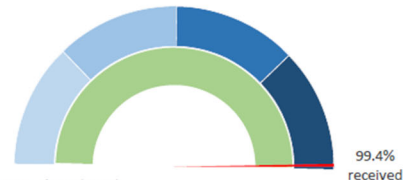
Summary of Revenues

Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

	Budget	YTD	Variance	YTD %
Alberta Education	119,236,335	118,222,906	1,013,429	99.2%
Government of Alberta	593,734	582,924	10,810	98.2%
Federal & First Nations	268,128	387,100	(118,972)	144.4%
Fees	1,874,026	1,731,863	488,291	92.4%
Other Sales & Services	1,193,768	1,244,744	(397,104)	104.3%
Investment Income	193,000	271,924	(78,924)	140.9%
Gifts & Donations	390,000	780,344	(390,344)	200.1%
Rental of Facilities	34,704	27,504	7,200	79.3%
Fundraising	2,461,000	2,233,757	227,243	90.8%
	126,244,695	125,483,066	761,629	99.4%

Total Revenue Tachometer:

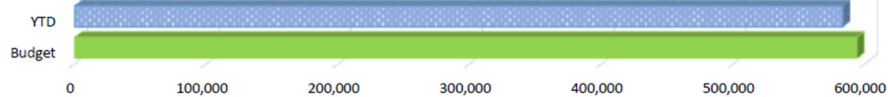


Year-to-date (YTD) compared to budget and forecast, including

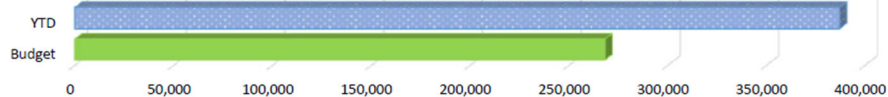
Alberta Education



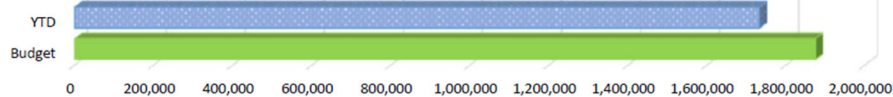
Government of Alberta



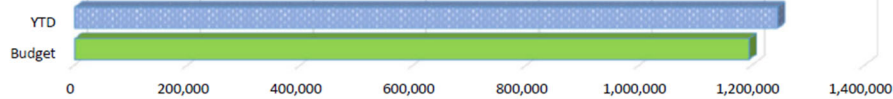
Federal & First Nations



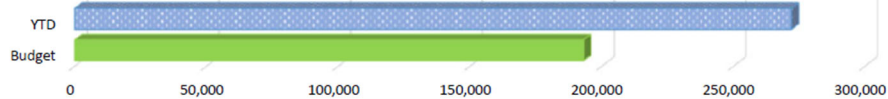
Fees



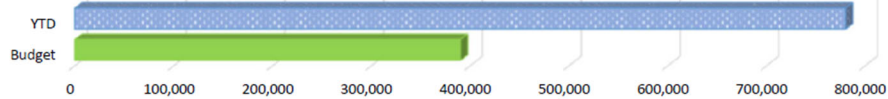
Other Sales & Services



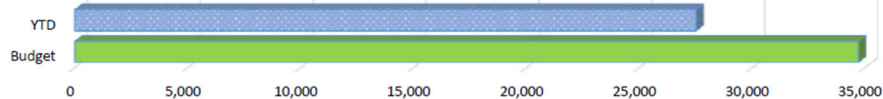
Investment Income



Gifts & Donations



Rental of Facilities



Fundraising





Lethbridge School District No.51

Summary of Expenses

Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

	Budget	YTD	Variance	YTD %
Salaries	81,076,035	78,453,538	2,622,496	96.8%
Benefits	19,597,419	19,600,723	(3,304)	100.0%
Professional Development	789,105	727,246	61,859	92.2%
Contracted Services	6,990,113	6,913,927	76,186	98.9%
Other Services	2,123,216	2,307,168	(183,952)	108.7%
Supplies	5,484,896	4,008,425	1,476,471	73.1%
Other Expenditures	1,477,562	563,123	914,440	38.1%
Bank Charges and Transfers	11,834,742	11,081,438	753,304	93.6%
	129,373,088	123,655,587	5,717,501	95.6%

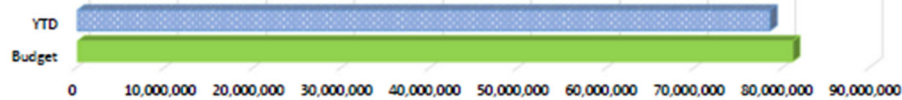
Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

Salaries



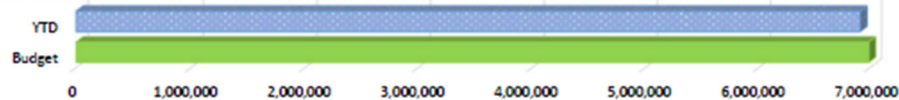
Benefits



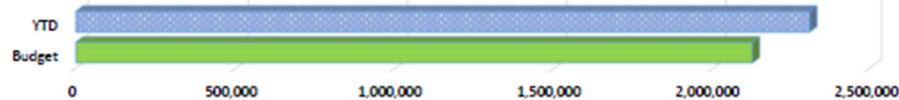
Professional Development



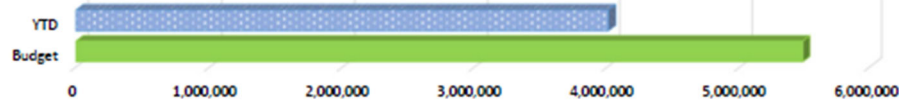
Contracted Services



Other Services



Supplies



Other Expenditures



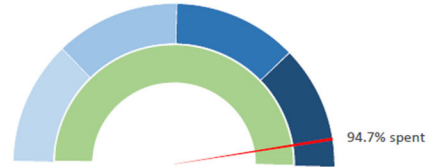


Instruction - ECS Summary Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

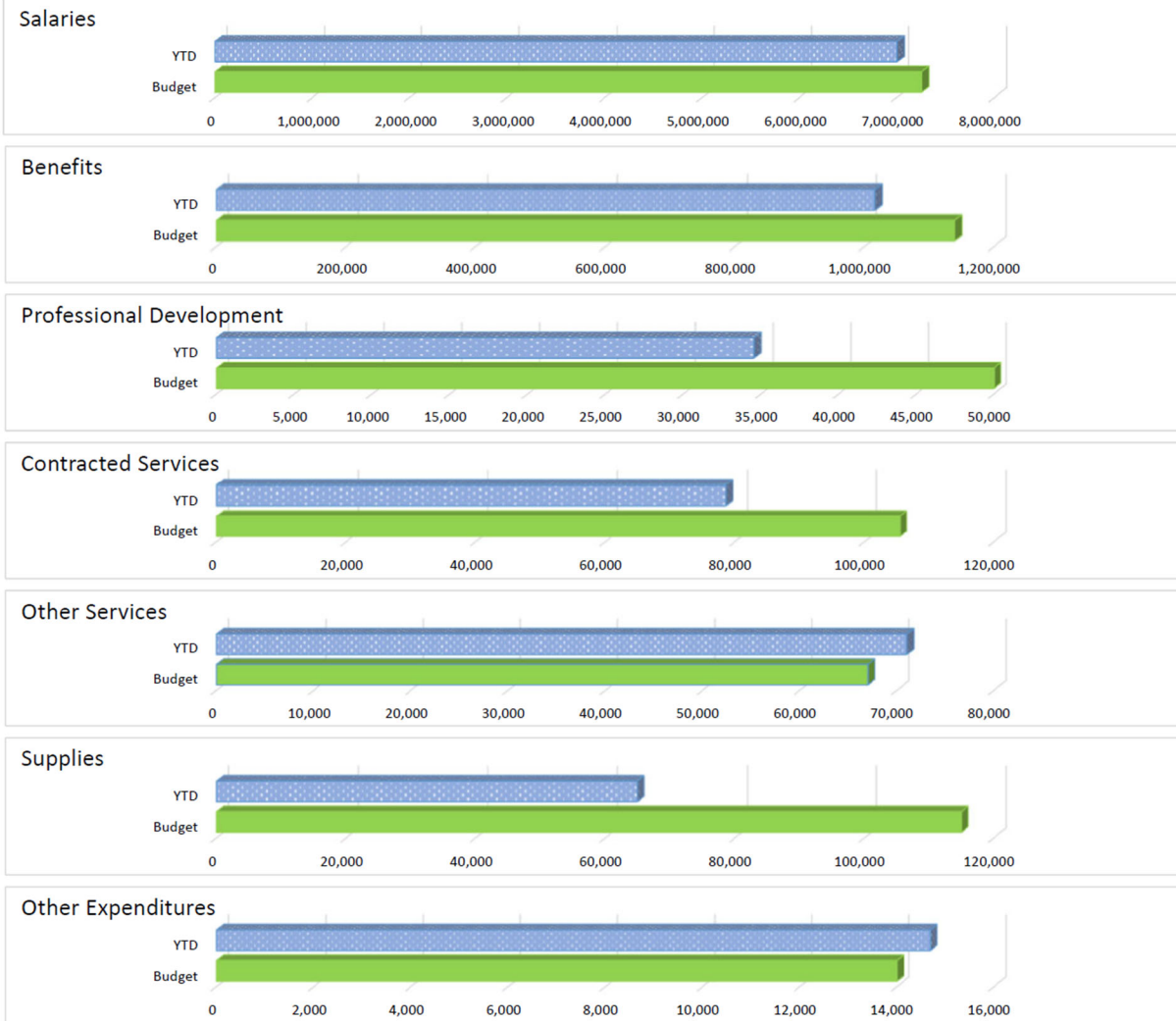
	Budget	YTD	Variance	YTD %
Salaries	7,257,372	7,004,189	253,183	96.5%
Benefits	1,139,281	1,016,225	123,055	89.2%
Professional Development	50,000	34,551	15,449	69.1%
Contracted Services	105,450	78,590	26,860	74.5%
Other Services	67,000	71,026	(4,026)	106.0%
Supplies	114,947	64,905	50,042	56.5%
Other Expenditures	14,000	14,686	(686)	104.9%
Bank Charges and Transfers	0	0	0	0.0%
	8,748,049	8,284,171	463,878	94.7%

Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.



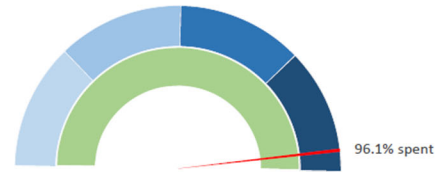


Instruction - Grades 1-12 Summary Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

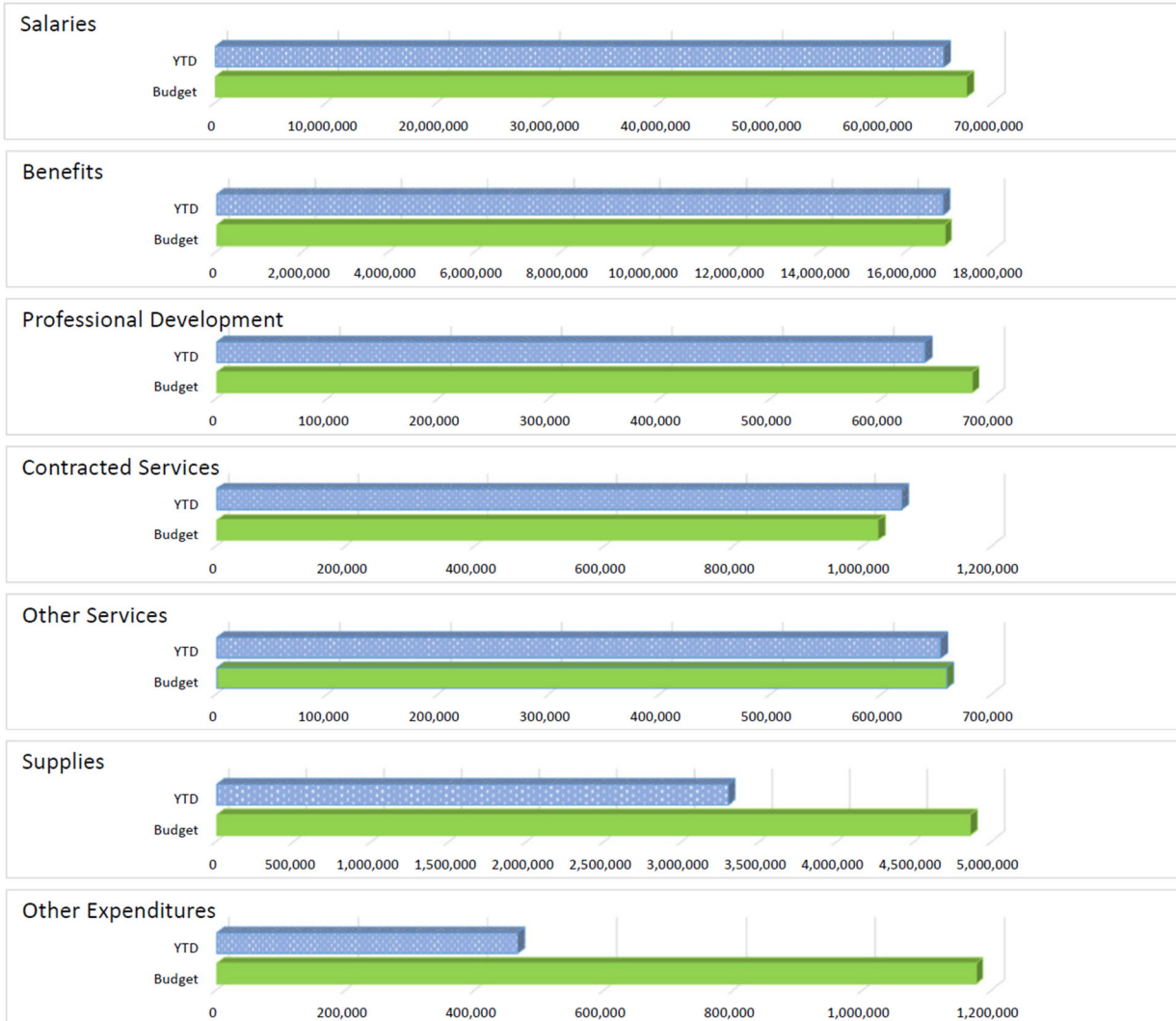
	Budget	YTD	Variance	YTD %
Salaries	67,654,325	65,589,772	2,064,553	96.9%
Benefits	16,888,080	16,854,633	33,447	99.8%
Professional Development	681,552	638,985	42,567	93.8%
Contracted Services	1,022,473	1,059,367	(36,894)	103.6%
Other Services	658,699	653,154	5,545	99.2%
Supplies	4,855,338	3,294,662	1,560,676	67.9%
Other Expenditures	1,174,512	465,301	709,212	39.6%
Bank Charges and Transfers	4,869,532	5,433,415	(563,883)	111.6%
	97,804,512	93,989,288	3,815,223	96.1%

Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.





Plant Operations and Maintenance Summary Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

	Budget	YTD	Variance	YTD %
Salaries	3,542,099	3,285,014	257,085	92.7%
Benefits	986,966	1,175,831	(188,865)	119.1%
Professional Development	22,050	625	21,425	2.8%
Contracted Services	3,119,489	3,252,193	(132,704)	104.3%
Other Services	992,532	964,702	27,830	97.2%
Supplies	315,723	469,314	(153,591)	148.6%
Other Expenditures	8,100	10,117	(2,017)	124.9%
Bank Charges and Transfers	6,813,154	5,417,385	1,395,769	79.5%
	15,800,113	14,575,181	1,224,932	92.2%

Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

Salaries



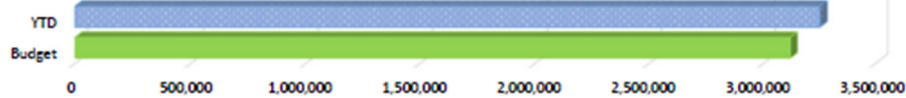
Benefits



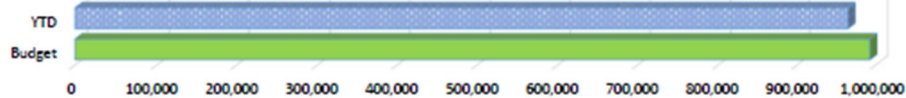
Professional Development



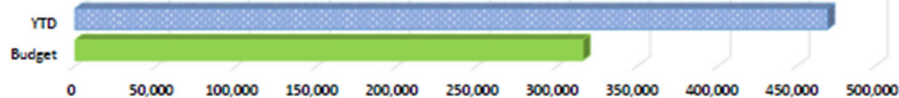
Contracted Services



Other Services



Supplies



Other Expenditures



*The Plant Operation and Maintenance year-to-date (YTD) salaries are reduced by \$216,522 of internal wages (as at August 31, 2018) that were capitalized as part of the one-time funding for capital projects and modular installation (costs reallocated to capital projects). Benefits YTD includes the \$203,548 adjustment for the accrued sick leave liability relating to accumulated sick time for the CUPE 290 staff.

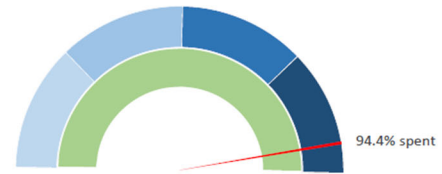


Transportation Summary **Yearend Reporting - August 31st, 2018**

Financial Data as at October 20th, 2018

	Budget	YTD	Variance	YTD %
Salaries	76,744	67,909	8,835	88.5%
Benefits	22,639	17,520	5,119	77.4%
Professional Development	2,500	955	1,545	38.2%
Contracted Services	2,311,445	2,180,787	130,658	94.3%
Other Services	0	71	(71)	N/A
Supplies	10,000	2,293	7,707	22.9%
Other Expenditures	2,000	4,202	(2,202)	210.1%
Bank Charges and Transfers	52,600	65,317	(12,717)	124.2%
	2,477,928	2,339,053	138,875	94.4%

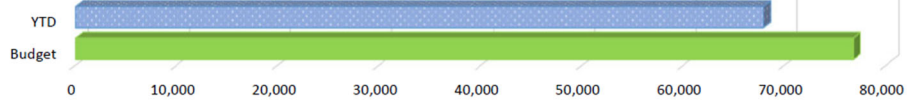
Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.

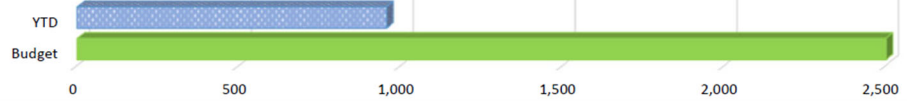
Salaries



Benefits



Professional Development



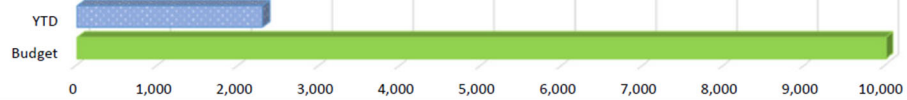
Contracted Services



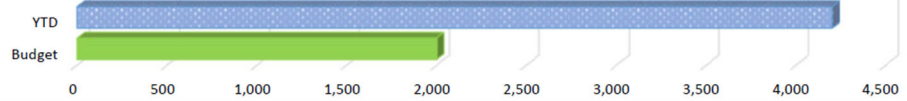
Other Services



Supplies



Other Expenditures



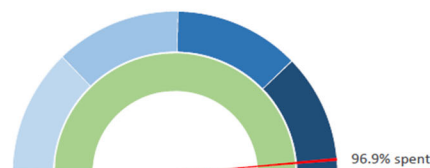


Board & System Administration Summary Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

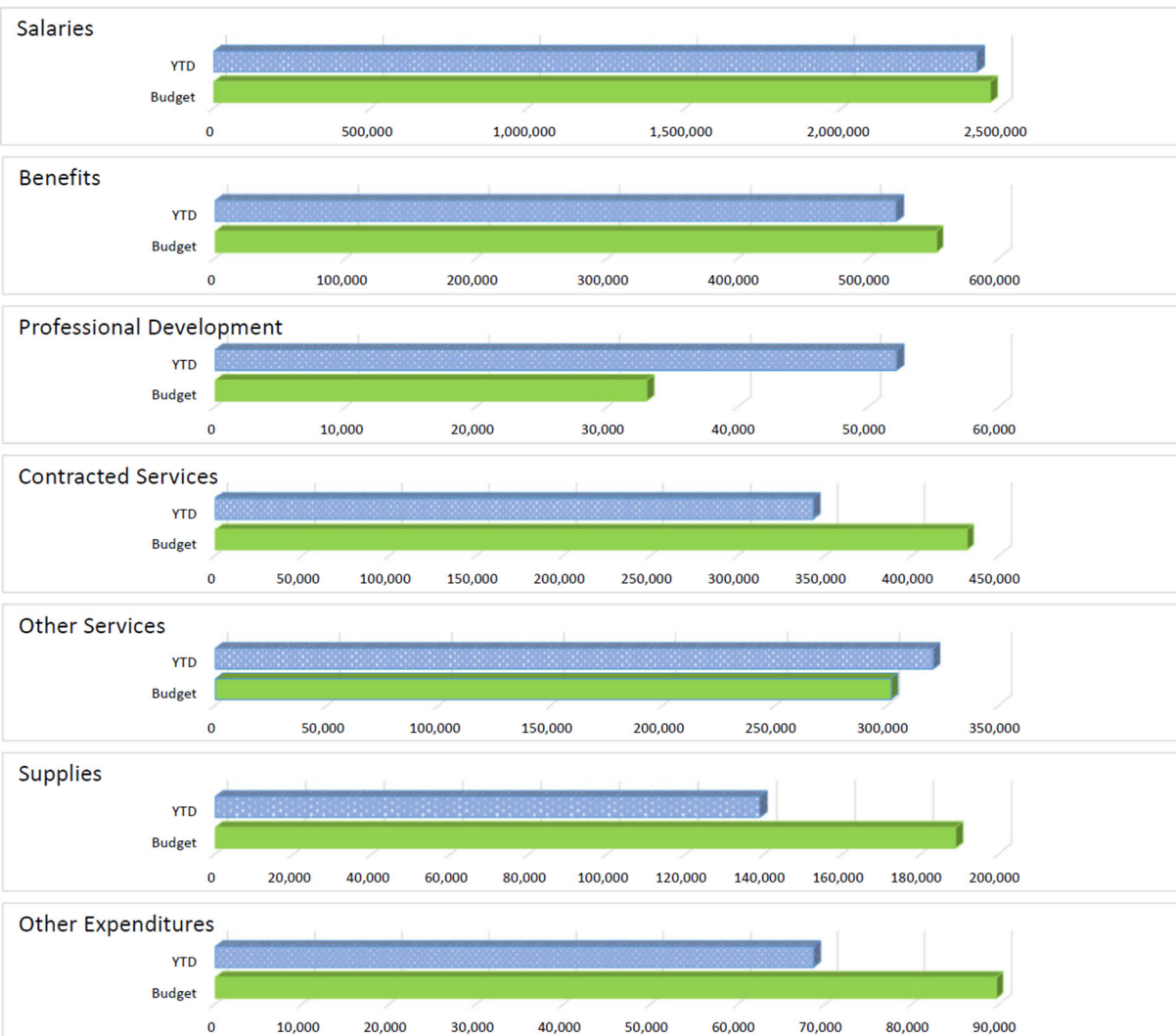
	Budget	YTD	Variance	YTD %
Salaries	2,470,021	2,428,014	42,007	98.3%
Benefits	551,585	521,024	30,560	94.5%
Professional Development	33,003	52,130	(19,127)	158.0%
Contracted Services	431,256	342,991	88,265	79.5%
Other Services	301,507	320,386	(18,879)	106.3%
Supplies	188,888	138,809	50,079	73.5%
Other Expenditures	89,640	68,636	21,004	76.6%
Bank Charges and Transfers	99,456	165,320	(65,864)	166.2%
	4,165,355	4,037,310	128,045	96.9%

Total Expense Tachometer:



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

The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.



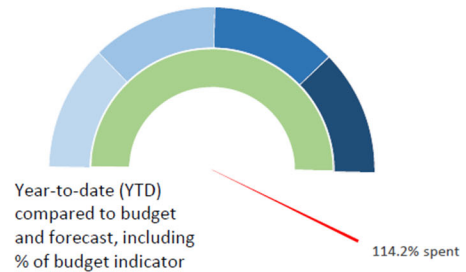


External Services Summary Yearend Reporting - August 31st, 2018

Financial Data as at October 20th, 2018

	Budget	YTD	Variance	YTD %
Salaries	75,474	78,642	(3,168)	104.2%
Benefits	8,868	15,489	(6,620)	174.7%
Professional Development	0	0	0	0.0%
Contracted Services	0	0	0	0.0%
Other Services	103,478	297,830	(194,352)	287.8%
Supplies	0	38,442	(38,442)	N/A
Other Expenditures	189,310	181	189,129	0.1%
Bank Charges and Transfers	0	0	0	0.0%
	377,130	430,584	(53,454)	114.2%

Total Expense Tachometer:



The forecast agrees to the "September 30th" budgeted costs as the report is for the entire fiscal year. Note: commitments and other applicable adjustments (i.e. fees, international credit, etc.) are taken into account to determine the carry-forward surplus.



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



Financial Health Indicators Report

For the year ended August 31, 2018

November 2018

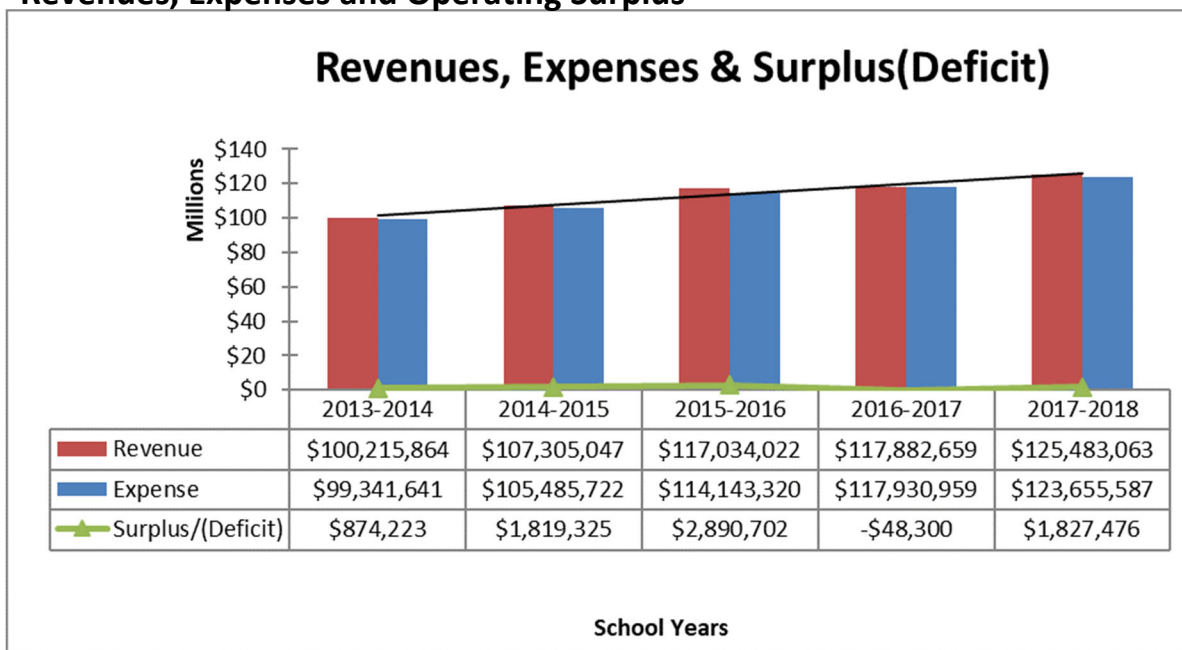
Prepared by the Department of Business Affairs

Lethbridge School District No. 51

Indicators of Financial Health

This document captures the financial health indicators for [Lethbridge School District No. 51](#). This report includes comparisons of [Lethbridge School District No. 51](#) with other school jurisdictions that have full time equivalent (FTE) student enrolment of comparable size or a comparison of the average of all school jurisdictions for the periods 2013-2014 to 2016-2017 with only the District's data available for the 2017-2018 school year. In 2014-2015, due to increased enrolment, Lethbridge School District No. 51 is now compared to other Districts that have enrolment from 9000 to 20,000 FTE students.

Revenues, Expenses and Operating Surplus

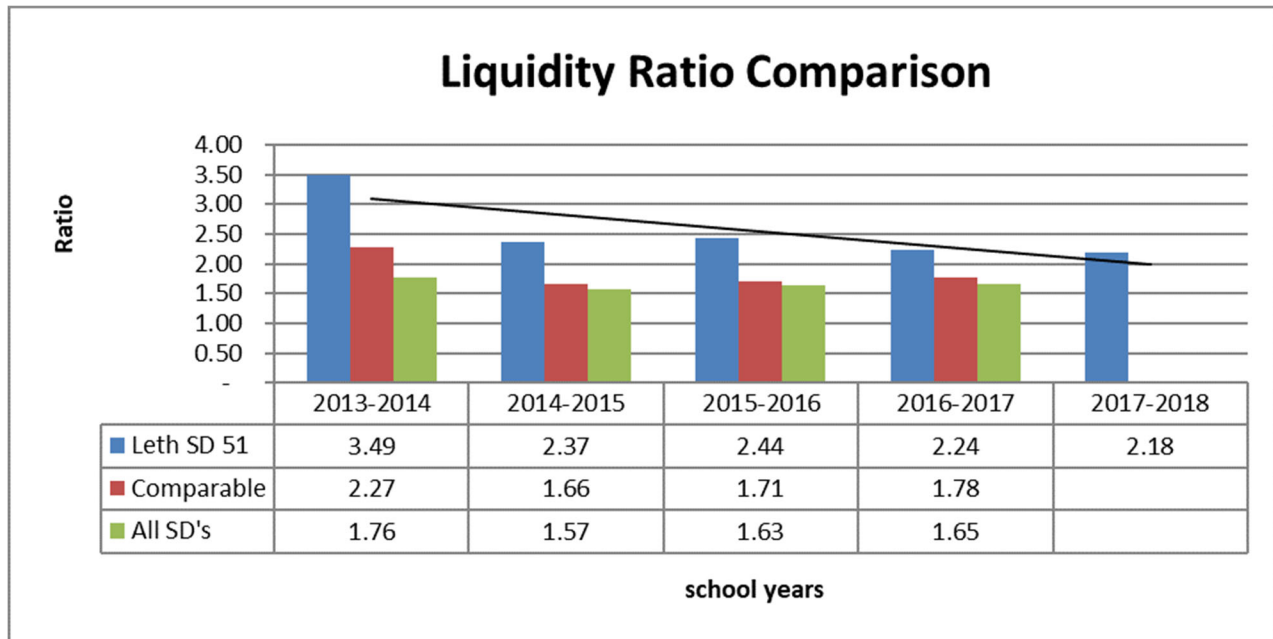


This chart shows [Lethbridge School District No. 51's](#) operating revenues, expenses and net operating surplus (deficit) over a five-year period. This chart demonstrates that there is an upward trend in revenues and expenditures; however, there is fluctuation in surplus over the five-year period. In 2015-2016 Immanuel Christian Elementary and High Schools joined the District which significantly increased both revenues and expenditures. Revenues are impacted by enrolment and grant rate increases; while expenditures are primarily impacted by staffing decisions.

In 2014-2015 and 2015-2016 the surplus is higher than in the previous year as there were unanticipated grant funds received, funds set aside for technology replacement in the future, and reduced staffing costs due to beginning teachers hired throughout the school year. In 2016-2017, the District budgeted a deficit to utilize some of the operating reserves (actual deficit was less than planned). In 2017-2018, the surplus increased to levels similar to 2014/2015 & 2015/2016; whereas, there was reduced staffing costs due to beginning teachers hired during the year and funds set aside for technology replacement in the future. The average yearly surplus over the five-year period is \$1.5 million, which would equal 1.19% of operating expenditures.

Liquidity

Liquidity is measured by taking Financial Assets, less Liabilities that have been reduced by Expended Deferred Capital Revenue. A liquidity ratio of greater than one is desirable. This means that the District has the ability to pay current liabilities as they are due. A liquidity ratio of less than one indicates that the District will have to borrow to meet short term obligations. Liquidity = flexibility. A higher liquidity ratio means that the District has the ability to better respond to rapidly changing circumstances.

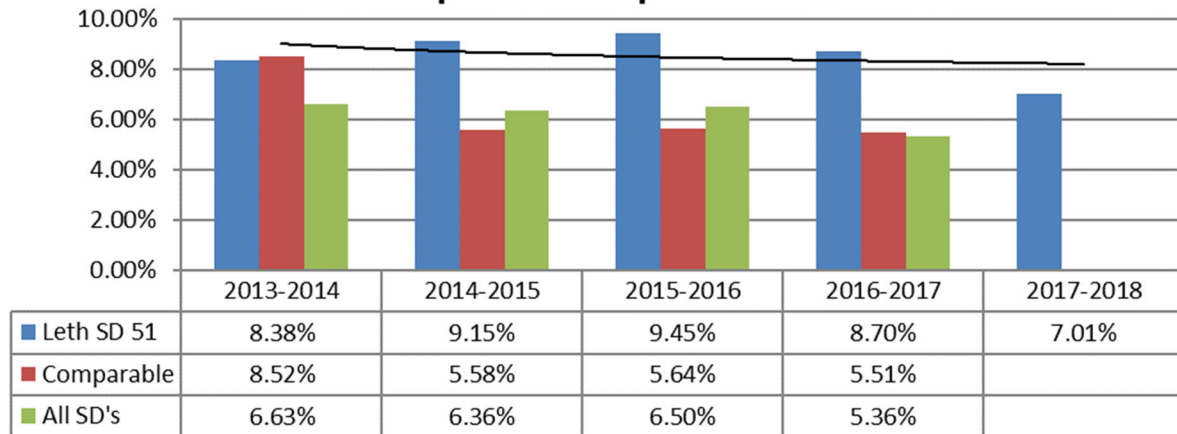


The chart above shows that the District has a liquidity ratio greater than one. In 2014-2015, the District's liquidity decreases due to amounts owing on contractual obligations related to capital projects at the fiscal year-end. The District's liquidity has remained relatively consistent over the last four fiscal years (2014-2015 to 2017-2018) with an average of 2.31. The majority of the District's Financial Assets are comprised of cash and cash equivalents (representing approx. 75%); therefore, further increasing the liquidity of the District.

Accumulated Surplus from Operations Compared to Expenditures

Accumulated Surplus from Operations (ASO), which is the District's savings, is compared to expenditures to determine the District's ability to react to emergent situations and the ability to fund special initiatives. Alberta Education considers a district's financial health to be a concern if ASO is less than 1%. If an ASO is higher than 5% there could be a reason, such as one time funding received late in the year that will be used in a following year, or long term savings for the replacement of technology through evergreening.

Adjusted Accumulated Surplus from Operations as compared to Expenditures



The chart above shows the five-year comparison of the “Adjusted” Accumulated Surplus from Operations as compared to Expenditures of Lethbridge SD 51, comparable, and all other School Districts in the province. “Adjusted” Accumulated Surplus from Operations is the Accumulated Surplus from Operations less School Generated Funds that are now included in Surplus. It also shows that starting in 2014-2015 [Lethbridge School District No. 51](#) changed to being compared to the larger School Districts with comparable enrolment (9,000 – 20,000 FTE).

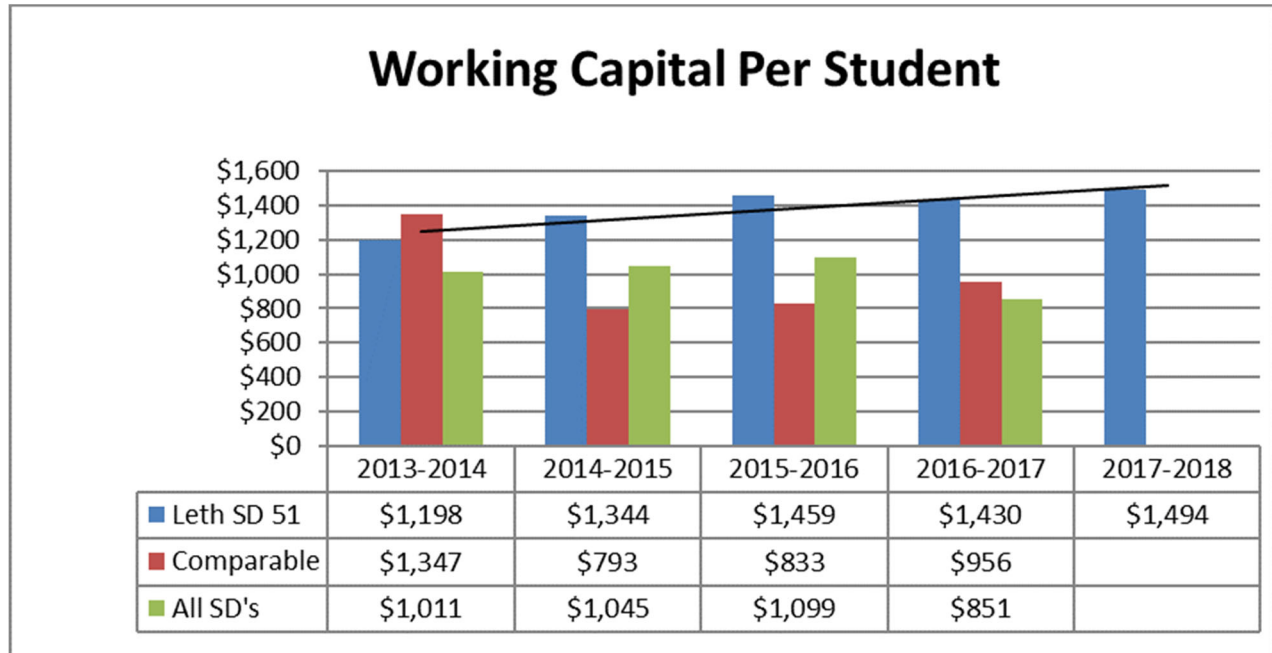
The District has had an adjusted ASO between 7.01% and 9.45% in the last five years. Adjusted ASO increased from 2013-2014, 2014-2015, and 2015-2016 due to unexpended funds during the year. In 2016-2017, the ASO decreased as there was an increase in expenditures and there was a decrease in the “Adjusted” Accumulated Surplus from Operations as these reserves were used to fund literacy initiatives at elementary schools and middle school, high school completion, assist students requiring specialized supports, and funds provided to support curriculum, new programming and new school startup costs, technology evergreening and improvement of Wi-Fi access in the District.

In 2017-2018, the adjusted ASO decreased significantly as the technology evergreening funds were reallocated from operating reserves to capital reserves; whereas, these technology evergreening projects are to be capitalized in future years.

The District is considered to be in good financial health even with the decrease in 2016-2017 & 2017-2018 and is currently higher than comparable districts in prior years. Prudent future use of these unexpended one-time funds will help to smooth staffing cost fluctuations in the next few years and assist in sheltering the impact on the classroom and district operations from unexpended changes in the provincial fiscal climate.

Working Capital per Student

Working capital is the amount of money available after discharging all the District's liabilities. Working capital allows the District to meet emergent needs and new initiatives. Working capital is compared to student enrolment to determine the amount of funds available per student that could be spent in the future.



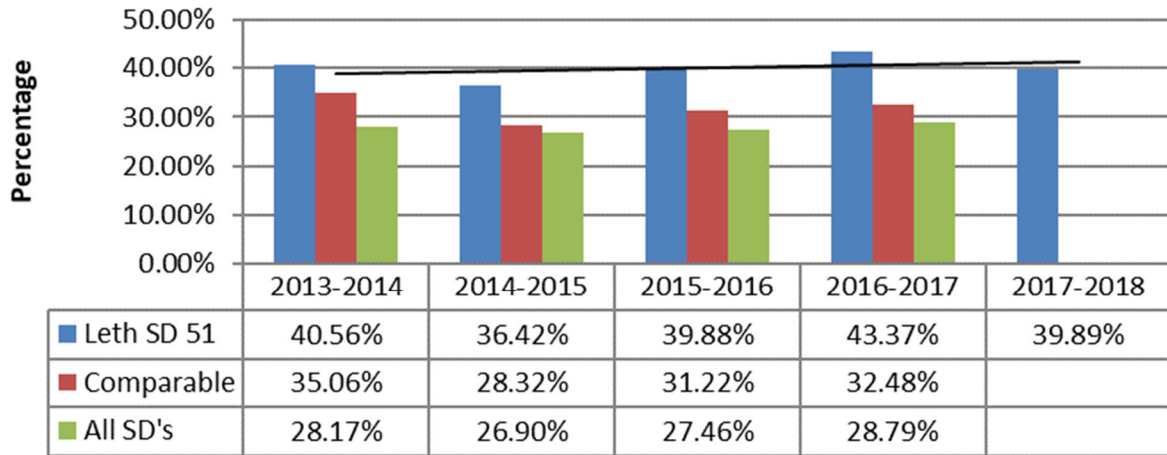
The chart above shows working capital per student over a five-year period. [Lethbridge School District No. 51](#) has ranged from \$1,198 to \$1,494 working capital per student, which indicates that there has been an increase in working capital from year to year as there have been increases in student enrollment over the last couple years. As previously noted, the comparable Districts were changed in 2014-2015 due to an increase in enrollment.

In 2016-2017, the working capital per student decreased mostly due to increase in enrollment; whereas, the working capital remained relatively consistent.

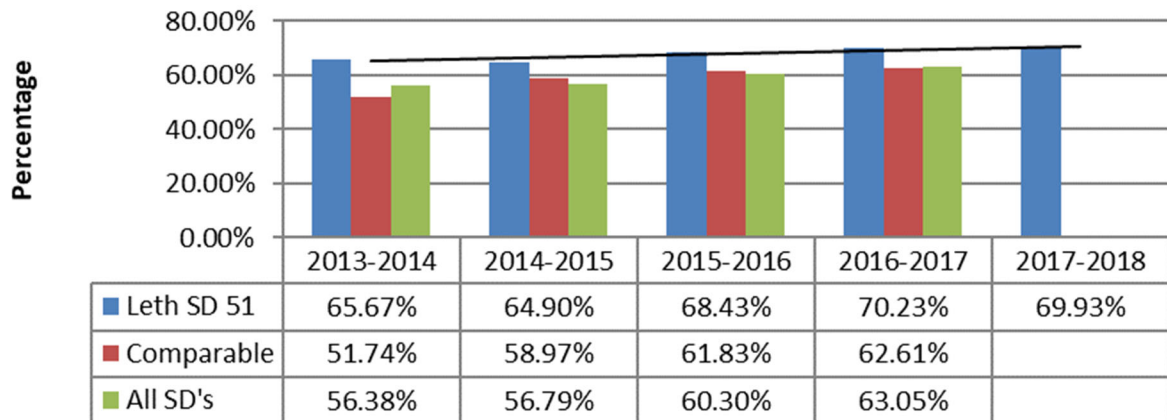
Capital Assets – Net Book Value Compared to Historical Cost

School District's build new school facilities and purchase vehicles and equipment. The cost of these items, when built or purchased, is called the historical cost. These capital assets are depreciated (amortized) over their useful lives. For example, a maintenance truck purchased is considered to have a useful life of five years; therefore the value will be amortized over a five-year period. It is expected that a vehicle will likely have to be replaced after five years (although it may still remain in service for another five years). The percentage of Net Value to Historical Cost illustrates how new a district's assets are. A relatively high % indicates newer assets, whereas a lower % indicates older assets. The concern with a low ratio is that capital assets may not be replaced on a regular basis, which may be an indication of potential health and safety issues, or a significant cost in the future to replace capital assets.

Capital Asset Net Book Value to Cost Equipment and Vehicles



Capital Asset Net Book Value to Cost Schools and Other Buildings

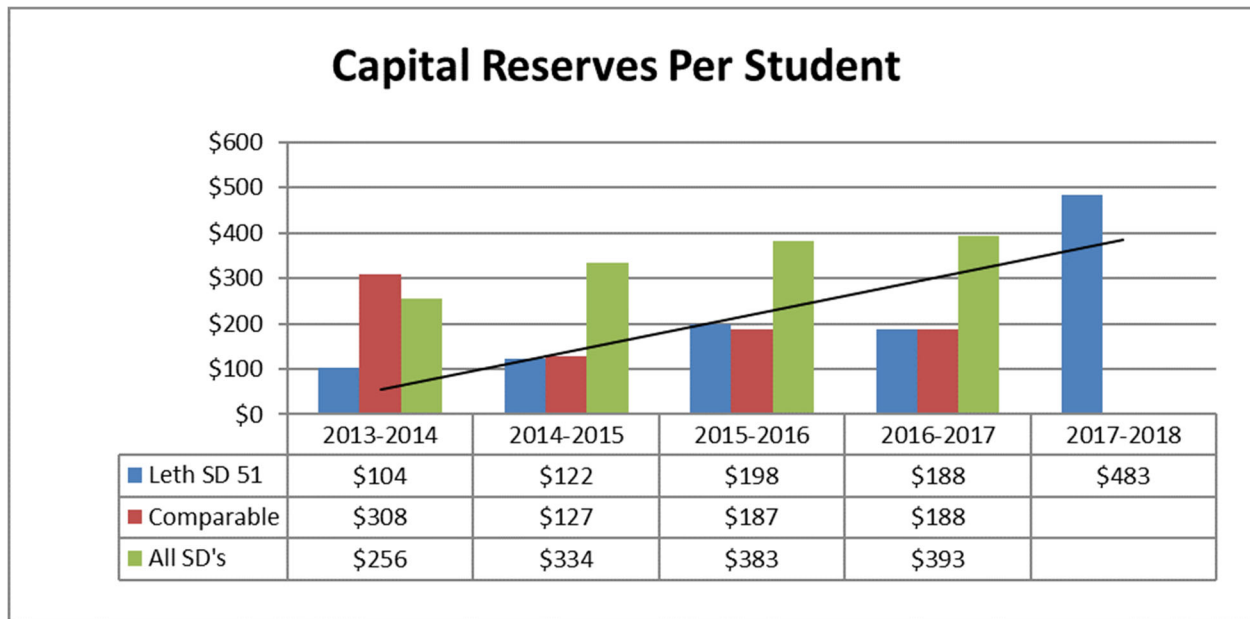


Over the five-year period, the District's percentage of Net Book Value to cost for schools and other buildings and vehicles and equipment has fluctuated, however has been higher than the average of all school districts and comparable FTE student districts. This means that [Lethbridge School District No. 51](#) has newer buildings, equipment and vehicles.

In relation to Schools and Other Buildings, the increases over the last couple of years correlate to the construction of the new school sites (Coalbanks Elementary School and the Senator Joyce Fairbairn Middle School) and the modernization of Wilson Middle School. These new schools also has had increases in equipment as new equipment has been acquired for these new sites.

Capital Reserves per student

Districts put money into capital reserves for the future replacement of capital assets. Capital Reserves per student indicates the amount of capital reserves on a per student basis.



Although [Lethbridge School District No. 51](#) has historically been less capital reserves per student, the District has had newer assets as compared to other school districts. In 2017-2018, capital reserves increased significantly with the technology evergreening funds being moved from operating to capital reserves. These technology evergreening funds are higher at the end of 2017-2018 as there has been saving for a couple years for the upcoming evergreening phases (Elementary School phase 2 in 2018/2019, Secondary School phase in 2019/2020)

It is important to compare both the Capital Reserves per student and Net Book Value compared to Historical Costs financial health indicators related to capital. There would be a concern if the Net Book Value to Cost percentage was very low and capital reserves were low. This would indicate capital assets are very old and in need of replacement, with no capital funds to replace the assets if necessary. Also, accumulated surplus may be required for the future replacement of assets. Since [Lethbridge School District No. 51](#) has newer assets, the lower amount of capital reserves per student is not a significant concern.

Overall Financial Health

Overall, [Lethbridge School District No. 51](#) has a strong financial health; whereas, the District seems to be in a strong financial position when in comparison to many of the other comparable Districts and to Districts throughout the Province. This is shown throughout this report, including liquidity, accumulated surplus, working capital, and in its tangible capital assets. This strong financial health can be contributed to sound financial management, planning, and governance.

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: 2018-19 Budget Update

Background

Included with this memo is a Budget update for the 2018-19 school year based on September 30th enrolment numbers. Director of Finance Mark DeBoer will attend the meeting to review the update and respond to any questions the Trustees may have.

Recommendation:

It is recommended that the Board approve the Budget Update for the 2018-19 fiscal year.

Respectfully submitted,

Christine Lee



FALL UPDATE TO THE 2018-2019 BUDGET

Lethbridge School District No. 51

Department of Business Affairs
November 27th, 2018



Fall Update to the 2018-2019 Budget

What has changed since the legally adopted budget in the spring?

Revenues

Government of Alberta

Government of Alberta revenue decrease mainly consists of the following:

- Reduced enrolment - \$1.1 million (enrolment decreased 0.85% over budget projections from 11,601 students to 11,502 students). Enrolment still increased from the prior year by 228 students (2.02%).
- Overall decrease in Projects/Contract revenue of \$27,351. There increases in the Classroom Improvement Fund (CIF), Institutional Grants, and School Nutrition funding (prior year carryforward); however, there were decreases in the Regional Collaborative Services Delivery (RCSD) grant and the Official Languages in Education (OLEP) grants.
- Capital allocations revenues increased by \$1.1 million for the increased supported amortization which correlates to the increased amortization expenses.

Fees

Decrease in estimated optional fees at some school sites.

Other Sales and Services

Decrease in the Making Connections #4 (FCSS) grant revenues as there was less carryforward available from the prior year.

Donations

There was a decrease in projected donations in relation to the Poverty Intervention Committee based on historical amounts received.

Expenses by Program

Instruction

Increase in Instruction relates to additional staffing hired from Classroom Improvement Fund (CIF) and for class size. Approximately an additional 5.45 FTE teachers hired to address enrolment growth and other site needs. For support staffing there was a 4.14 FTE decrease in educational assistants (reallocation of staffing relating to difficulty hiring), an increase in Early Education Program (EEP) managers, and an increase in speech language pathologists (SLP).

Operations and Maintenance

Plant Operations and Maintenance expenditures mainly increased due to an increase for amortization on school facilities that needs to be recognized. There was an offsetting reduction in revenue recognized for this purposes in Alberta Education Revenues.

Transportation

No change to budgeted expenditures.

Administration

Slight decrease in Administration relates to updating the contracted and general services (i.e. reduction in consulting).

The administration budget represents 3.16% of the total updated budget, which is below the 3.6% limit prescribed by Alberta Education.

External Services

External Services represents the costs of the International Services Program. No change to budgeted expenditures.

Operating Surplus/Deficit

There is an increase in the operating deficit due to the use of one-time reserve funds in the budget update. Schools and programs, such as Inclusive Education, are utilizing one-time funds to provide services to students.

Accumulated Surplus from Operations

The change in the Accumulated Surplus from Operations (AOS) since the spring report is due to a smaller year-end surplus in 2017-2018 than anticipated, which was a result of the additional revenues received during the year and average salary costs being lower than anticipated.

AOS will be lower at the end of August 31, 2019 than originally anticipated due to school sites allocating one-time reserves to enhance budget expenditures. One-time reserves have been allocated to be spent on staffing in Inclusive Education, Early Education Program (EEP), West Lethbridge Middle School startup costs, Elementary literacy assessment, class size support, plant operations and maintenance utility costs due to new facilities and carbon tax levy costs, and school and program based priorities.

Capital Reserves are greater than anticipated at August 31, 2018 and August 31, 2019 due to that the technology evergreening funding was reallocated to capital reserves.

Expenses by Object

Certificated Salaries and Benefits

This increase represents the hiring of an additional 5.45 FTE teachers.

Non-certificated Salaries and Benefits

This decrease represents a reduction of 9.72 FTE support staff. This reduction mostly relates to the educational assistant positions as these were reallocated to other support staffing (i.e. EEP managers, Speech Language Pathologists) and to fund increases in teachers (part of CIF allocations).

Services, Contracts, and Supplies

Increase in services, contracts, and supplies relates to the use of one-time funds to replace equipment, furniture, purchase literacy resources, supplies, and additional classroom resources and classroom enhancements.

Amortization Expense

Increase in original estimate of supported amortization due to the addition of new facilities coming in-service and increase in non-supported amortization due to the purchase of equipment and vehicles. The estimate has been adjusted to reflect the actual amortization of these capital assets.

Certificated Staffing FTE

A total of 628.77 FTE budgeted for certificated staffing. This increased from the preliminary budget as there was an additional 5.45 FTE teachers added for CIF and to address class sizes.

Non-Certificated Staffing FTE

A total of 519.79 FTE budgeted for non-certificated staffing. This decrease from the preliminary budget as represents a reduction of 9.72 FTE support staff. This reduction mostly relates to the educational assistant positions as these were reallocated to other support staffing (i.e. EEP managers, Speech Language Pathologists) and to fund increases in teachers (part of CIF allocations).

Eligible Funded Students

Eligible funded students are enrolments that are funded by Alberta Education, not the head count at September 30th. Funded enrolment decreased over the May budget at Grades 1 to 12. Funded enrolment increased at Preschool over original projections.

Highlights of the 2018-2019 budget as compared to the 2017-2018 budget may be found in the Executive Summary to the budget in the November 2018 AERR report.

3040 Lethbridge School District No. 51

School Jurisdiction Code and Name

FALL 2018 UPDATE TO THE 2018/2019 BUDGET: Page 1

	Fall 2018 Update to the Budget 2018/2019	Spring 2018 Budget Report 2018/2019	Variance	% Variance
OPERATIONS (SUMMARY)				
Revenues				
Alberta Education	\$122,016,429	\$122,077,467	(\$61,038)	0.0%
Other - Government of Alberta	\$772,894	\$739,201	\$33,693	4.6%
Federal Government and First Nations	\$248,128	\$248,128	\$0	0.0%
Other Alberta school authorities	\$0	\$0	\$0	0.0%
Out of province authorities	\$0	\$0	\$0	0.0%
Alberta municipalities - special tax levies	\$0	\$0	\$0	0.0%
Property taxes	\$0	\$0	\$0	0.0%
Fees	\$3,409,709	\$3,445,891	(\$36,182)	-1.1%
Other sales and services	\$1,314,219	\$1,365,581	(\$51,362)	-3.8%
Investment income	\$193,000	\$193,000	\$0	0.0%
Gifts and donation	\$363,000	\$390,000	(\$27,000)	-6.9%
Rental of facilities	\$34,704	\$34,704	\$0	0.0%
Fundraising	\$2,461,000	\$2,461,000	\$0	0.0%
Gain on disposal of capital assets	\$0	\$0	\$0	0.0%
Other revenue	\$0	\$0	\$0	0.0%
Total revenues	\$130,813,083	\$130,954,972	(\$141,889)	-0.1%
Expenses By Program				
Instruction - Early Childhood Services	\$8,933,606	\$8,678,344	\$255,262	2.9%
Instruction - Grades 1 - 12	\$101,971,197	\$100,363,953	\$1,607,244	1.6%
Plant operations and maintenance	\$16,800,354	\$15,600,064	\$1,200,290	7.7%
Transportation	\$2,468,779	\$2,468,779	\$0	0.0%
Board & system administration	\$4,253,284	\$4,259,106	(\$5,822)	-0.1%
External services	\$315,500	\$315,500	\$0	0.0%
Total Expenses	\$134,742,720	\$131,685,746	\$3,056,974	2.3%
Annual Surplus (Deficit)	(\$3,929,637)	(\$730,774)	(\$3,198,863)	-437.7%
Expenses by Object				
Certificated salaries & wages	\$59,246,288	\$58,744,772	\$501,516	0.9%
Certificated benefits	\$14,448,792	\$14,389,864	\$58,928	0.4%
Non-certificated salaries & wages	\$22,667,842	\$22,929,172	(\$261,330)	-1.1%
Non-certificated benefits	\$6,331,928	\$6,411,911	(\$79,983)	-1.2%
Services, contracts and supplies	\$26,909,686	\$25,272,133	\$1,637,553	6.5%
Amortization expense - supported	\$4,576,935	\$3,472,584	\$1,104,351	31.8%
Amortization expense - unsupported	\$561,249	\$465,310	\$95,939	20.6%
Interest on capital debt - supported	\$0	\$0	\$0	0.0%
Interest on capital debt - unsupported	\$0	\$0	\$0	0.0%
Other interest and finance charges	\$0	\$0	\$0	0.0%
Losses on disposal of tangible capital assets	\$0	\$0	\$0	0.0%
Other expenses	\$0	\$0	\$0	0.0%
Total Expenses	\$134,742,720	\$131,685,746	\$3,056,974	2.3%
Accumulated Surplus from Operations (Projected)				
Accumulated Surplus from Operations - August 31, 2018	\$11,087,872	\$11,412,629	(\$324,757)	-2.8%
Accumulated Surplus from Operations - August 31, 2019	\$7,158,235	\$10,681,855	(\$3,523,620)	-33.0%
Capital Reserves - August 31, 2018	\$5,268,160	\$2,386,822	\$2,881,338	120.7%
Capital Reserves - August 31, 2019	\$3,433,470	\$2,452,132	\$981,338	40.0%
Certificated Staff FTE's				
School based	617.7	612.2	5.5	0.9%
Non-school based	11.1	11.1	-	0.0%
Total Certificated Staff FTE's	628.8	623.3	5.5	0.9%
Non-Certificated Staff FTE's				
Instructional	426.9	436.6	(9.7)	-2.2%
Plant operations & maintenance	66.6	66.6	-	0.0%
Transportation	1.0	1.0	-	0.0%
Other non-instructional	25.4	25.4	-	0.0%
Total Non-Certificated Staff FTE's	519.8	529.5	(9.7)	-1.8%

Attestation of Secretary-Treasurer/Treasurer:

This information was formally received by the Board of Trustees at the meeting held on :

November 27, 2018

****Please complete the attached Comment Sheet to provide information regarding any material (>5% for revenues, expenses, fees, reserves, and surpluses, or >3% for staffing & enrolment) changes from the Spring Budget to the Fall forecast as identified in yellow above as well as any other pertinent information.**

3040 Lethbridge School District No. 51

School Jurisdiction Code and Name

FALL 2018 UPDATE TO THE 2018/2019 BUDGET: Page 2

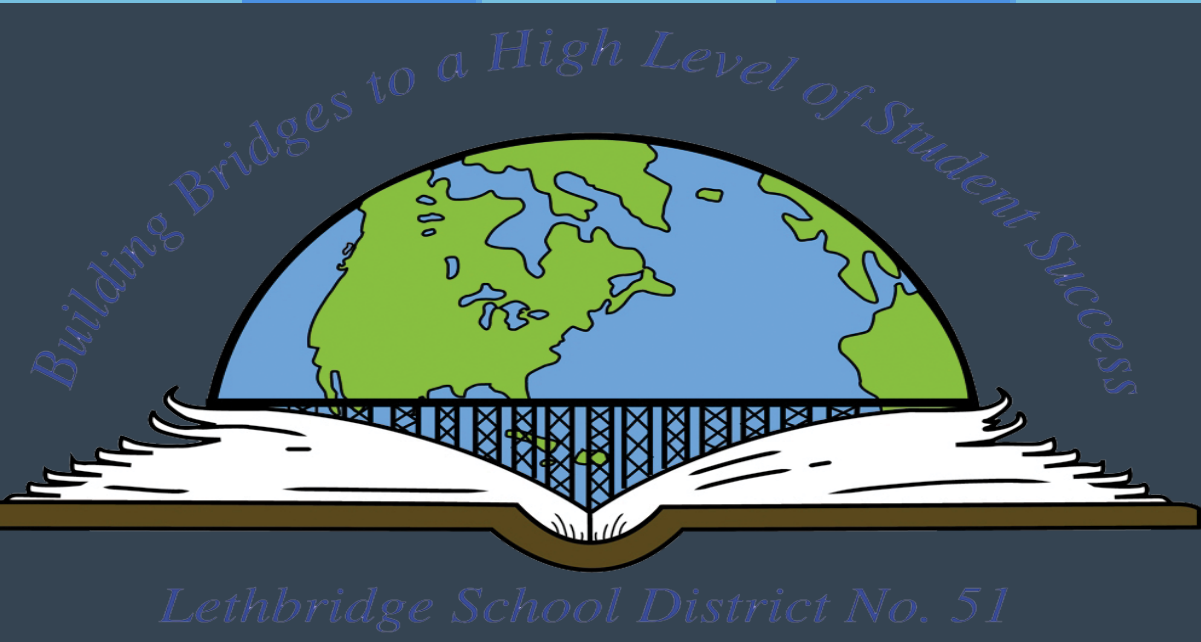
	Fall 2018 Update to the Budget 2018/2019	Spring 2018 Budget Report 2018/2019	Variance	% Variance
FEE & SALES TO PARENTS & STUDENTS				
Fees				
Transportation	\$2,950	\$2,950	\$0	0.0%
Basic instruction supplies	\$7,810	\$7,810	\$0	0.0%
Lunchroom Supervision & Activity Fees	\$0	\$0	\$0	0.0%
Technology user-fees	\$0	\$0	\$0	0.0%
Alternative program fees	\$3,000	\$3,000	\$0	0.0%
Fees for optional courses	\$413,399	\$449,581	(\$36,182)	-8.0%
ECS enhanced program fees	\$0	\$0	\$0	0.0%
Activity fees	\$469,040	\$469,040	\$0	0.0%
Other fees to enhance education	\$51,734	\$51,734	\$0	0.0%
Extra-curricular fees	\$700,283	\$700,283	\$0	0.0%
Non-curricular supplies, materials, and services	\$430,743	\$430,743	\$0	0.0%
Non-curricular travel	\$1,330,600	\$1,330,600	\$0	0.0%
Other fees	\$150	\$150	\$0	0.0%
Total fees	\$3,409,709	\$3,445,891	(\$36,182)	-1.1%
Other Sales to Parents & Students				
Cafeteria sales, hot lunch, milk programs	\$0	\$0	\$0	0.0%
Special events	\$0	\$0	\$0	0.0%
Sales or rentals of other supplies / services	\$0	\$0	\$0	0.0%
Out of district student revenue	\$0	\$0	\$0	0.0%
International and out of province student revenue	\$315,500	\$315,500	\$0	0.0%
Adult education revenue	\$0	\$0	\$0	0.0%
Preschool	\$336,000	\$336,000	\$0	0.0%
Child care & before and after school care	\$0	\$0	\$0	0.0%
Lost item replacement fees	\$0	\$0	\$0	0.0%
Bulk Supply Sales	\$0	\$0	\$0	0.0%
Other sales (describe here)	\$0	\$0	\$0	0.0%
Other sales (describe here)	\$0	\$0	\$0	0.0%
Other sales (describe here)	\$0	\$0	\$0	0.0%
Other sales (describe here)	\$0	\$0	\$0	0.0%
Other sales (describe here)	\$0	\$0	\$0	0.0%
Total other sales	\$651,500	\$651,500	\$0	0.0%
Grades 1 - 12				
Eligible funded students - Grades 1 to 9	7,704.0	7771.0	(67.0)	-0.9%
Eligible funded students - Grades 10 to 12	2,526.0	2551.0	(25.0)	-1.0%
Other students	70.0	70.0	-	0.0%
Home ed and blended program students	-	0.0	-	0.0%
Total Enrolled Students, Grades 1-12	10,300.0	10,392.0	(92.0)	-0.9%
Early Childhood Services (ECS)				
Eligible funded children - ECS	766.0	794.0	(28.0)	-3.5%
Other children	230.0	230.0	-	0.0%
Program hours	475.0	475.0	-	0.0%
ECS FTE's Enrolled	498.0	512.0	(14.0)	-2.7%

Attestation of Secretary-Treasurer/Treasurer:

This information was formally received by the Board of Trustees at the meeting held on :

November 27, 2018

****Please complete the attached Comment Sheet to provide information regarding any material (>5% for revenues, expenses, fees, reserves, and surpluses, or >3% for staffing & enrolment) changes from the Spring Budget to the Fall forecast as identified in yellow above as well as any other pertinent information.**



Lethbridge School District No. 51

2018

2019

Budget

Fall Update

2018

2018-2019

Enrolment

+228
students

2018-2019
Enrolment

11,502

2.02%

506

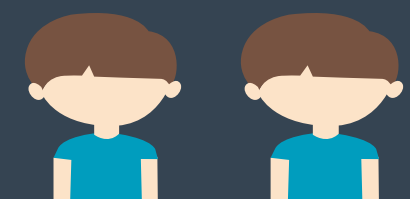
+ 7.43%



Early Education Program

766

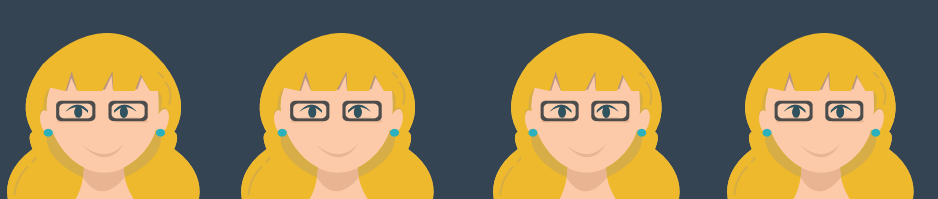
- 10.72%



Kindergarten

4,386

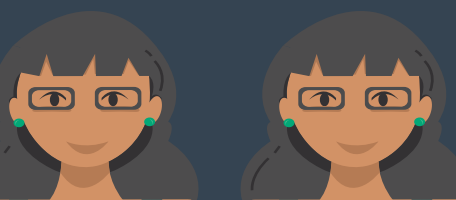
+ 3.20%



Elementary School

2,490

+ 2.38%



Middle School

3,354

+ 2.79%



High School

\$134.92
Million

Revenue

4.95% Increase

as compared to 2017-2018

9%

91%

Received from AB
Gov't

\$4.1 million

Drawn from Reserves to
address Board and School
Site Priorities

Base Grant is 57% of revenue

Spending our Savings

Proposed use of One-time reserves have been allocated to the following:

- School-based resources, furniture and equipment needs
- School Improvement initiatives such as supporting student learning needs, literacy assessment at elementary schools, numeracy and Spanish resources, and funding the Technology Lead Teacher position
- Funding for all-day Kindergarten program (already Board approved)

Expenditures

83%

\$134.92 Million

Of the District Budget is spent on
Instructional services for
students

28.3 FTE

Increase in staff of
5.7 FTE

76% Total Staffing
of Budget

Teachers 629 FTE

Support Staff 520 FTE

Inclusive Learning
support to students

12%

Technology
2%

Other Instructional
Supports
3%

School Based
66%

Instruction Based Expenditures are:

85% STAFFING

15% Supplies and Services

17%

Non-Instructional
Support Services

Facilities
12%

Transportation
2%

Administration
3%

*Under the
3.6% maximum
(approx \$455,300
goes to instruction)

Support Services Expenditures are:

33% STAFFING

67% Supplies and Services

Vision:

Learners are innovative thinkers who are
successful, confident, respectful, and caring

Innovation

Board Priorities

Inclusion

Achievement

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Clark Bosch
Board Chair

RE: Breakfast with the Board – Chinook High School – December 5, 2018

Background

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

On a monthly basis trustees meet with the staff of at least 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 Chinook High School on Wednesday, December 5, 2018 at 7:30 a.m. Following the breakfast, Principal Kevin Wood will provide a tour of the school for trustees.

Recommendation

It is recommended the Board receive this report as information.

Respectfully submitted,

Clark Bosch
Board Chair

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

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

Recommendation

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

Respectfully submitted,
Christine Lee

Associate Superintendent, Business Affairs

Report to the Board of Trustees

November 27th, 2018

Community Engagement Committee

- Have table sponsorship of 10 tables to date for a total of \$8,400 for the 2019 ICE Scholarship Awards to held on February 14th, 2019.
- Tickets are now on sale to the public. For information see our web page at: [Trustees/Canada 150 Scholarship Breakfast](#).

Facilities

- South East Lethbridge Elementary School site at the Canals at Fairmont is fully serviced and ready for construction; the board has received the funding letter and approval to tender construction from Alberta Infrastructure. Tender packages are being prepared for release.
- 2019-2020 Modular Classroom request has been sent into Alberta Education with supplemental information as to the emergent need for these classrooms, in particular in West Lethbridge due to enrolment pressures at Elementary and High School. Please the facilities report for details.
- The facilities department has been working on the required reporting related to Infrastructure Maintenance and Renewal work that has been performed in 2017-2018. Additional reporting requirements have been requested from prior years.

Technology

- The department continues to work with Xerox and schools around photocopier concerns.
- Technology department has spent a great deal of time on supporting system security and combating email compromise issues.

Finance

- The year-end audit was completed for the 2017-2018 school year. The audit report and financial statements are presented in the November 27th, 2018 meeting for approval.
- Six schools selected as part of the year-end audit to be reviewed by the auditors. We were pleased to see that records are well maintained and internal controls have improved.
- The Payroll department in conjunction with the HR department are working with our software provider to implement new products and procedures to improve the processing of payroll and address numerous challenges encountered through legislative and collective agreement changes. Improvements should provide for less “manual” intervention in the processing of payroll in the future and provide more information to employees on monthly pay statements.

Transportation

- The transportation grant submission is being prepared for submission to Alberta Education by November 30th.
- Investigation begins into how to obtain S-endorsement certification for our activity bus drivers who do not currently hold the certification. This is a new requirement based on recent transport Canada regulations. All activity bus drivers must have this endorsement by March 1, 2019. We have approximately 33 volunteer drivers that may require this training, which includes 2-days of classroom training and at least 2 hours of road test for each driver. ***Note: An extension to the March 1, 2019 deadline has just been received. We will now have to July 31, 2019. Based on a survey conducted of school jurisdictions it was determined that it would be impossible to meet the March 31st deadline which would impact school co-curricular activities.***

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.
- Social Engineering Fraud presentation made to Administrative Professionals Group at District PL Day on November 13th.
- Attendance at ASBA Fall AGM in Edmonton on November 18 to 20th.

Kids are our Business

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

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

Recommendation

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

Respectfully submitted,
Rik Jesse



Associate Superintendent, Human Resources

Report to the Board of Trustees

November 27, 2018

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.

Upcoming HR Recruitment opportunities:

- **Lethbridge School District No. 51 Hiring Fair ~ December 11, 2018**
HR is hosting a career fair on December 11, 2018 from 3:00-6:00pm at the Education Centre. On behalf of the HR team, I would like to invite you, our trustees, to join us. Volunteers will be greeting potential future hires and moving candidates from room to room. If you are available for an hour, please connect with Jolayne Prus.
- **University of Lethbridge PS III Large Group Seminar ~ Friday, December 8, 2018**
Purpose: Over the years, PS III Interns and University Consultants have suggested that there would be value in having the opportunity to get together on campus once during the semester in order to reconnect with peers and address the big topics of graduation, hiring, and working as a beginning teacher. To that end, we have organized just such an opportunity in a large-group seminar. This event is coordinated with the PIP Symposium in order to ensure you have an opportunity to present your work and to support that of others in PS III!
 - Session #1: How to be a substitute teacher?
 - Session #2: How to get hired?
 - Session #3: Q and A about graduation requirements for teaching after PS III and beyond 2018



- **University of Lethbridge Job Fair February 6, 2019**

Events:

- CASSIX Fall Conference ~ November 29 & 30, 2018
- CASSIX & ASBOA Annual Christmas Dinner & Retirement Recognition Evening ~ Thursday, November 29, 2018
- Local 41 Annual Christmas Dinner ~ Wednesday December 5th, 2018
- Admin. Mentorship Lunch and Learn ~ Thursday December 6th, 2018
- General TEBA Bargaining & Engagement Session Registration ~ December 11, 2018

Hiring at a Glance:

New Hires:

Support Staff Hiring - October 17 – November 20

- CUPE 2843 – 7 ~ Last month 25
- FNMI -0 ~ Last month 3
- Non-Union- 1 ~ Last month 2
- Caretaking/Maintenance – 1 ~ Last month 3

Open Positions as of November 20, 2018

- CUPE 2843 – 16 ~ Last month 14
- FNMI –3 ~ Last month 3
- Non-Union – 2 ~ Last month 0
- Caretaking/Maintenance – 0 ~ Last month 1

Resignations/Termination October 17 – November 20:

- CUPE 2843 – 9 ~ Last month 4
- FNMI – 1 ~ Last month 4
- Non-Union- 3 ~ Last month 1
- Caretaking/Maintenance – 4
- Sub List - 3 (2 CUPE 290 & 1 CUPE 2843) ~ Last month 10

Substitute Lists:

ATA (Teachers)

- 173 Teacher Substitutes as of November 20, 2018 ~ Last month 190
- Comparison - 181 Teacher Substitutes on September 18, 2017
- 18 New Teacher Substitutes as of November 20, ~ 10 Last Month, 13 are currently in the application stage ~ 17 Last month

Support Staff

- Support ~ 64 Support Substitutes as of November 20, 2018

Leaves:

Medical / Maternity Leaves – October

ATA (Teachers)

- 3 New medical leaves for a total of 22 to date
- 4 New Teacher maternity leaves for a total of 29 to date
- 2 Teachers returning from maternity leave

Support Staff

- 4 New Medical leaves as November 20 for a total of 24
- 3 New maternity leaves for a total of 6

ALL SCHOOLS ENROLLMENT BY GRADE: October 31, 2018

SCHOOL	Pre-Kindergarten			Kindergarten			Grades 1 - 12															Total	Total FTE
	Oct 31	Sep 30	Diff	Oct 31	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	Oct 31	Sep 30	Diff	Oct 31	Oct 31
	2018	2018		2018	2018														2018	2018		2018	2018
																			1-12	1-12		PreK-12	PreK-12
Victoria Park												1	1	6	13	31	54	140	246	230	16	246	246.0
Chinook High															290	274	300	303	1167	1176	-9	1167	1167.0
Immanuel Christian Secondary												41	48	41	40	53	44	51	318	316	2	318	318.0
LCI - Total Students															235	221	219	225	900	902	-2	900	900.0
LCI - French Immersion															36	45	51	41	173	171	2	173	
WCHS															242	195	208	200	845	848	-3	845	845.0
G S Lakie												149	162	155					466	469	-3	466	466.0
Gilbert Paterson - Total Students												253	259	205					717	718	-1	717	717.0
Gilbert Paterson - French Immersion												64	64	54					182	182	0	182	
Lethbridge Christian				29	29	0	31	24	18	24	21	18	20	7					163	163	0	192	177.5
Senator Joyce Fairbairn												196	143	142					481	478	3	481	481.0
Wilson												211	243	202					656	658	-2	656	656.0
Agnes Davidson - Total Students	58	57	1	65	66	-1	90	74	71	88	85								408	406	2	531	469.5
Agnes Davidson - French Immersion				45	46	-1	68	46	49	55	52								270	267	3	315	
Coalbanks - Total Students	43	43	0	87	87	0	108	89	69	72	59								397	398	-1	527	
Coalbanks - Spanish				45	45	0	41	26											67	67	0	112	
Dr. Probe	43	43	0	84	84	0	100	90	86	125	94								495	496	-1	622	558.5
Fleetwood Bawden - Total Students	43	41	2	50	49	1	58	60	63	69	64								314	312	2	407	360.5
Fleetwood Bawden - Montessori							26	27	28	35	24								140	140	0	140	
Galbraith	42	42	0	67	68	-1	66	58	77	96	77								374	375	-1	483	428.5
General Stewart	48	48	0	20	20	0	21	24	19	24	22								110	108	2	178	144.0
Immanuel Christian Elementary	22	22	0	40	40	0	56	25	56	44	42								223	223	0	285	254.0
Lakeview				58	58	0	98	78	88	89	86								439	436	3	497	468.0
Mike Mountain Horse	78	78	0	77	75	2	99	75	79	116	89								458	457	1	613	535.5
Nicholas Sheran - Total Students	37	37	0	74	74	0	96	89	81	104	71								441	439	2	552	496.5
Nicholas Sheran - French Immersion				42	42	0	51	44	25	30	30								180	180	0	222	
Park Meadows	42	42	0	37	37	0	45	55	50	51	42								243	245	-2	322	282.5
Senator Buchanan	26	26	0	49	49	0	47	42	40	55	43								227	230	-3	302	264.5
Westminster	27	27	0	29	29	0	38	22	35	28	29								152	150	2	208	194.5
SUB TOTALS	509	506	3	766	765	1	953	805	832	985	824	869	876	758	820	774	825	919	10240	10233	7	11515	10430.0
Stafford Ridge																1	1	5	7	3	4	7	7.0
Harbour House																			0	0	0	0	0.0
Pitawani													1			3	2	4	10	10	0	10	10.0
CAMP											1		1		1	1	1	1	6	5	1	6	6.0
SUB TOTALS																			23	18	5	23	23

TOTAL STUDENTS / FTE ENROLLED AS OF OCTOBER 31, 2018	11538	10453.0
TOTAL STUDENTS / FTE ENROLLED AS OF SEPTEMBER 30, 2018	11522	10901.0

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

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

Recommendation

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

Respectfully submitted,
Morag Asquith



Associate Superintendent – Instructional Services - November 2018

First Nations, Metis and Inuit Work

Highlights of the FNMI team work this month has involved:

- Finalizing budget
- Reviewing possible restructuring of service delivery of the FNMI Education Team
- Waiting to hear back re: the IFNE grant for “Elder in Residence” program
- FNMI Committee –November 6th
- Starting the FNMI Strategic Plan and finalizing the FNMI Work Plan
- Reconciliation Lethbridge November 29th
- Lots of PL and planning for teachers

Wellness Work

The staff “Wellness Throw Down 2018/19” is now in the month of “Gratitude”. Staff are encouraged to show in different ways at least 4 X gratitude during school time. December will be associated with connecting face to face and decreasing social media time.

Twelve schools met the “Outdoor Challenge” in October and Lakeview Elementary won the raffle for proceeds to support a “Staff Wellness Activity”.

Schools continue to work on enhancing breakfasts and lunches that are offered at schools where the Alberta Education Nutrition funding has been allocated.

Morag Asquith and Laura Paiement were selected by Ever Active Schools to present at “Shaping the Future” Conference at Lake Louise January 31-February 1. The title of their session is titled, “Nature, Movement, Connection” and will be discussing the importance of each of these elements when establishing a wellness culture in an Education System.

Morag and Cayley King presented “Better Together- Enhancing Communication and Understanding Conflict Styles” to the Attwell Centre and Education Centre.

Division of Instructional Services has secured a \$15,000 Wellness Grant to support more consult work with our students and classroom teachers around self- regulation.

Collaborative Communities and Professional Learning

Karen Rancier, Director of Curriculum and Instruction and Anna Ells, her Executive Assistant worked hard to organize and structure our PL day November 13th. Attached are the sessions that were hosted throughout the district.

Many inquiry questions that Administrators are sharing in Generative Dialogue are connecting to elements of UDL. Ann Muldoon, Director of Inclusive Education and Karen Rancier, Director of Curriculum and Instruction hosted Part 2 UDL for Administrators on November 1st. Shelley Moore will be coming back on November 28th to present again in Lethbridge (for a third time). There continues to be a strong representation of staff who are registered for this session held by SAPDC.

Dual Credit

We continue to work with Lethbridge College on fine tuning the Automotive Service Dual Credit opportunity that will be offered April –August of 2019 to grade 11 and 12's in our School District.

There will be an Open House for students and parents November 29th at Lethbridge College in the Trade Centre.

All Day Kindergarten

As a District we are responding to an increase in requests from parents and families advocating for all day kindergarten versus half day programming.

More and more families struggle to organize mid-day pick up and drop offs. Lethbridge demographics are changing, and many new families in Lethbridge do not necessarily have extended families who can assist with transportation and childcare. It is also likely that some vulnerable families opt out of half-day Kindergarten due to this reality.

We are fortunate in Lethbridge School District No. 51 to have full day and all day kindergarten options that are currently being offered at 4 of our schools in Lethbridge School District No. 51. We are also fortunate to have two provinces in Canada (Ontario and British Columbia) that have invested in full day kindergarten for all their kindergarten-aged students that have paved the way in exploring what effective, successful and supportive “all day kindergarten” can look like provincially. Many rural districts around the province already only provide all day Kindergarten due to necessity (travel time and distances to access).

Currently in many schools we only offer half day Kindergarten. Providing an “all day” option presents new planning and programming challenges for students and their families, teachers, schools and the school district. It also provides exciting opportunities.

We have invited Lynette Kostiuk (Westminster Kindergarten), Krystal Biesbrook (Westminster Kindergarten) and Reanne Hilgartner (Westminster) to assist us in exploring what those challenges are as we look at scheduling all day kindergarten options next year in our schools. Lynette has kindly agreed to share what her planning and practical measures involve when providing all day kindergarten.

We will be offering a late afternoon of learning for our Kindergarten Teachers in Lethbridge School District No. 51 led by Kindergarten teachers November 29th from 4-5:30 p.m. at Westminster Elementary School.

We all look forward to this learning opportunity hosted at Westminster.

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background:

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

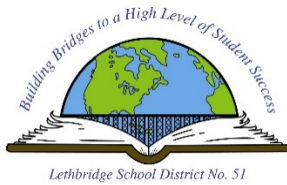
Recommendation

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

Respectfully submitted,

Cheryl Gilmore
Superintendent





2018-2019 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.
- Both the Elementary and Middle School Comprehensive Literacy Steering Committees had their first meeting for the year. The focus for both meetings was the sharing the successes and challenges of effective literacy instruction in each school.

Numeracy

- Secondary math teachers started the year with a bank of resources on math facts and math vocabulary that had been created last spring by members of the Secondary Math Steering Committee.
- Numeracy Lead Teacher, Jenn Giles, is providing support to classroom teachers in Grades 4-9 in the form of residencies. Her areas of focus are “Number Talks” and math vocabulary.

Curriculum Implementation

- The school-based Curriculum Administrators attended a two-day workshop on “Concept-Based” Curriculum in October. They will attend a “train the trainer” session on December 5th where they will receive a PowerPoint slide deck to present to their staffs and spend time on the new Learn Alberta website, where all new curriculum documents are housed.
- The Education Minister is planning to sign off on the Kindergarten through grade 4 new curricula in December 2018.
- Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of Alberta Education, District-based and ATA leaders.

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

- Off campus program very active over the summer with Work Experience and RAP placements.
- Dual credit courses: Liberal Education 1000, Cinema 1000, Management 1850, Liberal Education 2020, Automotives

Middle School Initiatives

- Middle School Learning Day held on October 9th was a great success. Teachers and support staff attended sessions focusing on understanding the adolescent brain and modeling of instructional strategies across the different subject areas that are engaging and relevant to adolescent learners.

Early Learning

- Kindergarten teachers have completed classroom observational assessments and data entry for the Early Years Evaluation. Print outs will support discussions at Parent-Teacher conferences and inform instruction. Data is being compiled by the Learning Bar and printouts for each classroom, as well as the district, should be available in the next couple of weeks.
 - The PUF audit is complete with documentation sent to Alberta Education November 20. All school districts across the province participate in the yearly audit in which Alberta Education randomly selects 15% of the new children coded for PUF to review. The audit includes a PUF eligibility form, qualifying reports and documentation for the specific code, as well as an educational environment impact statement for each child in the audit. Currently we have 254 children accessing PUF (children with severe delays), with more being identified up to February 1.
 - Registration for the 2019-2020 school year for Early Education Programs and Kindergarten is currently being organized. New processes are being implemented where there have been high registration numbers for Early Education Programs in west Lethbridge.
-

FNMI

- FNMI Education is working on Strategic Plan and the Work Plan for the year - this will guide decisions around how best to allocate the \$125,000 for the 2018/19 school year.
- Continuing to plan Professional Learning in consultation with Karen Rancier for all teachers for the 2018/19 school year.
- FNMI Parent Night - October 24th at Victoria Park High School.
- Waiting for approval from Alberta Education of IFNE grant that supports an “Elder In Residence Program”.
- Exploring different School Districts methods of FNMI Service Delivery.

Administrator Professional Learning

- We are continuing the “Inquiry” Professional Learning joint venture with University of Lethbridge.
- November 1st all Administrators participated in a 2nd “Introduction to Universal Design for Learning” session facilitated by Ann Muldoon, Karen Rancier and Morag Asquith.

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

- On November 13, AES staff completed Level 2 training in the Collaborative Problem-Solving Model with Kent Hollingsworth from KCC.
- At the November 20 LST meeting, Ann Muldoon facilitated a session on Universal Design for Learning (UDL) for district Learning Support Teachers.
- SIVA Training was provided to district staff on November 22 and 23.
- On November 15, Shaun Metz, Christie Archer and Ann Muldoon facilitated a Lunch and Learn for administrators on Approaches to Positive Behaviour in School.
- The first District-wide PL day occurred on Tuesday, November 13th with all teachers participating in 73 different teacher-created and teacher-chosen Collaborative Communities (CCs). These CCs encompassed themes of Literacy, Numeracy, FNMI, ESL, Inclusive Education, Spanish/French, Science, Technology, and more!
- Support Staff PL applications have been approved and funded by HR for a variety of professional learning events for EAs.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll - session held November 13 & 22
- HR is providing First Aid Certification & Recertification training. 4 Courses are offered October - November. 69 employees are participating in these after-hours events.
- HR arranged for 4 Head Caretakers to attend Supervisor Leadership Series (6 Courses) through the Lethbridge College this fall (October 30-December 4th).
- 12 Caretaking and/or Maintenance staff were invited to attend “Focus on the 90%” session held on November 21, 2018.
- A presentation on Social Engineering Fraud was made to Administrators and our Auditors on October 25th, 2018 by our insurance broker Marsh. A follow-up presentation was made by Christine Lee to the Administrative Professionals Group on November 13th, 2018.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- Both Year 1 and Year 2 groups are being encouraged to use their release time for classroom observation and feedback.

Wellness Initiatives

- HR provided resources to all Wellness Committee members for Employee & Family Assistance Program (EFAP) as well as other ASEBP Benefits.
 - HR had ASEBP present on the Employee Family Assistance Program to Administrator’s on October 25, 2018 and many resources were shared.
 - Laura Paiement has already visited schools and is back this month to consult further on universal self-regulation and staff wellness.
-

- Morag is working with HR on the “Lethbridge School District Wellness Throw Down” this is an initiative facilitated by Health Champions in each school over the next 8 months. Schools are partnered for competition/challenges that are health related for Staff.
- 11 Wellness Grants from the Wellness Committee have been distributed to schools based around supporting self-regulation, gratitude and physical activity.
- Alberta Education Nutrition Program continues to support breakfast/lunch opportunities in 11 schools this year.
- Terry Fox Runs are happening throughout the District.

Parent Engagement

- The November 5th District School Council meeting included a learning session for parents presented by Michael Krokosh, our new Technology Lead Teacher, focusing on the software students have access to at school and at home.

Community and Business/Industry Engagement

- HR team attended the Kainai Career & Employment Fair- October 23, 2018 In Stand-Off. The Fair provided opportunity to recruit as well as connect with our community.
- The Community Engagement Committee is busy planning the 2019 ICE Scholarship Breakfast to be held on February 14th, 2018. Tickets are on sale now!

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.

Classroom Improvement Fund Updates

Allocations in place:

- 6.0 FTE teaching staff to address class size
 - 2 Kindergarten Education Assistants
 - 6 Education Assistants across all levels
 - English Language Learning teacher
 - Family School Liaison Counsellors
 - Teacher of FNMI Culture and Language
 - Education Assistant professional learning
-

PRIORITY TWO: INCLUSION

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

- Positive Spaces first meeting was held November 14th, 2018.
- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use.
- Evacuation sites for all schools have been collated for the year and shared with the City to further support Emergency/Evacuation procedures.
- Lockdown process has altered slightly from last year and communication has gone out to Administrators to share with staff.
- 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.

Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)

- At the November 20 LST meeting, Nicole Baker (LST) and Kalie Veres (AES) presented to the group on the value of the AES role in building capacity to support challenging behaviours in school based on their experience at Mike Mountain Horse School.
 - Jim Kerr is currently presenting to school staffs on Student Engagement. The focus of the presentation is the shift in focus of Alberta Education in dealing with students who are struggling with engagement/attendance. The focus is now on a Restorative model rather than a punitive one.
 - The district, through the work of Jim Kerr, has partnered with Mental Health (Alison Lux) in delivering a School Refusal workshop for parents. It is a 3-part series on understanding the barriers, communication with your child, understanding how the community agencies work to support, and then planning/strategizing with parents. The parents will get an opportunity to reflect on how the strategies they had planned for the week worked out, and to talk about the successes and challenges. The workshop series will be offered at different times in the year.
 - Learning Team meetings are ongoing in schools as new students arrive. There continue to be requests for additional support.
 - Heather Willms, ESL Lead Teacher, continues to provide support for teachers with Benchmark assessments at all grade levels.
 - Heather is also working alongside teachers in classrooms, sharing strategies and resources for language acquisition and social transition.
 - Emily Glawe, middle school ESL teacher, has now moved to GS Lakie School, and will be co-planning and co-teaching in classrooms, modelling instructional strategies and assessment techniques to support ELLs.
-

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 instruction.

Breadth of Program Options

- Chinook High School and Winston Churchill High Schools have started there 2019 season with some friendly robotics challenges. The Robotics teams are also currently exploring the capabilities of 3D printing and how custom part can be manufactured in house to add to their design.
- Cinema 1000 on Tuesday evenings at the University of Lethbridge, as part of the dual credit partnership is coming to an end in December. We expect 8 Lethbridge 51 students to complete the course and look forward to offering the course again in the 2019/20 school year. Next fall the course we be offered in two sections making it what we consider more desirable for high school students to complete.

Technology

- Lethbridge School District No. 51 along with our neighboring School districts and SAPDC will be hosting several live workshops with Dr. Mike Ribble in mid-March. Dr. Ribble is known for his leadership in Digital Citizenship and has authored several books and papers on the subject. Dr. Ribble has also offered to host a parent evening while he is in the area entitled "Growing up Digital".
 - A committee of administrators is currently being formed to address and hopefully create an action plan for technology items that are currently not being evergreened. Currently, laptops, projectors, iPads and other devices in our schools, had been purchased with one-time funding and need to be replacement.
 - The Lethbridge School District No. 51 Disaster Recovery (DR) Plan is almost complete and will continue to be a living document. The Disaster Recovery project has been a very insightful process, outlining some of the strengths and challenges within our network. Our DR plan also covers and prepares us for several Cyber Security scenarios and provides us with several backup solutions.
 - Currently, the Technology Department along with our Communications Officer has been reviewing other website providers due to our current website contract expiring May of 2019. We hope to have a selection made prior to the new year and have an announcement shortly.
 - Members of the Technology Department will be in Calgary on November 27 for Level 2 Digital Threat Assessment training. The training is beneficial when we have a request to review students' school online activity.
 - The Technology Team participated and supported several Professional Learning Groups on November 13th. We had team members assisting staff with everything from virtual reality to drawing online.
 - All high Schools and middle schools have received a Surface Studio to support CTF/CTS programming. The large drawing computers had been purchased with funds carried over from the Classroom Improvement Fund. Schools are seeing several students using the devise for a number of projects, including cartooning and audio mixing.
 - A letter of support was written to the Lethbridge College for a grant application for a Labour Market Proposal. If the Lethbridge College is successful with the grant application, they will offer workshops around creating content in 3D to our high School students over the next two years.
-

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Acknowledgements of Excellence

Background:

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

Galbraith student **Satvik Gunuganti** took third place in the Lethbridge Public Library mini-spelling bee in October.



G.S. Lakie Grade 6 student **Sawyer Althouse** won the Gold in the U 14 category at the Judo Tournament in Regina in October.

G.S. Lakie teacher **Nick Rickards** completed his Masters of Arts degree.

Wilson Middle School Boys SV Volleyball team for winning the Senator Joyce Fairbairn Middle School Volleyball tournament in October.

Winston Churchill students **Reshma Gurung, Alisha Gurung, and Amrita Gurung** have been selected to the United Traditional Tae Kwon-Do Canada Development Team. The team helps prepare young athletes for national and international competition. The girls do the majority of their training at Churchill in the after school Tae Kwon-Do classes led by Master **Darin Gibson**, then attend additional sessions weekly with members of the National Team.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: 2018 Christmas Celebrations

Background

The 2018 Christmas Celebrations season schedule is attached.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore



LETHBRIDGE SCHOOL DISTRICT No. 51 2018 CHRISTMAS SEASON SCHEDULE

SCHOOL	DATE	TIME	EVENT	LOCATION/OTHER INFO
Agnes Davidson	Dec 11	6:30 pm	Christmas Performance-students with last names A-L	Agnes Davidson
	Dec 12	6:30 pm	Christmas Performance-students with last names M-Z	Agnes Davidson
Chinook High School	Dec 19	7 pm	"Glorious Sounds of the Season" with the choirs: Concert, Grade 9, Women's Chamber, Men's Chorus and Mixed Chamber with guest, Karin Barg – Harp	Southminster United Church
Coalbanks Elementary	Dec 12	6:30 pm	Christmas Concert	Coalbanks
	Dec 13	6:30 pm	Christmas Concert	Coalbanks
Dr. Probe Elementary	Dec 13	6 – 7:30 pm	Family Christmas Dance	Dr. Probe
Fleetwood-Bawden	Dec 4	2 & 7 pm	Christmas Drama Production	Fleetwood-Bawden
	Dec 5	2 & 7 pm	Christmas Drama Production	Fleetwood-Bawden
G.S. Lakie Middle School	Dec 19	7 pm	Christmas Concert	G.S. Lakie School
Galbraith Elementary	Dec 20	12:30 pm	Choir and Carolling	Galbraith School
General Stewart Elem.	Dec 18	10 am, 7 pm	"Snow Glad Christmas is Here" Concert	General Stewart
Gilbert Paterson	Dec 10	7 pm	Choir/Handbells Christmas Concert	College Drive Community Ch.
	Dec 13	7 pm	Christmas Band Concert	Southminster United Church
Immanuel Christ. Elem.	Nov 26	9 am	Advent Chapel "Hope"	Imm. Christ. Elem.
	Dec 3	9 am	Advent Chapel "Peace"	Imm. Christ. Elem.
	Dec 10	9 am	Advent Chapel "Joy"	Imm. Christ. Elem.
	Dec 17	9 am	Advent Chapel "Love"	Imm. Christ. Elem.
	Dec 21	9 am	Christmas Chapel	Imm. Christ. Elem.
Immanuel Christ. Sec.	Dec 6	7 pm	Band/Choir Christmas Concert	Trinity Reformed Church
LCI	Dec 4	7 pm	Remembering Decembers	College Drive Community Church. Tickets \$10 (adults) \$5 (students/seniors) at School Cash Online
	Dec 11	7 pm	Christmas Band Concert	Southminster United Church Admission by donation at door
Lakeview Elementary	Dec 11	1:15 & 6 pm	Christmas Concert- K, Gr 2 & 4	Lakeview School
	Dec 12	1:15 & 6 pm	Christmas Concert- Gr 1, 3 & 5	Lakeview School
Leth. Christ. Elementary	Dec 12	2, 6:30 pm	Christmas Concert	Leth. Christian School
Leth. Christ. Middle S.	Dec 18	7 pm	Band/Handbells Concert	Leth. Christian School
Mike Mountain Horse	Dec 18	6:30 pm	Christmas Handbells/Choir Showcase	MMH
Nicholas Sheran Elem.	Dec 12	6:30 pm	Winter Carnival	Nicholas Sheran School
	Dec 13	9 am	Winter Music Assembly	Nicholas Sheran School
Park Meadows Elem.	Dec 8	1 & 3:30 pm	Christmas Concert, 1 pm for students last names A-K, 3:30 pm for students last names L-Z.	Park Meadows Baptist Church
Senator Buchanan Elem.	Dec 6	6 pm	Snowflake Ball	Senator Buchanan
Senator Joyce Fairbairn	Dec 19	7 pm	Christmas Concert	Fairbairn School Atrium
WCHS	Nov 26	7 pm	Christmas Concert	Southminster United Church
Westminster Elem.	Dec 19	1:30&6:30 pm	Christmas Concert	Westminster School
Wilson Middle School	Dec 6	7 pm	Winter Concert	Wilson Middle School

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent

Re: Snacks with the Superintendents – École Nicholas Sheran – December 5, 2018

Background

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

On a monthly basis Executive Council as a whole meet 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 Nicholas Sheran have been invited to have Snacks with the Superintendents on Wednesday, December 5, 2018 beginning at 12:00 p.m.

Recommendation

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

Respectfully submitted,

Cheryl Gilmore

Calendar of Events for Board of Trustees

December	3	District School Council Meeting 6:00 p.m. Education Centre Board Room
	5	Breakfast with the Board 7:30 a.m. Chinook High School
	5	Snacks with the Superintendents 12:00 p.m. École Nicholas Sheran School
	11	TEBA Meeting Edmonton
	12	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	18	Board Meeting 3:30 p.m. Education Centre Board Room
	22	Christmas break begins
January	7	Classes resume
	9	Education Centre Leadership Team Meeting 9:00 a.m. Education Centre Conference Room
	14	District School Council 6:30 p.m. Education Centre Board Room
	16	Board Committee of the Whole 3:00 p.m. Education Centre Conference Room
	23	Board Meeting 3:30 p.m. Education Centre Board Room
	24	Administrators' Committee Meeting 1:15 p.m. Education Centre Board Room



MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – October 24, 2018

Present: Rylan Barlow, Stefanie Desrochers, Cheryl Gilmore, Teresa Loewen, Lola Major, Melanie McMurray, Allison Pike, and Maggie Taylor.

The Policy Advisory Committee reviewed the Terms of Reference as well as the following policies, some of which were presented for Board approval at this meeting:

- 201.2 Mandate
- 202.1.1 Confidentiality
- 202.1.2 Conflict of Interest
- 202.2 Chair of the Board
- 202.3 Individual Trustees
- 205.1 Trustee Compensation
- 206.1 Trustee Training and Development
- 303.4 School Principal
- 303.3 Administrator Growth, Supervision and Evaluation
- 402.11.1 Teacher Growth, Supervision and Evaluation
- 609.5 Student Records

The next meeting will be held November 21, 2018.

Respectfully submitted,

Lola Major

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Doug James, Trustee

RE: District School Council - November 5, 2018

Technology Presentation:

Students can access the work they do at school at home

Need to go to their personal 365 account:

Firstname.lastnamegraduationyear@lethsd.ab.ca

Michael Krokosh, Education Technology Lead Teacher, contact:

Michael.krokosh@lethsd.ab.ca

Takes them to Outlook

Click on waffle and you will get to 365 suite

REGULAR MEETING

1. Welcome and Introductions
 2. Approval of the Agenda – added 9 c. Boundaries
 - Hollie Tarasewich moves to adopt the agenda as amended. Edna Asem seconds the motion. All in favour, none opposed. Motion passed.
 3. Approval of the Minutes
 - Hollie Tarasewich moves to adopt the minutes as presented. Shannon Pratt seconds the motion. All in favour, none opposed. Motion passed.
 4. Business Arising
 - a. School Hot Lunch Programs
 - There have been some schools that have been quite diligent about enforcing the district policy about encouraging children to choose foods from “eat most often” category.
 - At this point, as Hot Lunches do not occur regularly, this policy does not have to encompass the entire Hot Lunch program.
 - b. School Council Learning sessions
 - There was discussion last meeting around the different types of learning sessions parents would like to see. The topics of interest have been scheduled (attached). All parents/community members are welcome and are not required to stay for the council meeting afterward.
 - December topic: How a council can make their meetings more attractive, inclusive and welcoming for the FNMI parents.
-

5. Trustee Report

- International Trip Approval - Immanuel Christian Secondary School has submitted a request for approval for an international trip to New York City. Estimated cost is \$2600 per student. Fundraising opportunities are available for students.
- FNMI Open House was held in October, and there was a good turnout this year.
- Response to September Public Forum Question on Student Transportation – the Board responded to concerns raised by a parent about the changes in bus transportation without proper communication. The issue was resolved.
- Canadian Award for Financial Reporting - Lethbridge School District No. 51 first Canadian School division to receive the CANFR.
- Urban Indigenous Youth Grant has been provided to Lethbridge SD 51. Update on how the grant will be used will be shared by Associate Superintendent Morag Asquith.
- Next Boarding meeting will be on Tuesday Nov 27, starting @ 3:30.

6. Alberta School Council Association – Hollie Tarasewich

- Board meeting this past weekend where the Minister of Education was in attendance and heard the concerns from parents around the province which primarily focused on transportation and curriculum.
- The Minister also discussed results from PATs relative to Math.
- ASCA has changed the resolution process and the deadline is extended is now Jan 15, 2019.
- Also looked into how to use innovation to the benefits of the board. For example, have put out short 1-3 minute clips done by the president of ASCA for information.

7. Reports from District Committee

- a. Policy Advisory - Joy
 - Met on Oct 24. 6-8 policies have been emailed out to all school council chairs. Any feedback can be emailed to LeeAnne or Joy Morris.
 - b. District Wellness – Shannon
 - Met on Oct 15th. Alberta Ed Nutrition Grant - fruit and vegetables are delivered to each school. Discussion within the schools about how to distribute and offer help if necessary (cutting or distributing). Divided into zones on when each school receives the fruit and vegetables.
 - There is a subcommittee that is working on a Wellness policy that will address wellness holistically, not just healthy eating.
 - Health Promotion Coordinator for AHS talked about three areas of focus for building healthy schools: Healthy Eating, Active living, and Positive Mental Health
 - c. SAPDC
 - Looking into innovation; how to reach out.
 - Shelley Moore is a leader and renowned speaker in inclusion; there has been interest expressed for having Shelley for a parent session.
 - d. Community Engagement
-

- Meeting was on October 9th and there was a bit of discussion on the ICE Scholarship Breakfast in February. Marty Parks is the keynote speaker booked for the breakfast. There are three sub committees: event planning, sponsorship, selection.
- Town Hall - group recommended discussing the same questions over a couple years so that stakeholders can see progress.

8. District School Council calendar of events

- The district calendar of events is on the School district website.

9. Superintendent Report

a. 2018-19 CIF Allocations

- Last year the Classroom Improvement Fund was allocated. The funds are designed to go towards improve the classroom so that learning and education is improved. Staffing (support, EAs, Teachers).

b. Curriculum Highlights

- K- 4 curriculum is up and slated for implementation for the 2019/2020 school year.
- Timeline provided. Draft Grade 11/12 is expected to be done in 2022.
- Conceptual-based curriculum and instructions uses an inductive approach. Karen Rancier, Curriculum Director will host a parent session regarding the most significant shifts with the new curriculum. Link to new K-4 Draft Curriculum:

<https://education.alberta.ca/curriculum-development/what-will-students-learn/?searchMode=3>

c. Boundaries

- Communication plan is being developed, there is a committee and there has been no decision made regarding the boundaries that affect Chinook High School. The committee comprised of Westside Principals, District administrators, and Board, is currently looking at data with respect to growth. The plan is to communicate information starting in December with parents. The primary concern is to not provide misinformation. The district does not want to provide information to the public until all information is collated. Decision-making regarding boundaries will be a process that engages stakeholders in looking at plausible solutions.

10. Roundtable Reports

- Ecole Agnes Davidson School, Coalbanks Elementary, Gilbert Paterson, Immanuel Christian Elementary, Wilson Middle School, and Fleetwood Bawden have all submitted round table reports.

11. Adjournment at 8:06 p.m.

Respectfully submitted,

Doug James

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Doug James, Trustee

RE: FNMI Advisory Committee – November 6, 2018

Attended: Lenée Fyfe, Darryl Christiansen, Doug James, Donna Hunt, Tracy Wong, Morag Asquith, Marni Hope, John Chief Calf, Heather Hadford, Andrea Fox, Gus Wensmann, Sarah Burton, Phil Williams, Kevin Wood, Amethyst Big Throat, Joey Beebe, Philistine Maurer, Katherine Chubb

Andrea Fox welcomed committee members and they introduced themselves and reason for being on the committee.

The minutes were reviewed and adopted. Andrea and Morag introduced and reviewed the committee's four priorities for the 2018/19 year.

#1 District Policy- FNMI Restructuring

Defining FNMI terminology, lack of student advocacy at the school level (K and E placements) and highlighting localized content.

- Provide professional learning and upstanding for staff
- Define Resiliency and Wellness
- Identify and Provide books and teaching tools
- Improve and develop relationships with all stakeholders

Reduce the turnover of the FNMI liaisons and provide support, vision and direction

#2 District Blackfoot Protocols Handbook

The handbook would provide consistent messaging and continuity in the *Blackfoot Ways of Knowing*. The completion would be September 2019.

#3 Parent/Family Engagement

Provide opportunities to reach out to FNMI families so they feel comfortable and engaged in our District Learning Community. Explore the possibility to establish an FNMI District School Council hoping to break down barriers and build binding relationships.

#4 Truth and Reconciliation

Tabled until next meeting

Next meeting – February 13, 2019

Respectfully submitted,

Doug James

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Doug James, Trustee

RE: Facilities Committee – November 6, 2018

The minutes of the Facilities Committee meeting held November 6, 2018 are attached.



Lethbridge School District No. 51

Facilities Committee

Minutes

November 6th, 2018

Committee Members present:

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 Requests:

New Modular Classrooms requests were submitted to Alberta Education on October 30th for the 2019-2020 school year. These requests concentrated on elevating enrolment pressures at West Lethbridge Schools (Coalbanks, Chinook High School, Dr. Probe and Nicholas Sheran Schools). Modular classrooms have also been request for decanting purposes as work begins on the ventilation systems at Senator Buchanan and Westminster Elementary Schools over the next two years. 2019-2020 Modular Classroom submission is attached.

2. Updates:

- a. **Senator Joyce Fairbairn:** The school is still undergoing finishing items and times are being address under the schools warranty period.
- b. **S.E. Elementary School:** The board is expecting the funding letter from the government in the next month and then will work on final approval to proceed to construction tender in early 2019.
- c. Facility Services Projects that were started in the summer, still being completed, and new projects for the 2018-2019 year were reviewed with the committee. These included updates on the Senator Buchanan and Westminster mechanical and electrical upgrade projects. *The list of projects is attached.*



Category Codes:
 1 = Health and Safety (Please explain)
 2 = Enrollment Procedures (Please explain)
 3 = Program Delivery (Please explain)
 4 = Evergreening (Please Explain)

Please e-mail the original Excel document to edc.cpdata@gov.ab.ca



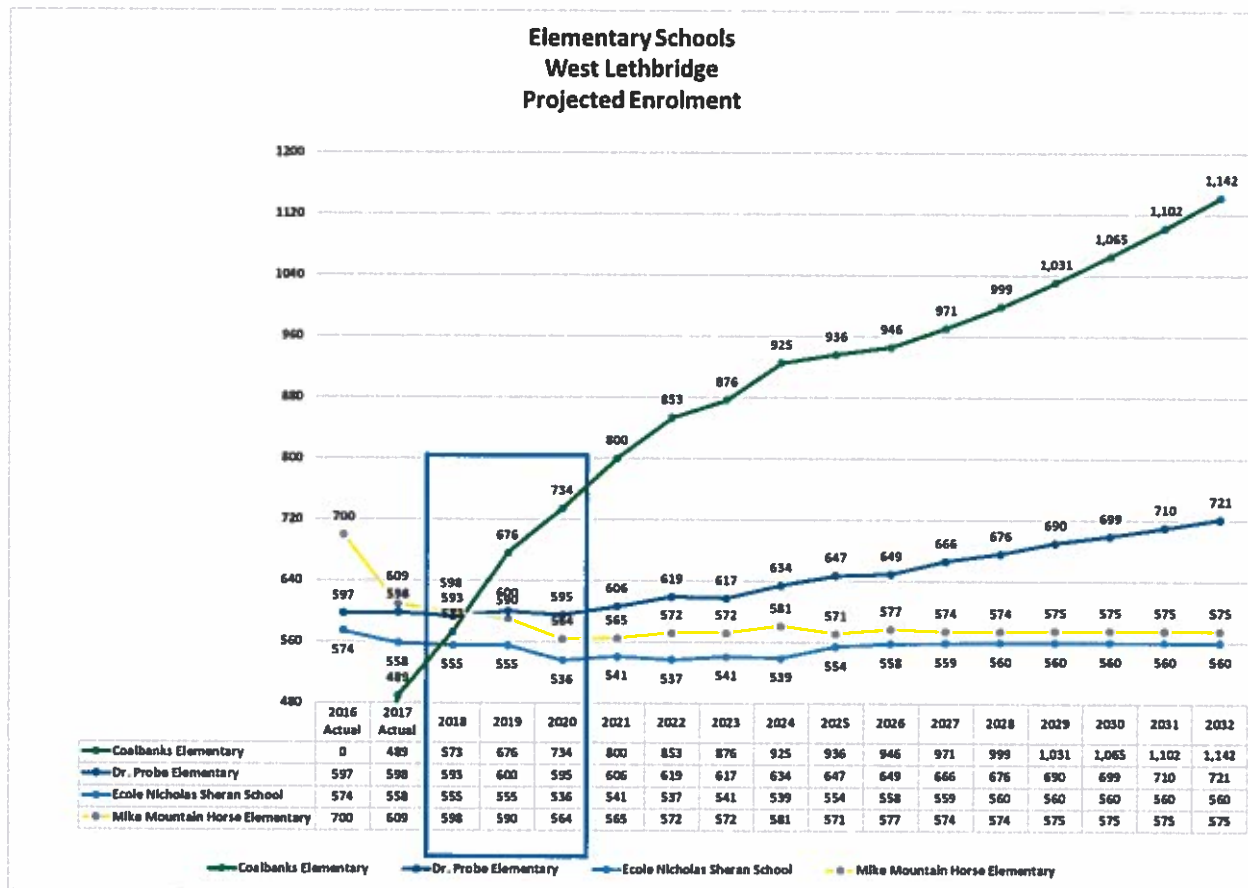
Lethbridge School District No. 51

2019-2020 Modular Classroom Request Supplemental Information

A. New Modular Classroom Requests- Enrolment Pressures

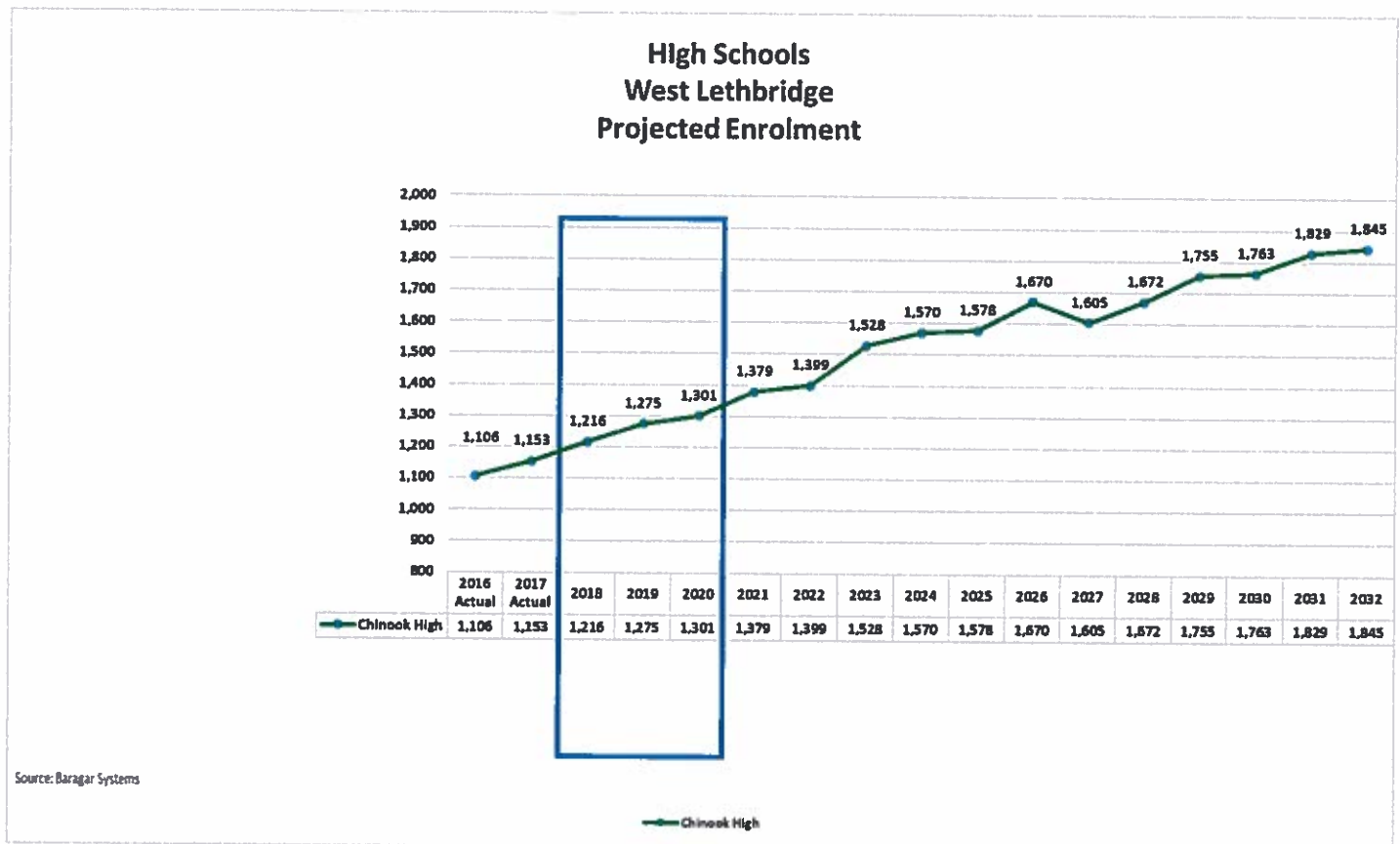
1) Coalbanks Elementary School – 2-A, 2-B Modular Classrooms

- Coalbanks opened in September 2017 at 98% capacity.
- Three (3) out of the 4 modular classrooms for full build out under the grant agreement received in 2018. 1 of the modular classrooms requested will complete full build out under the school construction agreement.
- Overall elementary school enrolment capacity in West Lethbridge is at 91%.
- Modular classroom space required until a new elementary school in West Lethbridge approved and constructed. See West Lethbridge Elementary School enrolment projection chart below as submitted in 2018 Capital Plan.



2) Chinook High School – 4-A Modular Classrooms

- Chinook High School is at 86% capacity.
- Due to growth in West Lethbridge, enrolment growth is expected to continue at Chinook High School. See enrolment chart below as submitted with 2018 Capital Plan.
- Chinook High School is the only High School in West Lethbridge



3) Dr. Gerald B. Probe Elementary School – 2-A Modular Classrooms

- Nicholas Sheran Elementary School is at 96% capacity.
- Overall elementary school enrolment capacity in West Lethbridge is at 91%.
- Modular classroom space required until a new elementary school in West Lethbridge approved and constructed. See West Lethbridge Elementary School enrolment projection chart in #1 above as submitted in 2018 Capital Plan.

4) **Nicholas Sheran Elementary School – 1-A Modular Classrooms**

- Overall elementary school enrolment capacity in West Lethbridge is at **91%**.
- Modular classroom space required until a new elementary school in West Lethbridge approved and constructed. See West Lethbridge Elementary School enrolment projection chart in #1 above as submitted in 2018 Capital Plan.

B. New Modular Classrooms for decanting purposes at two schools then move to Galbraith Elementary School for enrolment pressure.

Request 2 -A modular classrooms (stand-alone) for Senator Buchanan Elementary School and 2-A and modular classroom (stand-alone) for Westminster Elementary School. These units will be used for decanting purposes while IMR work completed over a two-year period to replace ventilation, plumbing and mechanical components at these schools to minimize disruption to the learning environment during project completion.

Once these two projects are completed, the modular classrooms would be relocated to Galbraith Elementary School to assist with enrolment pressures. Galbraith Elementary is the District's oldest school and is currently at **93%** capacity. Galbraith Elementary is the District's number one project for modernization. Should the modernization be approved these modulars would assist in the decanting process at the school during the modernization.

**Facilities Committee Meeting Proposed Projects
2018/2019 and 2019/2020**

November 6, 2018

Elementary Schools

North	Estimate
Buchanan	
Mechanical and Electrical Upgrade – over 2 years	\$2,000,000
Front Yard Landscape	\$7000
Exterior Stair and Guard Rails	\$15,000
Concrete Sidewalks	\$15,000
Westminster	
Mechanical and Electrical Upgrade	\$2,000,000
Front Yard Landscape	\$7000
Exterior Stair and Guard Rails	\$15,000
Concrete Sidewalks	\$15,000
Galbraith – Modernization Priority in Capital Plan	
Exterior Cornice Reconstruction	\$50,000
Fascia and Soffit Upgrade	\$12,000
Re-keying and Hardware Upgrade	\$45,000
Park Meadows	
Playground Asphalt	\$15,000
Concrete Sidewalks	\$20,000
Minor Ventilation Projects	\$20,000
South	
Agnes Davidson	
1972 Wing Demountable Partition Repairs	\$22,000
Flooring Replacement	\$250,000
Lakeview	
Concrete Sidewalks	\$25,000
Boiler review and projects	\$30,000
General Stewart	
Flooring Replacement	\$200,000
Parking Lot Replacement including drainage upgrade	\$75,000
Re-keying and Hardware Upgrade	\$20,000
Fleetwood	
Boiler review and Project	\$30,000
West	
Nicholas Sheran	
Boiler Review and Project	\$30,000
Minor Ventilation Project	\$20,000
Roof Replacement Phase 2	\$150,000
Roof Replacement	\$75,000
North East Entry Reconstruction	\$40,000
Mike Mountain Horse	
Washroom Reconfiguration	\$50,000
Concrete Sidewalks	\$35,000
Lighting Replacement	\$35,000
Ceiling Replacement and Lighting	\$15,000
Probe	
Washroom Reconfiguration	\$50,000
Concrete Sidewalks	\$35,000
Lighting Replacement	\$35,000
Ceiling Replacement and Lighting	\$15,000

Coalbanks		
Blast Storage Cabinetry		\$20,000
All Elementary Schools		
Teaching Wall Upgrade		\$50,000
Middle Schools		
North		
Wilson		
South West Wing Upgrade – Heating, Flooring, Painting, white boards		\$120,000
South		
Paterson		
Parking Lot Enhancement		\$100,000
West		
GS Lakie		
Flooring Replacement and Floor Slab Leveling		\$30,000
Concrete Sidewalks and mow strips		\$60,000
Concrete Play Surface		\$50,000
Senator Joyce Fairbairn		
Storage Garage (capital project)		\$75,000
Garbage Enclosure (capital project)		\$75,000
Concrete Outdoor Area at South West		\$30,000
High Schools		
North		
Winston Churchill		
Removal of North Exterior Sunken Patio		\$100,000
Concrete Sidewalk Replacement		\$50,000
Main Entrance Sidewalk Barrier Free Access Enhancement		\$75,000
Refinish the Gymnasium Flooring		\$70,000
Painting of Exterior Vs		\$30,000
Re-keying and Hardware Upgrade		\$95,000
Aluminum Door Replacement		\$100,000
South		
LCI		
Flooring		\$100,000
Painting		\$20,000
Barrier Free Access		\$10,000
Victoria Park/Ed Centre		
Re-keying and Hardware Upgrade		\$75,000
West		
Chinook		
Chiller Plant Piping repair		\$65,000
Attwell		
Re-keying		\$7,000
		6,830,000

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: ATA Local Council – November 7, 2018

Professional Development – Phil Williams

Leadership Essentials for Administrators will take place November 19th and 20th. Collaborative Communities, are great way to work with colleagues, just a reminder to get signed up.

Social Committee – JJ Ondrus

The Annual Curling bonspiel for members will be held on November 16, 2018.

DEHR Committee – Aaron Rosenke and Sarah Delong

The DEHR Art Gala will be held again this year.

LPEO – Craig Findlay

“I believe in Public Education” Campaign. <http://www.ibelieveinpubliced.ca/>

“The Face of Education” Campaign will be promoting Public Education during the coming election cycle.

Presidents Report – Derek Resler

Communities of Inquiry Grant Program 2018/19 promoting research are available, apply A.T.A.

Local 41 Scholarship Draw will take place Dec.5 2018.

PEC Report – Katherine Pritchard

The contribution rates to teacher pensions have been reduced due to strong investment returns.

Next meeting December 5, 2018 – will be the Local Council Christmas Dinner at the Signature Sandman Hotel.

Respectfully Submitted,

Donna Hunt

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Community Engagement Committee – November 13, 2018

Trustee Christine Light will provide an oral report.

The next meeting is scheduled for Thursday, January 17, 2019 @ 6:00 pm.

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. Zone 6 General Meeting – November 14, 2018

Highlights: Election of Officers – Zone 6 Chair - Lori Hodges
PD and SAPDC - Lacey Poytress
Labour Rep. – Greg Long
Health – Lori Hodge
Zone Director – Brad Toone
Alternate Director – Doug Smith

Alberta Education Report – Ron Taylor

1. Anti-Racism update
Anti-Racism Advisory Council – Over 300 applicants for 24 positions. Anti Racism Community Grant Programs – Eligible non-profit organizations undertaking anti-racism projects that raise awareness and understanding of racism and its impact on all Albertans, maximum of \$25,000. www.alberta.ca/anti-racism-community-grant-program.aspx
 2. Indigenous languages in Education Grant Program
\$6 million to preserve, strengthen, and revitalize Indigenous languages within Alberta. Two-year projects focusing on instructor development and resource development. In support of Alberta's commitment to the principles of the United Nations Declaration on the Rights of Indigenous Peoples and the Truth and Reconciliation commission's Calls to Action.
 3. Playground Pilot Project
\$25.5 million Budget 2017 to support playgrounds throughout the province. Government is taking what it learned and is developing recommendations for future policy on the construction of playgrounds. This government is continuing to work with school boards to further support construction or replacement.
 4. Enhancing Second-Level Supports in Education
Support to First Nations, up to \$150,000, which provide education services in exploring a letter of intent or partnership agreement. Not intended to replace federal funding for First Nations education. These will include:
 - a. Second-level services comparable to supports and services available to children residing off-reserve.
 - b. Increased access to coordinated and integrated education programs and services.
 - c. Greater access to specialists (language, culture, curriculum), professional development and shared administrative human services.
 - d. Enhanced access to early learning programs, wrap-around supports and technology.
-

Great Kids Award

The Award will recognize children and youth for helping and changing the lives of others, and helping build stronger communities. Nominations open until November 30, 2018.

www.greatkids.alberta.ca

SAPDC Presentation - An Overview of the New Concept Based Curriculum – Understanding the Curriculum Shift. Presenter - Cynthia Parr

Respectfully Submitted

Donna Hunt

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Christine Light, Trustee

RE: Poverty Intervention Committee – November 19, 2018

Committee Members Present: Karen Rancier, Christine Light, Ali Koganow, Andrea Fox, Brian Palsky, DeeAnna Presley-Roberts, Heather Mathur, Heather Paul, Judith Meunier, Naresh Parekh, Tasha More, Terry Hagel, Dean Hawkins, Donna Stodolka, Melissa Hooper

1. Terms of Reference reviewed – changes highlighted that will be brought forth in a motion at a future board meeting to implement.
2. Budget Update
 - a. Closing balance, August 31, 2018 - \$93,503.78
 - Majority of funds allocated for
 - b. Need for increased District and public awareness, promotion & fundraising
 - i. TV, Newspaper, District Web Site & Communication, Twitter, seasonal clothing donations, flyers/letters, engaging student leadership groups/student bodies, Lethbridge Magazine
3. Poverty Grant Application Update
 - a. 13/23 schools applied for the \$1000 PIC Grant
 - i. 12 approved; 1 declined; 1 partially approved
 - LCI: Tea Cozy
 - WCHS Washer/Dryer
 - GPMS Dr. Gibb; sensory tools
 - GSLakie GRIT (Growth, Resiliency, Initiative, Tenacity)
 - WMS LLI Intervention Kit
 - Probe FNMI & ESL Books
 - Nicholas Sheran Self-regulation equipment
 - Fleetwood-Bawden Heavy work activities
 - Galbraith Inclusive reading materials
 - Park Meadows Hand Bells
 - Senator Buchanan Self-regulation equipment
 - Lakeview Play library
4. WAM bags
 - a. As of Oct. 31, \$1922.08 spent on bags.
 - b. Continuing program through the year; discussion on need for more storage space to provide more bags if necessary.
5. Next meeting to be held March 11, 2018.

Respectfully Submitted,
Christine Light

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Doug James, Trustee

RE: District Student Advisory Council (DSAC) – November 20, 2018

The DSAC met at Chinook High School for a two-part presentation. The students discussed the Southern Leadership Conference, which they all attended last week. In particular, they gave feedback about the two main speakers and their own presentations. Secondly, the student council members attended a presentation from Orlando Bowen who challenged the students and staff to be “Game Changers” in spite of the difficulties/challenges they may face during their life journey. He shared his life story and personal challenges, which definitely had the attention of his audience. The Chinook staff were amazing at getting the students engaged prior to the presentation, in particular, Bruce Carbert icebreaker activity. The Orlando Bowen presentation involved both westside middle schools and the Chinook students.

Next DSAC meeting is scheduled in March where the student advisory members will develop leadership activities to pursue at each school.

Respectfully submitted,

Doug James

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Lola Major, Trustee

RE: Policy Advisory Committee – November 21, 2018

The Policy Advisory Committee reviewed the following policies:

- 402.11.1 Teacher Growth, Supervision and Evaluation
- 609.5 Student Records
- 603.1 Animals in Schools
- 602.6 Second Language Programs other than English and French
- 1003.5 Conducting Research

The next meeting will be held January 9, 2019.

Respectfully submitted,

Lola Major

MEMORANDUM

November 27, 2018

To: Board of Trustees

From: Jan Foster, Trustee

RE: Community and Social Development – November 23, 2018

Trustee Jan Foster will provide an oral report.





CITY OF
Lethbridge

October 18, 2018

Mr. Clark Bosch
Lethbridge School District No. 51
Board of Trustees
433 – 15 St S
Lethbridge, AB T1J 2Z5

Dear Mr. Bosch:

RE: Letter of Support

On behalf of Lethbridge City Council, I want to thank you for your Letter of Support to the Provincial Minister of Justice and Solicitor General, Kathleen Ganley.

We know the escalating drug issues affect all of us, particularly where children and students are present and drug activity is increasingly observed. Our Lethbridge school grounds and parks which are in close proximity to the downtown core are most vulnerable. Safety has become an issue.

With your supportive letter, we will advocate for greater support from our Provincial Government and seek to find effective ways in which to respond to this crisis.

Yours truly,

Chris Spearman, Mayor